



Jefferson County Homeland Security & Emergency Management

www.jeffersoncountywv.org/homeland-security.html

December 2011

Jefferson County Commissioners:

Patsy Noland, President

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Frances Morgan

Walt Pellish

Lyn Widmyer

Jefferson County Homeland Security and Emergency Management Steering Committee:

John Sherwood, Chair

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Jefferson County Dept. of Health**

Katherine Dunbar, Good Shepherd Inter-Faith Caregivers

Mason Carter, Jefferson County Department of Engineering

Jeffrey Polczynski, ENP, Jefferson County Emergency Communications Center

Dale Manuel, County Commission Representative

Kelly Parsons, Nichols, DeHaven & Associates

Ed Smith, Fire Representative

Bobby Shirley, Jefferson County Sheriff

Paul Espinosa, Frontier Communications, Utility Representative.

Vacancy, Jefferson County Development Authority

Pamela Holstein-Wallace, Region 3 Homeland Security Planner

Holly Morgan-Frye, Shepherd University Service Learning Program

Vacancy, American Red Cross

Staff:

Barbara Miller, CEM, CFM Director

Terri Mehling, Planner/Program Manager/Deputy Director

Jennifer Maggio, Administrative Assistant, Public Information Officer and Volunteer Coordinator

JCHSEM Welcomes New Partners

As a part of a Whole Community Citizen Corps Grant through Volunteer, WV, JCHSEM welcomes the following New Partners:

Allstate Insurance; Ameriworks; Back in the Saddle Again; Chick-fil-a; Dickenson & Wait Craft Gallery; Eastern Panhandle Free Clinic; Eastern Panhandle Transit Authority-PANTRAN; Fargo Insurance; Jefferson County GIS Department; Jefferson Pharmacy; Jones Insurance; Med Peds Associates Medical Practice-Dr. Bobby Jones; Quality Hotel Conference Center; Ranson Police Department; Retirement Benefits Solutions; Shepherdstown Business Association; Silver Lining; St. James Catholic Church; State Farm Insurance-Tammy Sirbaugh; Summit Point Raceway; The Bennett Agency; The Spirit of Jefferson Newspaper; WV Department of Health and Human Resources, Kearneysville District; WV Department of Military Affairs and Public Safety; Shepherd University Police Department; Dan Ryan Builders; Tom Maiden Insurance Outfitters; State Farm, Lana Shultz; and Staples.



Whole Community Emergency Management is about everyone in the community accepting a role and responsibility to plan and prepare for, mitigate from, respond to, and recover from incidents—manmade and natural. None of us have all of the assets or expertise that is needed to do everything ourselves. We must understand and meet the needs of the whole community, engage the whole community in defining the needs and devising ways to meet them and strengthen what works well in our community on a daily basis, building on that.

Four current partners spoke at the New Partners Luncheon about their partnership with JCHSEM. They were: Jeff Jefferies of Jefferson Memorial Hospital; Holly Frye, Shepherd University Service Learning; Debbi Palmer, American Red Cross; and John Sherwood, Chairman of the JCHSEM Steering Committee.



EXERCISES COMING UP

WV Dept. of Agriculture will conduct a Multi-County Avian Flu Response Program on January 12, 2012 from 9 a.m.—3:30 p.m. at the Moorefield Fire Department Bingo Hall at 114 Kuykendall Lane in Moorefield. For more information, contact your local Emergency Manager OR Matthew J. Blackwood, WV Dept. of Agriculture at 304-552-8395.

Jefferson Memorial Hospital will be holding an internal drill on January 13, 2012. The Jefferson County EOC will be used as their SIMCELL.

Jefferson County Government will be holding a COOP Training on February 17, 2012 followed by a Tabletop Exercise on February 29th. This is for the department that are in the County's COOP. Further information to follow.

Jefferson County LEPC will be holding a Tabletop Exercise at the completion of their Commodity Flow Study. Further details as they bring their consultant onboard.

The seven counties of the Eastern Panhandle are working with the EPA on a full scale exercise in the late summer/early fall. Details will be released by the planning committee as they become available.

Holiday Fire Safety

With winter holidays coming up, one of the best gifts you can give your family is a safe home in which to celebrate the season!

Pick a “safe” tree. If you’re buying a cut tree for Christmas, check for freshness. A fresh tree has a good green color and needles that are hard to pull from the branches and do not break. Shedding, brittle needles and a faded green color are signs of a dry tree. Keep your tree fresh by placing it in a stand that holds water. Check the water level every day.

Choose “fire resistant”-labeled artificial trees and decorations. This does NOT mean these items won’t catch fire—it does mean that they should resist burning and extinguish fairly quickly in the event of fire.

Pick a safe place for your tree. Keep your tree out of traffic areas and away from doorways—exits should always be clear. Also, make sure there’s a “safety zone” all around your tree—at least 3 feet away from fireplaces, wood stoves and other heat sources (candles included).

Don’t overload circuits. With the extra lights and holiday decorations, don’t be tempted to plug too many items into your outlets. Unplug items that aren’t in use, and never ignore a tripped fuse.

Before those lights go up: Check each set of lights, new or old, for broken or cracked sockets, frayed or bare wires, or loose connections. Don’t forget to check your extension cords, too. Throw out any damaged lights or cords.

Whether indoor or outdoor lights, use only lights that have been UL-approved. If the lights you’re using haven’t been tested by Underwriters’ Laboratories or another national testing lab, you run a very real risk of fire—your lights haven’t been manufactured in accordance with recognized safety standards.

Never run extension cords through doorways, under rugs, or through any high-traffic areas. This can damage the insulation and wire inside, causing a fire hazard.

Always disconnect all decorative lights before you go to bed or leave the house. Lights can short out and cause a fire.

Don’t hang light strings in any way that might damage the cord’s insulation. Never use nails or tacks. Use only insulated staples to hold strands in place, or run the strings through hooks.

Be careful with candles! Always display candles safely by keeping them in stable, non-flammable holders. Keep them away from things that will burn, such as other decorations or curtains—away from children and pets.

Fireplace safety: Never burn gift wrappings. Flash fires can occur when gift wrap suddenly bursts into flame and burns intensely. Burning papers and other improper fuels in the fireplace is a major cause of chimney fires. Always use a fire screen to keep sparks from escaping onto nearby rugs, upholstered furniture or other combustibles.

Be extra careful when smoking. Careless smoking is a leading cause of fire deaths at any time of the year, but the risk goes up during holiday gatherings. Check carefully for any smoldering smoking materials (between cushions, under furniture, etc.) before going to bed. Never smoke around the tree or flammable decorations.

Working smoke alarms save lives. Winter—and holidays—can bring increased risk of fire. If you haven’t changed the batteries in your smoke and carbon monoxide alarms this year, now is a good time. Your family might have only minutes to escape a fire.

Regional Animals Annex Finalized

The Emergency Managers in the seven counties of the Eastern Panhandle have finalized their work with J.H. Consulting on their new Regional Animals Annex for their respective Emergency Operations Plans. The plan contains a basic plan, specific information on particular types of companion animals, and certain livestock; a listing of possible resources throughout WV Homeland Security Region 3, samples of public information, forms and templates that may be needed for large disasters involving animals and same MOUs; an appendix with a GAP analysis of continued planning and efforts that still need to be done for implementation of the plan; and a glossary of terms and acronyms used in the plan. The plan is currently being reviewed by WV Department of Military Affairs and Public Safety. Once it is approved by WVDMAAPS it will be ready to be adopted by the respective county commissions in each county.

Jefferson County Homeland Security and Emergency Management to Receive a \$30,000 Homeland Security Grant for a Rapid Response Companion Animal Sheltering Trailer and Supplies

JCHSEM has been notified that they have been chosen as a recipient of a \$30,000 Homeland Security Grant to purchase a Rapid Response Companion Animal Sheltering Trailer and Supplies. "I submitted the Project Concept for this project after the Regional Animals Annex that we just completed identified that there was no such resource anywhere in the Eastern Panhandle. If we needed this resource, the closest response would have been approximately 3 hours away. This need was also recently identified in one of our exercise After Action Reports. We are very appreciative to the committee that chose the recipients for the Mass Care Grant Project," said Barbara Miller, Jefferson County's Emergency Manager. "This will enable our county, as well as, this region of West Virginia to comply with the PETS ACT (Pets Evacuation and Transportation Standards Act of 2005). The approval of this grant is on the County Commission's agenda on January 5, 2012. There are no required local matching funds for the project. The project period is February-October, 2012.

Joint Meeting of the Jefferson And Berkeley County LEPCs.

There will be a combined meeting of the Jefferson and Berkeley County Local Emergency Planning Committees on Monday, December 12 at 2:30 p.m. in the Berkeley County EOC. The purpose of the meeting is to meet with Don McLaughlin of the Environmental Protection Agency. The EPA is going to assist the Counties of the Eastern Panhandle with developing, carrying out and documenting a Regional Full Scale Exercise next Spring. Additionally, this meeting will provide an opportunity for members of the two LEPCs to network and get to know each other and each County's intricacies. Lite refreshments will be served. All members from both county's LEPCs are strongly encouraged to attend this meeting. Agencies that have specific things that they would like to test during the functional exercise should contact their respective Emergency Manager with details. This can include new plans, protocols or SOGs, new pieces of equipment, etc.

C.E.R.T. to Graduate Class on December 15, 2011

Another group of Community Emergency Response Team participants will graduate on December 15th at the Jefferson County Emergency Operations Center in Bardane. Below are picture from the current class:



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 each month at 9:00 a.m. in the JCHSEM EOC at 28 Industrial Blvd., Kearneysville, unless otherwise announced.

Animals in Disaster Committee, Kelly Parsons, Chair

Any interested person can serve on this committee. The Animals in Disaster Committee is responsible for developing and updating the Animals in Disaster Plan and to work with the JCHSEM to make recommendations regarding the Animals Annex of the Emergency Operations Plan. They will also identify potential resources for animals before, during and after a disaster. The committee meets on the 3rd Monday of the months of January, April, July, October at 9:30 a.m. in the JCHSEM EOC at 28 Industrial Blvd., Kearneysville, unless otherwise announced.

Emergency Planning for People with Special Needs Committee-Chair –, Chair

Any interested person can serve on this committee. The Emergency Planning for People with Special Needs Committee is responsible for training and planning for issues of people who have mobility problems, people who have sight or hearing problems, people who speak a language other than English as their first language, the elderly and the very young, people who use oxygen or other medical devices and anyone who may need special assistance during times of disasters and/or evacuations. This committee will work with the JCHSEM to update the portion of the Emergency Operations Plan that deals with these special needs. This committee meets on the 3rd Monday of the months of March, June, September, and December at 9:30 a.m. in the JCHSEM EOC at 28 Industrial Blvd., Kearneysville, unless otherwise announced. This room IS handicapped accessible.

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 on the 2nd Wednesday of each month except December at 8:30 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 9:30 a.m. on the last Monday of January, April, July and October.

Risk Assessment and Mitigation Planning Committee, Mason Carter, 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, WVOHSEM, and Federal Emergency Management Agency in July, 2003. The committee currently updated the original document. 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

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
Kearneysville, WV 25430

Barbara Miller, Director
Phone: 304-728-3290
E-mail: bmiller@jeffersoncountywv.org

Terri Mehling, Dep. Director, Planner and
Program Manager
Phone 304-728-3329
Email: tmehling@jeffersoncountywv.org

Jennifer Maggio, Administrative Assistant,
Public Information Officer and Volunteer
Coordinator
Phone 304-724-8914
Email: jmaggio@jeffersoncountywv.org

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; Emergency Planning for Special Populations; Public Awareness, Education and Training; Counter Terrorism; Partnership Development and Retention; Animals in Disaster, and a Steering Committee that acts as an advisory group. We are responsible for the Citizen Corps/CERT, Storm-Ready, Community Rating System, and Project Impact programs. JCHSEM is also responsible for the Jefferson County R.A.C.E.S group.



Meetings & Events

December, 2011

- 2 New Partners Luncheon at The Bavarian Inn, Noon
- 6 & 13 Internal Continuity Meetings with Dept. Heads & Elected Officials & Consultant for County's COOP.
- 12 Joint Meeting of Jefferson and Berkeley County LEPCs 2:30 p.m. at Berkeley County EOC
- 13 Counter Terrorism Committee Meeting at 1400 in Jefferson County EOC
- 14 Hospital Exercise Group Walk Through of Sim Cell area for exercise 1600
- 15-16 County Harassment Training-Contact Nichelle Hosby to Schedule-County Employees
- 20 Sat Radio Training 1500-1700 hours-Jefferson County Emergency Communications Center
- 26 Holiday- County Offices are Closed

January, 2012

- 2 County Offices are Closed
 - 3 Steering Committee 2012 Organizational Meeting at 9:00 a.m. Jefferson County EOC
 - 6 Emergency Manager's Council Meeting at the Frontier Building in Charleston
 - 9 Partnership Development Committee 8:30 a.m. Jefferson County EOC
 - 10 Continuity Planning for Non-Governmental Organizations/Non-Profits. Contact Trina Bartlett at the United Way for info
- Additional January Meetings and Events will be listed in the January Newsletter!