



February, 2014



## Jefferson County Homeland Security & Emergency Management

[www.jeffersoncountywv.org/homeland-security.html](http://www.jeffersoncountywv.org/homeland-security.html)

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### Jefferson County Commissioners:

Walt Pellish, President

Jane Tabb, V. President

Dale Manuel

Patsy Noland

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

Debra Palmer, American Red Cross, non-profit organization

### Staff:

Barbara Miller, CEM, CFM Director

Terri Mehling, Planner/Program Manager/Deputy Director

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

## 2014 JCHSEM Steering Committee and Staff Introduced at the Quarterly Partnership Meeting in January



The 2014 JCHSEM Steering Committee and Staff was introduced at the January Partnership Meeting that was held at The Epic Buffet at Hollywood Casino at Charles Town Races. From L to R: Back Row: John Sherwood, JC Chamber of Commerce, Chair; Sheriff Pete Dougherty; Dale Manuel, County Commissioner; Sandy Green, WV Homeland Security Regional Liaison; Ed Smith, Independent Fire Company, Vice Chair. Front Row: Debra Palmer, American Red Cross; Kelly Parsons, Nichols, DeHaven and Associates; Barbara Miller, Director; Jessica Owens, Administrative Assistant/PIO/Volunteer Coordinator; and Terri Mehling, Deputy Director/Program Manager/Planner. Not pictured: Jeff Jeffries, WVU Healthcare-Jefferson Medical Center; Katherine Dunbar, Good Shepherd Caregivers; Mason Carter, JC Engineering Department; Jeff Polczynski, JC Emergency Communications; Jane Tabb, County Commissioner; Chuck Ellison, Frontier Communications; John Reisenwebber, JC Development Authority, and Holly Frye, Shepherd University.

## **Basics 1 Skywarn Stormspotter Class to be held in Shepherdstown on February 27**

The National Weather Service in Sterling, VA will hold a Basic Stormspotter Class from 6-9 p.m. at the Shepherdstown Fire Department in Shepherdstown on February 27. Jefferson County Homeland Security and Emergency Management is coordinating the training.

The classes are FREE and designed to educate the public on weather threats in this area, as well as strengthen the ties between the NWS and the local community. The more spotters the NWS has out there, the faster vital ground truth information gets to the NWS forecasters who make the decisions to issue life saving weather warnings.

The Basics 1 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

To sign up for this class, contact Terri Mehling, Deputy Director at 304-728-3329 or email her at [tmehling@jeffersoncountywv.org](mailto:tmehling@jeffersoncountywv.org). The address of the Shepherdstown Fire Department is: 8052 Martinsburg Pike, Shepherdstown, WV 25443





Jefferson County Homeland Security and Emergency Management  
28 Industrial Blvd., Suite 101  
Kearneysville, WV 25430



# Media Day

**Date:**  
**Wednesday, February 4, 2014**

**Time:**  
**2 p.m. -3p.m.**

**Location:**  
**Jefferson County  
Emergency  
Operations Center**

Kearneysville, WV—Jefferson County Homeland Security and Emergency Management will hold a MEDIA DAY at the Jefferson County EOC on February 4 from 1400-1500 hours. This event is for all Public Information Officers that serve for the EOC, Law Enforcement, Fire Departments, Emergency Services Agency, Jefferson County Schools, the Health Department, Jefferson Memorial Hospital, Red Cross, Municipalities, Utilities, and any other PIO that may be called upon during a disaster in Jefferson County. It is also for any media representatives that cover disaster events in Jefferson County, including those from Radio, TV, Newspapers, Magazines, etc. Additionally we will be talking about Social Media sites.

Media Day will serve as an opportunity for all of the local public information officers and the media representatives to get to know each other better and share information that may be needed if there is a reason to convene a Joint Information Center during a large event. If you are a local PIO or member of the media who is interested in attending this event, contact Jessica Owens, JCHSEM's Public Information Officer at 304-724-8914.

**Staff:**  
**Barbara J. Miller, CEM,**  
**CFM**  
**Director**

**Terri Mehling**  
**Planner/Program**  
**Manager/Deputy Director**

**Jessica A. Owens**  
**Administrative Assistant/  
Public Information Officer/  
Volunteer Coordinator**





## Jefferson County to Participate in Virtual Tabletop Exercise- Flood Focus with FEMA on March 19

Jefferson County will participate in FEMA's Virtual Tabletop Exercise-Flood Focus in March.. FEMA has assigned Jefferson County the date of March 19 from noon—4 p.m. The exercise will be conducted using Video-Teleconference Technology (VTC), and is intended to provide an opportunity for responders across the Nation to simultaneously participate in a hazard-specific facilitated discussion. Lead facilitation for the exercise will be coordinated by FEMA's Emergency Management Institute, with local facilitation provided by our agency. This format will allow the common delivery of exercise materials, scenarios, modules, and discussion questions among those participating in the exercise. The After Action Report/Improvement Plan will be completed by the local jurisdiction and must be submitted to FEMA within 30 days of the Table Top Exercise.

The virtual exercise will enable the participants to exercise their knowledge, skills, and abilities needed to effectively conduct all-hazards emergency preparedness, response, and recovery. Overall, the goals will include:

- ◆ Prepare participants for a flood scenario affecting their community.
- ◆ Enable participants to better coordinate their response operations with counterparts from local governments, other State governments, Federal agencies, private sector organizations, and non-governmental agencies.
- ◆ Leverage VTC Technology to reach remote sites.
- ◆ Provide a virtual, experiential education environment to exercise and enhance critical response and recovery tasks.

**Who should attend:** The VTTX program is designed for a “community based” group of personnel from local or state emergency management organizations with representation from all Emergency Management disciplines—Emergency Management, Emergency Communications, Fire, EMS, Law Enforcement, Public Works, Public Health, Health Care, Government, Administrative, Military, Private Sector, and Non-Governmental organizations. This exercise is not suited for individuals, but rather representatives from the above organizations.

**Exercise Design:** This VTTX is designed to engage the participants in a no fault, hazard-specific exercise discussion. The lead facilitation will occur via VTC from the EMI campus, and will be complimented by a dedicated local agency facilitator on-site. The VTTX will be supported by an Exercise and Coordination Facilitation Guide, which will include all required logistical information (room layout, connection instructions, etc.), as well as facilitation and hot wash instructions.

- ◆ The VTTX will consist of:
- ◆ A Hazard Awareness briefing on the scenario hazard.
- ◆ Three discussion modules presented by the EMI facilitator
- ◆ Local discussion with guided questions facilitated by an on-site facilitator
- ◆ Brief outs from each participating location after each module.
- ◆ Hot wash conducted at each location after the VTC has ended
- ◆ AAR/IP submission by the participating organization no later than 30 days from the completion of the VTTX event.

Once the final details are received from FEMA, an invitation will go out to the agencies listed above to participate.



**FEMA** | Emergency  
Management  
Institute

Effective October 1, 2013, DHSEM requires all persons taking training to register through the Homeland Security Training Database system. This tool was created to streamline the registration and tracking process. In order to register for training, please go to [www.onlinelearning.wv.gov/dmapscm6](http://www.onlinelearning.wv.gov/dmapscm6)

G291 JOINT INFORMATION SYSTEM/CENTER PLANNING FOR PIO'S (8 HRS) FEBRUARY 11TH, 2014

North Bend State Park (Don Williams, Instructor)  
202 North Bend Park Road  
Cairo, WV 26337  
For Hotel Reservations, call (304) 643-2931

G270.4 RECOVERY FROM DISASTER THE LOCAL GOVERNMENT ROLE (16 HRS) MARCH 18TH-19TH, 2014

Pipestem State Park (Jeff Harvey, Instructor)  
3405 Pipestem Drive, Pipestem, WV 25979  
For Hotel Reservations, call (304) 466-1800

G557 RAPID NEEDS ASSESSMENT (12 HRS) APRIL 15TH -16TH, 2014

Cacapon State Park (Don Williams, Instructor)  
818 Cacapon Lodge Drive  
Berkeley Springs, WV 25411  
For Hotel Reservations, call 304-258-1022

G386 MASS FATALITIES INCIDENT RESPONSE (17 HRS) MAY 13TH-14TH, 2014

Twin Falls State Park (Carla McBee, Instructor)  
RR 97, PO Box 667  
Mullens, WV 25882  
For Hotel Reservations, call (304) 294-4000

G364 MULTI HAZARD PLANNING FOR SCHOOLS (16HRS) JUNE 17TH -18TH, 2014

Hawks Nest State Park (Don Williams, Instructor)  
49 Hawks Nest Rd, Ansted, WV 25812  
For Hotel Reservations, call (304) 658-5196

G272 WARNING COORDINATION (12 HRS) JULY 15TH-16TH, 2014

Blackwater Falls State Park (Dave Bradley, Instructor)  
1584 Blackwater Lodge Rd, Davis, WV 26260  
For Hotel Reservations, call (304) 259-5216

G358 EVACUATION AND RE-ENTRY PLANNING (12 HRS) AUGUST 19TH-20TH, 2014

Tygart Lake State Park (Dave Bradley, Instructor)  
Rt. 1 Box 260  
Grafton, WV 26354  
For Hotel Reservations, call 304-265-6144

G775 EOC MANAGEMENT AND OPERATIONS (16 HRS) SEPTEMBER 16TH-17TH, 2014

Chief Logan Conference Center (Dave Bradley, Instructor)  
376 Little Buffalo Creek Road  
Logan, WV 25601.  
For Reservations, call (304) 792-7125

# Disaster Exercises, 2014

WV Homeland Security Region III (WVHSR3) Initial Planning Workshop was held in Moorefield on January 31, 2014. Representatives of all of the Counties of WVHSR3 were in attendance. A second meeting is needed and will be held by phone conference on February 12 from 1300-1400 hours.

WV Homeland Security Region III Tabletop Exercise.....Date/Place TBA

WV Homeland Security Region III Functional Exercise.....Date/Place TBA

FEMA Virtual Tabletop Exercise—Flood Focus.....March 19, 2014 Noon-4 p.m.

WV Homeland Security Region III Full Scale Exercise.....September 14, 2014 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.

Additional Exercise Opportunities will be considered as they are announced or become available.

**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, 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 2<sup>nd</sup> Wednesday of the months of February, May, August and November 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 examines 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 on an "as needed basis". Please call the office at 728-3329 for exact dates and times.

Quarterly.

### **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 [tmehling@jeffersoncountywv.org](mailto:tmehling@jeffersoncountywv.org)

**Jefferson County Homeland  
Security and Emergency  
Management**

28 Industrial Blvd., Suite 101  
Kearneysville, WV 25430

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Phone 304-728-3329  
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Jessica Owens, Administrative Assistant,  
Public Information Officer and Volunteer  
Coordinator  
Phone 304-724-8914  
Email:

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, 2014**

**04-Media Day at JCEOC 1400 hours**

**06-Ham Radio Testing at Jefferson County EOC 1730 hours**

**07-WV Emergency Management Council Meeting in Charleston.**

**11-Counter Terrorism Committee, 1400 hours**

**11-CERT Final Night, Test, Graduation**

**12-Public Awareness, Education and Training Committee Meeting at JCEOC at 0900**

**12-Initial Exercise Planning Meeting for WV Homeland Security Region 3 (by phone conference) 1300-1400 hours**

**17-Presidents Day Holiday-Office is closed.**

**19-21-Departmental Budget Meetings**

**21-Resilient Neighbors Network Meeting (by phone conference) 1100 hours**

**25-Steering Committee Meeting at JCEOC at 0900**

**27-National Weather Service Skywarn Stormspotter Class at Shepherdstown Fire Department 6-9 pm**