



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

**28 Industrial Boulevard  
Kearneysville, WV 25430**

**P. 304-728-3329**

**Mobile: 304-279-8233**

**F. 304-725-7916**

**[tmehling@jeffersoncountywv.org](mailto:tmehling@jeffersoncountywv.org)**

Public Awareness Committee

Sign In Sheet

April 14, 2010

<b>Print Name &amp; Organization</b>	<b>Email</b>	<b>Phone</b>	<b>Sign In</b>
Brown, Bill Association of Retired School Employees Assn.		725-5202	
Cates, Al AARP	striderbo2@aol.com	728-2929	<i>Al Cates</i>
Cates, Irene AARP	striderbo2@aol.com	728-2929	<i>Irene Cates</i>
Crabill, Collet Jefferson County Emergency Communications Center	ccrabill@jeffersoncountywv.org	728-3372	
Davis, Mike CERT Volunteer	mjdavis56@comcast.net	728-8108	<i>Michael Davis</i>
Davis, Patricia CERT Volunteer	patriciafdavis@comcast.net	(703) 851- 3175	
Dunbar, Katherine Good Shepherd Caregivers	katherinednbr@yahoo.com	725-7366	
Evans, Shirley CERT	shirla0513@aol.com	725-1794	
Grove, Amy Eastern Panhandle American Red Cross	sunnydazerhere@comcast.net	263-5241	

Jones, Amy Jefferson County Dept of Health	amybjones@wvdhhr.org	728-3308	
Levesque, Jeff Eastern Panhandle American Red Cross/ CERT	jeffsque@gmail.com	725-6850	
Maggio, Jennifer JCHSEM	jmaggio@jeffersoncountywv.org	724-8914	<i>Jennifer D. Maggio</i>
Mehling, Terri JCHSEM	tmehling@jeffersoncountywv.org	728-3329	<i>Terri Mehling</i>
Miller, Barbara JCHSEM	bmiller@jeffersoncountywv.org	728-3290	
Mucher, Thomas 167 <sup>th</sup> Air Wing	Thomas.mucher@wvmart.ang.af. mil	616-5288	
Nilsen, Neal AskNeal	Neal@AskNeal.net	724-1056	
Osterman, Joe CERT Volunteer	josterman@citlink.net	725-1874	
Palmer, Debbi Eastern Panhandle American Red Cross/ CERT	Debbip123@aol.com	728-7157	
Panek, Frank Leetown Science Center	fpanek@aol.com fpanek@usgs.gov	724-4431 229-6865	
Panek, Claire	<u>cepanek@aol.com</u>	229-6865	
Pierce, Lucas Eastern Panhandle American Red Cross/ CERT	PierceL@usa.redcross.org	261-3516	
Rice, Tim 167 <sup>th</sup> Air Wing	Timothy.rice@wvmart.ang.af.mil	616-5314	
Soltow, Sarah Community Lutheran Partners	clp.inc@citlink.net	582-4264	
Stevens, David 167 <sup>th</sup> Air Wing	David.stevens@wvmart.ang.af.mil	616-5288	

## VMC TRAINING

The Volunteer Mobilization Center (VMC) is a reception area for volunteers. The intended use for the VMC is to effectively receive and disburse spontaneous, unaffiliated volunteers in times of disaster. The model was created to facilitate a central location in order to mobilize, manage, register, and refer spontaneous volunteers to an agency in need of their services. In addition, the VMC will ensure that the disaster response efforts are not hampered with an influx of volunteers who lack a place to serve and do not have a central location to coordinate their efforts.

The VMC must remain flexible so it can be molded to fit each situation effectively.



JEFFERSON COUNTY  
HOMELAND SECURITY  
& EMERGENCY  
MANAGEMENT

28 Industrial Blvd., Suite 101  
Kearneysville, WV 25430

Phone: 304-728-3329  
Fax: 304-728-3320

E-mail: [tmehling@jeffersoncountywv.org](mailto:tmehling@jeffersoncountywv.org)

Volunteer  
Mobilization  
Center  
Training  
May 3, 2010



JEFFERSON COUNTY  
HOMELAND SECURITY &  
EMERGENCY MANAGEMENT

# What is a Volunteer Mobilization Center?

When a disaster or a large emergency occurs, people in the community and even people from outside of our community will arrive wanting to help. There may be volunteer agencies in our community that want and need volunteers. There will be volunteers who want to assist. The Volunteer Mobilization Center matches the organizations that need volunteers with the volunteers who want to help out according to their skills, knowledge, and availability.

Jefferson County Homeland Security and Emergency Management, along with partners from Shepherd University Community Service/Service Learning Program, Jefferson County Schools, The United Way of the Eastern Panhandle, The Eastern Panhandle American Red Cross and Good Shepherd Inter-Faith Caregivers will provide training to those interested, thanks to a grant from Volunteer West Virginia.

## About The Training

This will be a one-day training session and exercise. Registration will be at 8:00 a.m. and will continue through 4:30 p.m. Lunch and refreshments will be provided.

### Details:

The training and exercise will be held at the Inn at Charles Town located on the grounds of Charles Town Races and Slots on **May 3, 2010**. The address is 100 Hollywood Drive, Charles Town.

The purpose of the training is to teach volunteers who will be able to assist Emergency Management and volunteer agencies during a disaster. It will include setting up the VMC, working with other staffers, various positions within the VMC, how to match volunteers with the agencies that need them, discussions of hurdles, learn how to use equipment needed in the VMC, what to do, and what NOT to do in a VMC setting.

After lunch, everyone will participate in a Disaster Exercise to provide an opportunity to those who were trained to actually set up and operate a Volunteer Mobilization Center.

To register, please fill out this form and return it no later than April 29, 2010 by fax to 304-728-3320 or send this information to [tmehling@jeffersoncountynywv.org](mailto:tmehling@jeffersoncountynywv.org)

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone Number (Daytime) \_\_\_\_\_

Email \_\_\_\_\_

Are you affiliated with: (Check all that apply)

- ☐ Community Emergency Response Team
- ☐ Good Shepherd Inter-Faith Caregivers
- ☐ Eastern Panhandle American Red Cross
- ☐ United Way of the Eastern Panhandle
- ☐ Jefferson County Schools
- ☐ JCHSEM Volunteer
- ☐ No Affiliation
- ☐ Other \_\_\_\_\_

Jefferson County Homeland Security & Emergency Management  
Public Awareness, Education & Training Committee  
April 14, 2010  
Agenda

I. Call to Order

II. Minutes of March 10, 2010 meeting

III. Old Business

1. CERT Class started January 25
2. Flooding weekend of March 13

IV. New Business

1. Quarterly Partnership Luncheon - Volunteer Recognition – NCTC – April 26 at Noon
2. Red Cross upcoming classes
3. NIMS 300 and 400 – 3/5-7 and 3/27-28
4. Enhanced Threat & Risk Assessment – Comfort Inn Aikens Center – April 28 & 29
5. Volunteer Mobilization Center Training – May 3 – Inn at Charles Town – 8am – 4:30pm
6. NWS Visit/Re-accreditation of StormReady Community and EM Conference
7. Emergency Communications Center earns Re-accreditation – Telecommunicator's week 4/12
8. Ranson Day, May 15<sup>th</sup>
9. JCHSEM FY 2011 Budget and how it affects our programs
10. Recommended EMI Course for April - IS-394.a – Protecting Your Home or Small Business from Disaster

V. Member Sharing Time

VI. Adjournment

The next meeting of the Jefferson County Homeland Security and Emergency Management's Public Awareness, Education and Training Committee will be held on **Wednesday, May 19 at the Jefferson County EOC at 9:00 a.m.**

Jefferson County Homeland Security and Emergency Management  
Public Awareness Committee  
March 10, 2010  
Minutes

Jefferson County Homeland Security and Emergency Management's Public Awareness Committee met at the Jefferson County EOC on March 10, 2010 at 9am. Present were: Terri Mehling, JCHSEM; Mike Davis, CERT Volunteer; Al Cates and Irene Cates, AARP; and Shirley Evans, CERT Volunteer.

**Introductions**

Terri Mehling, JCHSEM Deputy Director opened the meeting with the request to approve the minutes from the December 16, 2009 meeting. Al Cates moved to approve and Mike Davis seconded the motion.

**Old Business**

Ms. Mehling provided an overview of changes and additions to the 2010 Public Awareness, Education & Training Strategy. She asked the committee if they needed more time to review the document or if the committee wanted to approve it as it stands. Mike Davis felt the document was complete and the committee should move forward with approval. The members agreed. Mr. Davis moved to approve the document and Irene Cates seconded the motion. All were in favor.

Ms. Mehling asked the committee that if they know of any upcoming training in the region to let JCHSEM know. She also gave a report on the NIMS training that was held in January. Ms. Mehling discussed the General and Command Staff EOC Training that was held at the JCHSEM office on January 12. It was extremely appropriate given the timing of current weather events. An EOC exercise was held on January 23<sup>rd</sup> which gave EOC staff the opportunity to set up their equipment and learn about the functions and responsibilities of other support groups that would be activated in a time of disaster.

Ms. Mehling gave a report on the CERT class that began January 25, 2010. The class has only had two classes and the session will resume on March 15 with graduation on March 31. There are 15 students in the class and several former students will attend some classes in order to complete their CERT training.

Barbara Miller and Neal Nilsen held two Business Continuity Planning Workshops on February 2<sup>nd</sup>. The daytime session was well attended but unfortunately snow began to fall and attendance was down for the evening session.

Ms. Mehling reported about the Quarterly Partnership Luncheon that was held on February 3<sup>rd</sup> at the Charles Town Races and Slots. Ms. Miller presented her annual report to those in attendance.

**New Business**

Ms. Mehling provided background and information on the snowstorms that occurred in December and in February. The EOC was activated for both storms. The February storms were major events and the EOC was open for 13 days. The National Guard and other support agencies assisted in the county's response to assist municipalities and citizens. It is hoped that President Obama will issue an emergency declaration which would free up funds for reimbursement of expenditures by all entities.

Ms. Mehling provided the group with copies of upcoming American Red Cross classes. She also provided information on upcoming NIMS 400 class at the end of March.

March 15-19 is West Virginia Flood Awareness Week and Ms. Mehling said she has prepared an email that will go out to CERT and committee members that provides information of tips and website links for additional information. The information is also being forwarded to the media contact list for publication in local newspapers.

Ms. Mehling announced State Training is now available to outside agencies. There is a class, Incident Command System/Emergency Operations Center Interface, G191 – March 16-17, Cacapon State Park Organizations/people will have to pay for this training themselves. If you meet the criteria you will be reimbursed for travel by the State and the class will be no charge.

Ms. Mehling discussed the 2010 West Virginia Governor's Service Awards Nominations due March 31. She provided the group with copies of the nomination forms and criteria.

Ms. Mehling announced the recommended EMI Course for March – IS-271 – Anticipating Hazardous Weather and Community Risk.

#### **Member Sharing**

Al and Irene Cates discussed AARP's involvement with Meals on Wheels and the Blizzard boxes they had put together and distributed. The boxes generally contain approximately four days of non-perishable food. There was a shortfall during the storms in February and that is of concern.

Mike Davis spoke of the yard waste debris that is a result of the storms and the possibility of fires as a result of careless burning by property owners.

The meeting was adjourned at approximately 9:45 a.m. The next meeting of the Public Awareness/Education/Training Committee will be on April 14, 2010 at 9:00 a.m. in the Emergency Operations Center located at 28 Industrial Blvd., Kearneysville.

facebook

Search

Home Profile Account

## Enhanced Threat and Risk Assessment

Type: [Education - Class](#)

Start Time: Wednesday, April 28, 2010 at 8:00am

End Time: Thursday, April 29, 2010 at 5:00pm

Location: Aikens Center, Martinsburg

## Description

Course ID: A001  
 Course Name: Enhanced Threat & Risk Assessment (Local Jurisdiction)  
 Description: Location:  
 Comfort Inn Aikens Center  
 Martinsburg, WV  
 8:00AM to 5:00PM  
 \*Lunch will be provided

This course, funded by the Training and Exercise Integration Division (TEI) within DHS National Preparedness Directorate, enhances the basic Threat and Risk Assessment course (MGT-310) by teaching participants how to apply all phases of the DHS and FEMA risk management process to jurisdictional critical infrastructure and key resources. Through lectures, discussions and classroom activities, students learn methods to identify and prioritize risks from all hazards, assess vulnerabilities, estimate consequences, and use equipment, training and exercises to mitigate risk. Multidisciplinary student teams visit and assess facilities selected by the host jurisdiction, determining risks, vulnerabilities, consequences and mitigation options specific to their assigned site. Teams then document their findings using a software assessment tool, develop an action plan, and present their results to the class.

## Target Audience:

Awareness, supervisory and/or management who respond to or have oversight responsibility regarding incidents caused by terrorism, natural disaster, major accidents and all other hazards. Course participants include responders from the following disciplines/services:

- Law Enforcement
- Fire Services
- Emergency Medical Services
- Hazardous Materials
- Public Health
- Public Works
- Emergency Management
- Private Health
- Emergency Communications
- Governmental Administrative
- Private Sector Security Managers and military (if invited by host jurisdiction)

Course Length: 16 hours

Maximum Students: 20

Course Notes: Prerequisites:

Participants should work in one of the preceding disciplines/services. Although it is not a requirement, it is recommended that participants complete either the TEEEX online WMD Terrorism Incident Awareness or TEEEX Threat and Risk Assessment course (MGT-310). Participants should be approved by the host jurisdiction. TEEEX, in cooperation with the DHS Training and Exercise Integration Division (TEI), offers the WMD/Terrorism Awareness for Emergency Responders course via the Internet at <http://www.teexwmdcampus.com>

For additional information contact:

Christian Fernley 304-558-2930  
 gregory.c.fernley@wv.gov

Session ID: 106

Session Description: Enhanced Threat & Risk Assessment

Location: Martinsburg

Session Date(s): 2010-04-28 - 2010-04-29

Meeting Day(s): ---WedThu--

Registration Date(s): 2010-01-21 - 2010-04-23

Student Limit: 20

Students Registered: 1

Session Notes:

Require Approval: No

## Confirmed Guests

This event has 6 confirmed guests

[See All](#)



Ed Boobar



Dave Withers



Stephen Allen



Stewart Wharton



Terri Mehling



Barb Miller

## Wall

[See All Photos](#) | [See All Videos](#) | [See All Links](#)

Write something...



[Invite People to Come](#)  
[Promote Event with an Ad](#)  
[Edit Guest List](#)  
[Cancel this Event](#)  
[Edit Event](#)  
[Message Guests](#)  
[Print Guest List](#)

[Share](#) [Export](#)

## Your RSVP

- ☒ Attending  
☐ Maybe Attending  
☐ Not Attending

## Other Information

Guests are allowed to bring friends to this event.

## Other Invites

Maybe Attending (5) [See All](#)



Tom Hart



Tammy Hess Bussard



Sheri L Holt

Not Attending (14) [See All](#)



Allen Holder



Sanford Green



Frank Welch

Awaiting Reply (13) [See All](#)



Pam Holstein-Wallace



Pat Gray



Lawrence Jefferies

## Event Type

This is an open event. Anyone can join and invite others to join.

## Admins

[West Virginia Emergency Managers](#) (creator)

## Create an Ad

## 1 Odd Fat Burning Food



This unusually healthy food helps to fight abdominal fat, especially when eaten late at night. Fat Burning Furnace.

[Like](#)

## Who Searched You



Enter your name to find out who searched you

[Like](#)

## ISTANBLUE VODKA



visit us at [www.istanblueusa.com](http://www.istanblueusa.com)  
 Istanbul Vodka Presents  
 Sertab Erener

[Become a Fan](#)

[More Ads](#)

[Chat \(15\)](#)

Jefferson County Homeland Security and Emergency Management  
Public Awareness Committee  
April 14, 2010  
Minutes

Jefferson County Homeland Security and Emergency Management's Public Awareness Committee met at the Jefferson County EOC on April 14, 2010 at 9am. Present were: Terri Mehling, JCHSEM; Jennifer Maggio, JCHSEM; Mike Davis, CERT Volunteer; Al Cates and Irene Cates, AARP.

**Introductions**

Terri Mehling, JCHSEM Deputy Director opened the meeting with the request to approve the minutes from the March 10, 2009 meeting. Mike Davis moved to approve and Irene Cates seconded the motion.

**Old Business**

Ms. Mehling noted the CERT class that began in January is now complete. There were 7 graduates from that class and 2 additional graduates from previous classes. The next session will not begin until the fall. Due to budget cuts we have decreased from 4 sessions to 2 sessions per year.

Ms. Mehling reported on the flooding that took place the weekend of March 13. The EOC was activated the Saturday of that weekend and deactivated the next day. A few roads were flooded and no property damages were reported. Harpers Ferry National Park did activate their emergency plan and teamed together to clear artifacts from the museums. Ms. Mehling noted there is some talk of more flooding later in the spring.

**New Business**

Ms. Mehling noted the Quarterly Partnership Luncheon will be April 26<sup>th</sup> at noon at the NCTC facility in Shepherdstown. JCHSEM volunteer recognition will take place at that time. Thanks to a grant from Volunteer WV, lunch will be free. If you or anyone you know is interested, please contact her or Barb Miller.

Ms. Mehling noted Debbi Palmer is now the Disaster Coordinator for the Eastern Panhandle American Red Cross. There will be several upcoming classes which include: Psychological First Aid on April 17, 2010 located at the Hospice offices in Martinsburg, instructed by Jeff Levesque; Fulfilling Our Mission, Mass Care, and Shelter Operations May 8, 2010 at the Public Services Building in Jefferson County and on May 15, 2010 in Springfield, WV. Those three classes will give the Volunteer all the basic classes they would need to be a disaster services volunteer with the Red Cross. If you are interested, please contact Red Cross at 304-725-5015.

Ms. Maggio gave a report on the recent NIMS 300 & 400 she attended. Ms. Mehling noted the classes are geared towards people who work in the Emergency Operations Center in a more advanced function. Some positions do require NIMS 300 & 400. Ms. Maggio also noted Washington County will be giving NIMS 300 & 400 classes throughout the year. For more information for the NIMS classes in Washington County please contact Barb Miller. Irene Cates asked if any of the classes are available online. Ms. Mehling replied NIMS 100, 200, 700 & 800 are available on the FEMA Independent Study Website.

Ms. Mehling announced there will be an Enhanced Threat & Risk Assessment training class at the Aikens Center located in the Comfort Inn in Martinsburg, April 28 & 29. Ms. Mehling handed out the Facebook announcement and reviewed the notice. This training is done through RESA and taught by TEEX.

Ms. Mehling announced an upcoming Volunteer Mobilization Center Training, May 3 at the Inn at Charles Town from 8a.m.-4:30p.m. Ms. Mehling handed out brochures and reviewed the purpose of the training. JCHSEM is looking for volunteers who are not affiliated with an organization during a disaster. The VMC's purpose is to filter volunteers according to their skills to organizations that need assistance. We have revamped the VMC documentation to coincide with Jefferson County. Ms. Cates volunteered to distribute a few brochures to try and get people to attend the VMC training.

Ms. Mehling announced we have been re-accredited by the National Weather Service as a StormReady Community. This accreditation ties into our requirements for the discount on flood insurance. JCHSEM has also received StormReady community signs to put up for view as people enter Jefferson County. Ms. Mehling and Ms. Miller attended the National Weather Service Emergency Management Conference that was held in Virginia. There NWS reviewed different weather tools that assist with everyday activities; StormReady and Storm Spotter programs. The second day everyone gathered together to figure out how they can work better as a team and what things they would like to see happen as well as different presentations from local stations, etc.

Ms. Mehling noted Emergency Communications Center earned their 3 year re-accreditation for their excellence in providing their services to the county. Ms. Mehling also mentioned telecommunicator's week will begin 4/12. Ms. Mehling noted if you see a dispatcher to please thank them for their services.

Ms. Mehling announced Ranson Day will be held at the Ranson Civic Center May 15, 2010. JCHSEM will be asking for volunteers to assist us with handing out information on our programs and other information.

Ms. Mehling reported on the JCHSEM FY 2011 Budget and how it affects our programs. JCHSEM as well as all other departments have been asked to cut their budget by 5%. We will not be able to participate in Bark in the Park this year, as well as the CERT program being held 2 times a year instead of 4. Hopefully there will be some unencumbered funds that will roll over to make up for the loss. Irene Cates asked if we will still be participating in the fair. Ms. Mehling replied yes.

Ms. Mehling announced the recommended EMI course for April: IS-394.a-Protecting Your Home or Small Business from Disaster.

### **Member Sharing**

Ms. Mehling reminded everyone if there is anyone who is interested in any of our programs or if there is an upcoming training or event to please let her know.

The meeting was adjourned at approximately 10:00 a.m. The next meeting of the Public Awareness/Education/Training Committee will be on May 19, 2010 at 9:00 a.m. in the Emergency Operations Center located at 28 Industrial Blvd., Kearneysville.