



The Jefferson County Risk Assessment and Mitigation Planning Committee of Jefferson County Homeland Security and Emergency Management meets each June to monitor the progress of this plan. The plan is updated on a 5-year rotation. This report is distributed to the Jefferson County Commission, WV Division of Homeland Security and Emergency Management, and FEMA, Region III.

2011 Annual Review of Risk Assessment & Mitigation Plan

Jefferson County,
West Virginia

Jefferson County Homeland Security and Emergency Management
Risk Assessment & Mitigation Planning Committee
June 22, 2011
Annual Review of Mitigation Plan

Jefferson County Homeland Security and Emergency Management's Risk Assessment and Mitigation Planning Committee met at the Jefferson County EOC on June 22, 2011 at 1400 hours. Present were: Mason Carter, Jefferson County Department of Engineering and Chairman of the Risk Assessment and Mitigation Planning Committee; Barbara Miller, Director, JCHSEM; Terri Mehling, Deputy Director JCHSEM; Sandy Hite, Jefferson County Health Department; Dr. Sheri Hoff, Jefferson County Schools; John Sherwood, Chairman of JCHSEM Steering Committee; Jeff Polczynski, Jefferson County Emergency Communications; Debra Palmer, Eastern Panhandle Chapter, American Red Cross; Michael Schweitzer, Independent Fire Company; and Jeff Jefferies, Jefferson Memorial Hospital.

Mr. Carter, Risk Assessment Committee Chairman opened the meeting and entertained introductions. He then turned the meeting over to Director Miller.

Motion by Mason Carter, Second by Sheri Hoff to accept the minutes of the June, 2010 meeting. All were in favor.

Old/New Business

Ms. Miller explained the purpose of the Risk Assessment and Mitigation Planning Committee annual review of each goal and objective. These projects, which were identified by the committee and adopted along with the plan by the Jefferson County Commission and the Municipalities in Jefferson County, begin on page #10 of the plan. Some of the goals and objectives are not able to be accomplished to due lack of funding. However, many have been accomplished and will be reported on today. Organizations with a responsibility that could not attend today's meeting may send a written report. Also, anyone who thinks of anything additional should submit additional information to Director Miller by email. It was noted that the entire plan can be accessed on-line at:

<http://www.jeffersoncountywv.org/uploads/homeland/Complete%20HMP%202008%20Public.pdf>

GOAL 1: Protect Jefferson County's agricultural assets and local water supply from the negative effects of drought.

Objective 1.1 Increase the stability of the public drinking water supply in Jefferson County.

Strategy 1.1.1: Provide for an emergency backup power supply at all water treatment facilities in Jefferson County.

2011-Ms. Miller reported that Prime Power Surveys were completed for all facilities within Jefferson County PSD, Charles Town Utilities, and the Corporation of Shepherdstown. These include whether or not they have a generator, the address and lat/long of each facility, facility point of contact and emergency phone numbers, name of power company, total amp draw, max voltage, service drop type, and size of generator required for each site, length of cable required to complete connection, and if there is staff available to maintain a generator. This information will be used in case of an emergency when the

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power is out for an extended period of time. While, the state only required (4) Prime power surveys per year, getting them done for all critical infrastructure in the County is the goal by JCHSEM. We still need to get prime power surveys from Corporation of Harpers Ferry and Jefferson Utilities.

2010-Jefferson County PSD was unavailable to report. Ms. Miller noted Charles Town wants to get a grant to put in a generator. After locating a generator they realized it would cost more to have the building wired to accept the generator than the cost of the generator. The State Department of Homeland Security & Emergency Management is now requiring that County Homeland Security and Emergency Management Officers do prime power surveys on all critical infrastructures. That project will be multi year with a requirement of only 4 a year. The first two requirements are the EOC and back up location. The other two will be chosen within the county's inventory of buildings.

Objective 1.2 Increase public awareness as to the agricultural effects of drought, as well as the ramifications to the public water supply.

Strategy 1.2.1: Develop an informational brochure to distribute to local farmers and residents, encouraging citizens to take water saving measures.

2011: Extension Service has some information that is distributed to agricultural entities.

2010- NRCS, Farm Services and USDA distribute information regularly. Public service announcements are also made regularly on local radio stations. USDA was unavailable to report.

Strategy 1.2.2: Consider passing ordinances to prioritize or control water use, particularly for emergency situations such as firefighting.

2011: Jane Tabb of WVU Extension Service reported that former WVU Extension Agent, Craig Yohn, developed a Drought Management Handbook. A copy of the handbook is at JCHSEM, as well as, in the WVU Extension Service office.

2010: Ms. Miller will have to review previous notes.

Goal 2: Reduce the potential effects of earthquakes in Jefferson County

Objective 2.1 Educate the public as to the potential for earthquakes in West Virginia, specifically Jefferson County.

Strategy 2.1.1 Develop an informational brochure explaining the potential for earthquakes, as well as the potential damages from those earthquakes. The brochure should include information pertaining to measures to take to safe-proof homes and other structures from the potential effects of earthquakes

2011: Ms. Miller reported on the Earthquake reports from July 16, 2010 with a 3.6 magnitude and an epicenter 10 miles NW of Rockville, MD that was felt in several places in Jefferson County.

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2010: Ms. Miller noted Jefferson County has a possibility of a level 2 earthquake on the Richter scale. Ms. Mehling reviewed the earthquake that took place in Ottawa, Canada that was felt as far as Morgantown and Wheeling, WV. Mr. Sherwood mentioned adding a link onto the county website.

Strategy 2.1.2: Encourage the implementation of structural mitigation techniques such as wall bracing, reinforcing walls with fiber materials, the installation of dampers or vibration isolation bearings in new construction.

2011: According to Mason Carter, JC Engineering, we do not have any specific ordinances for earthquakes. The committee encouraged Mason to encourage the Engineering Department to create ordinances.

Goal 3: Reduce the negative effects of flooding in Jefferson County and the Corporation of Shepherdstown

Objective 3.1 Target owners of properties within identified hazard areas for additional outreach regarding mitigation and disaster preparedness.

Strategy 3.1.1: Distribute letters to all property owners in the county regarding potential flood hazards as required for participation in the Community Rating System (CRS).

2011: Ms. Mehling reported on sending letters to the addresses that are in or near the floodplain. Director Miller reported that since the FEMA flood maps changed, we have some addresses that are in the floodplain now that were not before; and some that were not before that is now.

2010: Ms. Miller reported that Ms. Mehling and Ms. Maggio sent out letters to residents who are in or near a floodplain explaining to them why they should consider flood insurance and mitigation projects. Status Notes from 2008: Completed Yearly, the JCHSEM, as a part of their requirements for the CRS of the National Flood Insurance Program, mails letters of notice to residents within the floodplain on repetitive loss areas about property protection and flood insurance.

Strategy 3.1.2: Continue to hold local courses on National Flood Insurance Program (NFIP) for realtors, bankers, and insurers.

2011: Director Miller doesn't know if anyone has been appointed to teach those classes since Mr. Sobota left his position. She will check with Kevin Sneed at WVDHSEM to find out if there is anyone to do that.

2010: Ms. Miller noted local courses on National Flood Insurance Program had been held yearly until Richard Sobota of ISO switched careers. A new person has come aboard and JCHSEM is waiting on contact information from Robert Perry so we can move ahead with scheduling classes.

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Status Notes from 2008: Ongoing, held yearly, Richard Sobota, of ISO comes to the community, as requested and paid for by the County to teach courses about the NFIP to Insurance Agencies, Real Estate Agents and Banking institutions.

Objective 3.2 Evaluate and update existing floodplain ordinances to meet or exceed the NFIP Standards.

Strategy 3.2.1: Work with the municipalities to update all floodplain ordinances adopted prior to 1987.

2011: **THIS STRATEGY IS COMPLETE**

Director Miller reported that the County's new ordinance is being used as the model ordinance for the state: Upon checking with the WVDHSEM's NFIP department, Richard reported that Bolivar updated— (exact date was not on the form), 2010; Charles Town, updated 12/18/09; Harpers Ferry, updated 12/18/09; Shepherdstown, updated 12/18/09; Ranson, updated 12/18/09

2010: Mr. Carter reported new ordinances were adopted December 18, 2009 by the Jefferson County Commission as well as Shepherdstown and Harpers Ferry. Ranson is currently working on adopting new ordinances.

Strategy 3.3.1: Provide additional training to county and municipal development officials on NFIP Requirements.

THIS STRATEGY IS COMPLETE

2011: A workshop for local officials was held in January, 2011, taught by JCHSEM Director, Barbara Miller, Robert Perry, formerly of WVDHSEM, Kevin Sneed, WVDHSEM, and Mari Radford from FEMA. All County and Municipalities in Jefferson and the Eastern Panhandle were invited.

2010: Ms. Miller noted a meeting was held in January regarding new digital maps on FEMA's website. Flood areas have changed. Ms. Miller noted if you think your property is not in the floodplain, you have to do a LOMA (Letter of Map Amendment) which puts the burden of proof on the property owner. Then you pay for an elevation certificate on your structure, and as pay an engineer to complete the study. Mr. Carter noted elevation certificates are running anywhere from \$800-\$1200.

Strategy 3.4.1: Support Jefferson County's efforts to continue the CRS program.

2011: Director Miller advised that Jefferson County has been notified that they will advance to a Class 8 Community, resulting in a 10% discount to residents of the unincorporated areas of Jefferson County.

Status Notes from 2008: History: Jefferson County submitted an application to enter the CRS Program in 2005. A letter was received from Tom Brett, indicating that the County was being recommended to FEMA for entry into the program in 2006. County has been named a CRS Community as a Class 9.

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Governor Joe Manchin presented County Commission with an award as the first County in West Virginia to become a CRS Community in August, 2007. Jefferson County has been named a CRS Community.

Strategy 3.4.2 Provide training to municipalities on the CRS program and encourage them to participate. THIS STRATEGY IS COMPLETE, and also on-going.

2011: Jefferson County is being upgraded to a Class 8 Community, for a 10% reduction to flood insurance premiums. CRS was covered in the workshop that was held in January, 2011 in Jefferson County for local officials. Additionally, Director Miller serves as a member of the Board of Directors for the WV Floodplain Managers Association and is the lead for “Encouraging local governments to become a part of the CRS.” She gave a presentation to the 2011 WV Floodplain Manager’s Conference in Canaan Valley in April, 2011.

2010: Jefferson County is a Class 9, or a 5% reduction Community.

Status Notes from 2008: Robert Perry, NFIP State Coordinator, has been invited to the County to conduct NFIP training. Ms. Miller noted if the municipalities want to go forward with the CRS program we have encouraged them to participate. They must fill out the paperwork and complete the training to become a CRS Community. JCHSEM has given them books and copies of information they need in order to become a CRS Community. As of 2007, there is a 5% reduction for citizens living in unincorporated areas of the County.

Strategy 3.4.3: Obtain updated information on the number of NFIP policyholders in Jefferson County And its municipalities.

2011: The 2010 list was updated and sent to the state last year. We have not received the information for the 2011 update. No changes are expected from the last report.

2010: Ms. Miller reported we are waiting for this year’s current report for the number of NFIP policyholders in the county and municipalities. The report (AW-242 Form) is generated by Tim Keaton and Robert Perry at WV Department of Homeland Security & Emergency Management yearly.

Strategy 3.5.1: Collect updated information of the number and location of all repetitive loss properties throughout the county and the municipalities.

THIS STRATEGY HAS BEEN COMPLETED.

2011: Director Miller and Deputy Director Mehling drove to each of the repetitive loss properties last summer, mapped them, took pictures of them, and gathered additional information about them.

Status Notes from 2008: Conducted yearly. An updated list (January 31, 2003) of repetitive loss properties was obtained from ISO (Insurance Services Office) for properties located in the unincorporated areas of the County: ISO operates the National Flood Insurance Program for FEMA. There are 20 properties identified as repetitive loss properties. Of these, two properties cannot be identified by their descriptions, one no longer has a structure on the property as it was destroyed in the

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last flood, four owners were offered mitigation, but were not interested, three are not primary residences, three were acquired under HMGP #DR-1168 and are now managed as open space, one was elevated to the Base Flood Elevation (BFE) under HMGP #DR-1168, one owner has shown no interest in mitigation efforts, another was elevated to the BFE, paid for by the property owner. The remaining properties are prime candidates for mitigation if the property owners are interested. Ms. Miller reported we are waiting for this year's report for the number and location of all repetitive loss properties throughout the county. This report is sent once a year by Tim Keaton and Robert Perry of WV Department of Homeland Security & Emergency Management.

Strategy 3.5.2: Develop a database of information on all repetitive loss properties including maps.

2011: **THIS STRATEGY HAS BEEN COMPLETED**; see comments from 2010.

2010: Ms. Miller reported the GIS Department has completed this task.

Strategy 3.5.3: Identify owners of repetitive loss properties who are interested in participating in future property acquisition and relocation projects.

2011: Director Miller reported that one additional property had been mitigated in the past year that was a part of an earlier project that had not been completed when it should have been. That property has now been returned to be natural condition and will be managed as open space. We have not been able to identify any full-time owners who wish to do a mitigation project. Most that are left are second homes or vacation homes.

2010: Ms. Miller reported there is no funding available to complete this strategy.

Objective 3.6 Update flood hazard mapping.

Strategy 3.6.1: Work with FEMA and WVDHSEM on the Map Modernization Program to improve FIRMS.

2011: **THIS STRATEGY HAS BEEN COMPLETED.** Director Miller reported that the FEMA mapping had been completed. Some people who were not in the floodplain before are now; some, who were before, now are not.

2010: Ms. Miller reported at this time FEMA is working on the modernization project.

Strategy 3.7.1: Work with WV Division of Highways to identify areas of frequent roadways flooding and develop mitigation strategies.

2011: **THIS STRATEGY HAS BEEN COMPLETED.**

2010: Ms. Miller noted JCHSEM has identified all roads that are submerged in a flood.

Ms. Miller announced there is now a WV Floodplain Managers Association. Roger Goodwin is the Vice President of that organization and Ms. Miller is on the board. They are looking at issues that are pertinent to the state of WV with flooding.

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Goal 4: Lessen hail damage to property and agriculture assets in Jefferson County.

Objective 4.1: Provide local residents with advanced warning of impending hailstorms.

Strategy 4.1.1: Coordinate efforts with the local media to post advance warnings of hailstorms.

Status Notes: We have coordinated with the National Weather Service on this issue.

2011: Director Miller noted that this strategy is still on-going. The deputy director sends out weather updates to a large list.

2010: Ms. Miller noted this strategy is ongoing. Jennifer Maggio has worked with the media and posted information on our website, and Facebook.

Strategy 4.1.2: Encourage the use of NOAA weather radios among residents that continuously broadcast National Weather Service (NWS) forecasts and provide direct warnings to the public for natural, technological, and man-made hazards.

2011: Dr. Hoff reported that they have purchased NOAA Weather Radios for the Bus Garage and for the school that was built after the program where we distributed them a few years ago.

Status Notes: Jefferson County utilizes Storm Ready and has weather radios throughout the county. Ms. Miller reported all weather radios in JCHSEM have been replaced. Weather radios have also been placed in local schools. Jefferson County has been reaccredited as a StormReady Community.

Strategy 4.2.1: Encourage the use of laminated glass in window panes during all new construction.

Status Notes: Ongoing, during new construction.

2011: Mr. Carter reported that the Jefferson County building code does not encourage, or require it.

GOAL 5: Take measures to lessen the probability and severity of hazardous materials incidents in Jefferson County and the Cities of Charles Town and Ransom.

Objective 5.1 Conduct a Hazardous Materials Survey or Commodity Flow Study to better understand the nature and extent of hazardous materials risks throughout the county.

Strategy 5.1.1: Apply for Hazardous Materials Emergency Preparedness (HMEP) grant from WVDHSEM to finance the development of a Commodity Flow Study to determine what hazardous materials are used, stored, and shipped through the county.

2011: Director Miller reported that the LEPC is applying for a grant to update the Jefferson County Commodity Flow Study during 2012.

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2010: Ms. Miller reported the Commodity Flow Study was completed by the LEPC in 2007 and identified all hazardous materials that have been stored in or traveling through the county. Copies of the study were distributed to all Fire Companies at that time.

Status Notes: The Jefferson County LEPC conducted a countywide Commodity Flow Study in 2007 to identify all hazardous materials that are either stored or traveling through the county and its municipalities.

Strategy 5.1.2: Identify strategies to mitigate risks from the transportation and/or storage of hazardous materials in Jefferson County and the City of Ransom.

2011: **THIS STRATEGY HAS BEEN COMPLETED**

2010: Ms. Miller noted this study is also included in the Commodity Flow Study of Strategy 5.1.1. The LEPC was concerned with propane tanks and propane storage. JCHSEM currently has the 2008 & 2009 Propane Risk Assessments. The 2008 Propane Risk Assessment looked at larger propane tanks and the 2009 study looked at smaller propane tanks. There is now a better understanding of where propane tanks are located and what areas need to be evacuated if there was an emergency. A propane table top exercise followed in October 2009 with AmeriGas. Ms. Miller reviewed the exercise.

Objective 5.2 Increase public safety and awareness with regards to hazardous materials incidents.

Strategy 5.2.1: Increase education and awareness about shelter-in-place opportunities. JCHSEM Director to develop and deliver information to all county residents through community groups and/or Publications, information on how to shelter in place and when it is appropriate to do so.

2011: Need to find the Shelter In Place Brochure and give out at fair and CERT Classes.

2010 Ms. Miller noted JCHSEM hands out pertinent information at the Jefferson County Fair on how to shelter in place and when it is appropriate to do so. The Jefferson County Board of Education has developed a School Crisis Plan for man-made disaster events or acts of God.

Status Notes: The Jefferson County Board of Education has developed a School Crisis Plan for man-made or acts of God disaster events. Two new sections have been added to the Plan-Terrorism and Sheltering in Place. Additionally, they are training school personnel about sheltering in place and have ordered supplies to keep in the schools for such emergencies. An exercise for shelter in place is being held when the teachers and students get back to school in August. Exercises will be held in the fall of 2004 at the schools.

Objective 5.3 Ensure adequate training and resources for emergency organizations and personnel.

Strategy 5.3.1: Teach Community Emergency Response Team (CERT) classes in Jefferson County.

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2011: Terri Mehling, CERT Program Coordinator, reported that approximately 200 people have started the training; about 175 have finished it; and about 50-60 of those are NIMS trained. One class has been taught this year, and another will start in the September/October timeframe. The curriculum has changed and a grant from Volunteer, WV! Will pay to have new instructor and participant guides printed for this year.

2010 Terri Mehling, CERT Program Coordinator reported that approximately 200 people have started the training and about 150 have finished.

Goal 6: Protect Jefferson County's and Harpers Ferry's populations and critical assets from Landslides.

Objective 6.1 Enact ordinances to limit development in areas prone to landslide.

Strategy 6.1.1: Develop ordinances requiring logging companies to clean and replant areas that they log. The ordinance should include the amount of replanting that is expected.

2011: Mr. Carter reported that this is covered in the Subdivision Ordinances.

2010: Mr. Carter noted there are no ordinances at this time. Mr. Carter noted there is an ordinance for mountain side logging being developed. Ms. Miller asked Mr. Carter to have Roger Goodwin to review this strategy.

Objective 6.2 Provide information to the public on best methods to protect mountainous properties from landslides.

Strategy 6.2.1: Develop and distribute educational materials concerning erosion and sediment control and slope stabilization to assets located in landslide prone areas, including the proper installation of erosion control blankets, turf reinforcement mats, silt fences, filter bags, channel dikes and dams and turbidity barriers.

2011: Mr. Carter reported that this is also covered in the County's sub-division ordinance.

2010: Ms. Miller noted this is a new strategy. Ms. Miller asked Mr. Carter to have Roger Goodwin review this strategy.

Goal 7 Reduce the potential for damages as a result of Land Subsidence

Objective 7.1 Protect critical infrastructure.

Strategy 7.1.1: Conduct a detailed vulnerability analysis on the county's infrastructure to see what losses could be incurred during a land subsidence event (in pertinent areas).

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2011: Mr. Carter reported that Seth, the new planner is very knowledgeable about this and he will check with him further.

2010: Ms. Miller reported this is a new strategy in the 2008 plan. Funding was never identified.

Strategy 7.1.2: Establish a long-term monitoring program to track the occurrence and distribution of subsidence. Even if groundwater withdrawals were reduced to the level of estimated annual recharge in the near future, primary and residual subsidence would continue for 5 to 10 years.

2011: ?? No one on the committee remembered what this was about??

2010: Ms. Miller noted this was taken over by the GIS Department. Mr. Carter will have to review.

Goal 8 Reduce damages from severe thunderstorms in Jefferson County.

Objective 8.1 Increase public awareness that a severe thunderstorm is imminent.

Strategy 8.1.1: Coordinate with the National Weather Service (NWS) to warn residents of impending severe thunderstorm conditions.

2011: Ms. Palmer said the Red Cross has information sheets. She will work with the Chamber of Commerce to try to get information to the Chamber newsletter.

2010: Ms. Miller noted this strategy is on going for each risk.

Strategy 8.1.2: Encourage the use of NOAA Weather Radios among residents that continuously broadcast NWS forecasts and provide direct warnings to the public.

Ms. Miller reported earlier on NOAA weather radios.

Strategy 8.1.3: Continue to conduct National Weather Service Storm Spotter classes.

2011: A Winter Storm spotter class was held at the Shepherdstown Fire Company in November, 2010 and a Basic Storm spotter class was held in March, 2011. JCHSEM continues to sponsor storm spotter classes as often as the National Weather Service can provide them in our county with their limited number of instructors.

2010: Ms. Miller noted the NWS will only allow us one storm spotter class a year. Our next SkyWarn Winter Storm class will be in November 2010. The class schedule and information will be posted on our website.

Strategy 8.1.4: Ensure that surge protection, such as surge protectors and grounding, has been installed on all critical electronic equipment owned by county government.

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2011: **THIS STRATEGY HAS BEEN COMPLETED**

2010: Ms. Miller reported this strategy has been completed and will need reviewed.

Objective 8.2 Decrease the probability of utility failures as a direct result of severe thunderstorms.

Strategy 8.2.1: Coordinate with the power company to periodically trim trees near power lines to prevent limb breakage and power failures.

2011: **THIS STRATEGY HAS BEEN COMPLETED** and will continue to be on-going.

2010: Ms. Miller reported the power company reports they are making all efforts to clear right-a-ways.

Goal 9: Reduce damage from severe wind and tornadoes in Jefferson County

Objective 9.1 Increase public awareness that severe wind and tornadoes are imminent.

Strategy 9.1.1: Coordinate with the National Weather Service (NWS) to warn residents of impending severe winds and possible tornado conditions.

2011: **THIS STRATEGY HAS BEEN COMPLETED**-Dr. Hoff reported that the schools are now required to do tornado drills in the fall.

2010: Ms. Miller noted this strategy is complete and will be ongoing.

Strategy 9.2.1: Reduce the risk of mobile home damage by suggesting the use of tie-downs with ground anchors appropriate for the soil type.

2011: Mr. Carter reported that current building codes require tie downs for mobile homes.

2010: Ms. Miller noted this is a new strategy. Mr. Carter reported the building codes require them to suggest the use of tie-downs with ground anchors appropriate for the soil type. Ms. Miller asked Mr. Carter to highlight the code and send it to her.

Objective 9.3 Evaluate existing shelters to determine adequacy for current and future populations.

Strategy 9.3.1: Ensure that all shelters have adequate emergency power resources.

2011: Ms. Palmer reported that MOUs are with the schools, health department, and emergency management. The Red Cross will be using churches as shelters as much as possible. Go book was updated in 2010 officially. It is now a living document. Red Cross needs to complete Prime Power Surveys for the Red Cross shelter facilities. Dr. Hoff reported that Prime Power Surveys are completed on the schools. Every school is now Points of Distribution for all three agencies.

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2010: Ms. Miller will check with Red Cross for shelter surveys.

Status Notes from 2008: Eastern Panhandle Chapter of the American Red Cross updated their “Disaster Services “GO” Book-volumes 1 and 2 in June of 2007. This book’s purpose is to provide a guide for the delivery of the disaster services of the Red Cross, including sheltering. Jefferson County schools are the primary shelter sites for ARC. Site Surveys were conducted to observe the dining facilities, bathroom facilities, and kitchens in each identified shelter. The Jefferson County Senior Center, Oakland United Methodist Church, Covenant Baptist Church, and Asbury United Methodist Church have been surveyed and have signed shelter agreements with the ARC. Emergency Power continues to be a shortfall. A large generator has been installed in Jefferson High School as well as in the new Washington High School. The Red Cross has worked with the Jefferson County Board of Education to establish and update agreements for feeding and other assistance in case of a situation such as Pandemic Flu in three additional schools. The Jefferson County Health Department has a Point of Dispensing (POD) site located at T.A. Lowery Elementary and Wildwood Middle Schools.

Strategy 9.3.2: Establish a protocol for the sharing of annual shelter survey information between the Local Red Cross Chapter and the JCHSEM.

2011: THIS STRATEGY HAS BEEN COMPLETED and is on-going. Ms. Palmer indicated that next year they will all be re-done again.

2010: THIS STRATEGY HAS BEEN COMPLETED and is on-going.

Status Notes from 2008: Ongoing and annually, the Eastern Panhandle Chapter of the American Red Cross maintains information on the site of each approved shelter. They also have information on how many people can be housed or fed at the site and availability of back-up power resources/available there. They are prepared to meet with the JCOHSEM on an annual basis if requested.

Goal 10 Reduce the effects of severe winter storms in Jefferson County and the Town of Bolivar.

Objective 10.1 Minimize future damage from severe winter storms throughout Jefferson County by increasing response capabilities.

Strategy 10.1.1.: Coordinate with local private contractors to develop mutual aid agreements for Emergency snow removal, also develop a Debris Management Plan that can be implemented following a disaster occurrence.

2011: Director Miller reported that during the December 2010 snowstorm, the EOC was able to gather a good list of private local contractors that were willing to move snow. No official MOUs are in place. Two people from Jefferson County have attended Debris Management Training, but so far, no plan exists at either the county or the state level. The laws on Debris Management are very complicated.

2010: Ms. Miller noted this is a new strategy. JCHSEM is waiting for the state to finish their Debris Management Plan before beginning ours.

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Objective 10.2 educate the general public on proper procedures to take to prepare for a winter storm.

Strategy 10.2.1: Develop brochures that describe the proper procedures to take to safeguard against and prepare for winter storms.

2011: Information is given out at all fairs and festivals.

2010: Ms. Miller reported that she; Neal Nilsen and Dave Skeen recently taught 2 Business Continuity Planning Classes in February, 2010. There will be more classes coming up in September, 2010.

Goal 11 Protect the general public in Jefferson County from potential biological, chemical, or Weapons of Mass Destruction (WMD) terrorist events.

Objective 11.1 Increase countywide preparedness for terrorist attacks.

Strategy 11.1.1: Develop and/or enhance terrorist incident response annexes in the county Emergency Operations Plan (EOP).

2011: **THIS STRATEGY HAS BEEN COMPLETED.**

2010: **Ms. Miller noted this strategy is Complete.**

Strategy 11.1.2: Increase the knowledge of the general public concerning preparedness through the preparation of informational brochures, town meetings, training seminars, etc.

2011: Use the fair, festivals, National Preparedness Month in September.

2010: Ms. Miller noted this is a new strategy. JCHSEM is holding a Family Disaster Preparedness Night scheduled for September 1, 2010.

Strategy 11.1.3: Coordinate with local media to alert the public as to the current threat status.

2011: Director reported that the Color Codes have gone away.

2010: Ms. Miller noted this status is ongoing.

Objective 11.2 Enact response programs to cope with terrorist attacks should they occur.

Strategy 11.2.1: Establish trauma centers to offer medical attention and counseling to affected Populations in the event of a terrorist event.

2011: **THIS STRATEGY HAS BEEN COMPLETED**-Mr. Jefferies reported that they do have a level 4 trauma center. They stabilize them and send them on. They can keep 25 people daily; in case of emergency, they can take more. A surge plan was developed by the JMH. Ms. Hite reported coordination with East Ridge and the establishment of a crisis team. Dr. Hoff indicated that there are also school crisis teams that can be made available. Mr. Sherwood discussed a Psychological First Aid Class that the Red Cross held. Mr. Schweitzer indicated that the Fire Companies also have crisis team's specific for first responders.

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2010: Mr. Jefferies reported Jefferson Memorial Hospital has a level 4 trauma center. The State of WV has evaluated the new additions to the hospital with high scores. The new additions include: 20 beds, fast track minor care area with 4 beds, decon area, 2-500 gallon tanks to pick up disposed water, a wait area for paramedics, lounge for nurses, psychiatric room with damage proof glass, 2 trauma rooms, larger waiting area and a pediatric room.

Strategy 11.2.2: Continue education and training efforts of first responders and emergency personnel.

2011: **THIS STRATEGY IS ON-GOING** through RESA and other agencies.

2010: Ms. Miller noted this strategy is ongoing. RESA has given many of trainings.

Strategy 11.2.3: Consider providing heightened security at public gatherings, special events, Hazardous materials facilities and critical community facilities and industries.

2011: Law Enforcement was not represented at the meeting. Dr. Hoff expressed concerns over thousands of people at football games where they only have 2 officers. The schools have to pay for security at the events. They've never thought about it from a terrorism standpoint. Director Miller discussed the National Guard Critical Information on schools in the state. The information then becomes PCII information and is protected.

2010: Ms. Miller noted this is a new strategy. This pertains to mostly law enforcement. Jefferson County Sheriff's Department will be heavily involved in the 167th Air Show.

Strategy 11.2.4: Make arrangements or other wise establish mass morgue facilities to be used following potential mass casualty events.

2011: Director Miller reported that several members of the community will be attending Mass Fatalities Training at Pipe stem that is being offered by WVDHSEM. Jeff Jefferies reported on a "shrink wrapped" product for mass casualties. Ms. Hite reported that a new mobile morgue was purchased by ESA that is at Eagles-Spencer-Norton Funeral Home that holds 3 bodies. Additionally a mobile morgue will be held at the Sheriff's Department. Unknown how many bodies that will hold.

2010: Ms. Miller asked Mr. Jefferies from Jefferson Memorial Hospital if there will be additional morgue space. Mr. Jefferies is currently looking into MOU's for additional space.

Goal 12 Protect Jefferson County's population and forests from wildfires.

Objective 12.1 educate the public on how to avoid starting wildfires.

Strategy 12.1.1: Create displays for children's programs that teach safety. Examples of information to be used would be similar to that on the FEMA for kids CD and/or the Sparky Fire Safety Program. Ms. Miller noted this is an ongoing strategy.

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2011: JCHSEM and local Fire Companies do Fire Safety Month in local schools. Additionally, the fire departments have a talking fire hydrant; another has a remote control car that squirts the kids, coloring books, etc.

Status Notes from 2008: The JCHSEM booth at the 2003-2007 Jefferson County Fairs has included information on Fire Safety (NFPA Sparky the Fire Dog Coloring and Activity Books). Disaster Preparedness Coloring Books, Robbie and Julia-The Disaster Twins, and Herman, PIC Storybooks, Exty and Hydro Activity Books, and Coloring Books from the Home Safety Council.

Strategy 12.1.2: Encourage residents in rural areas to inspect and clean their chimneys at least once a year.

2011: Mr. Schwitzer reported that they do mostly reactive, rather than having a program to tell people to do it, he was not aware of it.

2010: Encourage residents in rural areas to inspect and clean their chimneys at least once a year. Ms. Miller asked Randy Whittington if the fire department encourages residents in the area to inspect and clean their chimneys at least once a year. Mr. Whittington noted when there is an incident a chimney does catch on fire, they will remind the home owner chimneys should be cleaned once a year.

Strategy 12.1.3: Encourage residents and businesses to maintain their property in or near Forested areas (including short grass; thinned trees and removal of low hanging branches, cleaning of dead or dry leaves, needles, twigs, etc.), and to create a buffer zone (defensible space) between structures and adjacent forests.

2011: Mr. Carter reported that there is a property safety council. There is a property safety ordinance that has been adopted by the Jefferson County Commission. It was adopted on January 7, 1999 and Amended on May 20, 2010.

2010: Mr. Carter noted the Jefferson County Commission had not to adopt a property safety ordinance.

Goal 13 Reduce or eliminate the negative effects of various other hazards in Jefferson County, and improve upon the protection of the citizens of Jefferson County from all natural and man-made hazards.

Objective 13.1 Develop and distribute public awareness materials about natural hazard risks, preparedness, and mitigation.

Strategy 13.1.1: Create displays for use at public events (health fair, public awareness day, and county fair). This display would include pictures and information, such as that contained in FEMA's Retrofitting for Homeowners Guide, Elevating Your Flood Prone Home, Elevating Residential Structures, and information on the NFIP.

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2011: Director Miller reported that in addition to the information booth at the fairs and festivals, they have also started doing lunch n learn sessions and other activities during national preparedness month. She reported that JCHSEM won the "United We Stand" award from FEMA Region III last year for their efforts.

2010: Ms. Miller noted this strategy is complete.

Status Notes from 2008: The JCHSEM's display at the Jefferson County Fair includes mitigation information. The display highlights the Jefferson County Risk Assessment and Mitigation Plan, flood homeowner's and business mitigation information, information about elevating homes, retrofitting information, and National Flood Insurance Information. Flooding handouts include: Are You Protected from the Next Flood? Coping a Flood- Before, During and After, Answers to Questions about the NFIP, Avoiding Flood Damage: A checklist for homeowners, Top 10 Facts about Flood Insurance, What you need to know about Federal Disaster Assistance and National Flood Insurance, Myths and Facts about the NFIP, How the NFIP works, NFIP Insurance Agent's Lowest Floor Guide, NFIP Increased Cost of Compliance Coverage, things you should know about flood insurance, An Ounce of Prevention is Worth a Pound of Cure, Floods, The Awesome power, Tropical Cyclones and Inland Flooding, Homeowners Guide to Retrofitting. The JCHSEM has a 10'X10' display and two tabletop display boards that are used for events. Flood Mitigation materials are available any time that the display is up, as well as from the Homeland Security Office.

An Animal in Disaster Display was developed and used at the Jefferson County Fair. It includes information about domestic pets, agricultural animals and horses. In addition to the display board, brochures were available, including: The American Red Cross/The Humane Society of the United States, "Pets and Disasters-GET PREPARED"; The Humane Society of the United States, "Disaster Preparedness for Pets"; The Humane Society of the United States, "Disaster Preparedness for Horses"; The Humane Society of the United States, "Disaster Preparedness for Livestock"; The National Humane Education Society's, "Disaster and Your Pets"; The Veterinary Medical Association's, "Saving the Whole Family" and the Jefferson County Animals in Disaster Plan. The new table top display was used at the Jefferson County Fair and at Furry Fun Fest at Briggs Animal Adoption Center in 2004.

Strategy 13.1.2: Create materials that are targeted towards tourist populations. Work with the Jefferson County Convention and Visitors Bureau, the US Park Service and others to alert tourists to potential natural hazard areas and what to do if a natural or man-made hazard occurs during their visit to Jefferson County.

2011: Deputy Director Mehling reported that she and David Colbert went to the CVB and presented information.

2010: Ms. Miller reported this strategy is not yet started. Ms. Miller noted if anyone has any suggestions to please let her know.

Strategy 13.1.3: Send news releases to local newspapers, radio and TV stations about pre-

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Disaster information. Our media strategies are designed to reach all areas of Jefferson County Ms. Miller noted this strategy is ongoing.

2011: In addition to all of the usual media outlets, we do have a website and a FACEBOOK page.

Strategy 13.1.4: Create a public speaking series to include topics such as types of natural disaster and risk, how to develop a family disaster plan, how to develop a family disaster supply kit, how to develop a business continuity plan, simple type of mitigation projects for homeowners, etc. These speaking engagements will be offered to civic groups such as Rotary and Kiwanis Clubs, the Chamber of Commerce, Church and interfaith groups.

2011: Ms. Miller spoke to the Democratic Women's Committee about CERT and our office.

2010: Ms. Miller reported Ms. Mehling has given a recent presentation to the American Heritage Girls on disaster preparedness.

Strategy 13.1.5: Ensure that the Red Cross citizen's disaster course is held on a frequent basis.

2011: Ms. Palmer reported that the Masters of Disaster Course isn't done any more. All of the Red Cross Classes will be available on-line. By the end of this year, you will be able to do the testing at home. They still do the Basic Aid Training (BAT) in 4th grade in all schools in Jefferson County. Additionally, Babysitter Boot Camp is being offered by Red Cross.

2010: Ms. Miller noted Red Cross is unavailable to update today.

Strategy 13.1.6: Update the county website to provide hazard related information that is easily accessible. The County Commission website has information about disaster preparedness and related activities. The plan is to expand and update the website as needed and as appropriate in a timely manner to benefit all County residents.

2011: THIS STRATEGY HAS BEEN COMPLETED.

2010: Ms. Miller noted this strategy is complete. The website is ongoing so if there are any suggestions please let her know.

Strategy 13.1.7: Continue to work with the Jefferson County school system to promote hazard mitigation education and awareness and discuss ways to better integrate mitigation into the curriculum.

2011: Dr. Hoff reported that this is on-going.

2010: Ms. Miller reported this strategy is ongoing through the Fire Prevention Month program in October. JCHSEM hands out a wide variety of fire safety materials from the National Fire Protection Association.

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Strategy 13.1.8: Continue to work with non- governmental organizations (youth services, Professional, religious) to promote mitigation education and awareness.

2011: Director Miller reported that this year we are concentrating on the new Whole of Community; Whole of National initiative that DHS/FEMA is promoting. It is about building partnerships with private businesses, faith-based and other non-governmental organizations. FEMA Director, MaryAnn Tierney will be in our community on July 27 to give a presentation about this at a Quarterly Partnership Meeting.

2010: Ms. Miller noted this strategy is ongoing. JCHSEM have held workshops for church groups, youth groups, boy scouts and girl scouts.

Strategy 13.1.9: Establish all-hazard resource centers to be located in the main office of the county And cities. The centers will act as a repository for information on local hazard identification, Preparedness and mitigation strategies for use by citizens, realtors, and lenders.

2011: Ms. Miller reported we used to do this and we need to reinstate it.

2010: Ms. Miller noted this strategy will have to be revisited.

Objective 13.2 Provide protections for domestic pets, livestock and wildlife during and following disasters in Jefferson County.

Strategy 13.2.1: Develop adequate emergency shelter and evacuation plans for animals (domestic Pets, livestock, and wildlife). Establish a committee representative of all areas of the county that will Include vets, pet store owners, the Humane Society, animal shelters, the WVU Extension Service and other interested parties to work on animal -specific evacuation and sheltering needs.

2011: Director Miller reported that there is a regional Eastern Panhandle Animals in Disaster Plan. The EPOCC group is working on it. Ms. Palmer offered the services of a Red Cross State Disasters, Kathy Lealer. The plan should be finished by the end of the year.

2010: Ms. Miller noted this strategy is complete.

Strategy 13.3.1: Meet with groups of potential volunteers to attempt to increase the number of trained responders. Groups will include all county fire departments, doctors, nurses and EMS personnel who may become first responders in a bio-terrorism event.

2011: Mr. Schweitzer reported that they have developed a DVD to use at events to try to recruit new members.

2010: Ms. Miller reported JCHSEM has encouraged volunteers to take training from the Red Cross, MRC, etc. CERT classes are being given by JCHSEM to local residents.

Objective 13.4 Provide training for local first responders.

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Strategy 13.4.1: Conduct annual tabletop disaster exercises with local law enforcement, emergency Managers, city and county officials, and other disaster response agencies.

2011: Director Miller reported that during the past year, they have been involved in a few exercises with federal agencies; the Operation Troubled Waters Tabletop Exercise and Functional Exercise; Operation Improvise Functional Exercise; and an EOC Functional Exercise.

2010: Ms. Miller listed recent exercises JCHSEM has been involved with: VIPER exercise with Virginia, Regional Operation Improvise, Volunteer Mobilization Center and the Propane Table Top Exercise, and The Emergency Operations Center Exercise.

Strategy 13.4.2: Provide information about local, regional, state, and federal training opportunities to fire departments, EMS, ambulance services, and other emergency responders.

2011: Ms. Miller reported a list of all known training was developed and is listed in the JCHSEM Public Awareness, Education and Training Strategies as well as the county website.

Objective 13.5 Direct new development away from high hazard areas.

Strategy 13.5.1: Review existing regulations to ensure adequacy in reducing the amount of future development in identified hazard areas.

2011: Mr. Carter reported that no building is allowed in the flood hazard area.

2010: Ms. Miller reported the GIS department is responsible for this strategy. Mr. Carter reported ordinances are being reviewed and revised.

Strategy 13.5.2: Review all comprehensive plans to ensure that designated growth areas are not in hazard areas.

2011: Mr. Carter reported that the County's Comprehensive Plan was adopted in 2004 and has not been amended since that time.

2010: Ms. Miller noted the Planning department is unavailable to update at this meeting.

Strategy 13.5.3: Review all capital improvement plans to ensure that infrastructure improvements are not directed towards hazardous areas.

2011: Mr. Carter will check on this for updates.

2010: Ms. Miller reported ordinances are being reviewed and revised.

Objective 13.6 Improve emergency preparedness in Jefferson County and its incorporated Municipalities.

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Strategy 13.6.1: Review the existing Jefferson County Emergency Operations Plan (EOP) and update where necessary based on the recommendations of the Jefferson County hazard Mitigation Plan.

2011: One annex is reviewed, updated, or developed each quarter. This year we are developing a Drought Annex, updating the Engineering Annex, Training and Exercise Annex, a new Transportation Annex, reviewing the Damage Assessment Annex and will integrate a new Regional Animals Annex.

2010: Ms. Miller noted the EOP has been updated every year since 2007. This year the Mass Care Annex, Law Enforcement Annex, COOP Planning, Flood Warning Plan and Medical Annex will be updated.

Objective 13.7 Improve coordination and communication among disaster response organizations, local, and county governments.

Strategy 13.7.1: Expand the mission and membership of the Jefferson County Local Emergency Planning Committee (LEPC) to act as a countywide disaster task force.

2011: Director Miller reported that the LEPC sent out letters to all of the Tier II Filers inviting them to join the Jefferson County LEPC. At the last meeting, a representative of Thompson Gas attended a meeting for the first time.

2010: Ms. Miller reported the LEPC meets on a quarterly basis. Ms. Miller noted the LEPC is currently working on making sure Tier II reports are being filled out correctly.

Objective 13.8 Update equipment at the E 911 Communications Center

Strategy 13.8.1: Develop a plan to implement the Needs Assessment recommendations developed by the Public Safety System Consultant.

2011: **THIS STRATEGY HAS BEEN COMPLETED.**

2010: Ms. Miller reported this strategy is no longer a goal.

Objective 13.9 Develop public/private partnerships toward the protection of private properties.

Strategy 13.9.1: Continue to support initiatives established under the Jefferson County Project Impact.

2011, 2010: Ms. Miller noted this strategy is ongoing.

Strategy 13.9.2: Evaluate the feasibility of the continuation of a funded Project Impact Coordinator position in Jefferson County.

2011: **THIS STRATEGY HAS BEEN COMPLETED.**

2010: Ms. Miller noted this strategy is complete.

Objective 13.10 Improve coordination of mitigation efforts between the National Park Service and the Town of Harpers Ferry.

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Strategy 13.10.1: Establish a formal process for the Town of Harpers Ferry and the Park Service to coordinate disaster related efforts, which will include defining boundaries and establishing responsibilities.

2011: Director Miller said she has received no information from either organization on this, however a new mayor was elected to Harpers Ferry and the Park Superintendent has changed since this plan was written.

2010: Ms. Miller reported this strategy has not yet been addressed.

Strategy 13.10.2: Conduct training exercises that include representatives from the Town of Harpers Ferry and the Park Service to facilitate increased coordination.

2011: Mrs. Miller reported that both entities participated in Operation Troubled Waters Exercise.

2010: Ms. Miller noted CSX Railroad held training and exercises in the early part of 2007.

Objective 13.11 Identify and protect historic structures throughout the county that are at risk from Hazards.

Strategy 13.11.1: Conduct a survey of all historic sites that are located in hazard areas and develop Mitigation strategies to protect any at-risk historic properties.

2011: **THIS STRATEGY HAS BEEN COMPLETED**

2010: Ms. Miller reported this has been completed the GIS department. Properties on the National Historic Register have been identified and mapped. There have been additional properties added to the list. A lot of the properties are private and we are unable to make property owners develop and use mitigation strategies.

Objective 13.12 Ensure measures are being taken to address hazard risks with regards to commercial and commuter rail lines.

Strategy 13.12.1: Contact representatives of rail lines to collect information about emergency planning and risks associated with rail services in the county.

2011: **THIS STRATEGY HAS BEEN COMPLETED**

2010: Ms. Miller noted this strategy is complete.

Ms. Miller reviewed the remainder of the Jefferson County Action Plan. Ms. Miller noted if anyone has any suggestions on goals or objectives to please let her know. Ms. Miller reported the minutes for today's meeting will be given to the County Commission, local media, WV Department of Homeland Security and FEMA.

The meeting was adjourned at approximately 15:50.