



September 1, 2022

From the Director's Chair

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JCOHSEM Staff:

- Stephen S. Allen, Director
- Dick Myers, Deputy Director/ Planner/ Program Manager
- Jennifer Walters, Administrative Assistant/Public Information Officer/ Volunteer Coordinator

Welcome to the September 2022 edition of the Jefferson County Office of Homeland Security and Emergency Management's (JCOHSEM) newsletter.

This newsletter includes information about various topics including the newest member of the JCOHSEM team, Jennifer Walters. Along with details about Jennifer, September is National Preparedness Month and we will discuss steps we all can use to prepare for potential disasters. We will also look at Fall Safety topics too.

This edition is full of details which we hope you find informative.

Jennifer Walters



Jennifer Walters joins the JCOHSEM team as the administrative assistant and public information officer/volunteer coordinator. She will also be available as the public information officer (PIO) for the County Commission and other county departments as needed. Her primary focus as the PIO will be as the media contact, preparing press releases, and disseminating information on social media.

Jennifer has a diverse background which will be beneficial to her position. She has experience in the administrative/clerical field, as well as leadership roles such as a department employee trainer and coordinator for large projects.

Jennifer is continuing her education working toward a master's degree, majoring in Homeland Security and Emergency Management. She is on target to graduate in July 2023. She holds a bachelor's degree in Criminal Justice with an emphasis in Homeland Security. Both degree programs are being pursued through Purdue University Global.

Please say hello and welcome Jennifer to the team. Her first day was September 1st. Her office phone number is (304) 724-8914 and her email is jwalters@jeffersoncountywv.org. We will provide her cell phone number once it is established.

Welcome to the team Jennifer!



National Preparedness Month

National Preparedness Month is an observance each September to raise awareness about the importance of preparing for disasters and emergencies that could happen at any time.

The 2022 theme is *A Lasting Legacy*. The idea behind the theme is the life you’ve built is worth protecting. Prepare for disasters to create a lasting legacy for you and your family. Steps to do this include making a plan to prepare for disasters as the best way to protect your family.

Make A Plan:

Make a plan today. Your family may not be together if a disaster strikes, so it is important to know which [types of disasters](#) could affect your area. Know how you’ll contact one another and reconnect if separated. Establish a family meeting place that’s familiar and easy to find.

Step 1: Put a plan together by discussing the questions below with your family, friends or household to start your emergency plan.

1. How will I receive [emergency alerts and warnings](#)?
2. What is my [shelter](#) plan?
3. What is my [evacuation](#) route?
4. What is my [family/household communication plan](#)?
5. Do I need to update my [emergency preparedness kit](#)?

Step 2: Consider specific needs in your household.

As you prepare your plan tailor your plans and supplies to your specific daily living needs and responsibilities. Discuss your needs and responsibilities and how people in the network can assist each other

with communication, care of children, business, pets or specific needs like operating medical equipment. Create your own personal network for specific areas where you need assistance. Keep in mind some these factors when developing your plan:

- Different ages of members within your household
- Responsibilities for assisting others
- Locations frequented
- Dietary needs
- Medical needs including prescriptions and equipment
- Disabilities or access and functional needs including devices and equipment
- Languages spoken
- Cultural and religious considerations
- Pets or service animals
- Households with school-aged children

Step 3: Fill out a Family Emergency Plan

Here is a link to the family emergency plan provided by the Federal Emergency Management Agency (FEMA): <https://www.ready.gov/sites/default/files/2021-04/family-emergency-communication-plan.pdf>

Step 4: Practice your plan with your family/household

Download and fill out a family emergency plan or use it as a guide to create your own. This link is provided for your convenience. <https://www.ready.gov/sites/default/files/2021-04/family-emergency-communication-plan.pdf>

Additional Content:

- [Make a Plan Form](#)
- [FEMA Online Ordering Site](#)
- [Emergency Plan for Families](#) or [\(PDF\)](#)
- [Emergency Plan for Kids](#) or [\(PDF\)](#)
- [Emergency Plan for Commuters](#) (PDF)
- [Pet Owners](#) (PDF)
- [Protect Critical Documents and Valuables](#) (PDF)
- [Emergency Financial First Aid Kit](#) (PDF)
- [Consumer Financial Protection Bureau Disaster Checklist](#) (PDF)
- [Make a Plan](#) (Video)

Fall Safety

Fall can be a beautiful time of year with the season changes. However, there can also be fall weather hazards in Jefferson County. Potential hazards include:

- Drought
- Floods
- Fog
- Wildfire
- Wind
- Winter Weather



Drought

When water is scarce:

- Water your lawn less frequently, and only in the early morning/late evening.
- Mulch around trees and plants to reduce evaporation.
- Fix leaky sprinklers and adjust them so they only water your lawn (not the house or sidewalk).
- Don't wash your car unless absolutely necessary.
- Turn off the water while brushing teeth and shaving
- Take shorter showers.
- Fix leaky faucets and toilets.
- Only wash full loads of laundry.
- Use excess clean water for plants.
- Install low flow showerheads.

Floods

Before a Flood:

- Learn whether your home, school or place of work is at risk of flooding.
- Find alternate routes to important locations.
- Make a family communications plan.
- Follow evacuation orders.
- Keep an eye on the forecast by visiting weather.gov.

During a Flood:

- Never drive or walk into floodwaters.
- If told to evacuate, do so immediately.
- Get to higher ground.
- Get information from local TV/radio or your mobile phone.



After a Flood:

- Avoid damaged areas and floodwaters.
- Heed road closed and other cautionary signs.
- Wait for the “all clear” before entering a flood-damaged structure.
- Contact your loved ones via text or social media to keep phone lines clear .

Fog

Driving in Fog:

- Slow down when you encounter fog.
- Use your low beam headlights .
- Do not change lanes or pass other vehicles unless absolutely necessary.
- If you must pull off on the side of the road, turn off your lights and use your parking brake to avoid being hit by cars who may not realize you’ve pulled over.



Wind

Straight line winds:

- Straight line winds are strong damaging winds that have no rotation.
- These are typically associated with severe thunderstorms and squall lines.
- Wind speeds can reach up to 125 mph and create large damage paths to that of a tornado.

Wind from powerful storm systems:

- Created by a strong pressure gradient.
- Can knock down trees and power lines, and blow over trailers and trucks.
- Makes driving hazardous — keep two hands on the wheel and avoid large vehicles such as semi-trucks.

If a High Wind Warning is issued:

At home:

- Seek shelter inside, away from windows.

Outside:

- Seek shelter immediately.
- If you cannot find shelter, avoid trees, power lines, and objects that could blow around. Stay away from the side of the road.

When driving:

- Slow down.
- Keep two hands on the wheel.

- Stay away from trucks, buses, and vehicles towing trailers.
- Watch for flying debris, downed power lines, and branches.

Winter Weather

Freezing rain/sleet:

- Make sure your trees are trimmed and away from power lines.
- Have an emergency kit in case the power goes out.
- Avoid driving — if you must, drive slowly and give extra space to the cars in front of you.
- The NWS will issue a Winter Weather Advisory or an Ice Storm Warning.

Be prepared for early season storms:

- Winterize your car with snow tires and a winter driving safety kit.
- Restock your emergency kit with extra batteries, enough food, and more.
- If you have a generator, make sure it is in working order and review basic safety — NEVER run a generator in an enclosed space such as a garage.

Wildfires

Preventing wildfires:

- Wildfires are most often started by lightning or humans.
- When camping, stay with your fire when lit, and make sure it is fully extinguished before leaving.
- Be smart and safe when burning debris — keep the fire small and don't burn on windy days.
- Properly extinguish and dispose of all smoking materials.



Before a wildfire:

- Plan a primary evacuation route, and identify a secondary route in case the first is blocked.
- Select building materials and plants that are fire resistant.
- Create a family emergency plan and make a list of items you'll need to pack for evacuation.

If told to evacuate:

- Follow instructions from local officials.
- Don't deviate from the identified evacuation route (other roads may be blocked).
- If you have time to gather belongings, do so quickly — if not, leave immediately. Contact your family and let them know that you're okay.

If you encounter a wildfire:

- Drive or walk away from the smoke and flames immediately.
- Do not stop to watch or take pictures.
- Call 911.

Need Training?

Emergency management is a constantly-changing field. Whether it is keeping up with the latest technology, to working with stakeholders to develop plans, conducting successful floodplain management, performing damage assessments, managing debris after a disaster, helping our communities to recover, or just learning the fundamentals, there are plenty of options available to you. Here are some great opportunities for training that you may or may not know about.

****Due to the current Coronavirus (COVID-19) situation, many of the previously scheduled courses have been cancelled. Please check <http://www.onlinelearning.wv.gov/dmapscm6> or contact Chuck Bennett at charles.w.bennett@wv.gov with any questions in regards to cancelled or rescheduled courses.****

Upcoming Local Training

None Scheduled at this time.

UPDATE Disaster Exercise Series 2022



The Smoking Mountains II “Functional” exercise is now scheduled for Jefferson County and the rest of Region 3 counties. It is going to be held on Tuesday, October 4, 2022 in Hardy County at the Hardy County National Guard Armory located at 157 Freedom Way in Moorefield, WV 26836. All 7 counties will meet and set up their Emergency Operations Centers (EOCs) at various locations within the gymnasium/drill hall. We are also going to make the exercise virtual in order to allow outside agencies who could not participate in-person to engage with us on-line by connecting through the use of MS Teams or another virtual meeting platform. More information regarding the start time and other details will be sent out at a later date.

The scenario we participated in for the table top exercise consists of a series of fires in a mountainous environment, with additional needs for investigations and securing of the scenes. We assume the scenario for the functional exercise will follow this baseline of events. It involved the evacuations of residences and the need for sheltering and feeding of the evacuees and the first responders. Secondary to the mountain fire is an intentionally set fire in construction equipment at a local industrial plant. There is also a hazardous materials incident involving a train and a tractor-trailer. There are many needs for assistance and mutual aid to cover the unmet needs.

An After Action Report/Improvement Plan (AAR/IP) will be compiled by the U.S. EPA and its START contractors following this functional exercise. The participating agencies will be receiving a copy of the draft document to review and report any changes or corrections to the document along with a response to the shortcomings or discrepancies presented in the exercise along with actions which may be taken to mitigate the problems encountered. As this document is finalized, copies will be distributed to all of the agencies for their review and future corrective actions.

If you or your organization are interested in participating in the next portion of the 2022 exercise series, please contact Stephen Allen at: sallen@jeffersoncountywv.org.

Online FEMA Training

FEMA offers a number of online courses at <https://training.fema.gov/is/>. From this training portal, anyone can take their online independent study courses for free. There are over 100 courses to choose from. You can also browse the schedules and information about their on-campus resident courses for those who are involved in emergency management in the federal, state, local or tribal governments.

JCOHSEM recommends the following FEMA Independent Study Courses. These courses are free and available online. After the course is completed an online test can be taken. Once the test is passed you will receive a completion certificate.

IS-100.C: Introduction to the Incident Command System

Course Overview: ICS 100, Introduction to the Incident Command System, introduces the Incident Command System (ICS) and provides the foundation for higher level ICS training. This course describes the history, features and principles, and organizational structure of the Incident Command System. It also explains the relationship between ICS and the National Incident Management System (NIMS).

Primary Audience: The target audience includes persons involved with emergency planning, and response or recovery efforts.

Course Length: 2 hours

Course Link: <https://training.fema.gov/is/courseoverview.aspx?code=IS-100.c>

IS 200.C - Basic Incident Command System for Initial Response

Course Overview: Basic Incident Command System for Initial Response, reviews the Incident Command System (ICS), provides the context for ICS within initial response, and supports higher level ICS training. This course provides training on, and resources for, personnel who are likely to assume a supervisory position within ICS.

Primary Audience: The intended audience (s) are response personnel at the supervisory level who are involved with emergency planning, response, or recovery efforts.

Course Length: 4 hours

Course Link: <https://training.fema.gov/is/courseoverview.aspx?code=IS-200.c>

IS 908 - Emergency Management for Senior Officials

Course Overview: The purpose of this course is to introduce senior officials to the important role they play in emergency management. The responsibility for preparing for, responding to, and recovering from incidents, both natural and manmade, begins at the local level – with individuals and public officials in the county, city, or town affected by the incident. This course presents:

- Simple steps official can take to become acquainted with their emergency management role, authorities, and team members.
- Video presentations sharing lessons learned from officials of the City of Baton Rouge, East Baton Rouge Parish, Louisiana.

Primary Audience: Senior officials, including mayors, city managers, and county managers.

Course Length: 1 hour

Course Link: <https://training.fema.gov/is/courseoverview.aspx?code=IS-908>

SEPTEMBER 13-15, 2022

VIRTUAL ICS300



COURSE OVERVIEW

Intermediate Incident Command System for Expanding Incidents. NIMS ICS 300 Online Instructor Led Course is for those looking to earn an ICS 300 certification. This includes individuals who may assume a supervisory role in incidents. Note: During a Type 3 incident, some or all of the Command and General Staff positions may be activated, as well as Division/Group Supervisor and/or Unit Leader level positions. These incidents may extend into multiple operational periods.

- Describe how the National Incident Management System (NIMS) Command and Management component supports the management of expanding incidents.
- Describe the incident/event management process for supervisors and expanding incidents as prescribed by the Incident Command System (ICS).
- Implement the incident management process on a simulated Type 3 incident.

ADDITIONAL INFORMATION

Daily course hours 8:00am – 5:00pm Eastern Daylight Standard Time (the portal will open 30 minutes prior to the start time daily to allow students to connect). The course will be broadcast using Microsoft Teams. Participants can either run Teams through their browser or use the MS Teams App. The Google suite is used to deliver tests, daily sign-in sheets, and course evaluations. (Check with IT beforehand to ensure you can access the platform). You will receive specific log in information prior to the class.

There is a designated lunch period daily, with breaks every hour. Course format consists of lecture, with visual, verbal, and chat interaction. There are also group activities where participants work together in breakout groups during the course. Courses conclude with a standard course evaluation and testing. Agriculture will be the scenarios for the group activities. Certificates will be issued by West Virginia Department of Emergency Management.

REGISTRATION

<https://thenimsstore.com/products/west-virginia-ag-ics-300-september-13-15-2022>

No charge for the class, when registering for the WV AG class using the Blue Cell NIMS Store registration link

Registration cutoff is: Tuesday September 6, 2022. Questions, please contact WV Department of Agriculture/Roy McCallister: 304-558-5892 e-mail: rmccallister@wvda.us



Instruction Provided by:
THE BLUE CELL, LLC

Duration & Format:
3 Days
Live Virtual Broadcast

Certificate:
WV Emergency
Management Division

Target Audience:
Individuals who may assume a supervisory role in incidents. Note During a Type 3 Incident, some or all of the Command and General Staff positions may be activated, as well as Division/Group Supervisor and/or Unit Leader level positions. These incidents may extend into multiple operational periods.
Required

Pre-requisites:
[IS-100.C: Introduction to the Incident Command System, ICS 100](#)

[IS-200.C: Basic Incident Command System for Initial Response](#)

[IS-700.B: An Introduction to the National Incident Management System](#)

[IS-800.D: National Response Framework, An Introduction](#)

(Recommended: Experience using concepts and principles from ICS100, ICS200, and use of skills in a response or exercise.)

OCTOBER 19-20, 2022

VIRTUAL ICS400



COURSE OVERVIEW

Advanced Incident Command System for Command and General Staff for Complex Incidents. ICS 400 Online Instructor Led Course, Advanced Incident Management System for General Staff, provides training for personnel who require advanced application of the Incident Command System (ICS). This course expands upon information covered in ICS 100 through ICS 300 courses, which are prerequisites for the ICS 400 course.

- Explain how major incidents engender special management challenges.
- Describe the circumstances in which an Area Command is established.
- Describe the circumstances in which Multi-Agency Coordination Systems are established.

ADDITIONAL INFORMATION

Daily course hours 8:00am – 5:00pm Eastern Standard Time (the portal will open 30 minutes prior to the start time daily to allow students to connect). The course will be broadcast using Microsoft Teams. Participants can either run Teams through their browser or use the MS Teams App. The Google suite is used to deliver tests, daily sign-in sheets, and course evaluations. (Check with IT beforehand to ensure you can access the platform). You will receive specific log-in information prior to the class

There is a designated lunch period daily, with breaks every hour. Course format consists of lecture, with visual, verbal, and chat interaction. There are also group activities where participants work together in breakout groups during the course. Courses conclude with a standard course evaluation and testing. Agriculture will be the scenarios for the group activities. Certificates will be issued by West Virginia Department of Emergency Management.

REGISTRATION

<https://thenimsstore.com/products/ics-400-buyout-west-virginia-ag-october-19-20-2022>

No charge for the class, when registering for the WV AG class using the Blue Cell NIMS Store registration link

Registration cutoff is Tuesday October 11, 2022.

Questions, please contact WV Department of Agriculture/Roy McCallister: 304-558-5892 email: rmccallister@wvda.us



Instruction Provided by:
THE BLUE CELL, LLC

Duration & Format:
2 Days
Live Virtual Broadcast

Certificate:
WV Emergency Management Division

Target Audience:
This course is for senior personnel who are expected to perform in a management capacity in an Area Command or Multi-Agency Coordination Entity.

Pre-requisites:
[IS-100.C: Introduction to the Incident Command System, ICS 100](#)

[IS-200.C: Basic Incident Command System for Initial Response](#)

[ICS300 Intermediate Incident Command System for Expanding Incidents.](#)

[IS-700.B: An Introduction to the National Incident Management System](#)

[IS-800.D: National Response Framework, An Introduction](#)

(Recommended: Experience using concepts and principles from ICS100, ICS200, ICS300 and use of skills in an operational environment.)

Jefferson County Office of Homeland Security and Emergency Management-Committees

Steering Committee, John Sherwood, Chair

The Steering Committee works with the JCOHSEM director to guide the activities of JCOHSEM. A fourteen-member Steering Committee is made up of public and private representation. JCOHSEM is a department within the Jefferson County Commission, who has overall responsibility for the department and its employees. The Jefferson County Commission appoints all members to the steering committee. This committee meets following the Local Emergency Planning Committee (LEPC) Meetings held on the third Wednesday of February, April, June, August, October, and December. Please call the office for exact dates, locations, and times.

Public Awareness, Education and Training Committee, Paula Marrone-Reese, Chair

Any interested person can serve on this committee. The Public Awareness, Education and Training Committee is responsible to communicate the organization's activities to the public and to build support for JCOHSEM's programs. They work with the director and other staff to keep the entire community focused on the objectives of JCOHSEM, the opportunities for additional involvement and support by updating citizens and businesses about what the partners are doing and how the community will and is benefiting from these efforts. This committee is responsible in assisting the director in setting up speaking engagements and public awareness events. This committee meets monthly on the second Wednesday of the month at 0830 in the EOC at 28 Industrial Blvd., Kearneysville, unless otherwise announced.

All Hazards Mitigation Planning Committee, Mason Carter, Chair

Any interested person may serve on this committee. The All Hazards Mitigation Planning Committee examines the community's risks and vulnerability to all hazards and assess the community's vulnerability to those risks. An All Hazards Mitigation Plan was completed and adopted by the Jefferson County Commission, all Jefferson County municipalities, West Virginia Emergency Management Division of the West Virginia Department of Homeland Security (WVEMD) and FEMA in July 2003. The plan was updated in 2008 and 2013. The 2013 plan was approved by WVEMD and FEMA in June 2013 and the 2018 plan was approved in November 2018.

Counter Terrorism Committee, Stephen Allen, Chair

Membership to this sub-committee of the Risk Assessment and Mitigation Planning Committee is limited to members of law enforcement, emergency management, homeland security, emergency communications, Red Cross, schools, health care, fire companies, ambulance authority/EMS, and government, due to sensitive homeland security issues. The committee works on issues of planning and training for counterterrorism or human-caused disasters. Meetings are held on the second Tuesday of the month at the EOC at 28 Industrial Blvd., Kearneysville, unless otherwise announced.

If you are interested in joining any of our committees,
contact Stephen Allen at sallen@jeffersoncountywv.org

Times, dates, and places may need to be changed due to inclement weather, scheduling conflicts, or Emergency Operations Center (EOC) activation. If you have questions, call the JCOHSEM office at (304) 728-3290.

Jefferson County Office of
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Emergency Management

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**PUBLIC SAFETY;
PUBLIC TRUST**



The Jefferson County Commission's Office of Homeland Security and Emergency Management (JCOHSEM) is responsible for the coordination of preparedness, response, recovery and mitigation of disasters and large emergencies in Jefferson County, West Virginia. Volunteer and community participation is encouraged and welcome. We currently have committees on All Hazards Mitigation Planning; Public Awareness, Education and Training; Counter Terrorism; and, a Steering Committee that acts as an advisory group.

We are responsible for the Citizen Corps/CERT, StormReady, Community Rating System, Resilient Neighbor Network and Project Impact programs. JCOHSEM is also responsible for the Jefferson County R.A.C.E.S. group.

September Meetings & Events

- Sterling National Weather Service calls every Monday and Thursday at 10:30 a.m.
- WV State weather calls on Mondays and Fridays at 10 a.m.
- WV Emergency Management Council calls each Tuesday at 9 a.m.
- WV Amateur Radio Network Test Thursday, September 1 at 6:00 p.m.
- Counter-Terrorism Committee meeting Tuesday, September 13 at 2:00 p.m. in the Jefferson County EOC (28 Industrial Blvd., Kearneysville)
- Public Awareness, Education and Training committee meeting Wednesday, September 14, 9:00 a.m. in the Jefferson County EOC (28 Industrial Blvd., Kearneysville)