



November, 2015



Jefferson County Homeland Security & Emergency Management

www.jeffersoncountywv.org/homeland-security.html

November, 2015

American Red Cross Holiday Mail for Heroes Card Signing Party

November 17, 2015

At the Jefferson County Public Services Building Meeting Room
1948 Wiltshire Road, Suite 2, Kearneysville, WV 25430
7:00-9:00 p.m.

Jefferson County Commissioners:

Jane Tabb, President

Patsy Noland, Vice President

Eric Bell

Dale Manuel

Walt Pellish

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 Reisenweber, Jefferson County Development Authority

Sanford H. "Sandy" Green, Region 3 Homeland Security Area Liaison

Holly Frye, Shepherd University Service Learning Program

Staff:

Barbara Miller, CEM, CFM Director

Sandee Niles, Planner/Program Manager/Deputy Director

Brandon Vallee, Administrative Assistant, Public Information Officer and Volunteer Coordinator

Holiday Mail for Heroes annual campaign where the American Red Cross affords Americans with the opportunity to send messages of thanks and holiday cheer to military members, veterans, and their families. This is an easy way to give something to our nation's 2 million service members and 24 million veterans. The cards will be distributed locally and since there are 170,000 veterans in the State of West Virginia the cards should be geared towards those brave men and women who have previously served our county.

In order to reach this goal, the American Red Cross will be hosting a Holiday Mail for Heroes Card Signing Party on November 17, 2015 from 7:00 – 9:00 p.m. at the Jefferson County Public Services Building Meeting Room located at 1948 Wiltshire Road, Suite 2, Kearneysville, WV 25430. Wearing Festive Sweaters to the event is optional.

Light refreshments will be provided. Feel free to bring a dessert or cookies to share!

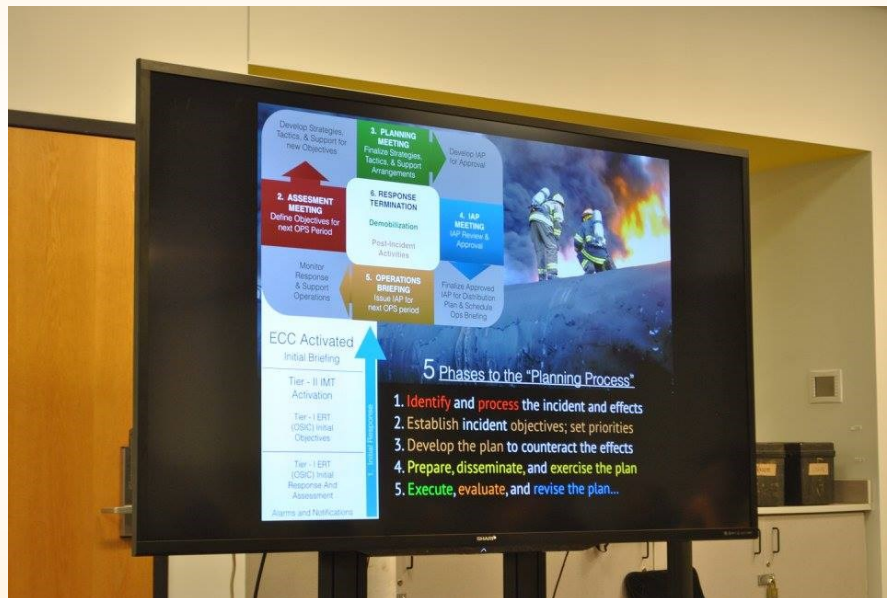
Card Guidelines:

- Some cards will be provided, and donated cards are appreciated.
- Cards can be designed using construction paper, crayons, markers, and other art supplies.
- Envelopes are not needed.
- Use generic greetings and do not include glitter or card inserts like letters, pictures, or money.
- Please refrain from using any religious quotes, comments, or closings as we do not know the religious affiliation of the service members receiving your card.
- However, you are permitted to use "God Bless." Other examples are "Thank you for your service to your county, Happy Holidays, or Thank you for making our country safe."
- Please sign your name to the cards but please don't include your address or contact information; city and state are acceptable.

If you are unable to come to the party, you can still send or drop off bundles of signed cards without envelopes to the American Red Cross at 1948 Wiltshire Road, Suite 2, Kearneysville, WV 25430.

If you have any questions about the program, please contact Clair Brendel, Disaster Program Specialist, Northeast West Virginia Chapter of the American Red

Pictures from the 2015 LEPC/SERC Conference Table Top



Personal and Workplace Cyber Security

We have all experienced annoying commercials and pop-ups while perusing cyber-space, but there are a lot of cases where the intent is much more heinous than just trying to solicit products. In 2014, Symantec recorded over 317 million new computer viruses or other malicious software - equating to about one-million new threats released each day to government agencies, private industry and the public. Also in 2014, the Federal Bureau of Investigation's Internet Crime Complaint Center received 269,422 complaints which totaled a dollar loss of \$800,492,073. While most internet crime is aimed at profits, other crimes include intellectual property theft, fraud, and even sexual predation (with a particular target on minors using social media).



With hackers using multiple methods to gain access to our information, cyber-safety is essential for anyone with a smartphone or a computer.

Here are a few tips on how to keep yourself, and your computer safe from cyber-attacks:

- Keep your firewall turned on.
- Firewalls are intended to block any unauthorized access while still allowing outward communication. There are firewalls that are software and hardware based.
- Install and update anti-virus software and anti-spyware technology
- Anti-virus/spyware technology is intended to search your computer for any programs which can be dangerous to your computer.
- Updating anti-virus/spyware ensures that your system has all of the up-to-date virus codes that have been identified.
- Keep your operating system up to date
- Keeping your operating system up to date is critical. Updates and patches ensures that there is no vulnerable spots in your system that could potentially be exploited by malware.
- Be mindful of what you download
- Avoid downloading files from anyone you do not recognize.
- Be mindful of downloading files from websites. Hackers are not just using questionable websites, they are also common on gaming, music, and video sites.
- Educate your children on internet safety
- Ensure social media privacy settings are enabled.
- Utilize parental controls over inappropriate websites.
- Instruct children to never giving personal or identifying information to anyone they meet online.
- Not to tell anyone online when they are home alone.

Protecting our physical safety comes naturally to most people, such as not driving in dangerous neighborhoods, locking our vehicles and homes, and being aware of our surroundings. It is just as important that we are diligent in protecting our cyber-safety from harm.

For more information on cyber-security, please visit the FBI's website on Cyber Crime at:
<http://fbi.gov/about-us/investigate/cyber>

Natural Disaster Awareness for Caregivers of Senior Citizens to be taught in Moorefield on December 8th.

Date: December 8, 2015

Time: 8am to 12pm

Location: 157 Freedom Way, Moorefield, WV 26836

Course Description:

Senior citizens are particularly vulnerable to natural hazards. Factors such as physical limitations, mental ailments, and medication requirements are issues of concern for caregivers of senior citizens. These specific needs, amongst others considerations for natural hazards, must be addressed in preparedness plans for these at-risk citizens.

This course is designed to enhance the caregiver's awareness of vulnerability factors associated with senior citizens. Participants will learn how to identify, prepared, and perform a number of support activities that will ensure the safety and security of senior citizens when a natural hazard event occurs. Particular attention is directed toward developing an awareness of the preparedness and response needs of all senior citizens, inclusive of economic, medical, cognitive and mobility determinants.

Course Modules include:

- What to Expect: Natural Hazards and Natural Disasters
- Constraints, Vulnerabilities, and Resilience
- Preparedness Exercise

Target Audience: Senior care providers, family members, friends, personal attendants, home health agencies, in-house services, roommates, medical personnel, General Public, Emergency Managers.

Natural Disaster Awareness for Community Leaders to be taught in Moorefield on December 8th

Date: December 8, 2015

Time: 1pm to 5pm

Location: 157 Freedom Way, Moorefield, WV 26836

Course Description:

Community leaders have the opportunity to enhance their community's ability to prepare for, respond to, recover from, and mitigate against all forms of disasters. This course will help to enhance understanding of natural disasters, risk assessment in the context of disaster management, prevailing emergency management procedures and operations, and the different vulnerability factors that exist within their local community.

This course will also provide community leaders with an understanding of the necessary plans and tools needed in planning for natural disasters, and will help them to better understand and identify the personnel best equipped to address response and recovery requirements in the case of an actual disaster.

Course Modules include:

- Hazards and Vulnerabilities
- Community Preparedness & Mitigation
- Value of Partnerships

Target Audience: Citizen/Community Volunteers, Religious organizations, Business community, Civic groups, Elected leaders, General Public, Emergency Managers, Responders

To register for each course, go to the WV Department of Military Affairs and Public Safety's website at: <http://www.onlinelearning.wv.gov/dmapscm6/cm710/home.html>

If you have not yet registered for courses on this site, you will need to create a username and password first. Questions about signing up for this course should be directed to WV State Training Officer, Christian Fernley at 304-558-5380. There is NO travel reimbursement for these courses.

The LEPC of Jefferson County, West Virginia Presents: 2015 Mass Fatalities Conference



The LEPC of Jefferson County, West Virginia will present the 2016 Mass Fatalities Conference on March 22/23, 2016 at The Clarion Hotel and Conference Center in Shepherdstown.

This conference will bring together various disciplines from across the State and our partners in Virginia, Maryland, and Washington, DC to explore past incidents, discuss lessons learned, and define best practices to enhance future responses and decision-making in these complex disasters. The presentations given during this conference will be led by speakers with extensive disaster response background.

In addition to the presentations, a two day workshop on mass casualty incident management has been added for first responders. It is highly recommended to register early, as this workshop will fill quickly!

To register, go to <https://www.eventbrite.com/e/2015-mass-fatalities-conference-tickets-15444450768>

This year, we also have special pricing for Military, Law Enforcement, Firefighters, and EMS personnel. Cost for that group is \$90.67. Full Conference Registration is \$179.29

At the conference website listed above, you will also find out additional information about hotel reservations and the full conference agenda, as well as vendor and sponsor opportunities. Questions can be sent to lepc@jeffersoncountywv.org



Red Cross Actively Seeking New Volunteers!

Red Cross volunteers touch lives every day. The American Red Cross has been pleased to be involved in LEPC trainings and exercises recently to build the experience of our volunteers and staff. We have also been working in the community to prepare for and respond to local disasters and are actively engaged in Red Cross preparedness opportunities including offering Pillowcase Project presentations and Home Fire Campaign smoke detector installations.

To continue serving your community, Red Cross is looking for volunteers to be involved with:

Disaster Response—Help people affected by disasters ranging from home fires to hurricanes by providing food, shelter, essential relief supplies and comfort and hope.

Preparedness Education—Teach families, people in classrooms, organizations and corporations how to Be Red Cross Ready for disasters and emergencies.

For more information on American Red Cross volunteer opportunities or programs, please contact Clair Brendel at clair.brendel@redcross.org, visit redcrosswv.org, or go to volunteerconnection.com and submit a volunteer application.

Disaster Exercises, 2015

WV Homeland Security Region III (WVHSR3) Initial Planning Workshop was held in Moorefield in December, 2014. Representatives of all of the Counties of WVHSR3 were in attendance. Additional planning meetings are upcoming.

WV Hospital Association, Regions 8 & 9 After Action Meeting....January 20, 2015 in Hampshire Co.

Jefferson County Government, Continuity of Operations Training and Tabletop Exercise, January 23, 2015

THIRA Training Workshop, Berkeley County.....April 13, 2015

WV Homeland Security Region III Tabletop Exercise.....April 22, 2015

WV Homeland Security Region III Functional Exercise.....July 20, 2015

Jefferson County LEPC Table Top Exercise.....July 23, 2015

WV Homeland Security Region III EM Communications Drill.....August 1, 2015

WV Homeland Security Region III Full Scale Exercise.....September 19, 2015 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.

WV Homeland Security Region 3 Improvement Planning Workshop ..October 2, 2015 at Canaan Valley Hotel and Conference Center, Davis, WV

Homeland Security Exercise and Evaluation Program Training, October 7/8, 2015 at Jefferson County Maintenance Department.

WV Source Water Protection, Preparedness, and Response Tabletop Exercise at Byrd Health Services, Martinsburg. You must register to participate at <http://www.horsleywitten.com/sourcewater>. Sponsored by WV Department of Health and Human Services. 0800-1200, with optional Session about SWAP Potomac Partnership from 1300-1600.

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 4th 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, 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 monthly on the 2nd Wednesday of the at 0830 in the EOC at 28 Industrial Blvd., Kearneysville, unless otherwise announced.

Partnership and Volunteer Development Committee, Holly 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 2nd 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 bmiller@jeffersoncountywv.org, sniles@jeffersoncountywv.org or 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**

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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

November, 2015

- 4 Executive Management Meeting at the Charles Town Library at 0800
- 5 Ham Radio Night at the EOC
- 10 Jefferson County LEPC Mass Fatalities Group Meeting at IHOP at 0730
- 10 JCHSEM Counter Terrorism Committee at Jefferson County EOC at 1400
- 11 Veterans Day: Office is closed.
- 12 WV Emergency Management Council Meeting at Triadelphia, WV at 1000
- 17 Red Cross Holiday Mail for Heroes Card Signing Event at JC Public Services Building at 1900
- 18 Public Awareness, Education and Training Committee meeting at the Jefferson County EOC, 0830
- 19 WV Source Water Protection, Preparedness, and Response Tabletop Exercise at Byrd Health Services, Martinsburg. You must register to participate at <http://www.horsleywitten.com/sourcewater>. Sponsored by WV Department of Health and Human Services. 0800-1200, with optional Session about SWAP Potomac Partnership from 1300-1600.
- 26/27 Thanksgiving Holidays, Office is Closed
- December 1-JCHSEM Steering Committee Meeting at Jefferson County EOC at 0900

January, 2016

- 13 Basic Storm Spotter Class with the NWS at the Senior Life Services 106 Sand Mine Rd. Berkeley Springs WV. 25411. 1800-2000.
- 28 Skywarn Winter Weather Storm Spotter Class with the NWS at Independent Fire Company, Ranson. 1900-2100 Register for the class at <http://www.eventbrite.com/e/national-weather-service-stormspotter-class-winter-storms-tickets-19390713145?aff=es2>. If you have problems registering, contact sniles@jeffersoncountywv.org