

Section 7

Plan Maintenance Procedures Requirements

Monitoring, Evaluating, and Updating the Plan---Requirement §201.6(c)(4)(i):

[The plan maintenance process **shall** include a] section describing the method and schedule of monitoring, evaluating, and updating the mitigation plan within a five-year cycle.

- Does the plan describe the method and schedule for **monitoring** the plan?
- Does the plan identify the party responsible for monitoring and include a schedule for reports, site visits, phone calls, and meetings?
- Does the plan describe the method and schedule for **evaluating** the plan?
- Does the plan identify the party responsible for evaluating and include the criteria used to evaluate the plan?
- Does the plan describe the method and schedule for **updating** the plan within the five-year cycle?

Incorporation into Existing Planning Mechanisms---Requirement §201.6(c)(4) (ii):

[The plan **shall** include a] process by which local governments incorporate the requirements of the mitigation plan into other planning mechanisms such as comprehensive or capital improvement plans, when appropriate...

- Does the plan identify other local planning mechanisms available for incorporating the requirements of the mitigation plan?
- Does the plan include a process by which the local government will incorporate the requirements in other plans, when appropriate?

Continued Public Involvement---Requirement §201.6(c)(4) (iii):

[The plan maintenance process **shall** include a] discussion on how the community will continue public participation in the plan maintenance process.

- Does the plan explain how **continued public participation** will be obtained?
- Will there be public notices, an on-going mitigation plan committee, or annual review meetings with stakeholders?

SECTION 7

**REGION 5 HAZARD MITIGATION PLAN
PLAN MAINTENANCE PROCEDURES**

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The planning process undertaken by the 48 jurisdictions during the last two-and-a-half years is just the foundation of breaking the disaster cycle by planning for a disaster resistant Region 5. This section details the individual jurisdictions' formal processes that will guarantee their plans remain active and relevant. The individual Plan Maintenance Sections include a description of each jurisdiction's documentation citing the Plan's formal adoption by their jurisdiction. The Section also describes: the method and schedule of monitoring, evaluating, and updating within the required five-year cycle; the process for incorporating the mitigation strategy into existing mechanisms, and; the process for integrating public participation throughout the plan maintenance. The section also serves as a guide for implementation of the hazard mitigation strategy.

The Plan Maintenance Section is divided into three separate parts:

1. Plan Adoption
2. Maintenance Strategy
3. Continued Public Involvement.

Plan Adoption

The Plan Adoption portion discusses how the individual plans will be submitted for pre-adoption review to Washington State Emergency Management Division (EMD). The EMD has 30 days to then take action on the Plan and forward it to the Federal Emergency Management Agency (FEMA) Region X for review. This review, which is allowed 45 days by law, will address the federal criteria outlined in FEMA Interim Final Rule 44 CFR Part 201.6. In completing this review there may be revisions requested by the EMD and/or FEMA. Revisions could include changes to background information, editorial comments, and the alteration of technical content. Pierce County Department of Emergency Management (PC DEM) will call a Planning Team Meeting to address any revisions needed and then resubmit the changes.

Once the Plan has passed the Pre-Adoption Review, each jurisdiction has an individual or group that is responsible for adopting the plan. Once the Plan is adopted the jurisdiction will be responsible for submitting it, with a copy of the formal adoption, to the State Hazard Mitigation Officer at the Washington State EMD. EMD will then take action on the Plan and forward it to FEMA Region X for final approval. Upon approval by FEMA, the jurisdiction will gain eligibility for both Hazard Mitigation Grant Program and Pre-Disaster Mitigation Grant Program funds.

Appendix A will list the dates and include a copy of the signed Resolution from the jurisdiction as well as a copy of the FEMA approval of the jurisdiction's Plan. In future updates of the Plan, Appendix C will be used to track changes and/or updates. This plan will have to be re-adopted and re-approved prior to the five year deadline of November 24, 2013.

Maintenance Strategy

The Maintenance Strategy delineated in each jurisdiction's Plan has a method for implementing, monitoring and evaluating the Plan. It provides a structure that encourages collaboration, information transference and innovation. Through a multi-tiered implementation method, each jurisdiction will provide its citizens a highly localized approach to loss reduction while serving their

needs through coordinated policies and programs. The method's emphasis on all levels of participation promotes public involvement and adaptability to changing risks and vulnerabilities. Finally, it will provide a tangible link between citizens and the various levels of government service, ranging from community action to the Department of Homeland Security. Through this strategy, each jurisdiction will achieve a more disaster resistant community.

Implementation

In order to ensure efficient and effective implementation, each jurisdiction will make use of its capabilities, infrastructure, and dedicated population. Individual jurisdictions will implement their mitigation strategies over the next five years dependent upon what capabilities they have identified. Each jurisdiction has identified a person or group to oversee the implementation process.

In addition, once each plan is adopted the jurisdiction automatically becomes part of the Hazard Mitigation Forum. The Hazard Mitigation Forum is comprised of a representative from all jurisdictions in Pierce County that have an adopted and approved hazard mitigation plan. The Forum will serve as a coordinating body for projects of a multi-jurisdictional nature and will provide a mechanism to share success and increase cross jurisdiction cooperation.

Plan Evaluation and Update

Each jurisdiction must reevaluate and update their plan at a minimum every 5 years. Depending on the jurisdiction some have decided to reevaluate it every year, and many have decided to put it on a two or three year cycle. Most of the jurisdictions will do a full review and rewrite every 5 years, even if they have done a partial review at an earlier time.

Each jurisdiction is also required to do a review of their plan following each disaster. This review is to see what mitigation measures might be added as a result of the disaster and will be separate from the normal review schedule.

At the end of five years, each jurisdiction must re-submit the Plan to the State and FEMA with any updates. This process will be coordinated by PC DEM through the Pierce County Hazard Mitigation Forum. In 2013, and every five years following, jurisdictions will submit the updated plan to PC DEM. PC DEM's Mitigation and Recovery Program Coordinator will collect updates from the Region 5 Plan jurisdictions and submit them to the State EMD and FEMA

Continued Public Involvement

Part of the Plan review is continued public involvement in review and updates of the Plan. Therefore prior to submitting the Plan to WA EMD and FEMA for the five year review, the jurisdictions will hold public information and comment meetings. These meetings will provide the public a forum during which citizens can express their concerns, opinions, or ideas about the jurisdictions' Plans. These meetings will be advertised through a variety of media relevant to the individual community.