



# Jefferson County Homeland Security & Emergency Management

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

February, 2011

## Jefferson County Commissioners:

**Patsy Noland, President**

**Dale Manuel, V. President**

**Frances Morgan**

**Walt Pellish**

**Lyn Widmyer**

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

**John Sherwood, Chair**

**Amy Jones, Vice Chair-  
Jefferson County Dept. of  
Health**

**Katherine Dunbar, Good Shep-  
herd Inter-Faith Caregivers**

**Mason Carter, Jefferson  
County Department of Engi-  
neering**

**Jeffrey Polczynski, ENP, Jeffer-  
son County Emergency Commu-  
nications Center**

**Dale Manuel, County Commis-  
sion Representative**

**Kelly Parsons, Nichols,  
DeHaven & Associates**

**Ed Smith, Fire Representative**

**Bobby Shirley, Jefferson  
County Sheriff**

**Paul Espinosa, Frontier Com-  
munications, Utility Represen-  
tative.**

**Tom Bayuzik, Jefferson County  
Development Authority**

**Pamela Holstein-Wallace,  
Region 3 Homeland Security  
Planner**

**Holly Morgan-Frye, Shepherd  
University Service Learning  
Program**

**Amy Grove, Eastern Panhandle  
Chapter, American Red Cross**

## Staff:

**Barbara Miller, CEM, CFM  
Director**

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

**Jennifer Maggio, Administra-  
tive Assistant, Public Informa-  
tion Officer and Volunteer  
Coordinator**

## County Commission/Hollywood Casino Sign MOU For Resources During Emergencies and Disasters Representative of "Whole of Community" Concept



L to R: Dale Manuel, Walt Pellish, Patsy Noland, County Commissioners; Roger Ramey, Hollywood Casino at Charles Town Races ; Frances Morgan, County Commissioner; Michael Conner, Hollywood Casino at Charles Town Races ; Barbara Miller, JCHSEM Director and Laura Gatto, Hollywood Casino at Charles Town Races.

Jefferson County Commission and Hollywood Casino at Charles Town Races signed a Memorandum of Understanding (MOU) to enhance and maximize Homeland Security and Emergency Management program capabilities for the purpose of protection of the public health and safety in Jefferson County, WV. Hollywood Casino at Charles Town Races will provide its available fuel for emergency vehicles during times of large emergencies or disaster where fuel in the community becomes scarce or otherwise not readily available; provide food and drink resources for the purpose of mass feeding in case of a large influx of people from outside of the county coming to this area, or to people in Jefferson County in case of a disaster that may require mass feeding beyond the capabilities of the local chapter of the American Red Cross; provide its available shuttle buses, fuel, and drivers in the event that evacuation is required during a large emergency or disaster; appoint at least one individual representative to serve on JCHSEM Committees and to attend meetings relevant to the MOU, or as appropriate; to develop an internal risk and vulnerability assessment of their buildings and grounds; commits to have and keep current a business continuity plan for their facility; commits to having personnel to monitor the NOAA weather radio for information on watches and warnings for severe weather and to take appropriate actions. "This MOU is the result of a long-time partnership with Hollywood Casino at Charles Town Races and Jefferson County Homeland Security and Emergency Management. It will increase our community's resources during times of large emergencies and disasters and increase our capabilities to handle such events. All around the nation, the U.S. Department of Homeland Security and FEMA are encouraging involvement by the "Whole of Community," and this MOU is one example of that. The "Whole of Community" movement is about involving everyone, including traditional responders, all levels of government, private industry, non-governmental agencies, volunteer organizations, academia, and private individuals to plan for, respond to, and recover from disasters. Jefferson County Homeland Security and Emergency Management officials and representatives of Hollywood Casino at Charles Town Races discussed what kinds of resources might be lacking during large emergencies and we together made a list of what they were able to bring to the table to assist their community. I am very appreciative to Hollywood Casino at Charles Town Races for their continued support and dedication to our efforts." said Barbara Miller, Jefferson County Homeland Security and Emergency Management Director.

# WV Flood Hazard Determination Tool

## [www.mapwv.gov/flood/](http://www.mapwv.gov/flood/)

Have you ever wondered if your property is in or out of a floodplain? Do you need to know if a particular property is in or out for purposes related to your job? It may be as simple as going online and checking out the WV Flood Hazard Determination Tool. This online mapping tool may be used by floodplain managers, insurance agents, developers, real estate agents, local planners and citizens attempting to make informed decisions about the degree of flood risk faced by particular pieces of property. The principal function of the Flood Hazard Determination Tool is to provide users with a quick and easy initial determination of an identified location relative to flood hazards. The goal is to reduce the time and costs required to make these initial determinations. However, if there is any doubt in determining whether property is a flood risk, then the user should always consult the FEMA flood maps and seek certified elevation data unless the natural ground is absolutely above the level of the regulatory flood. Remember: if in doubt, it's not out!

### **Flood Hazard Determination Tool: The flood hazard tool does the following:**

1. Identifies whether a map location is within a 100-year flood hazard zone
  2. Displays the corresponding elevation value (accurate to +/- 10 vertical feet)
  3. Links the map location to FEMA's online map store whereby users can view or purchase official flood maps (option available only to counties with certified DFIRMs).
- Flood Hazard Layers:** The mapping application incorporates the best available digital flood hazard data (e.g., Q3, preliminary DFIRM, and certified DFIRM). The floodway and map index layers are available for counties with certified Digital Flood Insurance Rate Maps (DFIRMs).

**Base Map Layers:** The WV Flood Hazard Determination Tool incorporates the best available statewide base mapping layers, including the aerial photos captured in spring 2003 and 20-foot contours made available by the Statewide Addressing and Mapping Board (SAMB). In the near future, more spatially accurate and current base mapping data will be incorporated into the online mapping application. There are contact names and numbers on the site if you have questions or need help with your determination.

## One of West Virginia's Youngest Amateur Radio Operators Checks in at JCHSEM's HAM Radio Room at the EOC in January



Ten-year-old Leann Adsit recently earned her Amateur Radio License. She is the daughter of Tom Adsit, who serves as the Amateur Radio Coordinator for Jefferson County Homeland Security and Emergency Management's R.A.C.E.S. Group. Also doing her first check in from the Jefferson County EOC, was Dakota Epperson, 16-year-old daughter of R.A.C.E.S. member, Cheryl Beuning. "We were honored to have them to do their check in from our Amateur Radio Room. It's wonderful to see young people take an interest in this hobby. They are the future; the people that we will hand this over to one day and I'm happy to support their efforts," said Barbara Miller, Director of JCHSEM. Congratulations, girls!



# Preparing for Success: Preparedness & Grant Planning Workshop (WV Region 3)



WV Department of Military Affairs and Public Safety has announced that they will be holding a series of Grant Planning Workshops throughout the state to prepare those who plan to ask for Homeland Security funding. The workshop for WV Homeland Security Region 3 will be held on February 3 at the North Fork Mountain Inn at Smoke Hole from 10:00 a.m.—2:30 p.m. The purpose of this workshop is to help leaders, managers, and planners in public safety, emergency management, and homeland security arenas develop a better understanding of the Target Capabilities List (TCL) and how the TCL supports state and local preparedness and planning efforts in concert with the homeland security grants process. This knowledge is important as the U.S. Department of Homeland Security (DHS) is placing greater emphasis on using the TCL to measure preparedness and the effectiveness of homeland security grant programs.

The “Preparing for Success” workshop is intended to help participants understand homeland security initiatives and develop a working knowledge of the utility of the target capabilities in planning, training, exercises, grant requests, and other preparedness activities. The long term goal of this workshop is to build preparedness capabilities within the State of West Virginia through: a.) a better understanding of national strategies and initiatives; b.) an appreciation of the relationship between national strategies and the preparedness of state and local jurisdictions; c.) enhanced collaboration among local, state, and federal agencies and departments; and d.) the development of a working understanding of the homeland security grants program. To enroll for this free class, go to [www.wvdmmaps.gov](http://www.wvdmmaps.gov) then click on the TRAINING portion of the website to register. If you need assistance with using the site, contact Pamela Holstein Wallace, Region III Coordinator at 304-279-3819 or Christian Fernley, WVDMAAPS Training Coordinator at 304-558-2930.

## 2011 JCHSEM Steering Committee & Staff

The 2011 Jefferson County Homeland Security Steering Committee/Citizen Corps Council and Staff is pictured below at the 2011 Annual Meeting that was recently held at the Epic Buffet at Hollywood Casino at Charles Town Races. Back row: Ed Smith; Paul Espinosa; Dale Manuel; Mason Carter; John Sherwood; Pamela Holstein-Wallace; and Holly Morgan Frye. Front Row: Terri Mehling, Deputy Director/Program Manager/Planner; Katherine Dunbar; Kelly Parsons; Jennifer Maggio, Public Information Officer/Administrative Assistant/Volunteer Coordinator; and Barbara Miller, Director. Not pictured are: Amy Jones; Jeff Polczynski; Amy Grove; and Tom Bayuzik.





# Floodplain Managers' Workshop Held in Jefferson County



Workshop Instructors: Kevin Sneed, WVDHSEM; Barbara Miller, JCHSEM; Robert Perry, WVDHSEM; Mari Radford, FEMA

On January 28, instructors from WV Division of Homeland Security and Emergency Management; Jefferson County Homeland Security and Emergency Management; and the Federal Emergency Management teamed up to teach a regional floodplain managers workshop about the National Flood Insurance Program. The all-day workshop covered the Community Rating System (CRS); general information about the National Flood Insurance Program (NFIP); Using the WV Flood Determination Tool (see more information on page 2 of this newsletter); WV Model Floodplain Ordinance; and a general discussion of specific enforcement issues in West Virginia. Approximately 25 floodplain managers from counties and municipalities from WV Homeland Security Region 3 participated in the workshop. Lunch and snacks for the event were donated by: Papa John's; Martins Grocery; and Dunkin Donuts.

## Frontier Communications Hosted Business Continuity Planning Webinar

Frontier hosted a free webinar, titled, "Fail to Plan; Plan to Fail" on Wednesday, January 12th on the topic of business continuity planning. Led by counterterrorism expert, Michael Hurley, security expert, H. Bryan Cunningham, Frontier Communications' head of safety security, Lynne Monaco and FOX 9, Minneapolis-St. Paul, News anchor, Jeff Passolt. The panel discussed new threats in the post-9/11 world, and explained how business and civic leaders and emergency responders can plan to ensure their business or organization successfully meets these challenges. Some of the topics discussed were: risk analysis, communications, transportation, coordination, redundancy, and chains of command. Frontier Communications has been a partner of JCHSEM since 2002 and General Manager, Paul Espinosa of the Ranson, WV Office, serves on the JCHSEM Steering Committee.







**JCHSEM Annual Luncheon at Epic Buffet.  
Graciously hosted by Hollywood Casino  
at Charles Town Races.**



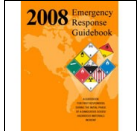


## Training Opportunities



### C.E.R.T. Training to start in March

Community Emergency Response Team training will begin in March. The course consists of 8 evenings of training (3-hours each). The modules are: Disaster Preparedness; Fire Safety; Disaster Medical Operations I and II; Light Search and Rescue; Crime Prevention and Terrorism Awareness; Animals in Disaster; Emergency Planning for People with Special Needs. The final night of the course is an exam and practical exercise. Participants must be over the age of 18, and live, work or volunteer in Jefferson County. For more information, contact Terri Mehling at 304-728-3329 or email to [tmehling@jeffersoncountywv.org](mailto:tmehling@jeffersoncountywv.org)



### Emergency Response Guidebook Training

JCHSEM is sponsoring Emergency Response Guidebook Training on March 3, 2011 at the Jefferson County EOC. The instructor will be Bob Jaffin. Mr. Jaffin is the Vice Chair of the International Association of Emergency Managers Training and Education Committee, and soon-to-be author of *Hazardous Material Life Cycle Management: Corporate, Community and Organizational Planning and Preparedness*. The **Emergency Response Guidebook 2008 (ERG2008)** is primarily a guide to aid first responders in quickly identifying the specific or generic hazards of the material(s) involved in the incident, and protecting themselves and the general public during the *initial response phase* of the incident. This is a one night course that will be held from 6-9 p.m. To register, contact Terri Mehling at 304-728-3329 or email [tmehling@jeffersoncountywv.org](mailto:tmehling@jeffersoncountywv.org).



### Skywarn Stormspotter Basics I Class

The National Weather Service in Sterling, VA and JCHSEM will host a NWS Basics I Skywarn Stormspotter Class this spring. The Basics I class is the starting point for all new Stormspotters and is a prerequisite for all other Stormspotter Classes. Skywarn Stormspotters are the first line of defense against severe weather in their community. Once you have completed the course, you are eligible to volunteer with NWS to assist them to verify what their Doppler radar is and is not telling them. You will be issued a Stormspotter number and learn how and what to report. We are currently working with NWS officials and the date and place for this class will soon be announced. You may refer to this website for a current list of Skywarn Classes in our area: <http://www.erh.noaa.gov/lwx/skywarn/classes.html>. Teaching Skywarn Stormspotter Classes is a requirement for Jefferson County under their StormReady Community Designation. For more information, contact Terri Mehling at 304-728-3329 or email to [tmehling@jeffersoncountywv.org](mailto:tmehling@jeffersoncountywv.org)

**Hawks Nest State Park, 15 FEB 0800 – 1600- 16 FEB 0800 - 1200, 12 Hours.**

#### **G250.7, Workshop: Local Rapid Needs Assessment**

Instructor: Don Williams

Communities can use the Resource Guide for developing a plan and procedures for rapidly and efficiently collecting disaster intelligence immediately following a disaster. This intelligence is used to prioritize response activities, allocate available resources, and specially request resources from other sources to save and sustain lives. Selection Criteria: Any community working to improve its disaster intelligence collection procedures. This training is offered through the WV Division of Homeland Security and Emergency Management. If interested, you must fill out a training request form (can be found on either the WVDHSEM website or the JCHSEM website). The form must be signed by your local emergency manager before being forwarded on to WVDHSEM training officer, Herb Lattimore. For more information, contact Herb Lattimore, State Training Officer at 304-558-5380.

**North Bend State Park, 22 MAR 0800 – 1600-23 MAR 0800 – 1600. 16 Hours.**

#### **G108, Community Mass Care Management**

Instructor: Dave Bradley

This 2-day course is intended to equip emergency management staff and voluntary agency personnel with the knowledge and skills necessary to perform as effective mass care coordinators in a broad range of disaster situations. The course covers how to assess and size up mass care needs; how to plan for mass care; recruitment, training, and exercises for mass care personnel; and actions to take in short-term and long-term mass care operations (response and recovery). This training is offered through the WV Division of Homeland Security and Emergency Management. If interested, you must fill out a training request form (can be found on either the WVDHSEM website or the JCHSEM website). The form must be signed by your local emergency manager before being forwarded on to WVDHSEM training officer, Herb Lattimore. For more information, contact Herb Lattimore, State Training Officer at 304-558-5380.

## 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 each month at 8:30 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 3<sup>rd</sup> 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 –Pamela Holstein-Wallace, 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 3<sup>rd</sup> 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 2<sup>nd</sup> 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 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)

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**

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**PUBLIC SAFETY; PUBLIC TRUST**

The Jefferson County Commission's Office of Homeland Security and Emergency Management 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.



**February Meetings and Events**

- 3 Preparing for Success: Preparedness & Grant Planning Workshop for W R V Region 3 at the North Fork Mountain Inn at Smoke Hole, WV from 1000—1430
  - 3 HAM Radio Testing Night at 1700 at Jefferson County EOC HAM Room
  - 4 WV 9-1-1 Council Meeting, Frontier Building, Charleston, WV
  - 4 WV Emergency Management Council Meeting, Frontier Building, Charleston, WV
  - 8 Counter Terrorism Committee Meeting at 1400 at Jefferson Memorial Hospital, Ranson
  - 9 Public Awareness, Education/Training Committee at 8:30 a.m. JC EOC Conference Room
  - 9 WV State Citizen Corps Council Meeting, Charleston, WV
  - 14-17 ACAMS Training at the State Police Academy, Institute, WV
  - 21 Presidents Day, Offices are Closed
  - 22 JCHSEM/Citizen Corps Council Steering Committee Meeting at 8:30 a.m. at Jefferson County EOC
- MARCH**
- 1 Disability Workshop (Regional) at Hollywood Casino at Charles Town Races, 3rd Floor. 1000-1400. Lunch will be provided.
  - 3 Emergency Response Guidebook Training., 7 p.m. Place TBA