



February, 2015

## Jefferson County Commissioners:

Jane Tabb, President

Patsy Noland, Vice President

Eric Bell

Dale Manuel

Walt Pellish

Jefferson County Homeland Security and Emergency Management Steering Committee:

John Sherwood, Chair

Ed Smith, Vice Chair Fire and Rescue Representative

Jeff Jeffries, Health Representative

Katherine Dunbar, Good Shepherd Inter-Faith Caregivers

Mason Carter, Jefferson County Department of Engineering

Jeffrey Polczynski, ENP, Jefferson County Emergency Communications Center

Jane Tabb, County Commission Representative

Kelly Parsons, Nichols,

DeHaven &amp; Associates

Pete Dougherty, Jefferson County Sheriff

Chuck Ellison, Frontier Communications, Utility Representative.

John Reisenweber, Jefferson County Development Authority

Sanford H. "Sandy" Green, Region 3 Homeland Security Area Liaison

Holly Frye, Shepherd University Service Learning Program

## Staff:

Barbara Miller, CEM, CFM Director

Jessica Owens, Planner/Program Manager/Deputy Director

Brandon Vallee, Administrative Assistant, Public Information Officer and Volunteer Coordinator

## Skywarn Basic Stormspotter Course in Jefferson County on February 26, 2015

JCHSEM is sponsoring a National Weather Service Skywarn Stormspotter Basic I Course to be held at Independent Fire Company, 200 West 2nd Avenue, Ranson, WV 25438 on February 26th from 6:30—9:30 p.m. The following is a description of the course:

This course is a prerequisite for all other courses. Basics I is a good general overview of severe weather for the general public. Upon completion of the course, you will be registered in the program by the NWS. You will receive a spotter code from the NWS within 6 weeks. Training in Basics I includes:

The basic organization of the National Weather Service  
The role and importance of the Skywarn spotter  
NWS Products and the Watch/Warning/Advisory system  
Thunderstorms

Thunderstorm threats:

Lightning

Flooding

Hail

Tornadoes

Downbursts

How to report vital info to the NWS

The role of amateur short-wave (HAM) radio in the Spotter Program

Participants are required to pre-register for this class. This is necessary to control class size and provide the proper amount of handouts. Classes have a limited amount of space. If you register for a class and can not make it, please notify us so we can make your spot available to someone else. To register, please go to:

<http://www.eventbrite.com/e/national-weather-service-basic-skywarn-course-tickets-15227814804>

If you have questions or need assistance to register, please contact Jessica Owens, Deputy Director at 304-728-3329 or [jowens@jeffersoncountywv.org](mailto:jowens@jeffersoncountywv.org).



## Jefferson County Community Emergency Response Team Training (CERT) Begins February 24, 2015

The Community Emergency Response Team (CERT) program is an all-risk, all-hazard training. This valuable course is designed to help you protect yourself, your family, your neighbors and your neighborhood in an emergency situation. Community-based preparedness planning allows us all to prepare for anticipated disruptions and potential hazards following a disaster. As individuals, we can prepare our homes and families to cope during that critical period.

Through pre-disaster planning, neighborhoods and worksites can also work together to help reduce injuries, loss of lives, and property damage. Neighborhood preparedness will enhance the ability of individuals and neighborhoods to reduce their emergency needs and to manage their existing resources until assistance becomes available. This training covers skills that are important to know in a disaster when emergency services are not immediately available. With training and practice, and by working as a team, you will be able to protect yourself and do the greatest good for the greatest number after a disaster. The training is designed for citizens with little or no training in the areas listed below, but those with some skills in these areas are also welcome to attend the training and participate in CERT. Homeowners or neighborhood groups, PTA's, service and social clubs, churches, businesses, or a group of individuals from a neighborhood are ideal groups to form CERT teams.

The only requirements are that you be over 18 years old and live or work in Jefferson County. Basic skills are taught in the areas of: Disaster Preparedness, Fire Safety, Disaster Medical Operations I and II; Terrorism Preparedness and Crime Prevention; Disaster Psychology, Special Populations and Animals in Disaster; Light Search and Rescue and CERT Volunteerism. All students participate in a final exercise at the end of the course.

**Class Schedule:** Classes are from 6:00pm – 9:00pm (Some class dates may change due to Instructor scheduling and weather conditions)

Tuesday, February 24, 2015: Disaster Preparedness, Barbara Miller or Jessica Owens, Instructor

Tuesday, March 3, 2015: Crime Prevention & Terrorism Awareness, Lt. Dave Colbert, Instructor

Thursday, March 5, 2015: Fire Safety and Fire Simulation, David Holmes and Bryan Lavallee, Instructor

Tuesday, March 10, 2015: Disaster Medical Ops I, Gene Rice, Instructor

Wednesday, March 11, 2015: Disaster Medical Ops II, Gene Rice, Instructor

Tuesday, March 31, 2015: Light Search & Rescue, David Holmes, Instructor

Thursday, April 2, 2015: Disaster Mental Health, Jeff Levesque, Instructor; Animals in Disaster, Jessica Owens, Instructor; and People with Special Needs, Jessica Owens, Instructor

Thursday, April 9, 2015: CERT Volunteerism, Test, Final Exercise & Graduation – David Holmes and Bryan Lavallee

**Location of the classes:** Classes will be held at the Jefferson County Emergency Operations Center, 28 Industrial Boulevard, Kearneysville. (Dates and locations are subject to change due to inclement weather, scheduling conflicts with either the instructors or the venue. All attempts will be made to stick with this schedule and enrolled students will be notified as soon as a decision has been made on rescheduling or changes that are necessary). All classes are taught by professionals in the corresponding field of expertise. All Classes are provided at no charge to the participants. Participants that complete all sessions and the final exercise will receive a certificate of participation and be issued a hard hat and a CERT Vest. Any participant that does not attend all courses or that is late or leaves early will have to make up that section of the course when the next round of courses are offered.

Preregistration is required and can be done by calling Jessica Owens at (304) 728-3329 to request a participant form or email to [jowens@jeffersoncountywv.org](mailto:jowens@jeffersoncountywv.org). You can also find the CERT Participant Form as well as additional information by visiting: <http://www.jeffersoncountywv.org/government/departments/homeland-security/cert-2.html>.



## JCHSEM's Steering Committee and Staff for 2015



Front Row: L to R: Kelly Parsons, Jane Tabb, Barbara Miller (Director), Katherine Dunbar. Back Row L to R: Brandon Vallee (Administrative Assistant, PIO, Volunteer Coordinator), Jessica Owens (Deputy Director, Planner, Program Manager), Holly Frye, Jeff Jefferies, Mason Carter, John Sherwood (Chair), Chuck Ellison, Ed Smith (Vice Chair), Pete Dougherty, Sandy Green, and Jeff Polczynski. Not pictured: John Reisenweber.

## Annual Partnership Meeting at the Epic Buffet at Hollywood Casino at Charles Town Races was held on January 30, 2015



## 2015-First Qtr. State Training Opportunities Released

Questions regarding these courses should be address to Christian Fernley, State Training Officer at 304-558-5380

### G-288 Local Volunteer and Donations Management Course

Date: February 10-11, 2015

Time: 8am - 5pm

Location: North Bend State Park

Course Description:

This training will support local governments and their Emergency Management partners in preparing for, responding to, and recovering from disaster events at the local level. The course is designed to strengthen the abilities of local jurisdictions to successfully prepare for and handle volunteer and donations management issues that may arise. The course content and activities may also serve as a template, thereby enhancing uniformity in addressing areas of donated unsolicited goods, unaffiliated volunteers, and undesignated cash. This training also provides information regarding the state's volunteer and donations management responsibilities, which are designed to help build relationships between government and Non-Governmental Organizations.

Required Prerequisites: IS-0288, The Role of Voluntary Organizations in Emergency Management; IS-0700.a, National Incident Management System, An Introduction; and IS-0100.b, Introduction to the Incident Command System, ICS-100. Course Length: 1½ days

### G548 Continuity of Operations Managers Training Course

Date: March 17-19, 2015

Time: 8am - 5pm

Location: Cacapon State Park

Course Description:

This course is designed to acquaint experienced Continuity of Operations (COOP) practitioners and instructors with the COOP Program Managers Course materials. The course will also refresh experienced instructors on instructional methodology and techniques.

Selection Criteria: This course is designed for Public Sector staff with responsibility for managing their COOP effort. Others who are integral to the COOP planning process may also take the course. Required Prerequisites: Participants must have knowledge of COOP Programs and the Federal Continuity Directives 1 and 2. Recommended Prerequisite: IS-0547.a, Introduction to Continuity of Operations Course Length: 3 days

### L-273 Basics of Floodplain Management Course

Date: March 23-26, 2015

Time: 8:30am to 4:30pm

**Location: Quality Hotel Conference Center, Harpers Ferry, WV**

Course Description:

The L-273 Managing Floodplain Development Through the NFIP is a free (expenses paid through CAP-SSSE Grant) FEMA sponsored comprehensive four day ,hands on, participatory training course on program aspects of the National Flood Insurance Program (NFIP) presented annually ( in various WV locations) for Floodplain Administrators and Local officials of our Counties and Communities. Class size is limited to thirty-first come- first served. Focus is geared toward, but not limited to, training newly appointed (less than one year experience) or non floodplain educated Community Floodplain Administrators in permitting and enforcement of FEMA minimum development standards and regulations for established flood zone areas.

The course is taught by FEMA Region III Planning Officers and WV NFIP staff per an existing 12 unit FEMA produced Power-Point schedule covering, as examples, Floodplain mapping, flood insurance, legal issues, permitting, outreach, regulations, etc.. Attendance at this course serves to satisfy WV's annual six hour Floodplain Management training requirement as well as fulfilling some of the ASFPM required hours to meet Certified Floodplain Manager (CFM) biannual CE requirements.

Prerequisites:

Each applicant must register for participation by filling out the 119-245-1 FEMA application found on the FEMA website at <http://training.fema.gov/apply> . As well, a Student Identification Number (SID) must be obtained to be registered at the EMI facility in Maryland at <http://cdp.dhs.gov/femasid/> which serves to obtain the attendance certificate.

POC: Robyn C. Mumphard @ 304-957-2571

## Recommended Independent Study Course for February, 2015

Each month, JCHSEM recommends one of the FEMA Independent Study Courses for all volunteers to take to increase their knowledge base. The course for February, 2015 is: IS-550: Continuity Exercise Design Course. It take approximately 5 hours to complete. IS-550 can be found at <http://training.fema.gov/is/courseoverview.aspx?code=IS-550>

Also recommended for February is the IS-524: Continuity of Operations (COOP) Planner's Workshop. The IS-524 Course is a 5-hour course. It can be found at: <http://training.fema.gov/is/courseoverview.aspx?code=is-524>.

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### Jefferson County Government Continuity of Operations (COOP) Tabletop Exercise Held on January 23



# Disaster Exercises, 2015

WV Homeland Security Region III (WVHSR3) Initial Planning Workshop was held in Moorefield in December, 2014. Representatives of all of the Counties of WVHSR3 were in attendance. Additional planning meetings are upcoming.

WV Hospital Association, Regions 8 & 9 After Action Meeting.....January 20, 2015 in Hampshire Co.

Jefferson County Government, Continuity of Operations Training and Tabletop Exercise, January 23, 2015

WV Homeland Security Region III Tabletop Exercise.....To Be Announced

WV Homeland Security Region III Functional Exercise.....To Be Announced

Jefferson County LEPC Tabletop Exercise.....To Be Announced

WV Homeland Security Region III Full Scale Exercise.....September 19, 2015 in each of the Counties of WV Homeland Security Region III. The Jefferson County EOC will be activated, as well as, Emergency Responders in the field.

WV Homeland Security Region 3 Improvement Planning Workshop ..To Be Announced.

**An effective exercise program is an essential component of our preparedness as it validates plans, tests operational capabilities, maintains leadership effectiveness, and examines ways to utilize the whole community. Exercise program management involves a collaborative approach that integrates resources, organizations, and individuals in order to identify and achieve program priorities.**



## Jefferson County Homeland Security and Emergency Management-Committees

### **Steering Committee, John Sherwood, Chair**

The Steering Committee works with the JCHSEM Director to guide the activities of JCHSEM. A fourteen-member Steering Committee is made up of public and private representation. JCHSEM is a Department within the Jefferson County Commission, who has overall responsibility for the department and its employees. The Jefferson County Commission appoints all members to the steering committee. This committee meets on the 4<sup>th</sup> Tuesday of February, March, May, June, August, September and holds a Nov/Dec meeting at 9:00 a.m. in the JCHSEM EOC at 28 Industrial Blvd., Kearneysville, unless otherwise announced. The Quarterly Partnership meetings held in January, April, July, and October also serve as the Steering Committee meetings for those months.

### **Public Awareness, Education and Training Committee, Katherine Dunbar, Chair**

Any interested person can serve on this committee. The Public Awareness, Education and Training Committee is responsible to communicate the organization's activities to the public and to build support for JCHSEM's programs. They work with the Director and other staff to keep the entire community focused on the objectives of JCHSEM, the opportunities for additional involvement and support by updating citizens and businesses about what the partners are doing and how the community will and is benefiting from these efforts. Additionally, they are responsible to assist the program manager in setting up speaking engagements and public awareness events. This committee meets monthly on the 2<sup>nd</sup> Wednesday of the at 0830 in the EOC at 28 Industrial Blvd., Kearneysville, unless otherwise announced.

### **Partnership and Volunteer Development Committee, Holly Frye, Chair**

Any interested person can serve on this committee. The Partnership Development committee assists the staff in identification and recruitment of potential partners and what they have to offer in community preparedness. This committee will be responsible for activities to promote partnership or membership development and recruitment of volunteers. This committee meets quarterly in the EOC at 28 Industrial Blvd., Kearneysville, unless otherwise announced. at 0830 on the last Monday of January, April, July and October.

### **Risk Assessment and Mitigation Planning Committee, Jeff Jefferies, Chair**

Any interested person may serve on this committee. The Risk Assessment/Mitigation Planning Committee examine the community's risks and vulnerability to all hazards and assess the community's vulnerability to those risks. A Risk Assessment and Mitigation Plan was completed and adopted by the Jefferson County Commission, all Jefferson County municipalities, WVHSEM, and Federal Emergency Management Agency in July, 2003. The plan was updated in 2008 and 2013. The 2013 Plan was approved by WVDHSEM and FEMA in June, 2013. This committee meets Quarterly. Please call the office for exact dates and times.

### **Counter Terrorism Committee, Barbara Miller, Director, Chair**

Membership to this sub-committee of the Risk Assessment and Mitigation Planning Committee is limited to members of law enforcement, emergency management, homeland security, emergency communications, Red Cross, schools, health care, fire companies, ambulance authority/EMS, and government, due to sensitive homeland security issues. The committee works on issues of planning and training for counter terrorism or human-caused disasters. Meetings are held on the 2<sup>nd</sup> Tuesday of the month at the EOC at 28 Industrial Blvd., Kearneysville, unless otherwise announced.

If you are interested in joining any of our committees, contact either [bmiller@jeffersoncountywv.org](mailto:bmiller@jeffersoncountywv.org) or [jowens@jeffersoncountywv.org](mailto:jowens@jeffersoncountywv.org)

Times, dates, places may need to be changed due to inclement weather, scheduling conflicts or EOC activation. If you have questions, call the JCHSEM office.

**Jefferson County Homeland  
Security and Emergency  
Management**

28 Industrial Blvd., Suite 101  
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Public Information Officer and Volunteer  
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Fax: 304-728-3320

**PUBLIC SAFETY; PUBLIC TRUST**

The Jefferson County Commission's Homeland Security and Emergency Management Department is responsible for the coordination of preparedness, planning, response, recovery and mitigation of disasters and large emergencies in Jefferson County, West Virginia. Volunteer and community participation is encouraged and welcome. We currently have committees on Risk Assessment and Mitigation Planning; Public Awareness, Education and Training; Counter Terrorism; Partnership Development and Retention; and a Steering Committee that acts as an advisory group. We are responsible for the Citizen Corps/CERT, StormReady, Community Rating System, Resilient Neighbor Network and Project Impact programs. JCHSEM is also responsible for the Jefferson County R.A.C.E.S group.



## **Meetings & Events**

### **February, 2015**

- 5 *HAM Radio Night at the EOC*
- 6 *State 9-1-1 Council Meeting in Charleston*
- 6 *State Emergency Management Council Meeting in Charleston*
- 10 *Counter Terrorism Committee Meeting at JCEOC, 1400 Hours*
- 11 *Public Awareness Committee Meeting at JCEOC, 0830 Hours*
- 16 *Presidents Day Holiday-Office is Closed*
- 17 *Pancake Day at Citizens Fire Department, 6 a.m.—7 p.m.*
- 18 *Jefferson County LEPC Meeting at JCEOC, 0730 Hours*
- 24 *Steering Committee Meeting at JCEOC, 0900 Hours*
- 24 *CERT Disaster Preparedness, at JCEOC, 1800-2100 Hours You must be pre-registered to attend. See page 2*
- 26 *Skywarn Basic Stormspotter Training at Independent Fire Company, 1830-2130 Hours. See page 1 for registration information.*

Please mark your calendars for October 27-28, 2015 for the Jefferson County LEPC's Mass Fatalities Conference at The Clarion Hotel and Conference Center in Shepherdstown! Watch for more information in the coming months!!