



June, 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 Pollish, President**

**Jane Tabb, V. President**

**Dale Manuel**

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**Jefferson County Homeland Security and Emergency Management Steering Committee:**

**John Sherwood, Chair**

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**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**

**Jessica Owens, Planner/Program Manager/Deputy Director**

**Vacancy-Administrative Assistant, Public Information Officer and Volunteer Coordinator**

# Disaster Ready Kids Program Throughout the Summer

Jefferson County Homeland Security and Emergency Management is sponsoring the "Disaster Ready Kids Program- 2014." The program will teach children in Jefferson County about safety, and what to do during storms and disasters.

For more info, go to our website at [www.jeffersoncountywv.org/homeland-security.html](http://www.jeffersoncountywv.org/homeland-security.html), then click on Disaster Ready Kids Program on the right.

We have booklets and materials that are age-appropriate for children's groups. If your group of children is over the age of 9, we can show them how to put together a Family Disaster Supply Kit or a Pet Disaster Supply Kit.

There is no cost to participate in this program.

Our staff or a volunteer will come to your facility and read and discuss your chosen book. The only requirements are that you have adults there to be responsible for the children while the activities are taking place, that you let us know how many children to prepare for (ballpark number), and that you work with us to schedule a time that works well for both organizations.

We are scheduling for the 2014 summer season—June 1 through September 30, 2014. If you have questions please contact Jessica Owens at 304-728-3329 or email to [jowens@jeffersoncountywv.org](mailto:jowens@jeffersoncountywv.org) as soon as possible.

If you would like to schedule a session, please fill out the form on our website and return it by either mail or fax. We need at least a two-week notice to schedule your activity.

Some of our classic favorites include:

**Two Bobbies**—This is a true story of Hurricane Katrina, friendship and survival.. Bobbie and Bob Cat are the best of friends. When their hometown of New Orleans was struck by Hurricane Katrina, many lost everything, but not Bobbi and Bob Cat. (Ages 4-8)

**Miss Twiggley's Tree:** This book teaches young people about helping each other during a flooding event. Funny Miss Twiggley lived in a tree with a dog named Puss and a color TV.



**American Red Cross**  
West Virginia Region

## Shelter Fundamentals Training

**Learn the fundamentals of sheltering with the American Red Cross through a simple and free online training. Use the skills you learn during a live exercise July 29 2014.**



To take the class, visit :

<https://classes.redcross.org/Saba/Web/Main>

### Instructions for Course Completion

Click “New User” and enter your information

Click the “courses” tab to the far left

Enter SHFUND in the “Course ID” box on the right hand side of the page

Click “Search learning catalog

Click on the course when it is displayed and register for the course

Click “launch” to save the course and return at your convenience to complete the training

**Once you have completed the Sheltering Fundamentals we encourage you to take one of the other courses offered by Red Cross.**

### Volunteer Orientation

Disaster Services: An Overview (Course ID: DIS000095W)

Disaster Action Team Fundamentals (Course ID: DATFUND)

Mass Care: An Overview (Course ID: MCOVRVW)

Bulk Distribution Fundamentals (Course ID: BLKFUND)

Feeding Fundamentals (Course ID: FDGFUND)

Basic Food Safety (<http://arc.safefoodsolutions.com> – if you do not have a DSHR # create one)

Sheltering People with Functional and Access Needs in Shelters  
(Course ID: DISFAN100)

Public Affairs Essentials (Course ID: PBAFESS)

Safe and Well Linking Fundamentals (Course ID: SWLFUND)

**If you have any questions, contact Debra Palmer at 304-725-5015 or [debra.palmer@redcross.org](mailto:debra.palmer@redcross.org).**

## Volunteer Opportunities

**Disaster Ready Kids Program Volunteer:** JCHSEM is adding volunteers to their cadre of volunteers to present programs to children from pre-school through 3rd grade. Teachers must remain with their class during the presentations. Volunteers will read age-appropriate preparedness books, present DVDs, and show older children how to prepare their pets and their families for disasters. Potential volunteers must go through training, register and be accepted as a JCHSEM volunteer, and successfully pass a criminal background check before being assigned to these volunteer opportunities. Volunteers are needed June—September 2014.

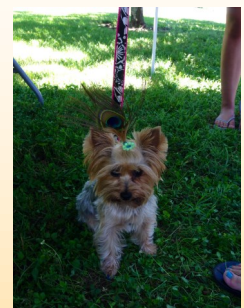
**Jefferson County Fair Booth Volunteer:** The Jefferson County Fair will be held August 17-23, 2014. JCHSEM and the Jefferson County LEPC will once again have a booth inside one of the buildings at the Jefferson County Fairgrounds. 4-hour shifts are available throughout the week. All volunteers will be working with a member of the JCHSEM staff. Duties include restocking the booth with preparedness information, discussing preparedness and special activities of JCHSEM and the Jefferson County LEPC with visitors to the booth.

If you are interested in any of the above volunteer activities, please contact Jessica Owens at 304-728-3329 or [jowens@jeffersoncountywv.org](mailto:jowens@jeffersoncountywv.org)

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## Pet Preparedness at Bark in the Park

JCHSEM staff and volunteers participated in the Animal Welfare Society's Bark in the Park on June 7th at Jefferson Memorial Park in Charles Town. "Bark in the Park gave us another opportunity to speak to our residents about preparing their whole family, including their pets, for the next emergency or disaster", said Barbara Miller, Director of Homeland Security and Emergency Management. Pet owners were given brochures on pet preparedness, and volunteers encouraged owners to assemble a disaster supplies kit for their furry friends that would include food, water, pet identification, and other supplies.



# 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 was held by phone conference on February 12 from 1300-1400 hours.

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

WV Homeland Security Region III Tabletop Exercise.....May 1, 2014 1000-1500, Augusta, WV

WV Homeland Security Region III Functional Exercise.....July 1, 2014, 1000-1500, Augusta, WV

Jefferson County LEPC Tabletop Exercise.....Date/Details TBA

WV Homeland Security Region III Full Scale Exercise.....September 20, 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 1:00 p.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 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 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 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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Dep. Director, Planner and Program Manager  
Phone 304-728-3329  
Email:

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**

### **June, 2014**

- 2-4 West Virginia Emergency Management Council Conference, Huntington, WV
- 5 Ham Radio Night at Jefferson County EOC 1730
- 7 Bark in the Park, Jefferson Memorial Park, Charles Town 1000-1300
- 10 Counter Terrorism Committee Meeting at Jefferson County Sheriff's Department, 1400
- 11 Disaster Ready Kids Program @ Children First Child Development Center
- 12 Credentialing Meeting at Jefferson County Maintenance Department Meeting Room, 1030
- 16-18 West Virginia Floodplain Managers Workshop, Blackwater Falls State Park
- 20 West Virginia Day Holiday-Office is Closed
- 30 WVHLS Region 3 Adobe Connect/HSIN Chat Training for WVHLS Region 3 Emergency Managers, Jefferson County Maintenance Meeting Room at 1300

### **July, 2014**

- 1 West Virginia Homeland Security, Region 3 Functional Exercise at the Augusta Church of Christ, Augusta, WV
- 4 Independence Day Holiday, Office is Closed
- 16 Jefferson County LEPC Meeting at 0730 at Jefferson County Maintenance Department
- 29 Red Cross Sheltering Training/Exercise at Rosemont Grace Brethren Church, 117 S. Illinois Avenue, Martinsburg, WV 25401 from 1030 until 1530. If you have any questions, contact Debra Palmer at 304-725-5015 or [debra.palmer@redcross.org](mailto:debra.palmer@redcross.org)