

**Jefferson County Homeland Security & Emergency Management
Public Awareness, Education & Training Committee
Minutes
May 13, 2015**

The Jefferson County Homeland Security and Emergency Management (JCHSEM) Public Awareness, Education, and Training Committee met at the Jefferson County EOC on Wednesday, May 13, 2015 at 0830 hours. Those present were Katherine Dunbar, Chairman, Good Shepherd Interfaith Caregivers; Sandy Hite, Jefferson County Health Department; Jeff Jefferies, WVU Healthcare-Jefferson Medical Center; Barbara Miller, JCHSEM; Sandee Niles, JCHSEM; Delegate Jill Upson, West Virginia House of Delegates; Brandon Vallee, JCHSEM; and Annie Wheat, Ameriworks.

Ms. Dunbar, Chair, called the meeting to order at 8:33 am. Mr. Jefferies moved to approve the April 8th minutes. All approved.

I. Old Business

1. Meeting with United Way Representatives
 - a. Ms. Miller stated that she had a meeting with the United Way of the Eastern Panhandle about their role during an emergency. She stated that they are considering collecting disaster donations through their website to assist victims during disasters.
 - b. Ms. Miller said that the United Way of the Eastern Panhandle is interested in participating in a program to that provides emergency preparedness kits to families across the three counties of the panhandle, similar to the former 100 kits in 100 days program.
2. WV Homeland Security Region 3 Table Top Exercise (TTX)
 - a. Ms. Miller stated that the WV Homeland Security Region 3 TTX was held on April 22th, at the Berkeley County Sheriff's Department. Seven counties of the Eastern Panhandle participated in the exercise called "Clandestine Chaos". The TTX covered the topics of drug trafficking, hazmat, train derailment, and terrorism. The purpose of the TTX was to test response, communication, and information sharing during an emergency event.
3. WV Council of Churches Disaster Spiritual Care Trainings
 - a. Ms. Miller stated that the WV Council of Churches held a Disaster Spiritual Care Training on April 28-29 in Martinsburg, WV. Steve Alan, Berkeley County Homeland Security and Emergency Management, attended the training and reported that it was an excellent opportunity to identifying churches for mass care activities and about providing spiritual care during disasters.
4. ETEAM Training
 - a. On May 4th, JCHSEM staff held an ETEAM training in the EOC. The training was taught by Sandy Green, WVDHSEM Region 3 liaison, and provided an introduction to the software. The training was attended by representatives from Jefferson, Berkeley, and Morgan Counties.
5. EOC Training
 - a. On May 12th, JCHSEM staff held an EOC Participant training in the EOC. Ms. Miller stressed the importance of having all EOC staff participate in the EOC training in order to remain familiar with their roles and procedures and to assist new volunteers. Ms. Miller mentioned that the County Administrator and the Deputy Administrator attended the training.

II. New Business

1. The 2015 WV Homeland Security Region 3 Exercise Series dates

- a. The 2015 exercise series continues with the functional exercise on July 20th at the Augusta Church in Hampshire County. The full scale exercise will be held on September 19th throughout WV Homeland Security Region 3.
2. May's Independent Study Course
 - a. Ms. Miller stated that each month, there is a recommended FEMA Independent Study Course for committee members to take. May's courses are IS-248: Integrated Public Alert and Warning System for the American Public and IS-42: Social Media in Emergency Management.
 - b. IS-248 link: <https://www.training.fema.gov/is/courseoverview.aspx?code=IS-248>
 - c. IS-42 link: <https://training.fema.gov/is/courseoverview.aspx?code=is-42>
3. Volunteer Opportunities
 - a. Ms. Miller identified volunteer opportunities this summer. Those events include: Disaster Ready Kids Program and Bark in the Park. Ms. Miller requested that committee members interested in volunteering to contact her or Mr. Vallee.
 - b. The Bark in the Park event will occur from 10 am until 2 pm on June 6th at Jefferson Memorial Park in Charles Town.
 - c. The Disaster Ready Kids program runs from May 1st to September 30th and works with children's groups all over the county.
 - d. Ms. Niles discussed what occurred during the volunteer training which took place on May 6th. During the training, JCHSEM staff talked about the program, introduced new materials, updated documentation, set volunteer expectations and answered any questions. Volunteers who are interested in the program but were unable to attend the training will have a one on one meeting arranged to cover the same material.
 - e. Ms. Dunbar stated that she will be looking into the Jefferson County Retired Teacher Association to see if there is an interest in participating in the Disaster Ready Kids Program.
4. National Pet Preparedness Day
 - a. Mr. Vallee stated that the JCHSEM staff and Kelly Parsons, Volunteer, went to the Petco in Ranson on May 9th in order to discuss emergency preparedness for the whole family.
5. Jefferson County Fair
 - a. Ms. Miller stated the Jefferson County Fair will occur on August 16-22, 2015 and that JCHSEM, with the support of the LEPC, will be participating with a booth again this year. LEPC members will have the first choice volunteer time slots, followed by steering committee members. More information about this volunteer opportunity will be distributed closer to the event.
6. Quick Series Preparedness Tools
 - a. Ms. Miller displayed the Quick Series Preparedness Tools for the committee. She discussed that the potential of purchasing these materials to give out during future outreach events.
7. 2015 LEPC's Mass Fatalities Conference
 - a. Ms. Hite said that the Jefferson County LEPC's 2015 Mass Fatalities Conference will be held on October 27 and 28 at The Clarion Hotel and Conference Center in Shepherdstown. Interested committee members can register for the conference by using the following link: <https://www.eventbrite.com/e/2015-mass-fatalities-conference-tickets-15444450768>
 - b. Ms. Hite stated that this will be the second Mass Fatalities conference and focused on the importance of the conference as a way to bring communities together. Ms. Hite identified that Ms. Niles will be presenting during the conference. Ms. Niles will be presenting on family assistance during an emergency. Ms. Hite stated that the committee is in the process of locating more speakers for the event. Ms. Niles

recommended asking Dr. Baubara to present on Disaster Mortuary Operational Response Teams (DMORT) at the conference.

III. Member Sharing Time

Mr. Jefferies stated that Jefferson Medical Center is working on organizing a decon training. Mr. Jefferies identified that Shepherd University will be providing 20 volunteers to play as disaster victims during the full scale exercise.

Ms. Hite stated that Jefferson County Health Department has purchased emergency preparedness kits, bags, and materials in Spanish and English that will be distributed during community outreach events. Ms. Hite said that she attended the Global health Security Summit in Atlanta Georgia and the theme of the summit was community resiliency. She stated her priorities were to work with JCHSEM and other agencies about distributing one consistent preparedness message, increasing the volunteer base, and identification of access and functional needs communities which need assistance during an emergency.

Delegate Upson inquired about threat level awareness. Ms. Miller clarified that threat levels are determined by the U.S. Department of Homeland Security and have not been changed. NTAS threat level awareness information was given to Delegate Upson.

IV. Adjournment

Ms. Dunbar adjourned the meeting at 9:09 am. The next regularly scheduled meeting of the Jefferson County Homeland Security and Emergency Management Public Awareness, Education, and Training Committee will be on Wednesday, June 10th at the Jefferson County EOC at 0830.