



# Jefferson County Homeland Security & Emergency Management

<http://www.jeffersoncountywv.org/county-government/departments/homeland-security-and-emergency-management>

**February, 2018**

## And JCHSEM's New Director is.....

### Jefferson County Commissioners:

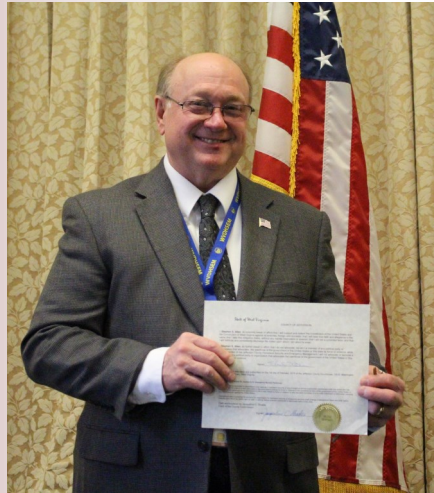
Josh Compton, President  
Caleb Wayne Hudson, Vice President  
Patsy Noland  
Peter Onoszko  
Jane Tabb

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

John Sherwood, Chair, Chamber of  
Commerce Representative  
  
Ed Smith, Vice Chair, Fire and Rescue  
Representative  
  
Donald Grubb, Health Representative  
  
Clair Brendel, Mass Care Representative  
  
Paula Marrone-Reese, Non-Governmental  
Organization Representative  
  
Mason Carter, Jefferson County Department  
of Engineering Representative  
  
Jeffrey A. Polczynski, ENP, Jefferson  
County Emergency Communications Center  
Representative  
  
Jane Tabb, County Commission  
Representative  
  
Kelly Parsons, Private Industry  
Representative  
  
Pete Dougherty, Sheriff, Law Enforcement  
Representative  
  
Thomas Butcher, Utilities Representative  
  
Nic Diehl, Jefferson County  
Development Authority Representative  
  
Sanford "Sandy" Green, Region 3 Homeland  
Security Area Liaison  
  
Holly Frye, Shepherd University Service  
Learning Program Education Representative

### JCHSEM Staff:

Stephen S. Allen, Director  
  
VACANT, Deputy Director/Planner/  
Program Manager  
  
Brandon C. Vallee, Administrative Assistant,  
Public Information Officer and Volunteer  
Coordinator



Stephen S. Allen was unanimously appointed Director on January 18, 2018 by the Jefferson County Commission. He previously served as the Deputy Director/Planner/Program Manager for Jefferson County Homeland Security and Emergency Management since May of 2016. His accomplishments (beyond the daily operational responsibilities and meetings) since coming to Jefferson County are organizing and updating the Community Rating System list of properties located in floodplains and the distribution of the annual informational letters to the property owners, reviewing our county emergency operations plans prior to acceptance by the county, participating in our community outreach programs, overseeing the technical aspects of retention of hazardous materials site data and reviewing the updated hazardous material commodity flow studies of materials passing through or located in

Jefferson County for the Jefferson County Local Emergency Planning Committee, and actively participating in our disaster exercises to ensure the community is ready for disasters and large-scale emergencies.

Prior to coming to work for Jefferson County, Steve retired as the director of the Berkeley County Office of Homeland Security and Emergency Management (formerly Office of Emergency Services) after 29 years of service to the people of Berkeley County. He began his emergency management career in 1986. In that position, he coordinated the community's endeavors to provide for the health, safety, and preparedness for threats from numerous types of large-scale emergencies and disasters. He also developed and maintained the county's emergency operations plan for the county and provided guidance and oversaw the Emergency Operations Center (EOC), which is a facility for key officials to operate from during disasters and other large-scale events. Under Mr. Allen's direction, the agency was also responsible for providing mutual aid for fire protection for the county in support of volunteer fire departments.

Mr. Allen organized and led Berkeley County's Hazardous Incident Response Team and was the chairman of the county's Local Emergency Planning Committee (LEPC) for nearly all of its existence.

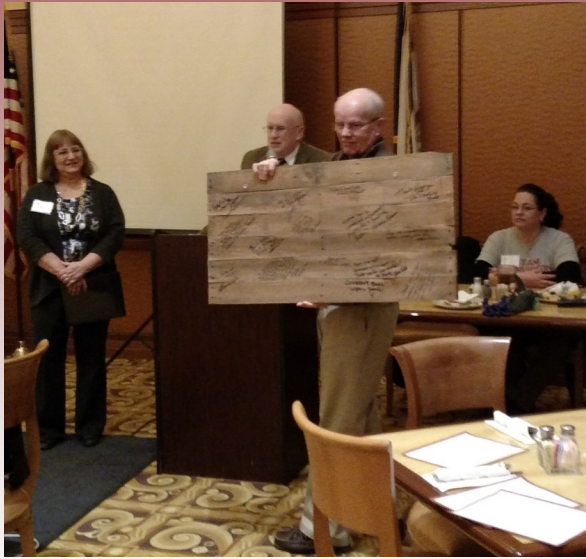
Before becoming the director of the Berkeley County's Office of Homeland Security and Emergency Management, he enjoyed an extensive background in emergency services starting in 1974, including 12 years as a professional firefighter and EMT in both the private and public sectors as well as Crash/Fire/Rescue at the WV Air National Guard and Fairchild Republic Company in Hagerstown, MD.. He was the Chief for the Bedington Fire and Rescue Department directly before joining Berkeley County government. Mr. Allen is a charter member of the Berkeley County Fire Service Board. He also served as Chairman of the WV Emergency Management Council, and was a Regional Team Leader for the WV Regional Response Team.

Mr. Allen, a Martinsburg, WV native, is also a HazMat Technician and a certified Field Instructor for Regional Educational Service Agency (RESA) VIII and has been an instructor for the West Virginia Fire Service Extension of West Virginia University. He has also served as a State instructor for Federal Emergency Management Agency (FEMA) courses at the local level and has extensive on-scene experience and classroom training experience in firefighting, hazardous materials handling and disaster preparedness, response, and recovery. He is a graduate of Martinsburg High School, Martinsburg, WV and has several course credits at Shepherd College.

In Berkeley County, Mr. Allen received numerous awards and recognition for his public service from state and local government, community service agencies and the WV Air National Guard.



## 2018 Annual Partnership Meeting focuses on Disaster Response



**Left:** JCHSEM Steering Committee Chair, John Sherwood, and Vice Chair, Ed Smith, present former JCHSEM director, Barbara Miller with a gift.



**Top:** Brandon Vallee moderating to the emergency response panel at the luncheon as Sanford Green speaks.

JCHSEM held their annual Partnership Meeting at the Epic Buffet at the Hollywood Casino at Charles Town Races on Friday, January 19, 2018. After an award ceremony, swearing in of the new JCHSEM director, and presentation on JCHSEM's activities for 2017 and goals for 2018, Brandon Vallee, JCHSEM, led a panel discussion of 2017 disaster response Volunteers consisting of Clair Brendel, American Red Cross, Sandee Niles, Team Rubicon, and Sanford "Sandy" Green, WV Division of Homeland Security and Emergency Management. The panel discussed their responsibilities, their experiences, and lessons learned, from responding to Hurricanes Irma, Harvey, and Maria and the California Wild Fires. Approximately 90 people attended the luncheon, which was provided gratis by the Hollywood Casino.



**Pictures presented at the partnership luncheon.**

**Top Center:** Hurricane Damage to San Juan

**Top Right:** Team Rubicon heavy equipment removing debris in Huston, TX

**Right:** American Red Cross Volunteers getting ready to board a flight to Puerto Rico.



## Sign Up to Receive Nixle Alerts!



Jefferson County Homeland Security and Emergency Management uses NIXLE Alerts to send emergency alert notifications by text, e-mail, Facebook and Twitter. We send out weather watches and warnings, as well as Emergency Public Information during disasters. Examples include tornado, flood, severe snowstorm, and severe thunderstorm watches, warnings, advisories, and emergencies, as well as, where emergency shelters are located, where commodities can be obtained, etc. Signing up is easy and its FREE! To sign up, go to <http://local.nixle.com/register> or text your zip code to 888777 and then text JCHSEM to the same number.

In addition to NIXLE, we still use traditional media, such as newspapers, TV, and radio, however, receiving NIXLE alerts on your phone is the fastest way to receive emergency public information. Make sure that everyone in your family that has a phone, receives our emergency alerts in case that you are not together when a disaster happens. Make receiving NIXLE Alerts a part of your family's communication plan. If you have questions about NIXLE Alerts, you can go to [www.nixle.com](http://www.nixle.com) and click on "resident". You can always call our office if you have local questions or need assistance with getting registered.

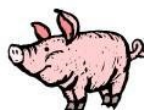
# Citizens Fire Company Annual Pancake Day Tuesday February 13th



**6am – 7pm**



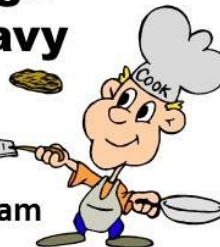
**All you can Eat!  
Pancakes,**



**Whole Hog Sausage  
Fresh Sausage Gravy  
Coffee & Tea  
Toppings Bar!**



**Eggs & OJ Available until 11am**



**Adults: \$8.00  
Kids 6-12: \$4.00  
Under 6 EAT FREE!**

There is no direct access off of the 340 Bypass  
Please use Route 115 to Citizens Way

For more information call 304-728-6428 or go to [www.citizensfirecompany.com](http://www.citizensfirecompany.com)



## 2018 JCHSEM Steering Committee



JCHSEM Staff and Steering Committee members who attended the luncheon. From left to right. **Front row:** Donald Grubb, WVU Healthcare—Jefferson Medical Center; Clair Brendel, American Red Cross; John Sherwood, Jefferson County Chamber of Commerce; Ed Smith, Independent Fire Company; Nicholas Diehl, Jefferson County Development Authority; Jane Tabb, Jefferson County Commission Liaison; Paula Marrone-Reese, Good Shepherd Interfaith Caregivers; Stephen Allen, Director; Sanford Green, WVDHSEM. **Back row:** Thomas Butcher, First Energy; Brandon Vallee, Administrative Assistant/PIO/Volunteer Coordinator, Jeff Polczynski, Jefferson County Emergency Communications Center, and Holly Frye, Shepherd University. **Not present:** Mason Carter, Jefferson County Engineering, Pete Dougherty, Jefferson County Sheriff; Kelly Parsons, Nichols Dehaven and Associates.

### Is your business prepared for an emergency?

We all recognize that disaster can strike anywhere, at any time. However, there is a tendency to believe that “it won’t happen to me.” Time and time again has shown that it can and will happen. Taking the smallest steps can prepare your self, home, and business for an emergency.

We ask you to consider the following:

- An estimated 25 percent of businesses do not reopen following a major disaster, according to the Institute for Business and Home Safety.
- The number of declared major disasters more than doubled in the 1990s.
- A business can be hurt indirectly when disaster strikes customers or another business, such as a supplier or distributor.
- OSHA requires that most businesses with 10 or more employees have a written emergency plan.
- The realities of a post-9/11 world and an increasing dependency on computer technology call for additional protection of business operations.



Businesses and their staff face a wide variety of hazards in Jefferson County, ranging from natural hazards (flooding/tornadoes), health hazards (flu pandemics), human caused hazards, and technology related hazards (such as power outages). Planning of a disaster may seem like an overwhelming task, but there are plenty of free resources to help you get started. On the JCHSEM Website, we now have a collection of free tool kits and guides to assist in getting your business prepared for a disaster. Check it out at: <http://www.jeffersoncountywv.org/county-government/departments/homeland-security-and-emergency-management/forms-and-documents>

## Need Training?

Emergency Management is a constantly-changing field. While we all strive to keep up with the latest technology, the best ways to work with stakeholders to develop plans, how to conduct successful floodplain management, performing damage assessments, how to handle the debris after a disaster, help our communities to recover, or just learning the fundamentals, there are plenty of options available to you. Here are some great opportunities for training that you may or may not know about:

**West Virginia Military Affairs and Public Safety's Training Center, CourseMill.** If you are involved in emergency management in West Virginia, you can set up your free account at <http://www.onlinelearning.wv.gov/dmapscm6/home.html>. Once you set up your account, you can log on and look at the list of available courses being taught in West Virginia. Current courses include the Basics of Floodplain Management, HazMat Highway Containers in a Tunnel Specialist, Search and Rescue in Community Disasters, Disaster Preparedness for Hospitals and HealthCare Organizations within the Community Infrastructure; National Emergency Management Basic Academy Train the Trainer; Advanced Floodplain Management Concepts, and Rail Care Incident Response for Crude, Ethanol and Other Flammable Liquids-Rail Car Response. The courses are always changing, so check back often.

**FEMA's Emergency Management Institute's** URL is <https://training.fema.gov/emi.aspx>. From this training portal, anyone can take their online independent study courses for free. There are over 100 courses to choose from. You can also browse the schedules and information about their on-campus resident courses for those who are involved in emergency management at the federal, state, local or tribal governments.

## Cyber Security Training Opportunities

### **Essentials of Community Cybersecurity (A prerequisite to the course below)**

March 28, 2018

Time: 8 am to 12 pm

Location: Canaan Valley Resort

Course Description:

AWR-136 provides participants with an introduction to concepts related to community cybersecurity. Participants will examine the different types of cyber attacks, how communities are vulnerable to cyber attacks and incidents, and what types of organizations are most likely to be targeted. This course will also introduce the participants to the Community Cyber Security Maturity Model and how to use the model to build a community cybersecurity program and their cyber resilience.

### **Community Preparedness for Cybersecurity**

Date: March 28-29, 2018

Time: 1 pm to 5 pm

Location: Canaan Valley Resort

Course Description:

MGT 384, Community Preparedness for Cyber Incidents, is designed to provide organizations and communities with strategies and processes to increase cyber resilience. During this 12 hour course, participants will analyze cyber threats and initial and cascading impacts of cyber incidents, evaluate the process for developing a cyber preparedness program, examine the importance and challenges of cyber related information sharing and discover low to no cost resources to help build cyber resilience.

To Register for these FREE Classes, go to:

<http://www.onlinelearning.wv.gov/dmapscm6>

For questions about the course or registration, contact [Gregory.c.fernley@wv.gov](mailto:Gregory.c.fernley@wv.gov) or call 304-558-5380

## Disaster Exercises, 2018

WV Homeland Security Region III (WVHSR3) Table Top Exercise for the 2018 Exercise Series will be held Potomac State University in Keyser, WV on April 24, 2018. Representatives from all counties in WVHSR3 and Western Maryland Partners will be in attendance.

2017 WV Homeland Security Region 3, AAR/IP Meeting.....Completed  
2018 WV Homeland Security Region 3, Tabletop Exercise.....April 24, 2018  
2018 WV Homeland Security Region 3, Functional Exercise.....TBA  
2018 WV State Emergency Response Commission TTX.....TBA  
2018 WV Homeland Security Region 3, Full Scale Exercise.....TBA  
2018 WV Homeland Security Region 3, AAR/IP Meeting.....TBA

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, Paula Marrone-Reese, 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.

### **Risk Assessment and Mitigation Planning Committee, Mason Carter, 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, and holds an Annual Meeting to review status of projects that were identified in the plan. Please call the office for exact dates and times.

### **Counter Terrorism Committee, Stephen Allen, 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 Stephen Allen at [sallen@jeffersoncountywv.org](mailto:sallen@jeffersoncountywv.org) or Brandon Vallee at [bvallee@jeffersoncountywv.org](mailto:bvallee@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

Stephen Allen - Director  
Phone: 304-728-3290  
Email: [sallen@jeffersoncountywv.org](mailto:sallen@jeffersoncountywv.org)

VACANT - Deputy Director, Planner  
and Program Manager  
Phone 304-728-3329  
Email:

Brandon Vallee - Administrative  
Assistant, Public Information Officer and  
Volunteer Coordinator  
Phone 304-724-8914  
Email: [bvallee@jeffersoncountywv.org](mailto:bvallee@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; 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 Meetings*

*01-HAM Radio Night at the Jefferson County EOC*

*09-Eastern Panhandle Emergency Management Association (EPEMA) Meeting in Hampshire County at 10:00 a.m.*

*13-Counter Terrorism Committee at 2:00 p.m. at the Jefferson County EOC*

*14-Public Awareness Meeting at 8:30 a.m. at the Jefferson County EOC*

*19-President's Day Holiday, County Offices are Closed*

*21-Jefferson County LEPC Meeting at 7:30 a.m. at IHOP in Charles Town, WV*

*26-Steering Committee Meeting at 9:00 a.m. @ Jefferson County EOC*

*27-March 1-L0276 Benefit-Cost Analysis Entry Level Training at Sutton, WV. \*Preregistration is required for this training.*

*\* Sterling National Weather Service Calls every Monday at 9:00 a.m.*

*\*Weather Calls every Monday and Friday at 10:00 a.m. with State EOC and National Weather Service*