

# Jefferson County Office of Homeland Security

## 2006 Edition of Electronic News

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September, 2006

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*Jefferson County Commission's Office of Homeland Security operates Citizen Corps, Project Impact, CERT, the Community Rating System of the National Flood Insurance Program and has Committees on Risk Assessment and Mitigation Planning, People with Special Needs, Animals in Disaster, Counter Terrorism Planning, Public Awareness and Education, and Partnership Development. Our committees are open to all who are interested and willing to serve on them, with the exception of the Counter Terrorism Committee, which is limited to Law Enforcement, Healthcare Providers, and the Emergency Responder Community. Any interested Business, Group, Government Agency, Faith-based, Civic Organization or Individual can become a JCOHS Partner. Membership is Free.*

## Volunteer Opportunities

On Tuesday, September 12 from 9 a.m. – 11 a.m., two volunteers are needed to assist getting CERT supplies ready for the Fire Safety CERT Class and to stuff needed medical supplies into bags for the CERT Medical Ops class members.

On Monday, September 18<sup>th</sup> from 1:00 – 3:00 p.m, 4 Volunteers are needed to work on the **100 Kits in 100 Days Project**. The volunteers will be accessing the kits that were donated to make sure that all of the kits contain all of the items on the list and will add our literature to the kits to make them ready to be donated.

Needed: Volunteers to read to children in grades Pre-school through 3<sup>rd</sup> grade during Fire Safety Month. Takes about 1 hour to do the program, which includes reading and/or showing a video and handing out fire hats, coloring books, crayons, etc. to teach children the importance of fire safety. This year's Books include: *Firefighters A to Z* by Chris L. DeMarest; *At the Fire House* by Anne Rockwell; *Stop, Drop and Roll* by Margery Cuyler; *Clifford the Fire House Dog* by Norman Bridwell and *The Story of Sparky the Fire Dog* from the National Fire Protection Association. Volunteers will need to pick up materials the day before their scheduled visit, drive to and from the school, and return materials to the Jefferson County Office of Homeland Security. Schedules will be arranged with local schools and pre-schools.

If you can volunteer for any of these tasks, please call 728-3329 or email to [bmiller@jeffersoncountywv.org](mailto:bmiller@jeffersoncountywv.org)

## September is National Preparedness Month

National Preparedness Month is a nationwide effort held each September to encourage Americans to take simple steps to prepare for emergencies in their homes, businesses and schools. National Preparedness Month 2006 is sponsored by the U.S. Department of Homeland Security. The goal of the month is to increase public awareness about the importance of preparing for emergencies and to encourage individuals to take action.

Throughout September and all year long, Jefferson County Office of Homeland Security works with a wide variety of organizations, including local, state and federal government agencies and the private sector, to highlight the importance of family emergency preparedness and promote individual involvement through events and activities across the County.

During National Preparedness Month, all Jefferson County citizens are encouraged to:

1. Make a Family Disaster Kit—If you already have made one, be sure it is up-to-date.
2. Make a Family Disaster Communications Plan
3. Get training that you need to make a difference during an emergency or disaster. Learn first aid and CPR. Learn how to use a fire extinguisher. Learn how to prevent crime and report suspicious activity. Learn simple mitigation projects that can prevent or lessen damages to your home when disaster strikes.
4. Make sure that you are properly insured.
5. Volunteer!

## How Prepared Are You?

Below is a list of questions. You don't have to fill out anything, you don't have to share it with anyone. This is for self-assessment purposes only.

1. Do you have a Disaster Supply Kit at Home? Do you also have supplies at work and in your vehicle?
2. Do you know what should be included in a Disaster Supply Kit? (If not, contact me immediately and I'll get you the list!)
3. Would your entire family know where to meet you if something happened when you are all at different places and the phones won't work?
4. Does every adult member of your family know how to turn off the utilities and when it is advisable to do so?
5. Does every adult member of your household know first aid and CPR? If you answer is, "I don't, but my spouse does.....what if it is your spouse who needs it?"
6. Does every member of your household know how to call 9-1-1?
7. Do you always keep at least half a tank of gas in your vehicles?

8. Do you always keep a little extra cash in case the ATM won't work, i.e. when the power is off?
9. Are you prepared mentally for whatever you have to deal with on a day to day basis? If your answer is no, then how do you expect to deal with the added stress of a disaster situation. Learn to deal with the day to day stuff first!
10. Are you prepared physically for an emergency or disaster? That means, are you in the best shape physically that you can be in?
11. Have you planned where you and your family would go if you have to evacuate your home for any reason?
12. Have you prepared supplies that your pets will need if you need to evacuate?
13. Have you tried fitting your family, your pets and your needed supplies into your vehicle to see if everything/everyone will fit?? This is a big issue!!!! Try it before you need to in case you need to prioritize your "needs".
14. Do you know your child's school disaster plan? Do you know how to respond when your child's school is in Lock Down? If you are unable to pick your child up at school during an emergency, have you identified others who are authorized to pick him or her up?
15. How many routes do you know in and out of your neighborhood? How many routes do you know to and from where you work? Do you have maps in your vehicle?
16. When was the last time you did an insurance check up to be sure everything is covered? This includes: House, vehicles, life, medical, etc.

Again, you don't have to share your answers. But if you are uncomfortable with any of them and you want to know more about HOW to prepare, call the JCOHS at 728-3329.

## **Lunch & Learn Sessions Offered by Jefferson County Office of Homeland Security During Month of September**

Jefferson County Office of Homeland Security is again offering a series of "Lunch & Learn" sessions throughout National Preparedness Month, September, 2006.

Lunch & Learn Sessions are offered as very informal, one-hour mini sessions on a topic of preparing for emergencies or disasters. Participants bring a bag lunch and learn about a topic during their lunch hour. The topics for September include:

- How to Prepare Your Family for Disasters and Emergencies
- Safety in the Workplace
- Fire's Fury (A DVD Player/TV is needed for this presentation)
- Preparing your Pets and Companion Animals for Disasters and Emergencies

Any business or organization that is interested in having a Lunch & Learn Session at their facility, can schedule the presentation by calling JCOHS Coordinator, Barbara Miller at 728-3329 or email to [bmiller@jeffersoncountywv.org](mailto:bmiller@jeffersoncountywv.org)

The Jefferson County Commission's Office of Homeland Security does preparedness, education, planning, training and mitigation activities and has committees on partnership development, risk assessment and mitigation planning, public awareness and education, animals in disaster, emergency planning for people with special needs, and counter terrorism. The JCOHS also operates the Citizen Corps/CERT (Community Emergency Response Team) in Jefferson County.

## **UPDATE! 100 Kits in 100 Days**

### **Emergency Planning for People With Special Needs Committee Project**

The JCOHS Emergency Planning for People with Special Needs Committee recognizes that when disasters strike, that it is usually our poor, our elderly and our people who have special needs that need assistance the most. Therefore, we launched a campaign to try to get 100 Basic Disaster Supply Kits to give to the Meals on Wheels recipients by the end of National Preparedness Month (September). The kits will be distributed on or near October 28th, which is National Make A Difference Day. If more than 100 boxes are received, they will go to other organizations that serve elderly, poor, or special needs clients.

The following is the contents for the Basic Supply Kits:

1. Clear Plastic Container w/secure lid with the following items included:
2. Portable battery operated radio w/batteries installed.
3. Flashlight with batteries installed.
4. Extra set of batteries for each of the above
5. Non-electric can opener
6. 2 rolls of toilet paper
7. Travel size shampoo, soap, toothbrush, toothpaste, and deodorant
8. Small writing tablet and pen
9. Emergency Blanket (Silver, fold up kind)
10. Small first aid kit with bandaids, etc. (no meds)
11. Whistle
12. N-95 mask.

To these boxes, we will add:

Getting Ready Book--Contains all local emergency numbers  
Disaster Preparedness for People with Special Needs Book  
Disaster Preparedness for Seniors by Seniors Book  
Instructions for putting on an N-95 mask  
Fill in the Blank Family Disaster Plan

All assembled kits should be delivered to the Jefferson County Office of Homeland Security at 124 E. Washington Street, Charles Town, WV before September 30th. For planning purposes, if individuals, businesses or organizations could call to pledge how many kits they will be bringing, that will help with our planning. Please call 728-3329 or email to [bmiller@jeffersoncountywv.org](mailto:bmiller@jeffersoncountywv.org) to pledge boxes or for more information.

**UPDATE:** So far, 64 kits have been delivered to the JCOHS office! The following are those who have donated kits thus far:

- 10 DALB, Inc., Kearneysville, WV
- 50 Greenvest, LC; Vienna, VA (Huntfield)
- 1 Judith Rice, Hedgesville, WV
- 1 Steve & Barb Miller; Shenandoah Junction, WV
- 2 Patricia Henkes; Shepherdstown, WV

A complete list of donors will appear in the October newsletter.

## **Congratulations to Roger Goodwin, Jefferson County Dept. of Planning, Zoning and Engineering for Passing the CFM Exam!**

On August 10, Roger Goodwin, P.E. of the Jefferson County Department of Planning, Zoning and Engineering received notice from The Association of State Floodplain Managers (ASFPM) that he had passed the exam to become a CFM (Certified Floodplain Manager).

ASFPM has a national program for professional certification for floodplain managers. The program recognizes continuing education and professional development that enhance the knowledge and performance of local, state, federal and private-sector floodplain managers. The role of the nation's floodplain managers is expanding due to increases in disaster losses, the emphasis being mitigation to alleviate the cycle of damage-rebuild-damage, and a recognized need for professionals to adequately address flooding issues.

The certification exam measures a person's knowledge of a community's responsibilities under the National Flood Insurance Program (NFIP) and related floodplain management topics.

Our sincerest congratulations to Roger for passing the exam! He is one of only three CFMs in the Eastern Panhandle of West Virginia. The other two are: Mary Shaw of Martinsburg and Barbara Miller, JCOHS.

## **CSX Emergency Response To Railroad Incidents**

A 4-Hour Class, Emergency Response to Railroad Incidents, will be held for first responders (Fire, EMS, Law Enforcement, and Public Officials) at the U.S. Customs and Border Patrol Training Center, (beside Americast on Rt. 340) from 6-10 p.m. on Thursday, September 7. The instructor will be Mike Austin of CSX Transportation. Class size is limited to 48 students. Sign up is required by September 5, 2006. Contacts are: Candy Davidson, Friendship Fire Company 535-2211. Call Candy between the hours of 9 a.m. – 1 p.m.; Steve Wilt, Friendship Fire Company, Call after 5 p.m. 876-3669 or Chief Donald Buracker, Harpers Ferry Police Department at 535-6366. Students attending must provide name, date of birth and social security number. A background check may be done prior to class attendance.

There will also be a Tabletop Exercise for Railroad Incidents on Wednesday, September 20, 2006 from 6-10 p.m., also at the U.S. Customs and Border Patrol Training Center. Sign up for the exercise must be done by September 18, limited to 48 students. Same contacts as above.

## **Would You Know How To Help your Family and your Neighbors if a large-scale Disaster or Emergency Strike?**

**Next CERT Class to Begin on September 6<sup>th</sup>**

CERT Training Class has been scheduled again in Jefferson County! Community Emergency Response Teams, or CERT, is a concept developed by the Los Angeles Fire Department. They recognized that citizens would very likely be on their own during the early stages of a major disaster. The Federal Emergency Management Agency (FEMA) has developed CERT into a nationwide effort as a part of the President's Citizen Corps Program. CERT provides basic training in disaster survival and rescue skills. This improves the ability of citizens to survive until emergency personnel can arrive.

The training is designed for citizens with little or no training in the areas listed below, but those with some skills in these areas are also welcome to attend the training and participate in a CERT team. Homeowners or neighborhood groups, PTA's, service and social clubs, churches, businesses, or a group of individuals from a neighborhood are ideal groups to form CERT teams.

Basic skills are taught in the areas of: Disaster Preparedness, Fire Safety, Disaster Medical Operations I and II; Terrorism Preparedness and Crime Prevention; Disaster

Psychology, Special Populations and Animals in Disaster; Light Search and Rescue and CERT Volunteerism. All students participate in a final exercise at the end of the course.

## Class Schedule\*

Wednesday, September 6 Disaster Preparedness, Jefferson Memorial Hospital Community Room

Tuesday, September 12: Fire Safety, Public Services Center, Bardane

Wednesday, September 20: Disaster Medical Ops I, Bardane

Thursday, September 28 : Disaster Medical Ops II, Bardane

Thursday, October 5: Disaster Mental Health, Animals in Disaster, and People with Special Needs, Jefferson Memorial Hospital Community Room

Tuesday, October 10 : Crime Prevention & Terrorism Awareness, Bardane

Wednesday, October 18: Light Search & Rescue, Bardane

Thursday, October 26: CERT Volunteerism, Test, Final Exercise & Graduation, Bardane

**Location:** Location of the classes are listed above. (Dates and locations are subject to change due to inclement weather, scheduling conflicts with either the instructors or the venue. All attempts will be made to stick with this schedule and enrolled students will be notified as soon as a decision has been made on rescheduling or changes that are necessary).

**Class Time:** All Classes will begin at 7:00 p.m. and will be completed by 9:30 p.m.

All classes are taught by professionals in the corresponding field of expertise.

All Classes are provided at no charge to the participants. All participants who complete all sessions and the final exercise will receive a certificate of participation and be issued a hard hat, and a CERT Vest. Any participant that does not attend all courses or that is late or leaves early will have to make up that section of the course when the next round of courses are offered.

Pre-registration is necessary and can be done by calling 728-3329 to request a student enrollment form or email to [bmiller@jeffersoncountywv.org](mailto:bmiller@jeffersoncountywv.org).

## Fire Safety Coloring Contest

### Public Awareness Committee Project for Fire Safety Month

The Jefferson County Office of Homeland Security, Public Awareness Committee is sponsoring a coloring contest for all Jefferson County students in grades K-2. Children may be from public or private schools or home schooled. The purpose of the activity is to raise the awareness level of students and their parents about Fire Safety. The contest will run from September 15 through October 12<sup>th</sup>.

For all entries:

- 1) Entry forms will be sent to the Principal of each school. The school principal will be responsible to decide if their school will participate or not, and to give copies to each kindergarten, first, and second teacher to copy for their individual classrooms.

Entry forms may also be picked up from the Jefferson County Office of Homeland Security, which is located in the basement of the Jefferson County Commission Office Building at 124 E. Washington Street (Corner of E. Washington and N. Samuel Streets), Charles Town. Each person/classroom may pick up only one copy. You may make as many copies as you wish. If you cannot make it in during normal business hours (9 a.m. – 5 p.m.), call to make special arrangements to come in later. The phone number is 728-3329.

- 2) No entry forms can be mailed.
- 3) You must put your name, the name of your school, your grade, and your teacher's last name on the back of the coloring sheet or poster. (Please do not put any names or identification marks on the front of the artwork.)
- 4) Your parent must sign the parental consent form.
- 5) Any entries that do not have the above information on the back of the sheet will not be judged.
- 6) The judges choices will be final.
- 7) One winner in each grade level, county-wide, will receive a National Fire Prevention Week T-Shirt and a Certificate from the Jefferson County Office of Homeland Security for their accomplishment.
- 8) In addition to the t-shirt and certificate, the winning entrant will also win a coloring book and crayons for each member of their classroom.
- 9) Pictures of the winners and their winning entry will be taken and possibly published. The winning entries will be displayed at Jefferson County Office of Homeland Security's Booth at the Jefferson County Fair in August, 2007.
- 10) No entries will be returned.
- 11) Entries will be accepted any time after September 15, but must be in the Jefferson County Office of Homeland Security, 124 E. Washington Street, P.O. Box 250, Charles Town, WV 25414 no later than 5 p.m. on Thursday, October 12. No late entries will be judged. Entries can be mailed in or dropped off, but MUST be received by 5 p.m. on Thursday, October 12.

Questions should be directed to Barbara Miller, Jefferson County Office of Homeland Security Coordinator at [bmiller@jeffersoncountywv.org](mailto:bmiller@jeffersoncountywv.org) or 728-3329.

## **CERT Picnic on September 17**

Jefferson County CERT will hold a picnic at the Jefferson Memorial Park on Sunday, September 17 from 1 – 3 p.m. at Pavilion #2. Chicken and drinks will be provided. NO alcohol will be permitted at the picnic. Each CERT is asked to bring a covered dish. Also, please bring your vest and hard hats for the group picture. Watch your email for further details!

## **Disaster Volunteer Reception Center Training** **Sponsored by WV Commission for National and Community Service**

“If you plan for volunteers, they will come; and even if you don't plan, they will come anyway!”

Emergency managers, first responders, and leaders of voluntary organizations that respond to disasters know that when a jamor event happens, volunteers arrive. When this occurs with little advance planning, the results have often been described as a “disaster within a disaster.”

Unaffiliated volunteers (also known as spontaneous volunteers) are those not associated with any recognized disaster response agency. However, they may have relevant training, skills, or experience and appear at a disaster site to offer help.

This Disaster Volunteer Reception Center training of trainers will build the capacity of West Virginians to manage spontaneous, unaffiliated volunteers in disaster response and recovery. Participants from government, private, and non-profit organizations will engage in planning that will strengthen the state's capacity to utilize spontaneous volunteers effectively in the provision of disaster-related services.

Attendees will be expected to facilitate DVRC trainings once a year or as needed in their geographic region.

The West Virginia Commission for National and Community Service is offering two opportunities for those involved in disaster response and recovery to learn how to set up and manage a volunteer reception center. Training will be provided by Volunteer Fairfax.

Registration Fee: \$65 (includes continental breakfast and lunch on both days and all training materials)

Charleston: September 27-28 at the Charleston Marriott  
Morgantown: October 17-18 at the Waterfront Place

For additional information, contact Moya Doneghy, Training and Conference Coordinator, WV Commission for National and Community Service at 304-558-0111.

## **Coming Events & Meetings**

### **September, 2006-National Preparedness Month**

4<sup>th</sup> Holiday, Office is closed.

6 Partnership Development Committee Meeting at 9:00 a.m. in the Development Authority Meeting Room at Bardane.

6 CERT Disaster Preparedness Class 7-9:30 p.m. at Jefferson Memorial Hospital's Community Room. Pre-registration is necessary. Call 728-3329 or email to [bmiller@jeffersoncountywv.org](mailto:bmiller@jeffersoncountywv.org) to request an application form.

7 Presentation to MOMS at the Bolivar Community Center at 10:30 a.m.

7 CSX Training at U.S. Customs & Border Patrol Facility 6-10 p.m. Pre-registration is necessary. Call Chief Don Buracker at Harpers Ferry Police Department at 535-6366 prior to Sept. 5

12 Counter Terrorism Committee Meeting at 2:00 p.m. in the Jefferson County Office of Emergency Management.

12 CERT Fire Safety Class 7-9:30 p.m. at Public Services Facility at Bardane, Red Cross Meeting Room.

13 Public Awareness Committee Meeting at 9:00 a.m. in the Red Cross Meeting Room in Bardane.

17 CERT Picnic at Jefferson Memorial Park 1-3 p.m. Pavilion #2

18 People with Special Needs Committee Meeting at 9:30 a.m. at Bardane.

19 Quad State (VA, WV, MD, PA) Emergency Planning Committee Meeting. Details to be announced.

20 CERT Disaster Medical Ops Class I Class at Public Services Facility at Bardane, Red Cross Meeting Room. 7-9:30 p.m.

20 CSX Tabletop Exercise for Railroad Incidents. 6-10 p.m. at U.S. Customs and Border Patrol Facility. To pre-register, call Chief Don Buracker, Harpers Ferry Police Department at 535-6366.

25-27 LEPC/SERC Conference at Charleston Marriott, Charleston, WV. For more information, contact Laverne Stout at [lstout@wvdmmaps.gov](mailto:lstout@wvdmmaps.gov) or call her at 304-558-5380.

28 CERT Disaster Medical Ops II Class at Public Services Facility at Bardane, Red Cross Meeting Room. 7-9:30 p.m.

### **October—Fire Prevention Month**

3 STEERING COMMITTEE MEETING 9:00 a.m. in the Hunter House Meeting Room.

5 CERT Disaster Mental Health, Animals in Disaster, and People with Special Needs at Jefferson Memorial Hospital's Meeting Room 7-9:30 p.m.

### **8-14 NATIONAL FIRE PREVENTION WEEK**

9 Columbus Day Holiday-Office is Closed

10 Counter Terrorism Committee Meeting at 2:00 p.m. in the Jefferson County Emergency Management Office.

10 CERT Crime Prevention & Terrorism Awareness, Public Services Facility at Bardane, Red Cross Meeting Room. 7-9:30 p.m.

11 Public Awareness Committee Meeting at 9:00 a.m. in the Red Cross Meeting Room at Bardane.

16 Animals in Disaster Committee Meeting at 9:30 a.m. Place to be announced.

18 CERT Light Search & Rescue, Public Services Facility at Bardane, Red Cross Meeting Room. 7-9:30 p.m.

26 CERT Volunteerism, Test, Final Exercise and Graduation, Public Services Facility at Bardane, Red Cross Meeting Room. 7-9:30 p.m.

**28 National Make a Difference Day**

**November, 2006**

7 Election Day-Office is Closed

23 Thanksgiving Holiday, Office is Closed

**28 Winter Storm Class at 6:30. Place to be announced. Reservations for this class will begin on November 1<sup>st</sup>.**

\* Other Activities may be added. Watch your email for updates!!

\*\* Classes may need to be rescheduled in times of inclement weather or Emergency Operations Center activation. If you have questions about JCOHS activities, call 728-3329.

\*\* If you have activities that you would like to have added to the Calendar of Events, please get the information to the JCOHS Office prior to the 15<sup>th</sup> of each month.