

## Chapter 6- Plan Maintenance Process

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This section provides an overview of the overall strategy for plan maintenance and outlines the method and schedule for monitoring, updating, and evaluating the plan. It also discusses incorporating the plan into existing planning mechanisms and how to address continued public involvement.

### 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.*

With adoption of this plan, the Allamakee County Emergency Management Agency, the county-wide Hazard Mitigation Planning Committee (HMPC) and the governing body with legal authority for each Participating Jurisdiction will be tasked with jointly monitoring, evaluating, and maintaining the plan. The Allamakee County Emergency Management Agency will be the lead agency in this process.

#### Hazard Mitigation Planning Committee (HMPC)

A county-wide HMPC has been appointed by the planning participants. The HMPC has agreed to meet as a committee once annually to monitor and evaluate the plan and the Allamakee County Emergency Management Agency Coordinator will coordinate the time and place for the meeting and notify the members of the HMPC accordingly.

The core duty of the HMPC in relation to this plan is to see it successfully carried out and to report to the community governing boards and the public on the status of plan implementation and mitigation opportunities.

Other duties include reviewing and promoting mitigation proposals, hearing stakeholder concerns about hazard mitigation, passing concerns on to appropriate entities, and posting relevant information for the public to see.

More specifically, the HMPC agrees to:

- Meet annually to monitor and evaluate the implementation of the plan;
- Act as a forum for hazard mitigation issues;
- Disseminate hazard mitigation ideas and activities to all participants;
- Pursue the implementation of high priority, low- or no-cost recommended actions;
- Maintain vigilant monitoring of multi-objective, cost-share, and other funding opportunities to help the community implement the plan's recommended actions or which no current funding exists;
- Monitor and assist in implementation and update of this plan;
- Keep the concept of mitigation in the forefront of community decision making by identifying plan recommendations when other community goals, plans, and activities overlap, influence, or directly affect increased community vulnerability to disasters;
- Report on plan progress and recommended changes to the governing body with legal authority of the Participating Jurisdictions; and
- Inform and solicit the public for input.

## Plan Maintenance Schedule

The county-wide HMPC agrees to meet annually to monitor progress and update the mitigation strategy. The Allamakee County Emergency Management Agency Coordinator is responsible for initiating these plan reviews. A five-year written update of the plan will be submitted to the Iowa Homeland Security and Emergency Management Division (HSEMD) and FEMA Region VII per Requirement §201.6(c)(4)(i) of the Disaster Mitigation Act (DMA) of 2000 and adopted by the governing body with legal authority of the Participating Jurisdictions within a five-year period from the final approval of this plan unless a disaster or other circumstances (e.g., changing regulations) require a change to this schedule.

## Plan Maintenance Process

Evaluation of progress can be achieved by monitoring changes in vulnerabilities identified in the plan. Changes in vulnerability can be identified by noting:

- Decreased vulnerability as a result of implementing recommended actions or other changes,
- Increased vulnerability as a result of failed or ineffective mitigation actions, and/or
- Increased vulnerability as a result of new development (and/or annexation).

Updates to this plan will:

- Consider changes in vulnerability due to action implementation,
- Document success stories where mitigation efforts have proven effective,
- Document areas where mitigation actions were not effective,
- Document any new hazards that may arise or were previously overlooked,
- Incorporate new data or studies on hazards and risks,
- Incorporate new capabilities or changes in capabilities,
- Incorporate growth and development-related changes to inventories, and
- Incorporate new action recommendations or changes in action prioritization.

In order to best evaluate any changes in vulnerability as a result of plan implementation, the Participating Jurisdictions will undergo the following process:

- A representative from the responsible office identified in each mitigation action will be responsible for tracking and reporting to the jurisdictional lead annually on action status. The representative will also provide input on whether the action, as implemented, meets the defined objectives and is likely to be successful in reducing vulnerabilities.
- If the action does not meet identified objectives, the jurisdictional lead will determine what additional measures may be implemented, and an assigned individual will be responsible for defining action scope, implementing the action, monitoring success of the action, and making any required modifications to the plan.

Changes will be made to the plan to accommodate actions that have failed or are not considered feasible after a review of their adherence to established criteria, time frames, community priorities, and/or funding resources. Actions that were not ranked high but were identified as potential mitigation activities will be reviewed during the monitoring and update of this plan to determine feasibility for future implementation. Updating of the plan will be enacted through written changes and submissions as the HMPC, particularly the Allamakee County Emergency Management Agency Coordinator, deems appropriate and necessary, and as approved by the governing body with legal authority of the Participating Jurisdictions.

## 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.*

Where possible, the Participating Jurisdictions will use existing plans/programs to implement hazard mitigation actions. Based on capability assessments of the Participating Jurisdictions, the communities will continue to plan and implement programs to reduce loss of life and property from hazards. This plan builds upon the momentum developed through previous related planning efforts and mitigation programs, and recommends implementing actions, where possible, through the following means:

- Allamakee County Emergency Support Functions
- General or Master Plans of Participating Jurisdictions
- Comprehensive Plans
- Ordinances of Participating Jurisdictions
- Capital Improvement Plans and budgets
- Allamakee County Multi-Jurisdiction Mitigation Plan developed in future
- Other community plans either in existence or developed in the future
- Other county/regional plans either in existence or developed in the future

The governing body with legal authority of the participating jurisdictions adopting this plan will encourage other relevant planning mechanisms under their authority to consult this plan to ensure minimization of risk to natural hazards as well as maximum coordination of activities. The local data collected will be included in the State of Iowa Hazard Mitigation Plan, where appropriate.

HMPC members involved in updating these existing planning mechanisms will be responsible for integrating the findings and actions of the mitigation plan, as appropriate. The HMPC is also responsible for monitoring this integration and incorporating the appropriate information into the five-year update of the multi-hazard mitigation plan.

## 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.*

The update process provides an opportunity to publicize success stories from the plan's implementation and seek additional public comment. Information will be posted in a county-wide publication following the annual review of the mitigation plan. Public meeting(s) to receive public comment on plan maintenance and updating will be held during the update period. When the HMPC reconvenes for the update, it will coordinate with all stakeholders participating in the planning process, including those who joined the HMPC after the initial effort, to update and revise the plan.

In conclusion, public notices will continue to be posted and public participation will continue to be sought and encouraged through available local media outlets as this planning document is reviewed and revised.