



Jefferson County Office of Homeland Security and Emergency Management

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Public Awareness Committee
Sign In Sheet
October 13, 2010

Print Name & Organization	Email	Phone	Sign In
Brown, Bill Association of Retired School Employees Assn.		725-5202	
Cates, Al AARP	striderbo2@aol.com	728-2929	
Cates, Irene AARP	striderbo2@aol.com	728-2929	
Crabill, Collet JCECC	ccrabill@jeffersoncountywv.org	728-3372	
Cunningham, Christian 167 th Air Wing			
Davis, Mike CERT Volunteer	mjdavis56@comcast.net	728-8108	<i>Mike Davis</i>
Davis, Patricia CERT Volunteer	patriciafdavis@comcast.net	(703) 851-3175	<i>on phone</i>
Dunbar, Katherine Good Shepherd Caregivers	katherinednbr@yahoo.com	725-7366	<i>Katherine Dunbar</i>
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 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 th 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	<i>Debra D. Palmer</i>
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 th Air Wing	Timothy.rice@wvmart.ang.af.mil	616-5314	
Soltow, Sarah Community Lutheran Partners	clp.inc@citlink.net	582-4264	
Stevens, David 167 th Air Wing	David.stevens@wvmart.ang.af.mil	616-5288	

Jefferson County Homeland Security & Emergency Management
Public Awareness, Education & Training Committee
October 13, 2010
Agenda

I. Call to Order

II. Old Business

- a. Disaster Ready Kids 2010 Program – 282 children
- b. National Preparedness Month – September
 - i. Family Disaster Preparedness Night – September 1
 - ii. Lunch N Learn – every Thursday in September
 - iii. Business Continuity Workshops – September 27

III. New Business

- a. Change time back to Wednesday at 8:30am for this committee meeting schedule
- b. Red Cross upcoming classes
- c. Fire Prevention Awareness Month – Smoke Alarms: A Sound You Can Live With
- d. Terri to attend CERT Train-the-Trainer and Program Manager Course at Emergency Management Institute October 18-22
- e. Quarterly Partnership Luncheon – October 27 – Bavarian Inn
- f. People With Special Needs Exercise – November 4 – Clarion Hotel
- g. National Weather Service Winter Storm Class – November 8 at 7pm
- h. Recommended EMI Course for October – IS-230a – Fundamentals of Emergency Management

IV. Member Sharing Time

V. Adjournment

The next meeting of the Jefferson County Homeland Security and Emergency Management's Public Awareness, Education and Training Committee will be held on **November 10 at the Jefferson County EOC at 8:30am**

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that this is crucial for ensuring transparency and accountability in the organization's operations.

(1)

2. The second part of the document outlines the specific procedures and protocols that must be followed when conducting financial transactions. It details the steps for approval, documentation, and recording of all payments and receipts, ensuring that every transaction is properly authorized and supported by appropriate evidence.

3. The third part of the document addresses the requirements for maintaining and safeguarding the organization's financial records. It discusses the need for secure storage, regular backups, and strict access controls to prevent unauthorized disclosure or tampering of sensitive information.

(2)

4. The fourth part of the document provides guidance on the periodic review and auditing of the organization's financial records. It stresses the importance of conducting regular audits to identify any discrepancies, errors, or areas for improvement, and to ensure that the records remain accurate and reliable over time.

(3)

Jefferson County Homeland Security and Emergency Management
Public Awareness Committee
October 13, 2010
Minutes

Jefferson County Homeland Security and Emergency Management's Public Awareness Committee met at the Jefferson County EOC on October 13, 2010 at 9am. Present were: Terri Mehling, JCHSEM; Jennifer D. Maggio, JCHSEM, Mike Davis, CERT; Patricia Davis, CERT; Katherine Dunbar, Good Shepherd Care Givers and Debbi Palmer, Eastern Panhandle ARC.

Ms. Mehling opened the meeting. Ms. Palmer approved the minutes from the previous meeting.

Old Business

Ms. Mehling reported the Disaster Ready Kids 2010 program had a total of 282 children. We are now shifting to October for Fire Prevention Month.

Ms. Mehling reviewed activities that went on during National Preparedness Month. Activities included Family Disaster Preparedness Night, Lunch N Learn sessions and discounts on disaster preparedness items at Wal-Mart. Ms. Mehling announced Peggy Sclater is the winner of the Disaster Preparedness Photo Contest.

New Business

The Committee agreed to change the meeting time to Wednesday at 8:30 am.

Ms. Palmer reported on upcoming Red Cross classes. Health and Safety classes will be held every Saturday until the end of the year; CPR classes are rotating between Berkeley County and Jefferson County and DAT meeting November 17 at 6 pm. Ms. Palmer announced Red Cross has received 2 AmeriCorps Volunteers. Ms. Palmer also announced there are two cold weather shelters in Jefferson County. A men's shelter will be located at the Episcopal Church on Zion road from Jan 1-March. A women's shelter will be located at the St. James Church starting in November. Red Cross will supply cots.

Ms. Maggio reported the Fire Prevention Month Ready Program is currently being held throughout the month of October. There are currently 680 children involved and volunteers are needed. Ms. Davis asked Ms. Maggio to please let her know of some dates and she can see if she is available. Ms. Dunbar suggested calling the Retired Teachers Association for assistance in reading.

Ms. Mehling announced she will be attending CERT Train-the-Trainer and Program Manager Course at the Emergency Management Institute October 18-22.

Ms. Mehling announced the Quarterly Partnership Luncheon will be October 27 at the Bavarian Inn. Thom Kirk from the WV Intelligence Fusion Center will be speaking. You will have two meal options, Chicken Piccata or Veggie Lasagna and Black Forest Cake or Ice Cream. Meals will cost \$15.00 and you will need to RSVP by calling Jennifer Maggio at 304-724-8914.

Ms. Mehling announced there will be a People with Special Needs Exercise on November 4 from 9am-2pm at the Clarion Hotel. Ms. Mehling handed out an article based on the upcoming exercise and how to sign up.

Ms. Mehling reported the National Weather Service Winter Storm class on November 8 at 7pm has been moved from JCHSEM to the Shepherdstown Fire Department due to a large response. Ms. Mehling is working on a press release. Ms. Dunbar asked to be added to the list.

Ms. Mehling reported the recommended EMI Course for October is IS-230a—Fundamentals of Emergency Management. This class involves the basics of what is involved in dealing with emergencies.

Member Sharing

Ms. Mehling announced she is now accredited through the state as a Level 3 Emergency Manager.

Ms. Mehling announced there will be a Decon Training for Jefferson Memorial Hospital at US Customs and Border Patrol. Larry Neal and Jeff Jefferies staff as well as Berkeley County Health Department Staff will be attending. JCHSEM will be there to observe.

Ms. Mehling reported on an upcoming Mass Evacuation Exercise at the Veteran Affairs Medical Center in Martinsburg, WV. A train will derail behind the VA Center which will cause all of the patients to evacuate and relocate to another medical center.

Ms. Dunbar announced Good Shepherd Caregivers has moved into their new facility. She will notify the group when they have their open house.

The next meeting of the Jefferson County Homeland Security & Emergency Management's Public Awareness, Education and Training Committee will be held on November 10, 2010 in the Jefferson County EOC at 8:30 a.m.

Jefferson County Homeland Security and Emergency Management
Public Awareness Committee
September 7, 2010
Minutes

Jefferson County Homeland Security and Emergency Management's Public Awareness Committee met at the Jefferson County EOC on September 7, 2010 at 9am. Present were: Terri Mehling, JCHSEM; Jennifer D. Maggio, JCHSEM and Debbi Palmer, Eastern Panhandle ARC.

Ms. Mehling opened the meeting.

Old Business

Ms. Mehling reported there are a total of 278 children that will be involved in the Disaster Ready Kids 2010 Program. Ms. Mehling will be working on getting additional volunteers to read to the children.

Ms. Mehling reviewed last week's Jefferson County Fair August 22-2. Surveys that were filled out by fair attendees will be compiled in a spreadsheet and hopefully reported in the next newsletter.

Ms. Mehling reviewed upcoming events during National Preparedness Month. Family Disaster Preparedness Night was September 1st with a total attendance of 4 people as well as Jeremy Scott from WEPM radio. Ms. Mehling noted this week's Lunch-N-Learn session will be about financial preparedness for before and after emergencies. Ms. Mehling asked Ms. Maggio to send a short press release to the media regarding the upcoming Lunch-N-Learn on Thursday. Business Continuity Planning will be September 27th at the Holiday Inn Express. Sessions will be held at 1:00 p.m. and 6:00 p.m. Ms. Mehling reviewed additional activities which include; 9-11 Remembrance at Independent Fire Company; Wal-Mart discounts on disaster supply kit items and the Drill Down for Safety. Ms. Mehling asked Ms. Palmer to display photo contest rules in the lobby of the Public Services Building. Ms. Palmer accepted.

Ms. Palmer reviewed upcoming activities for the American Red Cross. Activities included: September 11th, Health Fair & Preparedness Event, Covenant Baptist Church; September 15th, DAT Meeting, Berkeley County; October 2nd, Client Casework Class, Pendleton County and October 16th and Fulfilling our Mission, Shelter Ops, Mass Care, Pendleton County.

New Business

Ms. Mehling noted the Committee's meeting time will be changed to Wednesdays at 8:30 a.m. The next scheduled meeting will be October 13 at 8:30 a.m.

Ms. Mehling announced a new CERT class will begin October 12th. A press release will be out shortly.

Ms. Mehling reported she will be attending CERT Train-the-Trainer and Program Manager Course at Emergency Management Institute October 18-22.

Ms. Mehling reminded the committee the National Weather Service Winter Storm Class will be November 8th at 7:00 p.m. located at Shepherdstown Fire Department. There have been 30 people to sign up so far.

Ms. Mehling reported the recommended EMI Course for September is IS-22, Are You Ready.

Ms. Mehling announced Fire Prevention Awareness Week will be October 3-9. Ms. Palmer asked if reading volunteers were needed. Ms. Mehling reported JCHSEM will not be reading to schools this year due to lack of materials.

Ms. Mehling noted Pam Holstein-Wallace is unavailable to update on the next round of Homeland Security Grants.

The next meeting of the Jefferson County Homeland Security & Emergency Management's Public Awareness, Education and Training Committee will be held on October 13, 2010 at the Jefferson County EOC at 8:30 a.m.



October 4th, 2010

Mr / Ms.
Organization
Street Address
City, State, Zipcode

Dear Mr. / Ms:

You are invited to participate in a tabletop evacuation exercise that will unite disability service providers with emergency managers, first responders, and other local officials to identify and develop strategies to address the preparedness of the West Virginia panhandle area to accommodate a mass evacuation from the Washington Metro area. This project is hosted by Louisiana State University, University of Colorado-Denver, Inclusion Research Institute (IRI), and West Virginia University and funded by the United States Department of Education, National Institute on Disability and Rehabilitation Research (NIDRR) as part of a three year, nationwide study of evacuation practices for people with disabilities.

The West Virginia tabletop will be held on **Thursday, November 4th from 9:00 am – 2:00 pm at the Clarion Hotel and Conference Center at 233 Lowe Drive Shepherdstown, WV 25443.** Invitees will include disability and residential care providers, local emergency management and responders, and other local officials. The goal of the tabletop is to test findings of the Evacuation Study for People with Disabilities and assist in connecting local disability and emergency communities. During this exercise, we will engage participants to discuss the impact of an ingress of evacuees on their organization or agency, to create and share contingency plans, and to assess general organizational and community preparedness in regards to this type of event. After Action Reports and findings from the three year study will be developed by the research team and shared with all participants following the exercise.

Your role in this project is important. We are in the third year of our grant and want to test promising practices developed using data from nearly 1200 surveys with people with disabilities and their caregivers and 500 representatives from disability providers, emergency management/responders, and others living in areas recently impacted by large scale disaster and evacuation. To test our findings, we are holding tabletops in three major regions of the country, greater Washington, DC and West Virginia; Shreveport and New Orleans, Louisiana; and Oakland, California.

We sincerely hope that you will join us in this collaborative effort to increase the preparedness of the vulnerable populations who reside in our communities and increase the resilience of the West Virginia panhandle area. Please go to <http://disabilityevacuationstudy.org/TTEExercise.html> for more information and to register for the exercise. If you have any questions please contact Melanie Thompson, Project Coordinator, at IRI by phone at (202) 338-7158 x 216 or via e-mail at mthompson@inclusionresearch.org.

Four (4) hours in-service credit will be given to West Virginia law enforcement officers who attend. Those Sergeant and above will receive supervisory level in-service, below Sergeant annual level.

Sincerely,

Brian Gerber, PhD
Associate Professor
University of Colorado-Denver
303-315-2989

Frances Norwood, PhD
Director of Research
Inclusion Research Institute
202-338-7153, ext. 208



