



**Jefferson County Office of Homeland Security and Emergency Management**

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People with Special Needs Committee  
Sign In Sheet  
March 21, 2011

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Jefferson County Office of Homeland Security and Emergency Management  
Emergency Planning for People with Special Needs  
Agenda  
March 21, 2011

- I. Call to Order
- II. Minutes – December 20, 2010 meeting
- III. Old Business
  - a) FY2011 Goals & Strategies
  - b) New law requiring day care centers to compile emergency plans
  - c) Volunteer Registration
  - d) People with Disabilities and Other Special Populations – Emergency Planning, Preparedness, Mitigation, Recovery Training – March 1 at WVU Tree Fruit Research Center
- IV. New Business
  - a) Press Releases – Fire Safety for Families, Emergency Management Collaboration
- V. Member Sharing

The next meeting is scheduled for June 27, 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  
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](http://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](http://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.

**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) (Low Priority)

**Action Item:** Lunch N Learn workshop for seniors on disaster preparedness. (High Priority)

**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. (High Priority)

- 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.
- Continue providing outreach materials at public events attended by JCHSEM.
- 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. (Low Priority)

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

**Action Item:** Jefferson Memorial Hospital can create a press release about delivering packets to new parents (Low Priority)

**Action Item:** Provide brochures in all lobby areas to be available to hospital visitors in all lobby areas. (High Priority)

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) (High Priority)

**Terri Mehling**

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**From:** Carpenter, Alice K [Alice.K.Carpenter@wv.gov]  
**Sent:** Thursday, March 17, 2011 11:03 AM  
**To:** Carpenter, Alice K  
**Cc:** Nolte, Carol E  
**Subject:** Press Release - Children and Fire  
**Attachments:** Children and Fire MAR 2011.pdf

**FOR IMMEDIATE RELEASE**

March 2011

Contact person:  
Carol Nolte  
WV State Fire Marshal's Office  
Phone: (304) 558-2191, Ext. 53223  
E-Mail: [Carol.E.Nolte@wv.gov](mailto:Carol.E.Nolte@wv.gov)

## ***Federal Partnership Promotes Fire Safety Awareness for Families***

**Because of their lack of experience, young children are at double the risk of dying in a fire as compared to the rest of the population.** And with home fires increasing each year between November and April, young children are at high risk of being seriously injured or dying in residential fires.

The West Virginia State Fire Marshal's Office is working to promote awareness of these dangers in our state and asking families to be vigilant about preventing home fires in the first place. "The single most effective thing adults can do to keep children safe is to look around their homes, identify potential fire hazards—and remove them," advises Sterling Lewis, Jr., State Fire Marshal.

And that's also why the Federal Emergency Management Agency (FEMA) and the National Commission on Children and Disasters have announced a new public awareness campaign to help keep children and families safer from the tragedy of home fires.

FEMA recently released a new report on the risks fires pose to children, who are typically one of the groups at highest risk of dying in fires. "The bottom line is that one of the greatest risks our youngest kids may face during the winter months exists in their homes," says FEMA Administrator Craig Fugate.

Heating and cooking are two of the leading fire risks to children during the cold months, even going into early spring. Some tips to keep in mind:

- Give space heaters space! Keep a 3-foot safety ("child-free") zone around any heat sources in your home, and keep children and pets well away.

- Do not use your oven to heat your home—it's not designed to be used as a heat source except for food items.
- Follow all manufacturers' directions for alternate heat sources such as wood stoves and kerosene heaters.
- Store all fuels in proper containers and keep them away from children and combustible materials.
- Young children are at high risk of being burned by hot food and liquids. Keep children away from the stove and microwave, and never hold a child while cooking or carrying hot foods and liquids.
- Teach children about hot things that can hurt them. When they are old enough, teach them to cook safely. Supervise them very closely.

### **Be Prepared!**

- Make an escape plan with your family and agree on a safe meeting place outside. Practice your home fire drill regularly so everyone knows what to do.
- Install and maintain smoke and carbon monoxide alarms on each level of your home, especially in sleeping areas. **In West Virginia last year, no smoke alarms were present in 30% of fires that occurred in residences.**
- Test your smoke alarms every month and change batteries at least once a year.
- If there's a fire in your home, **ONLY** call 911 once everyone is safely outside.
- If you're renovating or building a new home, keep in mind that residential fire sprinklers are your best line of defense. Unlike smoke alarms (which although valuable, can only notify you of fire), sprinklers can actually save lives AND property, generally suppressing the fire with only one sprinkler head.
- A good website for children and families can be found at [www.usfa.fema.gov](http://www.usfa.fema.gov), and also information on the FEMA *Fire Safety Awareness for Families* campaign. Click on "USFA Kids" for resources for parents and children, interactive fire safety puzzles, coloring pages and more.
- For more information on residential fire sprinklers, visit [www.homefiresprinkler.org](http://www.homefiresprinkler.org).

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- Our Internet Presence

## FEMA And National Disability Rights Network Sign Agreement To Strengthen Emergency Management Collaboration

Release Date: March 11, 2011

Release Number: HQ-11-025

WASHINGTON - Today the Department of Homeland Security's Federal Emergency Management Agency (FEMA) and the National Disability Rights Network (NDRN) signed a memorandum of agreement that further strengthens their growing partnership to ensure that the access and functional needs of people with disabilities are incorporated into all aspects of planning for, responding to and recovering from disasters. Today's signing was hosted by the White House, and was attended by advocates from the disability and emergency management community, including disaster survivors, as well as national security and disability advisors for President Obama.

"FEMA is just one part of the emergency management team," said FEMA Administrator Craig Fugate. "The President and I are fully committed to addressing the needs of people with disabilities, in part by ensuring that Americans with disabilities - critical members of our team - have a seat at the table to make sure we are serving and protecting all of the members of our communities equally, before, during and after a disaster."

While FEMA has coordinated with the NDRN in the past, this agreement will strengthen their relationship to ensure the needs of people with disabilities, young children, seniors, and all members of the community are fully integrated into emergency planning efforts. Specifically, the agreement will ensure that advocates for the NDRN's 57 state and territory affiliates have access to FEMA disaster response offices, including workspace and logistical support, before, during and after a disaster, to be involved in policy decisions and coordinate directly with the entire emergency management team. This partnership will help FEMA leverage the resources of the entire community, including the resources the NDRN or other organizations can offer, to better meet the needs of the entire population impacted by a disaster.

"NDRN and our Disability Rights affiliates are a valuable source of knowledge to disaster officials at all levels, and will help ensure that individuals with disabilities can survive and recover from a disaster," said NDRN Executive Director Curt Decker.

Improving how FEMA plans for and incorporates the needs of people with disabilities into all aspects of disaster operations has been a top priority for the Obama administration and Administrator Fugate. In the immediate aftermath of Hurricane Katrina then-Senator Barack Obama introduced legislation that directed the Secretary of Homeland Security to ensure that each state provided comprehensive information regarding plans for evacuating individuals with disabilities and a variety of access and functional needs, and to plan for providing food, water, and shelter for evacuees with disabilities or access and functional needs.

Early last year, Administrator Fugate established the first-ever office within FEMA focused on this goal, the Office of Disability Integration and Coordination. In July 2010, FEMA signed a memorandum of agreement with the National Council on Independent Living which allows the 450 centers for independent living from across the country to access FEMA disaster recovery centers in order to better assist people with disabilities impacted by a disaster. In September 2010, FEMA hosted its first-ever "Getting Real" conference, which brought together stakeholders from the disability and emergency management communities to discuss how we can better partner together and integrate the needs of people with disabilities into our emergency planning. And in November 2010, FEMA announced new guidelines, the Functional Needs Support Services Guidance, on general population emergency sheltering for people with access and functional needs.

*FEMA's mission is to support our citizens and first responders to ensure that as a nation we work together to build, sustain, and improve our capability to prepare for, protect against, respond to, recover from, and mitigate all hazards.*



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## **FEMA, National Commission On Children And Disasters Announce New Partnership To Promote Fire Safety Awareness For Families**

*Announcement Comes As FEMA Releases New Report Showing Children  
Under Four At Growing Risk Of Death Or Injury In Fires*

Release Date: February 18, 2011  
Release Number: R3-11-008

» 2011 Region III News Releases

PHILADELPHIA, Pa. -- With home fires on the rise in winter months, and a new study showing that young children are at an especially high risk of getting seriously injured or dying in residential fires, today the Federal Emergency Management Agency (FEMA) and the National Commission on Children and Disasters are announcing a new public awareness campaign to help keep children and families safer from the threat of home fires.

As part of this effort, FEMA's U.S. Fire Administration is releasing a new report on the risks fires pose to children. The report, which is based on the latest available data released by the National Center for Health Statistics, found that young children face the greatest – and a growing – risk of death or serious injury in home fires. As such, 52 percent of all child fire deaths in 2007 involved children under the age of four. This was a slight increase from the most recent study previously conducted in 2004. [Click here for a copy of the report.](#)

"When you take some time this week to practice and learn about proper fire safety for families, especially children, you are taking the initial steps toward protecting your household from the risks and dangers associated with fires," said FEMA Region III Regional Administrator

Ms. MaryAnn Tierney. "Practicing proper fire safety will help you to empower yourself as well as your family to become household emergency managers."

In addition, the report found that:

- Deaths from fires and burns were the second leading cause of accidental deaths not related to transportation, after drowning;
- Boys are at higher-risk of dying from fires than girls;
- Between 2006 and 2008, smoke alarms were not present in at least 23 percent of residential fires;
- African-American children are at an increased risk of fire deaths; and
- Low-income children are at greatest risk of exposure to home fires.

To help families protect their homes and loved ones - especially young children - from fires, FEMA, the U.S. Fire Administration and the National Commission on Children and Disasters are asking families to take simple steps now to prevent fires in their residences, and partnering with leading organizations across the fire, emergency medical services, public health and emergency management fields to get the message out.

To provide families with important tips about fire safety and lists of additional resources, FEMA is launching online and social media tools, including:

- An updated web page dedicated to children's fire safety, including tips on how to prevent the two leading causes of fire during the winter months: cooking and heating;
- A widget that will link to this website and resources;
- A Facebook tab; and
- A dedicated Twitter hashtag to engage the public in a dialogue about how to protect kids from fires.

Among other things, these updated tools will offer tips for how to prevent the two leading causes of fires during the winter months: heating and cooking.

To view the updated web page and the widget, click here.

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FEMA's mission is to support our citizens and first responders to ensure that as a nation we work together to build, sustain, and improve our capability to prepare for, protect against, respond to, recover from, and mitigate all hazards. FEMA Region III's jurisdiction includes Delaware, District of Columbia, Maryland, Pennsylvania, Virginia and West Virginia. Stay informed of FEMA's activities online: videos and podcasts available at <http://www.fema.gov/medialibrary> and [www.youtube.com/fema](http://www.youtube.com/fema). Follow us on Twitter at [www.twitter.com/femaregion3](http://www.twitter.com/femaregion3).

Jefferson County Homeland Security and Emergency Management  
Emergency Planning For People with Special Needs Committee  
March 21, 2011  
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 21, 2011 at 9:30am. Present were: Terri Mehling, JCHSEM; Jennifer D. Maggio, JCHSEM; Clint McNutt, Volunteer; Roger Dailey, Jefferson County Meals on Wheels and Pam Holstein-Wallace, Homeland Security Region 3 Coordinator.

#### Introductions

Ms. Mehling, JCHSEM Deputy Director, opened the meeting with approval of minutes. Pam Holstein-Wallace moved to approve the minutes of the December meeting and Roger Dailey seconded the motion, all approved.

#### **Old Business**

Ms. Mehling reviewed the FY2011 Goals and Strategies. Ms. Mehling noted if anyone does not have a copy of the complete document, or has additional ideas to please let her know.

Ms. Mehling gave an update on the new law requiring day care centers to compile emergency plans. JCHSEM will be setting up appointments with day care centers to review the plans that were submitted. Ms. Mehling noted DHHR has supplied a template for day cares to use.

Ms. Mehling went over volunteer registration. The County Commission is now offering a small liability insurance plan to volunteers. Once the document is received, it will be entered into a database.

Ms. Mehling reported on the People with Disabilities and Other Special Populations—Emergency Planning, Preparedness, Mitigation and Recovery Training that took place March 1 at the WVU Tree Fruit Research Center. Ms. Mehling went over statistics that were given out during the training. Ms. Holstein-Wallace mentioned she would be interested to see how the language demographics have changed in the area. A discussion followed.

#### **New Business**

Ms. Mehling reviewed recent press releases that were handed out to committee members: Federal Partnership Promotes Fire Safety Awareness for Families; FEMA and National Disability Rights Network Sign Agreement to Strengthen Emergency Management Collaboration and FEMA, National Commission on Children and Disasters Announce New Partnership to Promote Fire Safety Awareness for Families.

1. The first part of the document is a letter from the author to the editor of the journal. The letter discusses the author's interest in the topic and the reasons for writing the paper. It also mentions the author's affiliation and contact information.

2. The second part of the document is the abstract of the paper. It provides a brief summary of the main findings and conclusions of the study. The abstract is followed by the keywords used to describe the paper.

3. The third part of the document is the introduction. It sets the context for the study and outlines the research objectives. The introduction also discusses the significance of the research and the structure of the paper.

4. The fourth part of the document is the literature review. It discusses the existing research on the topic and identifies the gaps in the literature. The literature review also highlights the contributions of the current study.

5. The fifth part of the document is the methodology. It describes the research design, data collection methods, and data analysis techniques used in the study. The methodology section also includes a discussion of the limitations of the study.

6. The sixth part of the document is the results and discussion. It presents the findings of the study and discusses their implications. The results section includes tables and figures to illustrate the data. The discussion section interprets the results and compares them with the existing literature.

7. The seventh part of the document is the conclusion. It summarizes the main findings of the study and provides recommendations for future research. The conclusion also includes a statement of the author's acknowledgments.

8. The eighth part of the document is the references. It lists the sources used in the study, including books, journal articles, and online resources. The references are formatted according to the journal's guidelines.

### **Member Sharing**

Ms. Mehling passed around the NFPA's Emergency Evacuation Planning Guide for People with Disabilities for the committee to review. A copy can be found at [www.nfpa.org/disabilities](http://www.nfpa.org/disabilities). Ms. Holstein-Wallace noted the State developed a Special Needs Annex template to assist counties in their planning.

The next Emergency Planning for People with Special Needs Committee is scheduled for June 27, 2011 at 9:30 a.m. in the JCHSEM Emergency Operations Center, 28 Industrial Blvd, Kearneysville.

