



April, 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**

## JCHSEM to Recognize Volunteers at Quarterly Partnership Luncheon

**Christopher Revere, Executive Director of the National Commission on Children and Disasters Invited to Speak**

Each year, Jefferson County Homeland Security and Emergency Management holds a Volunteers Luncheon to honor our volunteers, business partners, and organization partners who have assisted throughout the year. It is once again time for you to submit your nominations!

The nomination form is attached for your convenience. Please submit a nomination in one, two or all three categories. **All nominations must be submitted by April 6, 2011**, and all nominees must be volunteers of JCHSEM in order to be considered. Once someone has received an award, they are not eligible to receive it again. See the list of previous awardees on page 6, and see the form on page 5 for additional details on how to nominate someone.

The winners will be announced at the JCHSEM Quarterly Luncheon, which will be held at the National Conservation Training Center near Shepherdstown on Wednesday, April 20, 2011 at noon. Lunch tickets are \$9 for one time through the Seryery selecting an entree, beverage, soup, salad and dessert, or \$12 for all you can eat. A table will be set up just below the stairs in the commons area to sell the luncheon tickets. The luncheon will be held in the lounge area on the first floor.

Christopher Revere, Executive Director of the National Commission on Children and Disasters is the invited speaker. To view the Commission's 2010 report to the president and Congress, go to <http://www.ahrq.gov/prep/nccdreport/>

If you wish to make a reservation for the luncheon, please contact Terri Mehling at 304-728-3329 or email her at [tmehling@jeffersoncountywv.org](mailto:tmehling@jeffersoncountywv.org). **All reservations for the luncheon must be made no later than April 13<sup>th</sup>.**

Sponsors of this year's door prizes include 2 tickets to "My Fair Lady" at The Old Opera House in Charles Town and tickets to the Jefferson 500 at Summit Point Raceway in May.

Make your plans now to come out to thank our volunteers, business partners, and organizations that do so much for our department and our community.

Stormspotter Basics I  
Class held in Ranson by  
National Weather Ser-  
vice



## Jefferson County C.E.R.T. Will Graduate Another Class on April 6th

Jefferson County C.E.R.T. will graduate another class on April 6th. The instructors for this round of training were: Barbara Miller, Disaster Preparedness; David Holmes, Fire Safety & Hazardous Materials Awareness; Gene Rice, Disaster Medical Operations I and II; Dave Colbert, Crime Prevention and Terrorism Awareness; Terri Mehing, Course Manager, Animals in Disaster and Emergency Planning for People with Special Needs; Jeff Levesque, Disaster Mental Health; Mike Kanelh, Light Search & Rescue. All instructors are volunteers, with the exception of the JCHSEM staff. Below are pictures of classes from the current course.



# Nominations Being Accepted for Governor's Service Awards

Each year, West Virginia's volunteers quietly perform amazing things all around us everyday. Volunteer West Virginia's annual WV Governor's Service Awards showcases outstanding examples of volunteerism and community leadership from throughout the state. Each year at the State's Volunteer Conference, Faces of Leadership, West Virginians with exemplary dedication to service and volunteerism are celebrated at a banquet where they are given an award from the Governor. To nominate an outstanding individual, family, or organization, that displays enduring commitment to the Mountain State through volunteerism, visit, [http://www.volunteerwv.org/nd/index\\_facesofleadership\\_GSA2011.cfm](http://www.volunteerwv.org/nd/index_facesofleadership_GSA2011.cfm), download the nomination form, and following the instructions. Nominations must be received by Volunteer WV! no later than April 11, 2011.

## Operation Troubled Waters Exercises in April

The Jefferson County Local Emergency Planning Committee will be holding two exercises during the month of April as a part of their HMEP (Hazardous Materials Emergency Planning) Grant. They will hold a Table Top Exercise (TTX) on Friday evening, April 8 from 6-9 p.m. at the Jefferson County Sheriff's Office at 102 Industrial Blvd. The second exercise, a Functional Exercise (FE) will be held on Friday evening, April 22nd at a variety of locations to be announced. The LEPC hired J.H. Harvey, LLC to develop and carry out the exercises and to prepare the After Action Report (AAR). As of April 1, approximately 50 participants have signed up for both exercises. This includes emergency management, communications, fire and rescue agencies, law enforcement, the health department and hospital, red cross, highways, Amerigas, Jefferson County Schools, WVDEP and the EPA, municipal and county government representatives, members of the press, volunteers, and others. While the exact scenario will not be released ahead of time, it will involve flooding with a hazardous materials turn. Questions regarding the exercise should be referred to Doug Britvec at J.H. Harvey, LLC at 304-473-1009 or emailed to [dbritvec@jhcemergencypreparedness.com](mailto:dbritvec@jhcemergencypreparedness.com)

## Local Emergency Manager and Red Cross Emergency Services Director Attended Mass Care Training in March

WV Division of Homeland Security and Emergency Management taught FEMA's Community Mass Care Management Course at North Bend State Park in March. It was attended by Jefferson County Emergency Manager, Barbara Miller and the Eastern Panhandle Chapter of the American Red Cross Emergency Services Director, Debbi Palmer, as well as other local emergency managers and Red Cross staff and volunteers from around the state, representatives of the WV National Guard, and members of the WVDHSEM staff. The purpose of the course was 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. David Bradley was the instructor and Herb Lattimore is WVDHSEM's training officer. Included in the course was assessing mass care needs, mass care planning, mass care recruitment, training, and exercises, and mass care in disaster response, Mass Care in Disaster Recovery. A spirited discussion was held about how mass care is carried out in the various communities across the state.

2011

Business Partner of the Year

Volunteer of the Year

Organization Partner of the Year

NOMINATION FORM

\_\_\_\_ Volunteer of the Year      \_\_\_\_ Business Partner of the Year      \_\_\_\_ Organization of the Year

Name of Nominee (If a business or organization, please include a contact name)

\_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Please provide a brief summary describing this business, organization or individual's volunteerism and/or community service:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Nominator's Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email \_\_\_\_\_

You may write a letter if you prefer, but please include all information requested on the form within your letter. Nominations are now open for JCHSEM's Volunteer, Business, and Organization of the Year. To nominate someone, please use this form or write a one page narrative about the person, business, or organization that you wish to nominate. Be sure to include the Nominee's Name, address, telephone number and email address, as well as, the Nominator's name, address, telephone number and email address, along with the nomination. *All nominees must be a volunteer with JCHSEM or a business or organization that is affiliated with JCHSEM.*

# Former Awardees

## **Volunteer of the Year**

David Holmes, 2006

Shirley Evans & Nat Hughes, 2007

Kelley Parsons, 2008

Jeff Levesque, 2009

Mike & Pat Davis, 2010

## **Business Partner of the Year**

American Public University, 2006

Community Lutheran Partners, 2007

U.S. Customs and Border Protection, 2008

Charles Town Races & Slots, 2009

Shaharazade's, 2010

## **Organization of the Year**

Eastern Panhandle Chapter, American Red Cross, 2009

Jefferson County Schools, 2010

## **Special Award**

Shepherd University Student Services/Service Learning, 2009

167<sup>th</sup> Air National Guard, 2010

Volunteer, WV!, 2010

## Training Opportunities



### C.E.R.T. Training to Continue in April

Community Emergency Response Team training began a new course on March 14. 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)

### Homeland Security Exercise and Evaluation Program (HSEEP)

Date: April 26-28, 2011

Location: Comfort Inn Aikens Center – Martinsburg, WV

To register go to: [http://www.onlinelearning.wv.gov/coursemill/overview\\_militaryaffairs.jsp](http://www.onlinelearning.wv.gov/coursemill/overview_militaryaffairs.jsp)



### G408, Homeland Security Planning

Instructors: Larry Allen/Jeff Harvey

April 26-28, 2011 at Twin Falls State Park

24 Hours; 3.2 CEUs

This three day course teaches participants to evaluate, revise or develop a homeland security appendix to their jurisdiction's existing Emergency Operations Plan (EOP). The course addresses such key issues as vulnerability analysis and command and control for homeland security events. In keeping with the recommendations of the Gilmore Commission, this course builds on existing emergency response systems as articulated by the local EOP. **Participants must bring a current copy of their EOP and a map of their jurisdiction to training.** **Selection Criteria:** Local Emergency Planning Teams that include one person from: emergency management; public works; law enforcement; fire service; public health/medical service. To sign up, contact Herbert Lattimore at WVDHSEM at 304-558-5380.

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### NIMS 300

April 21-22, 2011

8:00-5:00 each day

Class will be taught at the Veterans Administration Medical Center in Martinsburg on April 21-22, 2011. The class will meet both days from 0800-5:00 in building 500 (The Main Hospital 1B114). Mike Athey will be the instructor. The cost for the course is \$20 plus book. The book can be rented for \$15 or purchased for \$35. To register, contact Dave Plume, Public Service Training Coordinator at RESA 8, [dplume@access.k12.wv.us](mailto:dplume@access.k12.wv.us)

## 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 JCOHSEM 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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Jennifer Maggio, Administrative Assistant, Public Information Officer and Volunteer Coordinator  
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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.



**April Meetings and Events**

**APRIL**

- 4 CERT 6-9 p.m. at JCEOC
- 5 Counter Terrorism Committee Meeting at 1400 at U.S. Customs & Border Protection.
- 6 LEPC Meeting at Billie's at NOON
- 6 CERT Test, Exercise, and Graduation 6-9 p.m. at JCEOC
- 7 HAM Radio Testing Night at the EOC.
- 8 Jefferson County Local Emergency Planning Committee-sponsored Table Top Exercise. 6-9 p.m.
- 13 Public Awareness, Education and Training Committee at JCEOC at 8:30 a.m.
- 11-13 WV State Floodplain Manager's Conference at Canaan Valley Institute
- 15 Eastern Panhandle Office of Emergency Management Coordinating Council Meeting in Morgan County.
- 18 Animals in Disaster Committee at Jefferson County JCEOC at 9:30 a.m.
- 20 JCHSEM's Volunteer Recognition Luncheon/Quarterly Partnership Meeting at NCTC. Noon
- 22 Jefferson County Local Emergency Planning Committee-sponsored Functional Exercise 6-10 p.m.
- 25-29 G408 Homeland Security Planning Training at Twin Falls State Park sponsored by WVDHSEM