



December, 2014



Jefferson County Homeland Security & Emergency Management

www.jeffersoncountywv.org/homeland-security.html

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Holly Morgan-Frye, Shepherd University Service Learning Program

Debra Palmer, American Red Cross, non-profit organization

Staff:

Barbara Miller, CEM, CFM Director

Jessica Owens, Planner/Program Manager/Deputy Director

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

JCHSEM Reminds Residents about Preparing for Extreme Winter Weather

With the winter season rapidly approaching, Jefferson County Homeland Security and Emergency Management (JCHSEM) is encouraging all residents of Jefferson County to be prepared for winter storms and extreme cold.

It is essential to know the terms used to describe changing winter weather conditions as they impact what actions you must take to stay safe. These terms can be used to determine the timeline and severity of an approaching storm. (Advisory / Watch / Warning). The NWS also issues advisories and warnings for other winter weather, including blizzards, freezes, wind chill, snow, and dense fog. Be alert to weather reports and tune in for specific guidance when these conditions develop.

Freezing Rain - Rain that freezes when it hits the ground, creating a coating of ice on roads, walkways, trees and power lines.

Sleet - Rain that turns to ice pellets before reaching the ground. Sleet also causes moisture on roads to freeze and become slippery.

Wind Chill- Windchill is the temperature it "feels like" when you are outside. The NWS provides a Windchill Chart to show the difference between air temperature and the perceived temperature and the amount of time until frostbite occurs. For more information, visit: www.nws.noaa.gov/om/windchill.

Winter Weather Advisory - Winter weather conditions are expected to cause significant inconveniences and may be hazardous. When caution is used, these situations should not be life threatening. The NWS issues a winter weather advisory when conditions are expected to cause significant inconveniences that may be hazardous. If caution is used, these situations should not be life-threatening.

Winter Storm Watch - A winter storm is possible in your area. Tune in to NOAA Weather Radio, commercial radio, or television for more information. The NWS issues a winter storm watch when severe winter conditions, such as heavy snow and/or ice, may affect your area but the location and timing are still uncertain. A winter storm watch is issued 12 to 36 hours in advance of a potential severe storm. Tune in to NOAA Weather Radio, local radio, TV, or other news sources for more information. Monitor alerts, check your emergency supplies, and gather any items you may need if you lose power.

Winter Storm Warning - A winter storm is occurring or will soon occur in your area.

Blizzard Warning - Sustained winds or frequent gusts to 35 miles per hour or greater and considerable amounts of falling or blowing snow (reducing visibility to less than a quarter mile) are expected to prevail for a period of three hours or longer.

Frost/Freeze Warning - Below freezing temperatures are expected.

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JCHSEM Reminds Residents about Preparing for Extreme Winter Weather

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Before severe weather occurs, it is always a great idea to ensure your emergency preparedness kit is fully stocked. During a winter storm, you need to be prepared for not having power, water, or heat for several days. If you do not have an emergency preparedness kit, here is a list of basic items and seasonal items which should be included in your family's kit:

WATER – Ensure you have at least 1 gallon of water per person per day for at least 3 days. (Store a longer than 3-day supply of water, if possible). An average person needs to drink about 3/4 of a gallon of fluid daily. Individual needs vary depending on age, gender, health, level of activity, food choices, and climate. You may also need stored water for food preparation.

FOOD – Store at least a 3-day supply of non-perishable food for members of your household, including pets. Consider special dietary needs (e.g., infant formula). Include a non-electric can opener for canned food.

FLASHLIGHT, RADIO, and CELL PHONE CHARGER – You will need to be able to charge these items without electricity. Your flashlight and radio should be either hand-cranked or battery-powered, and stored with extra batteries. Your cell phone charger should be hand-crank, solar, or able to be charged from a car outlet.

MEDICAL – Include first aid kit, prescription and non-prescription/over-the-counter medications, and medical supplies.

SANITATION – Pack supplies for sanitation, such as hand sanitizer, towelettes, paper products, diapers, and plastic bags, for use when water resources are limited.

ASSISTIVE TECHNOLOGY – Include battery backup power for power-dependent mobility devices, oxygen, and other assistive technology needs.

EXTRA CLOTHING, BLANKETS, and SLEEPING BAGS – Dress in layers to keep warm if you lose power. Ensure you have enough clothing, hats, mittens, and blankets or sleeping bags for everyone in the house.

ITEMS FOR SNOW AND ICE – Stock up on rock salt to melt ice on walkways or sand or kitty litter to improve traction and snow shovels or other snow removal equipment.

WOOD – Store a supply of dry, seasoned wood if you have a working fireplace or wood-burning stove with a safe flue or vent.

Please note that this is a basic list of supplies that should be in your emergency preparedness kit. Your kit should reflect your family's specific needs (such as access and functional needs, pets, or infants). For a more suggestions on what to include in your emergency preparedness kit, please check out: <http://www.ready.gov/kit>

It is also a good idea to prepare your automobile and house for the winter months. Ensure your car is winterized (checking key components, fluids, and safety measures) and has its own emergency preparedness kit. Ensure your home is ready for colder weather by insulating water pipes, cleaning out gutters, maintain heating equipment and chimneys, checking smoke detectors, and insulating walls and attics.

Finally, before the snow starts flying, be sure to sign up for Nixle Alerts. Using the Nixle program, Jefferson County Homeland Security and Emergency Management is able to send out emergency alert notifications by text, e-mail, Twitter, and Facebook. In order to sign up for these alerts, go to <http://local.nixle.com/register> or text your Jefferson County zip code to 888777 and then text JCHSEM to the same number. This is a free service.

For more emergency preparedness tips, please check out: <http://www.ready.gov>





Community Emergency Response Team
E428 Train-The-Trainer
 With visit from Administrator Fugate
 Emergency Management Institute
 Emmitsburg, MD
 December 1-3, 2014



FEMA

Jessica Owens, JCHSEM Deputy Director/Program Manager/Planner attended FEMA's Emergency Management Institute December 1-5 and completed both the CERT Train-the-Trainer and CERT Program Manager Courses. Jessica is on the left in the front row. On the top row in the back on the left is FEMA National Director, Craig Fugate, who stopped in while he was on the campus! The next Jefferson County CERT class will begin in March, 2015. For more information, contact Jessica at jowens@jeffersoncountywv.org

Jefferson County Homeland Security and Emergency Management Director Graduates from FEMA's National Emergency Management Leadership Academy



Barbara Miller graduated from the National Emergency Management Leaders Academy at EMI. Todd Wheeler, Leaders Academy Program Manager is shown congratulating Director Miller as she graduates.

Emmitsburg, MD –Barbara Miller of Jefferson County Homeland Security and Emergency Management graduated from the Federal Emergency Management Agency's (FEMA) National Emergency Management Leaders Academy at the Emergency Management Institute (EMI) on October 23, 2014, along with twenty eight other participants of Cohort I.

The National Emergency Management Leaders Academy reinforces the qualities needed to lead emergency management programs, provides relevant management theories and concepts, and utilizes an experiential education approach with activities and case studies. By working within their cohort, Leaders Academy participants work within a collaborative environment on projects and establish a network of peers.

Director Miller completed the four resident courses in the Leaders Academy series that includes progressive week long courses titled, An Overview of Leadership in Emergency Management; Application of Personal Leadership in Emergency Management; Leadership in the Emergency Management Organization; and Emergency Management Leadership in the Community and Profession.

The Leadership Academy is designed for emergency management leaders in state, local, tribal, territorial and Federal government agencies; non-profit voluntary organizations; and the private sector. Enduring themes of the Academy include: whole community, innovation, critical thinking and complex problem solving.

The Emergency Management Professional Program (EMPP) curriculum is designed as a lifetime of learning for emergency managers and includes three separate, but closely related, training programs. The National Emergency Management Basic Academy is a gateway for individuals pursuing a career in emergency management. The National Emergency Management Leaders Academy is designed for emerging leaders and mid-level managers who lead emergency management programs and want to advance their skillset. The Executive Academy is designed for senior-level executives who are responsible for making decisions that have a significant effect on prevention, protection and mitigation policy or the management of disaster response and recovery.

For more information on FEMA's training classes through the Basic, Leaders and Executive Academies, or other emergency management courses, go to: <http://training.fema.gov/empp/>.

2015 State Training Opportunities Released

Questions regarding these courses should be address to Christian Fernley, State Training Officer at 304-558-5380

HSEEP Homeland Security Exercise and Evaluation Program

Date: January 28-29, 2015

Time: 8am to 5pm

Location: Hampton Inn - Buckhannon, WV

Course Description:

This course is designed for local, State, Federal, and volunteer organizations, and private industry emergency management/ response personnel with the responsibility for exercise program management and/or who serve as a member of an exercise planning team, and it is designed to meet the needs of this varied audience.

The HSEEP Training Course is an intermediate-level training course that incorporates exercise guidance and best practices from the HSEEP policy documents. The course prepares participants for exercise planning activities through identification of the five phases of the exercise process, the tasks associated with each phase, where exercises fall within the cycle, and the critical role exercises play in preparing the whole community to respond and recover from major emergencies. The course is designed to convey the importance of utilizing HSEEP resources as a primary planning tool for the Nation's emergency preparedness officials when engaged in the management, design, development, conduct, evaluation, and improvement of their Emergency Response programs.

Registration begins at 7:30 a.m. on the first day of class. Training begins at 8:00 a.m. each day and will typically end around 4:00 p.m. Lunch will be provided. Short breaks will be provided. This course is approved for 16 hours of Law Enforcement/ Emergency Management credit.

The Independent Study (IS) 120a course, An Introduction to Exercises,³ offered through the FEMA's EMI is the prerequisite course identified for the HSEEP Training Course. You must bring you completion certificate to training.

The IS 130 course, Exercise Evaluation and Improvement Planning,⁴ offered through FEMA EMI is a recommended prerequisite course identified for the HSEEP Training Course; however, it is not required.

*All participants are required to obtain a FEMA Student Identification (SID) number!

* How do I obtain my FEMA Student Identification (SID) number?

Step 1: To register, go to <https://cdp.dhs.gov/femasid>

Step 2: Click on the "Need a FEMA SID" box on the right side of the screen.

Step 3: Follow the instructions and provide the necessary information to create your account.

Step 4: You will receive an email with your SID number. You should save this number in a secure location.

G-288 Local Volunteer and Donations Management Course

Date: February 10-11, 2015

Time: 8am - 5pm

Location: North Bend State Park

Course Description:

This training will support local governments and their Emergency Management partners in preparing for, responding to, and recovering from disaster events at the local level. The course is designed to strengthen the abilities of local jurisdictions to successfully prepare for and handle volunteer and donations management issues that may arise. The course content and activities may also serve as a template, thereby enhancing uniformity in addressing areas of donated unsolicited goods, unaffiliated volunteers, and undesignated cash. This training also provides information regarding the state's volunteer and donations management responsibilities, which are designed to help build relationships between government and Non-Governmental Organizations.

Required Prerequisites: IS-0288, The Role of Voluntary Organizations in Emergency Management; IS-0700.a, National Incident Management System, An Introduction; and IS-0100.b, Introduction to the Incident Command System, ICS-100. Course

Length: 1½ days

G548 Continuity of Operations Managers Training Course

Date: March 17-19, 2015

Time: 8am - 5pm

Location: Cacapon State Park

Course Description:

This course is designed to acquaint experienced Continuity of Operations (COOP) practitioners and instructors with the COOP Program Managers Course materials. The course will also refresh experienced instructors on instructional methodology and techniques.

Selection Criteria: This course is designed for Public Sector staff with responsibility for managing their COOP effort. Others who are integral to the COOP planning process may also take the course. Required Prerequisites: Participants must have knowledge of COOP Programs and the Federal Continuity Directives 1 and 2. Recommended Prerequisite: IS-0547.a, Intro-

Disaster Exercises, 2014

WV Homeland Security Region III (WVHSR3) Initial Planning Workshop was held in Moorefield on January 31, 2014. Representatives of all of the Counties of WVHSR3 were in attendance. A second meeting was held by phone conference on February 12 from 1300-1400. hours.

FEMA Virtual Tabletop Exercise—Flood Focus.....March 19, 2014 Noon-4 p.m.

WV Homeland Security Region III Tabletop Exercise.....May 1, 2014 1000-1500, Augusta, WV

WV Homeland Security Region III Functional Exercise.....July 1, 2014, 1000-1500, Augusta, WV

Red Cross Sheltering Training & Exercise.....July 29, 2014, Martinsburg, WV

WV Homeland Security Region III Pre-Exercise.....August 2, 2014, All Region III Counties EOCs

Jefferson County LEPC Tabletop Exercise.....August 6, 2014, Kearneysville, WV

WV Homeland Security Region III Full Scale Exercise.....September 20, 2014 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 at Canaan Valley Resort, Davis, WV on September 25. 9 a.m.—3 p.m.

WV Hospital Association (Regions 8 and 9) Exercise Planning Meeting in Romney, WV on October 1.

WV Hospital Association (Regions 8 and 9) Exercise Planning Meeting at JMC, Ranson, WV, Oct. 29.

WV Hospital Association (Regions 8 and 9) Functional Exercise on December 3.

The 2014 Exercise Year has been completed. WV Homeland Security Region 3 will hold an After Action Meeting on December 16th in Hardy County to review this year's exercises and begin planning for 2015.

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, Kelly Parsons, 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 2nd Wednesday of the months of February, May, August and November at 1:00 p.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 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 either bmiller@jeffersoncountywv.org or jowens@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

December, 2014

- 2 *Steering Committee Meeting at Jefferson County EOC at 0900*
 - 3 *WV Hospital Association, Regions 8 & 9, Functional Exercise.*
 - 9 *Region 9 Planning and Development Council Leadership Water Meeting*
 - 11 *Staff to tour Animal Welfare Society facility*
 - 16 *Eastern Panhandle Emergency Manager's Association After Action Meeting for Cold as Ice Exercise Series at Hardy County EOC.*
 - 17 *Jefferson County LEPC Meeting at Noon at Clarion Hotel, Shepherdstown*
 - 24 *1/2 Day Holiday-Office is Closed*
 - 25 *Holiday-Office is Closed*
 - 31 *1/2 Day Holiday-Office is Closed*
- January 1-Holiday-Office is Closed.*

Please mark your calendars for October 27-28, 2015 for the Jefferson County LEPC's Mass Fatalities Conference at The Clarion Hotel and Conference Center in Shepherdstown! Watch for more information in the coming months!!