Jefferson County Office of Homeland Security and Emergency Management
Emergency Planning for People with Special Needs
Agenda
December 20, 2010

I. Call to Order

II. Minutes – September 20, 2010 meeting

III. Old Business

a) FY2011 Goals & Strategies – Updated contacts and resource list
b) Doug Britvec of J.H. Consulting – Update - Discussion of Special Needs Template for Volunteer WV and other contracted work
c) New law requiring day care centers to compile emergency plans
d) Mass Evacuation Tabletop Exercise – November 4 (Recap/Takeaways/Moving Forward)

IV. New Business

a) Volunteer Registration
b) Readiness Indicators for Service Providers
   - Communications
   - Evacuations
   - Contingency Planning

c) People with Disabilities and Other Special Populations Emergency Planning, Preparedness, Mitigation and Recovery Training – January 12, 2011 at The ARC of Harrison County Office in Clarksburg, WV (See Handout)

d) On October 6, the National Commission on Children and Disasters delivered its 2010 Report to the President and Congress

e) FEMA Office of Disability Integration and Coordination – Guidance on Planning for Integration of Functional Needs Support Services (FNSS) in General Population Shelters - www.fema.gov/about/odic

f) U.S. Department of Labor's Office of Disability Employment Policy (ODEP) -- www.Disability.gov

g) Effective Emergency Management: Making Improvements for Communities and People with Disabilities by the National Council on Disability (http://www.ncd.gov/newsroom/publications/2009/NCD_EmergencyManagement_HTML/EffectiveEmergencyManagement.html)

V. Member Sharing

The next meeting is scheduled for March 21, 2011 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
September 20, 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 September 20, 2010 at 9:30am. Present were: Terri Mehling, JCHSEM; Jennifer D. Maggio, JCHSEM; Carl French, Berkeley County Health Department; Pam Holstein-Wallace, Homeland Security Region 3 Coordinator and Denis Elliott, Jefferson Center.

Introductions

Ms. Mehling, JCHSEM Deputy Director opened the meeting with approval of minutes. Carl French moved to approve the minutes of the June meeting, all approved.

Old Business

Mr. Elliott mentioned his main concern for the Jefferson Center is where they would shelter into place and what items they need on hand should an incident occur. Ms. Mehling offered to give him information regarding sheltering in place and what items they will need on hand. The committee brainstormed areas the Jefferson Center could possibly use as a shelter. Ms. Mehling received information regarding a possible location; Charles Town Presbyterian Church and recommended Mr. Elliott contact them to see if they can help.

Ms. Mehling noted she updated contacts and assignment priorities for FY2011 Goals & Strategies. Ms. Mehling will email a revised copy to all committee members.

Ms. Mehling discussed the Special Needs Template that is being created by JH Consulting for Volunteer WV and other contracted work. The template which is an annex to the Emergency Operations Plan (EOP) will be used statewide. The purpose of the annex is to lay out how we will respond and assist people in times of disaster. Ms. Mehling will make a copy of the document and give to Carl French and Denis Elliott to review. JH Consulting is currently distributing the draft and asking for comments from the counties. Ms. Mehling called Doug Britvec, JH Consulting and asked him to explain what is in the document and what will be the next step. Mr. Britvec explained there are two components of the project. First, is the Special Needs Annex to the EOP. The first draft has been reviewed by Volunteer WV and an expected final draft is to be complete by the end of the month. In early October the Steering Committee will meet with Volunteer WV to review the final draft. Kanawha Putnam Emergency Planning Committee has agreed to give the Special Needs Template a test run. The second component includes a resource database. They are currently working with the state to see how they are going to enter them into ETEAM. They would like to have all records collected by October 1st and have them entered by the end of the year. The format for the Special Needs Template follows the standard annex to any EOP template. It was also developed using guidelines in the comprehensive preparedness guide 101. Throughout the template there is different color text. Each color has specific guidelines that each jurisdiction needs to follow. Ms. Mehling asked Mr. Britvec if he knew specific resources that they are

looking for. Mr. Britvec replied Mr. Harvey is working with an agency to determine what resources they should be looking at. Ms. Mehling asked if all comments were to be sent to Pam Holstein-Wallace. Mr. Britvec replied comments can be sent to Ms. Holstein-Wallace or directly to JH Consulting. All comments are due by the end of the month. The call was ended. Ms. Holstein-Wallace noted she is a member of the Steering Committee that is reviewing the Special Needs Annex. Ms. Mehling asked if it were okay to distribute a copy of the Special Needs Annex draft to Mr. Elliot and Mr. French. Ms. Holstein-Wallace approved. Ms. Mehling asked Mr. Elliot and Mr. French to please not distribute. A discussion of the template followed the call.

Ms. Holstein-Wallace made note of an upcoming special needs table top exercise. Brian Gerber, University of Colorado, Denver; Catastrophic Planning is conducting a series of table top exercises dealing with special needs and catastrophic evacuation of any major city. Ms. Holstein-Wallace is currently working on a date preferably in the first week of November.

Ms. Mehling gave an update on the law requiring day care centers to compile emergency plans. JCHSEM has yet to be contacted regarding review of plans. Plans will have to be reviewed and signed off on by local Emergency Management before approval. Ms. Holstein-Wallace asked when the deadline was to have the plans approved. Ms. Mehling replied by the end of December 2010. Mr. French asked Ms. Mehling to ask Barbara Miller if she could contact him regarding the law requiring day care centers to compile emergency plans.

Ms. Mehling reported on the Safety and Security Emergency Preparedness Plan (SSEPP) for PANTRAN transit authority. There is nothing new at this time. Ms. Holstein-Wallace noted they are working with a consultant.

New Business

Ms. Mehling attached to the agenda, articles regarding National Commission on Children and Disasters collected from www.LLIS.gov. Ms. Mehling noted she forwarded the article regarding supplies for infants and toddlers in mass care shelters and emergency congregate care facilities to Red Cross. Ms. Holstein-Wallace noted doctors' offices now have kits with essential items for newborns. She noted it could be something that we could consider stocking. The main consideration would be where you would get the items and how they would be stored. A discussion followed.

Member Sharing

Ms. Mehling announced Business Continuity Planning Workshops will be held September 27th, at 1p.m. and 6 p.m. at the Holiday Inn in Ranson, WV. There Barbara Miller, Dave Skeen and Neal Nilsen will be discussing Continuity of Operations Planning (COOP) and protecting your technology.

Mr. Elliot mentioned the new point of contact for Jefferson County Council on Aging (JCCOA) is Amy Wilemon, Finance Director.

The meeting was adjourned at approximately 10:30am. The next Emergency Planning for People with Special Needs Committee is scheduled for December 20, 2010 at 9:30 a.m. in the JCHSEM Emergency Operations Center, 28 Industrial Blvd, Kearneysville.

Player and Guest Form Evaluation

The average value for this exercise based on a scale from 1- 10 (1=not at all valuable; 10=extremely valuable) was 8.6 which depicts that most of the participants thought the exercise was valuable.

The main areas of strength identified through this exercise were:

- The role of Jefferson County Homeland Security and Emergency Management
- Close communication with the Jefferson County emergency manager
- Open discussion of ADA and special needs issues
- Already having plans in place
- Good level of organization through a well functioning EOC
- Relationships and partnerships between community organizations
- Caring people with various backgrounds and perspectives
- Prior coordination has already taken place in many areas of the EOP
- Good PR communication has been established and tested
- Identifying resources and coordinating communications with community partners
- Good use of NIMS Protocols.
- Emergency Management and many local organizations are already thinking and planning for such an incident
- EOC coordination and importance although it does vary from county to county
- Current MOUs to set up shelters

The main areas of weakness identified through this exercise were:

- Coordination between organizations needs to be improved
- Need to make more connections
- Not knowing plans or level of command
- The lack of a unified plan among counties, states, and agencies
- Identifying alternative resources
- Legal and legislative issues need to be addressed and clarified
- Need to know local hospital capacity and need MOUs with medical suppliers
- Not all of the resources within our county has been contacted and coordinated. More outreach is needed to reach these organizations.
- Need to understand and trust the role of other organizations
- Assumptions are made about what the state will do
- Some organizations are still only working in their silos
- Many of the agencies that serve vulnerable populations have a very basic understanding of emergency planning
- Agencies need to have their own EOP and alternative sites already worked out in order to be able to respond appropriately to the influx of people.
- Lack of hospital beds and nursing resources
- Additional planning is needed for receiving and triaging incoming evacuees.
- Need for volunteers, medical staff and additional resources (stationary and mobile)

People with Disabilities and Other Special Populations

Emergency Planning, Preparedness, Mitigation, Recovery

The phrase "special needs population" is widely used within disaster services and the emergency management field, but the definition of what it means, however, is sometimes ambiguous. According to federal guidelines, "special needs populations" generally include multiple, extremely broad groups of people who tend to be especially vulnerable in emergency situations, when barriers they experience in everyday life can have an even greater impact on their ability to participate and respond. Although people with disabilities make up the largest category, the phrase also includes people with mental illness, non-english speaking residents, families with infants, people who are elderly, pet owners, prisoners, people who are homeless, women who are pregnant, people with addictions, etc."

– See back for training agenda and details on content –

November 17, 2010 **Charleston, WV**
Holiday Inn Express / 12:00 pm – 3:30 pm*

December 2, 2010 **Beckley, WV**
Tamarack Center / 10:00 am – 2:30 pm*

January 12, 2011 **Clarksburg, WV**
The Arc of Harrison County office / 10:00 am – 2:30 pm*

*** Lunch is included and registration open 30 minutes prior to the opening session***

Direct Care Professionals - Get Paid to Come to Training!..... Ask for details!

CEU's Available – Social Work, Licensed Professional Counselor, and Certified Rehabilitation Counselor (CRC credits available for WVDRS employees only)

Interested In Becoming A Trainer? Ask For Details!

The Arc of the Mid Ohio Valley

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WV Division of
Rehabilitation Services

Who Should Attend?

- People with Disabilities
- Senior Citizens
- Service Providers
- Personal Attendants
- Community Members
- Emergency Planners
- Volunteers

CONTACT US FOR MORE INFORMATION
The Arc of the Mid Ohio Valley / 912 Market Street / Parkersburg, WV 26101 / 304-422-3151 / www.arcwd.org

TRAINING AGENDA

Presenter: Christina E. Smith, Executive Director - The Arc of the Mid Ohio Valley / The Arc of West Virginia

Registration begins 30 minutes prior to the opening session at each location

Lunch and breaks are included in each training with times varying by location/start time

Module One

Working with Special Needs Populations During A Disaster: What Does That Mean & Are You Ready? **1.5 hours**

While you don't have to know everything there is to know about every special needs category, it is very important to consider what impacts they may or may not have on your business or organization in regard to providing services to the community. [1]Service providers must be well prepared to respond to and recover from disasters, to ensure that the special needs populations are served and protected. As a primary direct link to persons with special needs, service providers play a vital role in emergency planning and must be included in all phases of emergency planning – preparedness, mitigation, response and recovery. Service providers must understand the reality of self-sustaining for the first few days to weeks after a major disaster. Traditional emergency service providers will be overwhelmed, special need client needs will increase beyond the normal service providers range of services. As the recovery phase progresses, so will client needs and their normal reliance on the service provider will greatly increase.

Module Two

Writing My Agency or Organization's Emergency Plan: Where Do I Start? **.5 hour**

Disasters are unplanned events that can cause significant injury, or even death, to employees, customers, or the public, disrupt or close down operations, cause physical or environmental damage, or harm the organization's public image. In our area, nonprofits, faith-based, and other community-based organizations have a special responsibility to prepare and serve the community to the best of their ability, after disaster. A key part of that responsibility is developing a continuity of operations (COOP) plan that will allow the agency to prepare and resume service after a disaster or emergency situation. These plans should develop procedures for alerting, notifying, activating and deploying employees; identify mission essential functions; establish an alternate facility; and roster personnel with authority and knowledge of functions. This session component will outline a do-able approach to developing this plan, and provide you with templates to accomplish this task easily and thoroughly.

Module Three

I Have A Disability...How Do I Get Prepared and Stay Prepared For An Emergency? **45 minutes**

For people who have daily functional limitations, an emergency can quickly become overwhelming. [1]Some people with disabilities are especially susceptible to emergency situations, as they are limited in receiving, understanding, or following directions of traditional types of information and emergency alerts. Additionally, those with developmental, emotional, or cognitive disabilities may be able to receive the message but unable to understand the meaning or are incapable of performing protective actions. Understanding the importance of one's personal preparedness and how obtain guidance will be addressed. This module will assist those with disabilities or other functional limitations through ability-specific self-assessments to assist in planning, directives on how to develop an appropriate personal support network, as well as identification of what special accommodations one may need in an emergency.

Module Four

Engaging People With Disabilities in Emergency Planning & Volunteer Service **45 minutes**

Individuals with disabilities are frequently overlooked as providers of volunteer service, and many times are not encouraged or given the opportunity to serve. We believe that everyone has the potential to fill valuable and appropriate roles and contribute strength and resources to their community.....not only in everyday life, but in the planning, preparedness, response, and recovery stages of a disaster, as well. The best way to ensure that community preparedness plans are relevant for people with disabilities and their families is to involve them before the disaster hits.

[1]Identified as a critical issue in the July 2007 Special Needs Committee of the International Association of Emergency Managers (IAEM) briefing

PLEASE COMPLETE ENCLOSED REGISTRATION FORM AND RETURN TO THE APPROPRIATE LOCATION

Additional information and registration forms can be downloaded www.arcwd.org

Emergency Planning for People with Disabilities & Other Special Populations
REGISTRATION FORM

I am registering for the following training date/location (select one):

- ❑ November 17, 2010 (registration deadline – Nov 10)
  Holiday Inn Express / 100 Civic Center Drive, Charleston, WV
- ❑ December 2, 2010 (registration deadline – Nov 24)
  Tamarack - 1 Tamarack Park, Beckley, WV
- ❑ January 12, 2011 (registration deadline – Jan 7)
  The Arc of Harrison Co. offices - 100 North First Street, Clarksburg, WV

Name (as it will appear on name badge): _____

Organization (if applicable): _____

Title (if applicable): _____

Address: _____

City: _____ State: _____ Zip Code: _____ County _____

Telephone: _____

Fax: _____ E-mail: _____

Please select all that apply:

- ❑ I am a person with a disability or other functional limitation
- ❑ I am a relative, friend, or personal attendant
- ❑ I am an employee of a service provider agency
- ❑ I am an emergency planner / volunteer / first responder
- ❑ Other _____

Please provide the following special accommodations

- ❑ Training Materials (please circle one): Large Print Braille CD
- ❑ Dietary Restrictions: _____
- ❑ Other _____

I need the following CEU's (select one):

❑ Social Worker ❑ Licensed Professional Counselor ❑ Certified Rehab Counselor*
(* available to WVDRS employees only)

Training Sponsored By:

The Arc of the Mid Ohio Valley

citizen corps

WV Division of Rehabilitation Services

Submit registration in one of the following ways:

Fax To: The Arc of the Mid Ohio Valley – 304-865-2072
Email To: registration@arcwd.org
Mail To: The Arc of the Mid Ohio Valley
912 Market Street, Parkersburg, WV 26101

For more information contact Christina Smith
at 304-422-3151, ext. 106 or christina.smith@arcwd.org

National Commission on Children and Disasters

2010 Report to the President and Congress

The National Commission on Children and Disasters is an independent, bipartisan body established by Congress and the President to identify gaps in the Nation's disaster preparedness, response, and recovery for children and make recommendations to close the gaps. The commission was established under the Kids in Disasters Wellbeing, Safety, and Health Act of 2007.

In its October 2009 Interim Report, the Commission found serious deficiencies in the state of emergency preparedness for children. The 2010 Report to the President and Congress builds on the findings and recommendations in that Report.

The Commission examined and assessed the needs of children in relation to the preparation for, response to, and recovery from all hazards, including major disasters and emergencies. The Commission reports findings and recommendations relating to: child physical health, mental health, and trauma; child care in all settings; child welfare; elementary and secondary education; sheltering, temporary housing, and affordable housing; transportation; juvenile justice; evacuation; and relevant activities in emergency management.

Select to download print version (PDF File, 1.2 MB; PDF Help).

Contents

FEMA

Office of Disability Integration and Coordination (ODIC)

Integrating and coordinating emergency preparedness, response and recovery for children and adults with disabilities and others with access and functional needs before, during and after a disaster. (PDF 512KB, TXT 8KB)

Marcie Roth, Director

Belief

When communities integrate the needs of children and adults with disabilities and others with access and functional needs into their community wide planning initiatives, they maximize resources, meet their obligations and strengthen their ability to prepare for, protect against, respond to, recover from and mitigate all hazards.

Mission

Preparing individuals and families and strengthening communities before, during and after a disaster by providing guidance, tools, methods and strategies to integrate and coordinate emergency management efforts to meet the needs of all citizens, including children and adults with disabilities and others with access and functional needs.

Preparedness Resources

- Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters (PDF 7.25MB TXT 466KB)
- Preparedness Resources for Individuals
- Preparedness Resources for Communities
- Tools for Communicating With All Audiences, Including People with Disabilities

Apply for Assistance

- Online
- Phone: (800) 621-3362
- (TTY) 1-800-462-7585
- Info FEMA Needs From You

Other Disaster Resources

- Disaster Recovery Center Locations

- Find Rental Resources
- Disaster News & Info
- Donate with Purpose

ODIC News

- **11/03/2010:** "Getting Real" - 2010 Inclusive Emergency Management National Capacity Building Training Conference Webinar. FEMA's Office of Disability Integration and Coordination hosted a 3 day intensive cross-training and bridge-building conference in inclusive emergency preparedness practices with members of the disability and emergency management communities for post-training responsibility to engage and educate others on how to effectively collaborate in emergency preparedness and disaster response and recovery.
- **08/04/10:** Region VIII Administrator Is Committed To Integrating The Disability Community Into FEMA's Mission
- **06/15/2010:** Marcie Roth, Director of the Office of Disability Integration Coordination, testified before the House Homeland Committee's Subcommittee on Emergency Communications, Preparedness, and Response "Caring for Special Needs during Disasters: What's being done for Vulnerable Populations?".
    - Oral Testimony (PDF 77KB, TXT 10KB)
    - Written Testimony (PDF 173KB, TXT 33KB)

Disability.gov

Connecting the Disability Community to Information & Opportunities

Print this Page Text Size A A A Set your visual preference Full Graphics SET

Emergency Preparedness

Home > Emergency Preparedness

Preparing for & Responding to Emergencies & Disasters

No one can predict the outcome of a disaster, whether natural or man-made, but with proper planning the aftermath does not have to be catastrophic. This section of **Disability.gov** includes information that people with disabilities, their families, employers, and first-responders need to know about actions that should be taken before, during, and after emergencies. Comprehensive information on emergency preparedness, response, and recovery plans that take into account the needs of people with disabilities, as well as practical tips on how individuals, schools, and places of business can prepare for emergencies, is also available in this section of the site.

For more information on emergency preparedness, please select a folder from the left-hand side bar.

Effective Emergency Management:
Making Improvements for Communities and People with Disabilities

Summary of Key Findings

NCD intends this report to be a compendium of knowledge about the challenges faced by people with disabilities in disaster situations. A lack of evidenced-based knowledge about how best to organize preparedness, response, and recovery efforts undermines efforts to reduce vulnerabilities. Consequently, what we know about the experiences of people with disabilities and disability organizations stems from a compilation of scientific studies, technical reports, after-action reports, and guidance documents. Many are of recent origin.

Preparedness efforts—including education and training, planning, designing warning systems, and evacuation protocols—is the area where most work has been conducted. Still, many emergency managers and people with disabilities remain unprepared for a disaster, in part because of the extra burden placed on minimal staff or the already difficult circumstances of many people with disabilities. Further, despite mandates to do so, most disaster planning occurs without the consultation or participation of people with disabilities or disability organizations. This report calls for greater inclusion of these key stakeholders in all types of preparedness efforts to push forward the necessary work that must be done.

Response remains problematic in part because of the clear lack of research validating best practices. This is especially troublesome for search and rescue of people with disabilities. When people with disabilities are remembered, such as with warnings, they are often grouped into one homogeneous population and provided with instructions that are not appropriately communicated or that are impossible to follow. Considerations for the special needs of residents in nursing homes, transportation for those who lack personal vehicles, search and rescue procedures that aid people with disabilities, and both general population and functional needs shelters that can accommodate disabilities are all issues that must continue to be addressed with the disability community and then put into practice by emergency management professionals.

Recovery is an area in which minimal research is available, particularly in the area of disabilities and disasters. Reports, testimony, and other evidence clearly suggest that recovery is drawn out and problematic for people with disabilities. Problems with securing accessible temporary housing, failure of insurance to cover disability-specific needs and gaps in federal assistance, loss of access to health care, and disruption to caregiver networks all undermine the abilities of people with disabilities to return home.

Mitigation efforts represent the single best strategy to reduce the impacts of disasters. Such measures may involve securing items within a household or construction of a large safe room. However, such efforts appear to be minimal at best across the nation. Efforts to redress this situation require the involvement of voluntary organizations to mitigate risk at the household level, as well as federal mandates to involve people with disabilities in mitigation planning, revision of guidance documents to increase accessibility in safe rooms, and funding to provide disability-specific mitigation measures.

Emergency managers and voluntary organizations often work side by side in a disaster context to provide relief and recovery assistance. Yet these same key resources often remain distant

from people with disabilities and disability organizations. This report calls for greater connectedness among emergency management and the full range of voluntary organizations, including disability organizations, agencies, and advocates. Such collaboration can make a difference by leveraging collective resources to solve the problems faced by people with disabilities in a disaster situation.

Local-Level Interventions

- Local jurisdictions should create working groups to review and revise emergency operations plans, mitigation plans, and recovery plans to address the issues of people with disabilities. Special attention should be paid to warning systems, evacuation planning and other protective actions, shelters, and temporary housing.
- Cross-training on disability and disaster issues should be conducted among emergency managers, first responders, voluntary agencies, and disability agencies.
- Funding should be secured to launch preparedness and mitigation programs that address the safety of people with disabilities.

Individual-Level Interventions

- Accept personal responsibility for preparedness in a disaster context; where that is challenging, involve caregivers in such efforts.
- Create contingency plans for evacuation and other protective action, shelter life, medical care, and service animals. Purchase insurance, implement mitigation measures, and set aside personal funds to offset the impact of disaster.
- Be alert for warnings and actively seek information on recommended responses; be prepared to take action.
- Advocate for people with disabilities with local emergency managers.

Jefferson County Homeland Security and Emergency Management
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December 20, 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 December 20, 2010 at 9:30am. Present were: Barbara Miller, JCHSEM; Terri Mehling, JCHSEM; Jennifer D. Maggio, JCHSEM; Sandy Hite, Jefferson County Health Department; Clint McNutt, Volunteer; Frances Morgan, County Commissioner; Lucas Pierce, CERT Instructor/ Red Cross Volunteer; Roger Dailey, Jefferson County Meals on Wheels; Roy Brown, Genesis HC and Pam Holstein-Wallace, Homeland Security Region 3 Coordinator .

Introductions

Ms. Mehling, JCHSEM Deputy Director opened the meeting with approval of minutes. Sandy Hite moved to approve the minutes of the September meeting and Roy Brown seconded the motion, all approved.

Old Business

Ms. Mehling reviewed updated contacts and assignment priorities for FY2011 Goals & Strategies. Ms. Mehling will email a revised copy to all committee members. A discussion followed.

Ms. Mehling discussed the Special Needs Template that is being created by JH Consulting under a contract with Volunteer WV. The template, which is an annex to the Emergency Operations Plan (EOP), will be used statewide. The purpose of the annex is to lay out how we will respond and assist people in times of disaster. JH Consulting is currently distributing the draft and asking for comments from the counties. Ms. Mehling called Jeff Harvey of JH Consulting and asked him to explain what is in the document and what will be the next step. Mr. Harvey explained there are two components of the project. First, is the Special Needs Annex to the Emergency Operations Plan. The first draft has been reviewed by Volunteer WV and an expected final draft is to be complete by the end of the month. The second component includes a resource database. They are currently working with the state to see how they are going to enter them into ETEAM. They would like to have all records collected and entered by the end of the year. Ms. Miller noted she will send Mr. Harvey a list of resources. Ms. Miller asked Mr. Harvey if they are looking at neighboring State resources. Mr. Harvey replied yes, they are looking into additional resources and they will be able to load the information into ETEAM as well. Ms. Miller explained what ETEAM is to the committee members. Mr. McNutt asked Mr. Harvey if they were looking into guidelines for transport and service animals. Mr. Harvey replied yes, but they may not be able to cover all resources to stay in compliance. The format for the Special Needs Template follows the standard format of an annex to any EOP template. It was also developed using guidelines in the Comprehensive Preparedness Guide 301- Interim Emergency Management Planning Guide for Special Needs Populations. Throughout the template there is different color text. Each color has specific guidelines that each jurisdiction may follow. The call was ended. Ms. Holstein-Wallace noted she is a member of the Steering Committee that is reviewing the Special Needs Annex. A discussion of the template followed after the call.

Ms. Mehling gave an update on the law requiring day care centers to compile emergency plans. JCHSEM has yet to be contacted regarding review of plans. Plans will have to be reviewed and signed off on by local Emergency Management before approval. In order to renew their licenses, day cares must have this completed by December 2010. WVDHHR developed a plan to assist day cares.

Ms. Mehling reported on the mass evacuation tabletop exercise that took place on November 4, 2010. Ms. Miller asked Ms. Holstein-Wallace if there is an active People with Vulnerabilities Committee. Ms. Holstein-Wallace replied yes, they meet every other month at the United Way in Martinsburg. Ms. Miller reviewed the player and guest form evaluation with the committee. Mr. Brown asked Ms. Miller who he would contact if people with special needs needed assistance. Ms. Miller replied, if the EOC were activated, they would call us.

New Business

Ms. Miller went over readiness indicators for service providers which included communications, evacuations and contingency planning.

Ms. Mehling reminded the committee there will be a People with Disabilities and Other Special Populations Emergency Planning, Preparedness, Mitigation and Recovery Training on January 12, 2011 at the Arc of Harrison County Office in Clarksburg, WV. A handout was given to the committee. Ms. Miller noted she asked Heather Foster from Citizen Corps if they can have the training in Jefferson County. Ms. Miller noted Ms. Foster will put in the request.

Ms. Mehling reviewed the National Commission on Children and Disasters, 2010 Report to the President and Congress that was handed out to committee members.

Ms. Mehling reviewed the FEMA Office of Disability Integration and Coordination, Guidance on Planning for Integration of Functional Needs Support Services (FNSS) in General Population Shelters document that was handed out to committee members.

Ms. Mehling reviewed the U.S. Department of Labor's Office of Disability Employment Policy (ODEP). The document can be reviewed further by visiting www.disability.gov.

Ms. Mehling reviewed the Effective Emergency Management: Making Improvements for Communities and People with Disabilities by the National Council on Disability document that was handed out to committee members.

Member Sharing

Ms. Hite reported she is currently working on updating plans. She is focusing on recruiting, maintaining and training volunteers. Ms. Hite noted if anyone was interested in volunteering, you can register at www.wvreadi.org. Once you have completed the form, the DMV will send you an identification card. Ms. Mehling asked Ms. Hite if she had specific training scheduled. Ms. Hite replied she is currently waiting for additional volunteers. Ms. Miller noted she will put the information in the JCHSEM

newsletter. Mr. McNutt asked Ms. Hite if volunteers have to be certified in anything to assist. Ms. Hite replied no, anyone can help.

Mr. Brown is currently working on updating the JC Meals on Wheels disaster plan.

The next Emergency Planning for People with Special Needs Committee is scheduled for March 21, 2011 at 9:30 a.m. in the JCHSEM Emergency Operations Center, 28 Industrial Blvd, Kearneysville.