

Jefferson County Homeland Security and Emergency Management
Emergency Planning For People with Special Needs Committee
March 15, 2010
Minutes

Jefferson County Homeland Security and Emergency Management's Emergency Planning for People with Special Needs Committee met at the Jefferson County EOC on March 15, 2010 at 9:30am. Present were: Terri Mehling, JCHSEM; Carl French, Berkeley County Health Department; Nancy Marmorella, Good Shepherd Caregivers; and Stacy Catrow, Jefferson County Board of Education

Introductions

Ms. Mehling opened the meeting with introduction of the attendees. Ms. Mehling reviewed the minutes from the previous meeting. Carl French told the group that Alonzo Carmichael of Telamon in charge of the Eastern Panhandle's portion of WV211 is leaving his position and moving. Ms. Mehling announced that Sam Bunner is no longer with the Eastern Panhandle Chapter of the American Red Cross and that Debbi Palmer will be taking his place as coordinator of disaster services for the chapter. Also, Stacy Tressler is now the coordinator for the Eastern Panhandle Medical Reserve Corps. Denis Ryan is now involved with health awareness/promotion at the Berkeley Health Department. The Board of Education and Jefferson County Health Department have completed their H1N1 flu clinics in the schools. Ms. Mehling made the request to approve the minutes from the November 16, 2009 meeting. Carl French moved to approve and Stacy Catrow seconded the motion.

Old Business

Ms. Mehling reviewed the objectives and action items. Jennifer Maggio has contacted all the members/partners of the committee for contact information verification and update. Some organizations are in transition and the department will follow up and attempt to get a contact person interested in attending these meetings. There was a discussion about parish nurses. Nancy Marmorella suggested we contact Nancy Strite. Ms. Mehling will check with Ms. Maggio to determine if this is the person she has contacted. It would appear that there is no organizational structure in place to work with the parish nurses and it may be decided to remove mention to this group from the committee's documents. Ms. Marmorella also said that John Mason is no longer associated with Meals on Wheels and Katherine Dunbar will not be the contact person for this committee from Good Shepherd Caregivers. Stacy Catrow will be added as a committee member from the Jefferson County Board of Education.

Ms. Mehling provided the group with some demographic/census statistics regarding persons with special needs in Jefferson County. There was some discussion regarding how to get citizens involved and educated about the committee and the information about disaster preparedness out to them. It appears that the committee has done outreach to agencies that work with people with special needs but that the information does not necessarily get to their clients.

New Business

Ms. Mehling provided copies of the 2010 goals and strategies of the committee which has been revised since the last meeting. Under goal #1, action item #1 our goal is to contact Ann Ebersole and prepare a presentation to give to special needs teachers. Ms. Mehling noted that we will have to develop the presentation first and add it to next year's agenda. The concern is the department's budget and some new projects/programs will be put on hold. This goal will be given a low priority and will hopefully be accomplished in 2011.

Ms. Mehling also discussed Objective #3, saying that this is a project that the hospital should manage. It was also decided that this is a low priority item. Before the next committee meeting, Ms. Mehling will try to contact Teresa McCabe the public relations contact at the hospital to see if the committee can provide brochures to be placed in all the lobbies for visitors to the hospital.

The old #4 objective of working with Parish nurses has been removed from the document.

For the new #4 objective, updating and developing lists of area pharmacies, home care organizations, and health care facilities, Carl French suggested contacting Sandy Hite at the Jefferson County Health Department who may have these lists already. If there is a list, Ms. Mehling will provide it to the committee members. Ms. Mehling will make contact with Ms. Hite hopefully before the next meeting.

Ms. Marmorella suggested contacting Clint McNutt who is a Red Cross Instructor to see if he would like to join the committee.

Mr. French announced that National Health Week is coming up and that his office will be working the group OWLS (Older, Wiser, Living Stronger) in getting health information out to its members. Ms. Mehling will contact the Jefferson County Department of Health to see if they have any planned activities for that week.

Member Sharing

Ms. Marmorella told the group that Good Shepherd Caregivers has a new executive director. She also discussed the cut in funding from the United Way for their organization, especially in services provided to senior citizens. Good Shepherd is celebrating their 20 year anniversary in 2010.

Ms. Catrow said the new elementary school at Breckenridge will open this fall. This school year has been extended by one week due to all the days missed over the winter.

The meeting was adjourned at approximately 10:30am. The next Emergency Planning for People with Special Needs Committee is scheduled for June 22, 2010 at 9:30 a.m. in the JCHSEM Emergency Operations Center, 28 Industrial Blvd, Kearneysville.

Old version - 3/15/10

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Kearneysville, WV 25430
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Jefferson County Office of Homeland Security & Emergency Management

Emergency Planning for People with Special Needs Committee

2010 Goals & Strategies

Committee Members

Al & Irene Cates	AARP
Dr. Diana Gaviria	Berkeley County Department of Health
Carl French	Berkeley County Department of Health
Genny Eaton	Birth to Three
Corey Royer	CERT Volunteer
Helene Brill	CERT Volunteer
Kathryn Hare	CERT Volunteer
Shirley Evans	CERT Volunteer
Jane Squires	Citizen
Ronald Fletcher, President	Citizens Fire Company
Sherri Schafer	Community Lutheran Partners
TBD	Court Appointed Special Advocates (CASA) of the Eastern Panhandle
Amy Grove	Eastern Panhandle Chapter, American Red Cross
Michelle Goldman	Eastern Panhandle Free Clinic
Andrea Aberegg	East Ridge Health Systems
Charlotte Norris (Acting Director)	Family Resource Network
Katherine Dunbar	Good Shepherd Inter-Faith Caregivers
Kelly Duncan	Good Shepherd Inter-Faith Caregivers
Nancy Marmorella	Good Shepherd Inter-Faith Caregivers
Paula Marrone-Reese	Good Shepherd Inter-Faith Caregivers
Dr. Rosemarie Cannarella	Harpers Ferry Family Medicine
Aaron Henry	Harpers Ferry Family Medicine
Peggy Nau	Harpers Ferry Family Medicine
Judy Miller-Jones	Healthier Jefferson County Committee
Ken Blanchard	Home Health Care
Jeff Levesque	Hospice of the Panhandle , Red Cross Volunteer and CERT Disaster Mental Health Instructor
TBD	Hospice of the Panhandle
Jay Watson	Independent Fire Company
Ed Smith	Jefferson County Emergency Services Agency & Independent Fire Company
Mary Ann Smith	Jefferson County Emergency Services Agency
Steven Rogers	Jefferson County Animal Welfare Society
Frances Morgan	Jefferson County Commissioner
Dale Manuel	Jefferson County Commissioner
Shawna Molina	Jefferson County Council on Aging
Dr. Robert Jones	Jefferson County Department of Health
Amy Jones	Jefferson County Department of Health

Collet Crabill	Jefferson County Emergency Communications
Terri Mehling	Jefferson County Office of Homeland Security & Emergency Management
Barbara Miller	Jefferson County Office of Homeland Security & Emergency Management
John Sherwood	Jefferson County Office of Homeland Security & Emergency Management Steering Committee Chair
Dr. Sheri Hoff	Jefferson County Schools and CERT Volunteer
Jeff Jefferies	Jefferson Memorial Hospital
Larry Krauser	JFNA-National Capitol Region
Al Ramsay	Literacy Volunteers of the Eastern Panhandle
John Mason	Meals on Wheels
TBD	Parish Nurses
Mark Richie (TBD)	The Potomac Center
Pamela Holstein-Wallace	Region 3 Homeland Security Coordinator
Doris Reimer	Shenandoah Community Health
Christana Johnson	Shepherd University
Lucas Pierce	Shepherd University Student, Red Cross Volunteer and CERT Disaster Preparedness Instructor
Trina Bartlett	United Way of the Eastern Panhandle
Marianne Perry	Valley Medical Transport, Inc.
Dr. Cathy Slemp	WV Bureau for Public Health
Shelly Nicewarner	WV Department of Health & Human Resources
Steve Wiseman	WV Developmental Disability Council
Jessica Michael	WVU H-East Home Health Care
Alonzo Carmichael	WV 211 (Telamon)

TBD - To be determined

Goals and Objectives for 2010:

GOAL: Work closer with agencies that represent people with special needs and disabilities.

1. Objective:

Continue to offer workshops on disaster planning for both volunteer organizations and agencies that provide services to those with disabilities.

Action Item: Prepare and give a presentation to special needs teachers specifically on disaster preparedness. (Point of contact is Ann Ebersole, Director of Pupil Services, 304-728-9741) (This goal will be beyond the FY2011 Budget Year)

Action Item: Lunch N Learn workshop for seniors on disaster preparedness.

2. Objective:

Continue to find ways to educate people with special needs and disabilities about the importance of planning for power outages, days without outside assistance, planning ahead how they could get needed medications in emergencies, etc. through organizations that represent them.

- Utilize materials available in Jefferson County Homeland Security and Emergency Management Library (i.e., pamphlets, DVDs, videos).
- Work with local media to assist with broadcasting public information announcements.
- Continue outreach to senior citizen organizations.
- Encourage the Public Awareness Committee to use media resources to enhance public awareness, education and services available to people with special needs and disabilities.
- Conduct short (20 minutes) workshops/Lunch and Learn Sessions on topics as to what to do in certain types of disaster situations.
- “Disaster Buddy” concept. Caregiver helps develop disaster plan and assist during a disaster.

3. Objective:

JCHSEM provide brochures for Jefferson Memorial Hospital to create packets for new parents about disaster preparedness and distribute through Jefferson Memorial Hospital. Contact person: Sandy Martin – Nurse Manager – 728-1765. 300 births per year. Teresa McCabe, Public Relations contact at the hospital.

Action Item: Obtain materials pertinent to new parents/special needs populations, include them in packets and distribute packets to new parents

Action Item: Jefferson Memorial Hospital can create a press release about delivering packets to new parents

4. Objective:

Committee members to update/develop a list of area pharmacies, home care organizations, health care facilities. (Name of Organization, contact name, telephone numbers for 24 hour a day emergencies, and emails)

Resources for Emergency Planning for People with Special Needs

Jefferson County All Hazards Risk Assessment and Mitigation Plan

<http://www.jeffersoncountywv.org/draft%20risk%20assessment%20and%20mitigation%20plan%202008.pdf>

Getting Ready Guide, West Virginia Division of Homeland Security and Emergency Management

http://www.wvdhsem.gov/g_ready1.htm

West Virginia University Emergency Management and People with Disabilities

<http://www.cedwvu.org/programs/wvats/emergencybrochure.shtml>

West Virginia University, Handbook on Disability and Special Needs

<http://www.cedwvu.org/programs/wvats/hrsabrochure/index.html>

Orientation Manual for First Responders on the Evacuation of People with Disabilities, FEMA US Fire Administration

<http://www.usfa.dhs.gov/downloads/pdf/publications/FA-235-508.pdf>

An ADA Guide for Local Governments-Making Community Emergency Preparedness and Response Programs Accessible to People with Disabilities - US Department of Justice.

www.ada.gov/emergencyprep.htm

National Organization on Disability

<http://www.nod.org/index.cfm?fuseaction=Page.viewPage&pageId=1564>

Disaster Preparedness for People with Disabilities

<http://www.redcross.org/portal/site/en/menuitem.d8aaecf214c576bf971e4cfe43181aa0/?vgnextoid=25920c45f663b110VgnVCM10000089f0870aRCRD&vgnextfmt=default>

Disaster Preparedness for Seniors

<http://www.redcross.org/portal/site/en/menuitem.d8aaecf214c576bf971e4cfe43181aa0/?vgnextoid=1e920c45f663b110VgnVCM10000089f0870aRCRD&vgnextfmt=default>

Are You Ready? FEMA # H34

<http://www.fema.gov/areyouready/>

Fire Risk for the Blind or Visually Impaired, US Fire Administration FA205

<http://www.usfa.dhs.gov/downloads/pdf/publications/fa-205.pdf>

Fire Risk for the Deaf or Hard of Hearing, US Fire Administration FA 202

<http://www.usfa.dhs.gov/downloads/pdf/publications/fa-202-508.pdf>

Fire Risk for the Mobility Impaired, US Fire Administration FA 204

<http://www.usfa.dhs.gov/downloads/pdf/publications/fa-204-508.pdf>

Fire Risk for Older Adult, US Fire Administration FA203

<http://www.usfa.dhs.gov/downloads/pdf/publications/older.pdf>

Remembering When: How to Prevent Fires Brochure -- A Fire and Fall Prevention Program for Older Adults, NFPA BR-37A

Fire Safety for People with Disabilities Brochure, NFPA BR-18G

Guidelines to Consider for Sheltering Special Needs Populations During Emergency Situations, Special Operations Response Team, Inc., Winston-Salem, North Carolina, (336) 760-6700

<http://www.sortteam.org/spneeds.html>

Sign Language for Emergency Situations, American Red Cross

<http://www.prepare.org/disabilities/signlanguage.pdf>

Video Training Tools:

Storm Alert! Hurricane Preparedness for Nursing Homes

Storm Watch! Hurricane Preparedness for Hospitals

StormWorthy! Medical Buildings and Hurricanes

Voices of Wisdom

All of these videos are available from FEMA Publications

http://www.fema.gov/help/pub_hurricane.shtm

Our senior citizens are one of our high-risk groups for injuries due to fires. In 2005, we started a Fire Safety Campaign for Senior Citizens. This campaign will continue in 2010. Tools for use in this campaign include:

“Senior Fire Safety with Jonathan Winters” Video

“Survive! Fire in Your Home” Video

“Fire: Countdown to Disaster” Video

“The Smoke Alarm Show” Video/DVD

“Evacuating Health Care Facilities” DVD

“Emergency Evacuation for Employees” DVD

Home Fire Prevention Checklist Brochure

Electrical Fire Safety Brochure

Remembering When Curriculum

Fire in Your Home Books

Fire Safety for People with Disabilities Brochure

Fire Extinguishers at Work Brochure

Home Fire Extinguisher Brochure
Home Smoke Alarm Show Brochure
10 Tips for Fire Safety Brochure
Exit Drills in the Home Brochure
Fire Safety in Health Care Facilities Brochure
Emergency Evacuation for Employees Brochure
Kitchen Fire Safety Brochure
Candle with Care Brochure

Brochures/Literature Distribution

Disaster Preparedness Checklist for Seniors (NC Council on Aging)
Disaster Preparedness for People with Disabilities (ARC 5091)
Disaster Preparedness for Seniors by Seniors (ARC)
Emergency Preparedness for Home-Care Patients (Channing-Bete)
Prepare Yourself, Disaster Readiness Tips for Developmental or Cognitive Disabilities (NOD)
Prepare Yourself, Disaster Readiness Tips for People with Disabilities (NOD)
Prepare Yourself, Disaster Readiness Tips for People with Sensory Disabilities (NOD)
Preparing for Disaster for People with Disabilities and other Special Needs (FEMA 476)
WVU Handbook on Disability and Special Needs (WVU)
Preparing Makes Sense for Older Americans (Ready.Gov)
Preparing Makes Sense for People with Disabilities and Special Needs (Ready.Gov)

Jefferson County Office of Homeland Security and Emergency Management
Emergency Planning for People with Special Needs

Agenda

March 15, 2010

I. Call to Order

II. Minutes

III. Old Business

a) 2009/2010 Goals & Strategies

Action items from last meeting:

- Update list of organizations and how they relay information to their clients - Jennifer
- Need contact information for Parish Nurses -- Jennifer
- Statistics/population of those with special needs in Jefferson County (Contact Lisa Carper, Sheri Hoff, Trina Bartlett)
 1. 2000 census – Jefferson County – persons with disabilities 5+ years old = 6,857
 2. 2008 estimate – Jefferson County population = 51,615
 3. 2007 – 24% of West Virginia’s population have a disability = 434,888
 4. 2007 -- West Virginia ranks 3rd highest in number of children with disabilities
 5. 2007 -- West Virginia has more adults with disabilities than any other state
 6. 2007 -- West Virginia ranks 4th highest in the number of seniors age 65+ with disabilities

IV. New Business

a) 2009/2010 Goals & Strategies – Objectives – Priority Rating and Assignments

V. Member Sharing

The next meeting is scheduled for June 22, 2010 at 9:30 a.m. in the JCHSEM Emergency Operations Center, 28 Industrial Blvd, Kearneysville.

Jefferson County Homeland Security and Emergency Management
Emergency Planning For People with Special Needs Committee
November 16, 2009
Minutes

Jefferson County Homeland Security and Emergency Management's Emergency Planning for People with Special Needs Committee met at the Jefferson County EOC on November 16, 2009 at 9:30am. Present were: Barbara Miller, JCHSEM; Terri Mehling, JCHSEM; Jennifer Maggio, JCHSEM; Pamela Holstein-Wallace, Region 3 Coordinator; Katherine Dunbar, Good Shepherd Care Givers & Cheer's School Family; Samuel Bunner, Red Cross; Helene Brill, CERT Volunteer; Alonzo Carmichael, WV 211; Carl French, Berkeley County Health Department; Jeff Levesque, Red Cross & CERT Volunteer; Denise Ryan, MRC Eastern Panhandle; Teresa Warnick and Judy Darlington, Family Resource Network.

Introductions

Ms. Holstein-Wallace, Region 3 Coordinator opened the meeting with the request to approve the minutes from August 17, 2009 meeting. Jeff Levesque moved to approve and Katherine Dunbar seconded the motion.

Old Business

Ms. Holstein-Wallace reviewed the objectives and action items. Under goal #1, action item #1 our goal is to contact Ann Ebersole and prepare a presentation to give to special needs teachers. Ms. Miller noted that we will have to develop the presentation first and add it to next year's agenda. There was a discussion on upcoming work plans and when they need to be submitted.

Mr. Levesque questioned, within our list of organizations when there is a disaster what can we offer. Ms. Miller noted that Ms. Maggio will contact those people within the organizations and give them the information for them to distribute. Mr. Levesque also asked if we need to start thinking about special needs shelters and what supplies we have for them. Ms. Miller replied with all of our special needs contacts on our list, we would be coordinating information and resources and getting that information out to the people who need it.

Ms. Miller suggested as an additional action item to add, we should include working closely with organizations that work with the special needs population. (Additional action item included under Object #1) That way we can get a better response from organizations.

Ms. Ryan suggested under objective #2, organizations could hold 20 minute workshops that people could attend on topics such as what to do in certain types of situations. She also suggested a 20 minute television program or radio segments that could be broadcasted in schools, etc. at certain times each week or month. It would be a great way to target more than just the special needs population.

Ms. Holstein-Wallace asked the committee if there were any action items they would like to see that are not listed to please let her know. Ms. Miller suggested the committee reach out to the WV Disability Council to see if they could make any recommendations.

Mr. Bunner reviewed the response to the nursing home fire several months ago. There was a discussion as to what happened or some things that could have been done to make the process easier.

Ms. Holstein Wallace asked Ms. Mehling if we distributed packets to new moms in September under Objective #3. Ms. Mehling replied we were unable to do so in the month of September. Ms. Mehling also noted we have envelopes we can stuff with pamphlets and all sorts of information. Ms. Holstein Wallace mentioned we could also get a pamphlet or some kind of information from local organizations that we can put in the envelopes as well. Ms. Holstein Wallace recommended the committee create a press release to let the community know what we are doing. Action item #2 under objective #1 will cancel out the month of September.

Ms. Holstein Wallace asked if we are sharing our special needs database with 211. Ms. Mehling replied as soon as the list is completely updated we will be sure to share the information with 211. Ms. Mehling mentioned to the committee Ms. Maggio is maintaining our contact list. If anyone has any suggestions on who we can include or changes to please let us know. As of right now we have done everything we can to update our list.

Ms. Warnick noted to the committee that we do not have Birth to 3 as a resource on our list. She noted that Birth to 3 is a team of therapists and nurses that visit homes weekly of children under 3 years of age who have special needs or who are at risk. There is also a group called Right from the Start who service children up to 1 year old.

Ms. Holstein-Wallace reported that West Virginia has been a great part of meeting with the NCR. Unfortunately they have since disbanded. The consultant who was in charge has been let go. She also received an update of where we are with our state working group. The person who would be the leader if we had a meeting would be through threat preparedness coordinator Michelle Cochran. She has been unable to commit due to the H1N1 outbreak.

Ms. Mehling shared with the committee material that Ms. Holstein-Wallace emailed regarding some of the action items. These included the interim emergency planning guide for special needs population and the Ready.gov documents for emergency planning and continuity planning. Ms. Mehling will forward the email to all the committee members.

Ms. Holstein-Wallace asked if we received a contact for Parish Nurses. Ms. Maggio replied that we had a contact but due to some personal issues the lead contact is no longer available. We will continue to stay in contact with this group. Ms. Dunbar requested that Ms. Maggio email Kelly Duncan to see what contacts she has for Parish Nurses.

New Business

Ms. Holstein-Wallace announced the link for National Commission on Children and Disaster Interim Report. Ms. Mehling reported Mark Schriver who is from Save the Children is in charge of the committee. The committee was mandated to do a study for children in disasters. They have gone and

talked to all the different organizations and people who were part of a disaster. An interim report has been compiled and is available to the public.

Mr. Carmichael gave a presentation on WV211. WV211 on a basic level connects people to a wide range of services. When someone calls the representative asks a few questions in order to lead them in the right direction. Ms. Mehling mentioned we were trying to concentrate on Jefferson County and if Mr. Carmichael could share a list of organizations that assist people with special needs. Mr. Carmichael replied yes he could do that. JCHSEM will provide him with our list of contacts. Mr. Carmichael mentioned WV 211 is accessible online at wv211.org. Ms. Mehling asked if organizations can be categorized into multiple areas. Mr. Carmichael replied yes. Ms. Miller asked how the 211 calls would be routed if she had a local cell phone number and she was making a call from Georgia, who would the call be going to. Mr. Carmichael replied that the calls are routed to the closest cell tower. He explained that 211 is currently looking into getting the calls recognized by the cell phone number. Mr. Carmichael also noted that there is a direct 211 number in the Jefferson County area.

Member Sharing

Ms. Miller announced we are currently working on a lot of things for the County Commission. We are working on our budget, work plan, wage and hour study. Ms. Miller was very happy to have the MRC present at our meeting. Ms. Miller asked Ms. Ryan if her replacement was on board. Ms. Ryan replied that she is now in training. Her name is Stacey Tressler and will be located in the Berkeley County Health Department offices. Ms. Miller reminded the committee the Emergency Managers throughout the region will be getting together to discuss a Regional Animals Plan.

Ms. Brill announced that she is with the MRC in Berkeley County.

Ms. Ryan announced that on Saturday December 12 from 4pm-7pm they will be holding an MRC Cookie exchange/reception for Stacey Tressler. The location is yet to be decided. A card will be sent out with the location.

Mr. Bunner announced that the American Red Cross is developing a Regional Response Plan. Each region will be meeting on December 3 in Morgantown, WV to begin the process. The Eastern Panhandle Chapter has signed a Memorandum of Understanding and Mutual Aid Agreement with Hagerstown, MD. They are also looking into signing agreements with Frederick County, VA, Loudon County, VA and Frederick County, MD. They are currently working on getting cots and pet crates. They have also signed an MOU and a Mutual Aid Agreement with the Berkeley County Animal Welfare Society to use their mobile pet shelters within the seven county Red Cross jurisdiction.

Mr. French announced they are still working on getting all the H1N1 Vaccines to the schools. There is currently a shortage. He is also working on the Strategic National Stock Pile Plan. Mr. French recommended Alonzo Carmichael contact Steve Allen to get information regarding disaster preparedness contact information for WV211. Ms. Miller will hand out copies of the MOU between 211 and Jefferson County at the next EPOC Meeting.

Ms. Warnick announced she is now the Director of the Family Resource Network. They have merged with United Way of the Eastern Panhandle. She has been tasked by the State with the Beehive Project which is a web based resource list.

Mr. Carmichael noted to the committee when someone calls 211 it will go to the main office in Weirton, WV. During regular business hours the call will be transferred back to him. There will be a Christmas clearing house program that he is helping to coordinate. If anyone needs information on how to apply, please call 211. The deadline to apply is December 11.

The meeting was adjourned. The next Emergency Planning for People with Special Needs Committee will be held February 16, 2009 at 9:30 a.m. in the JCHSEM Emergency Operations Center, 28 Industrial Blvd, Kearneysville.

