



November, 2013



Jefferson County Homeland Security & Emergency Management

www.jeffersoncountywv.org/homeland-security.html

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Jefferson County Commissioners:

Dale Manuel, President

Walt Pollish, V. President

Patsy Noland

Jane Tabb

Lyn Widmyer

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 & Associates

Pete Dougherty, Jefferson County Sheriff

Chuck Ellison, Frontier Communications, Utility Representative.

John Reisenwebber, Jefferson County Development Authority

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

Holly Morgan-Frye, Shepherd University Service Learning Program

Staff:

Barbara Miller, CEM, CFM Director

Terri Mehling, Planner/Program Manager/Deputy Director

Jessica Owens, Administrative Assistant, Public Information Officer and Volunteer Coordinator

Quarterly Partnership Meeting to be held at US Fish & Wildlife Service's National Conservation Training Center on November 6th

Andy Blake, City of Ranson to speak

JCHSEM will hold their Quarterly Partnership Meeting on Wednesday, November 6th at the U.S. Fish and Wildlife Service's National Conservation Training Center (NCTC) at Noon. You must pre-register for the luncheon and can do so by replying to bmiller@jeffersoncountywv.org no later than Friday, November 1st. Lunch is on your own and the cost is \$11.00. You may purchase your lunch ticket in the gift shop when you arrive at the facility. When you arrive at NCTC, please park in the ORANGE LOT.

P. Andrew Blake from the City of Ranson is the speaker at the event. He will be discussing the new Ranson/Charles Town Revitalization Project and recently-received grants to complete the projects. The Ranson-Charles Town community has been selected by HUD, DOT and EPA to serve as a national model for how small rural cities on the fringe of a major metropolitan area can foster sustainable economic development, transit, and community livability through targeted and strategic planning and infrastructure investments.



If you are using your GPS to find the facility, the address is 698 Conservation Ln, Shepherdstown, WV 25443. You can also get specific driving directions on their website at <http://nctc.fws.gov/>



Change Your Clock; Change Your Batteries

Daylight Savings Time ends Sunday, Nov. 3rd, and marks the 26th anniversary of the "Change Your Clock Change Your Battery" program, created by Energizer and the International Association of Fire Chiefs (IAFC). This campaign reminds people to check and change the batteries in their smoke alarms and carbon monoxide detectors during the Fall time change....It's quick and easy---and it could save your life!



JCHSEM Staff and volunteers led Fire Safety Programs for 579 students throughout Jefferson County Schools and Daycare Centers during the month of October—Fire Prevention Month. JCHSEM wishes to thank our volunteers: John Sherwood, Sandee Niles, Pat Davis, Cheryl Beuning, County Commissioner Jane Tabb, and our own Jessica Owens.



Jefferson County Local Emergency Planning Committee



Back row, L to R: Sandy Green, WVDHSEM; Mike Davis, Davis Solutions; Woody Garrett, Shepherdstown Fire Department; John Sherwood, Jefferson County Chamber of Commerce; Chief William Roper, Ranson Police Department; Ed Smith, Independent Fire Company, Jeff Jefferies, WVU Healthcare, Jefferson Medical Center; Ed Boober; and Jefferson County Sheriff Pete Dougherty. Front Row: Jeffrey Polczynski, Jefferson County Emergency Communications Center; Larry Neal, U.S. Customs and Border Protection-Advanced Training Center/Citizens Fire Company; John Mills, Jefferson County Emergency Services Agency; Sandy Hite, Jefferson County Health Department; Terri Mehling, JCHSEM; Debra Palmer, American Red Cross; Jessica Owens, JCHSEM, and Barbara Miller, JCHSEM.

2013 Mass Fatalities Conference by Jefferson County LEPC





CERT CLASS TO START NOVEMBER 12

You Can't Predict...But You Can Prepare!

CERT Training Class begins November 12, 2013 in Jefferson County!

Class Schedule:

**Classes are from
6:00pm – 9:00pm
(Some class dates
may change due to
Instructor schedul-
ing and weather
conditions)**

Tuesday, November 12,
2013: Disaster Prepared-
ness

Thursday, November 14,
2013: Fire Safety and Fire
Simulation

Monday, November 18,
2013: Disaster Medical
Ops I

Wednesday, November 20,
2013: Disaster Medical
Ops II

Tuesday, December 3,
2013: Crime Prevention &
Terrorism Awareness

Thursday, December 5,
2013: Disaster Mental
Health; Animals in Disas-
ter; People with Special
Needs

Tuesday, December 10,
2013: Light Search & Res-
cue

Thursday, December 12,
2013: CERT Volunteer-
ism, Test, Final Exercise &
Graduation

Jefferson County Homeland Security & Emergency Management prepares for everyday emergencies. However, during a disaster, the number and scope of incidents can overwhelm conventional emergency services. 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 situa-
tion.

Community-based preparedness planning allows us all to prepare for and respond to antici-
pated disruptions and potential hazards following a disaster. As individuals, we can prepare
our homes and families to cope during that critical period. Through pre-event 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 professional assistance becomes available.

This training covers skills that are important to know in a disaster when emergency services
are not 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 train-
ing 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, business-
es, 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 Volun-
teerism. All students participate in a final exercise at the end of the course.

Location: Location of the classes: Classes will be held at the Jefferson County Emergency
Communications 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. All participants who 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.

Pre-registration is necessary and can be done by calling Terri Mehling at (304) 728-3329 to
request a participant form or email to tmehling@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](http://www.jeffersoncountywv.org/government/departments/homeland-security/cert-2.html).





Monday, November 4th
Waterfront Place Hotel
Two Waterfront Place
Morgantown, West Virginia 26501

The Discover the Real West Virginia Foundation invites you to a Summit examining the state of our communications infrastructure, the progress we have made, and the work to be done to make sure every West Virginian is connected. Featured Keynotes:



U.S. Senator Jay Rockefeller
Chairman, Senate Committee on Commerce, Science, and Transportation
Jessica Rosenworcel
Commissioner, Federal Communications Commission

The event combines dynamic keynote speakers with panel discussions from leading telecommunications industry executives and senior government officials on broadband deployment. The Summit will focus on how access to broadband has and continues to change every aspect of our lives - from how we teach our children, find jobs, access healthcare and other services, to growing our businesses and protecting our communities. The Summit will examine the role of the E-Rate program in transforming our schools; **the BTOP program in expanding our public safety network** and connecting our critical institutions; how the Internet is transforming small businesses; and the challenges of keeping our networks secure.

Waterfront Place Hotel
Two Waterfront Place
Morgantown, West Virginia 26501

Registration Fee: \$75.00 - includes Continental Breakfast, Lunch, Beverage Breaks, and Summit Materials.
Registration: Please complete the printable registration form and return it by mail to the address below OR go to the registration link below to register. Credit card payments are only accepted with on-line registration. Otherwise, please make checks payable to Discover the Real WV Foundation. Be sure to mail your registration form with payment to the DRWF Foundation (405 Capitol Street, Suite 512, Charleston, WV 25301).
Seating is limited. Space will be filled on a "first come, first served" basis. Registration will be closed on Thursday, October 31, 2013 or when maximum capacity is reached.
Lodging: Lodging (if needed) is the responsibility of the registrant. To reserve a room at the Waterfront Place Hotel in Morgantown, West Virginia, please call (304) 296-1700.
A block of rooms is available at the rate of \$109.00 per night (plus taxes) until October 11, 2013. Please reference "Broadband Summit". For more information, go to: <http://www.drwvfoundation.org/events/broadband-summit/>

2013 Exercises

February 27-Concept and Operations Meeting for the 2013 WV Homeland Security Region 3 Exercises-Ponderosa in Moorefield.

March 25-Tabletop Exercise, Operation Newton, AT the Veteran's Administration in Martinsburg

April 4-Full Scale Exercise, Operation Newton, Veteran's Administration, Martinsburg.

April 8-Mini Exercises at the Jefferson County Health Department with School Nurses.

April 26-Jefferson County Local Emergency Planning Committee's Tabletop Exercise.

June 26 WV Homeland Security Region 3 Tabletop Exercise at James Rumsey in Berkeley County.

August 9-WV Homeland Security Region 3 Functional Exercise, Hampshire County-Augusta.

September 14-WV Homeland Security Region 3 Full Scale Exercise-Throughout the Region.

West Virginia Homeland Security Region 3 Annual TEPW (Training Exercise Planning Workshop) November 19th at Hampshire County EOC, Romney

The creation of effective capabilities-based exercise programs begins with a multi-year training and exercise plan (TEP), which establishes overall exercise program priorities and outlines a multi-year schedule of training and exercise activities designed to address those priorities and validate core capabilities. The Training and Exercise Planning Workshop (TEPW) provides a collaborative workshop environment for Whole Community stakeholders to engage in the creation of the TEP. The TEPW also serves as a forum to coordinate training and exercise activities across organizations in order to maximize the use of resources and prevent duplication of effort. The first task of the TEPW participants is to identify factors for consideration in developing exercise program priorities. The following factors are considered: Threats and hazards, areas for improvement/capability assessments, external sources and requirements, accreditation standards, regulations, or legislative requirements. The group then links the factors to Core Capabilities. This process helps identify the areas most in need of attention. They then establish exercise program priorities that guide the overall exercise program. Finally a multi-year schedule is developed that outlines the exercises and associated training events that will address the exercise program priorities. During this phase, participants will focus on identification of potential exercises for inclusion in the multi-year schedule, identify training opportunities to support specific exercises, address areas for improvement or capability gaps or meet training requirements, and update the exercise schedule. TEPs should reflect a progressive planning approach that improves core capabilities through a series of exercises that involves an increasing level of complexity over time.

WV Homeland Security Region 3's TEPW will be held on November 19th in Romney at the Hampshire County Emergency Operations Center. Please reply to bmiller@jeffersoncountywv.org if you plan to attend the TEPW. Lunch will be provided by WV Homeland Security and Emergency Management and they need an accurate head count of attendees. Thank you!

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 4th 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, Kelly Parsons, 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 on the 2nd Wednesday of each month except December at 9:00 a.m. in the EOC at 28 Industrial Blvd., Kearneysville unless otherwise announced.

Partnership and Volunteer Development Committee, Holly Morgan-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 8:30 a.m. 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 will examine the community's risks and vulnerability to all hazards and assess the community's vulnerability to those risks. Additionally, they will look at specific buildings, infrastructure, etc. to determine which are most susceptible to 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. The 2013 Plan was approved by WVDHSEM and FEMA in June, 2013. This committee meets on an "as needed basis". Please call the office at 728-3329 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 2nd 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 or tmehling@jeffersoncountywv.org

**Jefferson County Homeland
Security and Emergency
Management**

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Kearneysville, WV 25430

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Jessica Owens, Administrative Assistant,
Public Information Officer and Volunteer
Coordinator
Phone 304-724-8914
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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

November, 2013

04 Broadband Summit in Morgantown

07 Ham Radio Testing-1730 at Jefferson County EOC

11 Veteran's Day-Office is Closed

12 WV Emergency Management Meeting in Charleston

12 CERT Class-6-9 p.m.

13 Public Awareness, Education, and Training Committee Meeting at 0900 hours at Jefferson County EOC

14 CERT Class 6-9 p.m.

18 CERT Class 6-9 p.m.

19 TEPW Meeting for West Virginia Homeland Security Region 3 at the EOC in Romney at 1000 hours.

20 CERT Class 6-9 p.m.

28 Thanksgiving Holiday, Office is Closed

29 Thanksgiving Holiday, Office is Closed

December, 2013

3 Steering Committee Meeting for November/December

3 CERT Class 6-9 p.m.

5 CERT Class 6-9 p.m.

10 & 12 CERT Class 6-9 p.m.