

SECTION 6

PLAN MAINTENANCE PROCESS

The purpose of this section is to describe procedures for monitoring, evaluating and updating the state NHMP. Additionally, this section describes the system for monitoring the progress of statewide mitigation activities.

The procedures described within this section are informed by analyses of previous plan maintenance methods and schedules. Because this plan is an evolving document, the plan maintenance process described herein serves as the basis for the next plan update. The process of updating the plan provides the state with an opportunity to document progress in achieving mitigation goals.

Analysis of 2012 Plan Maintenance Process

The *Oregon Natural Hazards Mitigation Plan* (state NHMP) was last updated and formally adopted by the Governor on March 6, 2009. Between July 2009 and February 2012, the Oregon Partnership for Disaster Resilience (OPDR) facilitated a collaborative interagency effort to update the state NHMP. In response to “known issues” that occurred during the 2009 plan update process, the 2012 plan update process included several new elements, as shown below in Table 6.1.

Table 6.1 Plan Update Process Changes

Known Issues, 2009	New Elements, 2012
State IHMT agency members reported an overall lack of understanding regarding plan update deliverables.	The state IHMT participated in the development of the state NHMP 2009-2012 plan update scope of work.
State IHMT member agencies reported an overall lack of understanding regarding their roles and responsibilities within the plan update process, as well as timelines for plan maintenance and plan update activities.	The scope of work clearly identified state IHMT agency member roles and responsibilities, as well as timelines for task completion. The 2012 scope of work included tasks and processes for monitoring, evaluating, and updating the plan throughout the three-year period.
State IHMT meetings presented information-gathering challenges for plan facilitators.	All state IHMT meetings included a standing allocation for state NHMP agenda items.
The state plan’s risk assessment was limited by a lack of objective statewide input.	The scope of work utilized DLCD and DOGAMI’s expertise to more objectively describe statewide risks and vulnerabilities.
Limited connectivity between state and local mitigation planning activities.	OPDR and DLCD administered a statewide survey to gauge the extent and effectiveness of local natural hazards mitigation activities.
Before the 2012 plan update, the state NHMP was not available for download and/or print. The plan could only be accessed online.	OPDR significantly altered the format of the state NHMP in order to better accommodate local needs as well as FEMA review processes. Additionally, the plan is now available in a format that accommodates downloading and/or printing.

Sources: 2009 State of Oregon Enhanced Natural Hazards Mitigation Plan, Part 2, Section C; 2012 State of Oregon Enhanced NHMP Scope of Work.

The state NHMP 2009-2012 plan update scope of work outlined the planning process and products necessary to meet the requirements of both a standard and enhanced statewide hazards mitigation plan for 2012. In order to accommodate the needs and preferences of agencies involved in the state plan update, the work plan remained flexible and amendable to changes. Significant alterations that occurred during the plan update process are described below in Table 6.2.

Table 6.2 Mid-Planning Alterations to the 2012 Work Plan

SOW Task	Changes	Rationale
Task 2: Oregon NHMP Work Plan	Task 2 explained that “the work plan [would] utilize quarterly and special meetings of the IHMT... to complete various components of the plan update.” In addition to using quarterly meetings, OPDR scheduled individual meetings with state IHMT agencies.	Individual meetings allowed for detailed discussions regarding the state’s mitigation strategies, plan update processes, and interagency collaborations.
Task 4: Identifying and Profiling Hazards	Task 4 outlined a schedule in which state agencies agreed to divide their risk assessment responsibilities into three portions, with three separate due dates (i.e., one for each year of the plan update process). Ultimately, however, state agencies decided to lump all responsibilities into one final due date.	Agencies were unable to devote significant time to the state NHMP update process each year.
Task 5: Jurisdictional Vulnerability Assessment	Task 5 required state agency hazard ‘leads’ (i.e., state agencies responsible for describing certain hazards within the state NHMP) to identify jurisdictions in the state that are most vulnerable to hazards described in this plan. Agencies were instructed to develop or revise existing risk assessment methodologies in order to accomplish this task. Instead, agencies used existing data to estimate jurisdictional vulnerability.	Many state agencies did not have the tools and/or resources to conduct a full risk assessment. Likewise, most agencies did not maintain existing statewide risk assessment data.

Sources: OPDR

Monitoring, Evaluating and Updating the Plan

Requirement 44 CFR §201.4(c)(5)(i), Plan Content. To be effective the plan must include...(5) A Plan Maintenance Process that includes...(i) An established method and schedule for monitoring, evaluating, and updating the plan.

The State of Oregon’s Enhanced NHMP is monitored, evaluated, and updated on a three-year cycle as a condition of receiving non-emergency Stafford Act assistance and FEMA mitigation grants. Maintaining an enhanced plan is important because additional hazard mitigation funds become available to the state following Presidential disaster declarations. As an example, in December 2007, coastal communities in Oregon and Washington sustained hurricane-force winds and heavy rain, resulting in severe floods, mudslides, fallen trees, power

outages, and region-wide property damage. On December 8, 2007, the President approved the Governor's request for a major disaster declaration. That declaration eventually made \$14.6 million (federal share) available for mitigation in Oregon through the Hazard Mitigation Grant Program. Without an enhanced plan, the federal share would have only been \$10.9 million.

Planning Team

Given the dynamic nature of hazard risks and events, an effective mitigation planning process requires a coordinated, collaborative and adaptive approach. As such, the state plan update process is a continual effort that relies upon significant interagency involvement. OEM provides a leadership role in maintaining the state NHMP as part of the state *Emergency Management Plan*, and the State IHMT oversees the regular review and update of the state NHMP. OEM convenes and chairs IHMT meetings, and provides overall staff support through routine communication with membership, as well as agenda development, and meeting logistics.

Monitoring and Evaluating the State NHMP

Due to the ongoing nature of the state plan update process, monitoring and evaluation activities occur as a component of regularly scheduled plan-update activities, or on an as-needed basis.

ONGOING SITE VISITS

The plan update facilitator will meet with each State IHMT agency at least once throughout the three-year plan update period to discuss progress in implementing state NHMP mitigation actions; implementation problems (e.g., technical, political, legal, etc.); new hazards data; and strategies for improving statewide mitigation efforts.

QUARTERLY IHMT MEETINGS

The State IHMT meets quarterly on the third Thursday of January, April, July, and October of each year. Meetings are open to the public. As a standing agenda item, the IHMT monitors, evaluates, and/or updates portions of the state NHMP at each meeting. Discussions may also focus on implementation problems with the state NHMP, such as technical, political, legal, or interagency coordination problems.

ANNUAL STATE PLAN UPDATE PROGRESS REPORTS

The plan update facilitator will prepare an annual report documenting events that occurred during the year's planning process (e.g., meetings, topics, completed plan updates, implemented actions and participating agencies). Additionally, the annual report will document progress in achieving the plan's goals. Progress in achieving the plan's goals will be determined by the completion and/or success stories associated with the state plan's action items.

POST-DISASTER PLAN UPDATES

After each Presidential disaster declaration in Oregon, the state IHMT will utilize the next quarterly IHMT meeting to review relevant sections of the state NHMP based on the nature, extent, and impact of the disaster. Since

the state IHMT also serves to support the Hazard Mitigation Grant Program Review Board, the state IHMT will also propose recommendations for post-disaster mitigation measures and projects.

The Disaster Mitigation Act of 2000 (DMA2K) removed the requirement to activate the federally convened Hazard Mitigation Survey Team following disaster declarations to identify issues to be addressed in the state's mitigation plan. DMA2K also eliminated the Interagency Hazard Mitigation Team that was activated following disaster declarations for the flood hazard. Even though these requirements no longer exist in federal law, FEMA Region Ten and the state agree that they serve an important role in updating content (e.g., risk assessment and mitigation actions) within state and local natural hazards mitigation plans. As such, FEMA Region Ten and the state will continue to convene these federal/state/local teams following significant disaster declarations.

Updating the State NHMP

Following the Governor's adoption of the 2012 state NHMP update, the plan facilitator (OEM, or designee) and the state IHMT will develop and implement a work plan to serve as the schedule for monitoring, evaluating, and updating the Oregon NHMP between 2012 and 2015. The work plan will utilize quarterly and special meetings of the IHMT and its planning subcommittees to complete various components of the state plan update. The following tasks will form the basis for this work plan.

PLANNING PROCESS

Document the Plan Update Process. Lead: Plan Update Facilitator

The facilitator will provide a description of the plan update process and include the following information within Section 1 of the plan: description of how the plan was updated; description of who was involved in the update; description of how other agencies participated; description of how each section of the plan was reviewed and analyzed; description of what sections were updated; description of federal and state agencies participation; and description of involvement with interested groups.

The plan update facilitator will prepare an annual report documenting events that occurred during the year's planning process. All reports will be compiled as a summary within the final plan update.

Technical Support. Lead: Plan Update Facilitator

The facilitator is responsible for monitoring the plan maintenance schedule described within the state NHMP; facilitating maintenance work sessions with the IHMT at regularly scheduled meetings; developing and submitting quarterly progress reports; maintaining the state NHMP website; monitoring and updating the State Action Item Database; and facilitating individual and/or small group meetings with state IHMT agencies as needed.

RISK ASSESSMENT

Identify and Profile Hazards Leads: State IHMT Agencies

The updated plan will reflect any changes in: hazards facing the state, hazard location, and hazard history, probability of future events, and existing strategies and programs. Each hazard has a designated lead agency within the state IHMT that is responsible for updating this information. OEM (or designee) will facilitate discussions at each July IHMT meeting that will assist chapter leads in updating this information. OEM will review all hazard sections to ensure consistency with the overall plan format.

Assess Vulnerability by Jurisdiction and Estimate Potential Losses Lead: State IHMT Agencies

Lead agencies will be responsible for developing / revising their risk assessment methodology and reviewing and updating the list of vulnerable jurisdictions for inclusion in Section 2: Risk Assessment. Where risk assessment data is not available, the state IHMT will utilize best available data, provided through OEM's Local Hazard Analyses.

Assess Vulnerability of State Facilities and Estimate Potential Losses Lead: DOGAMI

Between 2009 and 2012, DOGAMI completed a state facility vulnerability assessment for the state NHMP update. This assessment resulted in detailed understandings of state buildings' vulnerabilities to landslide, flood, volcano, tsunami, earthquake, and wildfire hazards. For the 2015 state NHMP update, the state will update DOGAMI's assessment, based on best-available data. Ideally, the update should reflect the acquisition or development of new properties and infrastructure.

MITIGATION STRATEGY

Review and Update Plan Goals Lead: Plan Update Facilitator

The plan update facilitator will develop and implement a work session that's devoted to the revision and/or development of plan goals and objectives. Plan goals should reflect the state's vision for long-term hazard mitigation and loss reduction, and objectives should identify measurable benchmarks toward achieving the plan's goals. This task provides an opportunity for the state to reconsider the existing goals, and to create more targeted guidance of mitigation throughout the state.

Review and Update State Capability Assessment Lead: Plan Update Facilitator

The state capability assessment describes the state's financial, legal, and programmatic ability to carry out pre- and post-disaster mitigation actions. The purpose of this assessment is to identify opportunities through which existing capabilities can aid mitigation efforts, or through which capabilities need to be strengthened. Without an assessment of state capability, implementation of the plan could stall from inadequate resources.

As part of this task, the plan facilitator will use the plan's existing assessment to further discuss opportunities and challenges with state agencies and organizations. These discussions will occur during ongoing site visits, and will inform content (i.e., State Capability Assessment, and Mitigation Actions) within the state NHMP.

Review and Update Local Capability Assessment

The state NHMP must include a general description and analysis of the effectiveness of local mitigation policies, programs, and capabilities. As part of this task, the state IHMT will review the state's existing local capability assessment, and update where possible. Ideally, for example, the state will highlight local implementation tools, policies, and programs that have proven to be particularly effective in achieving mitigation objectives. Additionally, the state IHMT should look for opportunities to enhance local capabilities by developing mitigation actions that can benefit local mitigation strategies.

Facilitate Mitigation Action Development / Review Session

Mitigation strategies should be specific, technically feasible, environmentally sound, cost-effective, and directly tied to the state plan's goals and objectives. Currently, many of the state plan's actions are fairly broad, and several actions have remained in the plan without progress for many years. During the 2012 – 2015 plan update process, the state IHMT will develop a set of entirely new actions that are based on existing risk assessment knowledge, economic conditions, and expectations for the future. Agencies will then compare new and existing actions, and develop a final list of actions for inclusion within the state NHMP. All new actions should include timelines for completion, potential funding sources, and specific strategies for implementation. Additionally, state agencies will evaluate each action's cost-effectiveness for prioritization purposes.

As time and resources permit, the state IHMT will also consider mitigation actions identified in local government mitigation plans for synthesis into the ongoing revision and updating of the state NHMP. Local jurisdiction action items are an important component of this plan, and the statewide database of local actions will help correlate like mitigation needs across the state as well as single-out specific opportunities to reduce natural hazard risks.

COORDINATION OF LOCAL MITIGATION PLANNING

Review and Update Section 5: Coordination of Local Mitigation Planning.

Monitoring Progress of Mitigation Activities

Requirement 44 CFR §201.4(c)(5)(ii & iii), Plan Content. To be effective the plan must include...(5) A **Plan Maintenance Process** that includes...

(ii) A system for monitoring implementation of mitigation measures and project closeouts.

(iii) A system for reviewing progress on achieving goals as well as activities and projects identified in the Mitigation Strategy.

Monitoring Mitigation Measures and Project Closeouts

OEM systematically monitors the implementation of FEMA-funded mitigation measures using: 1) required sub-grantee quarterly reporting, 2) telephone and e-mail communications, and 3) project site visits as required. Successful project implementation requires open communication between the grantee and subgrantee to ensure schedules; budget, and scope-of-work deliverable requirements are met. Project closeouts are always conducted on site allowing the grantee and subgrantee to certify completion of the project activity (performance component) and that all eligible expenses have been submitted, reviewed for eligibility and reimbursed (financial component). OEM documents project closeout by summary performance and financial reports making sure the sub-grantee is aware of documentation retention requirements, audit requirements and maintenance schedule (if so required) to ensure the performance of the mitigation over the life of the project.

The process used to monitor the implementation of mitigation measures and project closeouts includes tracking action items identified in both the state NHMP and local government NHMPs. The state IHMT is responsible for monitoring implementation of projects identified in the state NHMP and is further advised, annually, of progress made in implementing measures at the local government level for which OEM is the grantee for FEMA funding. The State Hazard Mitigation Officer is responsible for reporting this information to the state IHMT for projects funded by the Hazard Mitigation Grant, Pre-Disaster Mitigation and Flood Mitigation Assistance programs

Outside of the traditional FEMA mitigation grant programs, state and local governments identify and oftentimes implement mitigation measures using local capabilities and resources. This includes the development and adoption of local ordinances and regulations that include a hazard mitigation component, mitigation codes and standards as part of ongoing transportation and public works programs, hazard-related components to local comprehensive land use plans, and so forth. While it may not be possible to track and report on every mitigation accomplishment in state and local mitigation plans, communities will see the positive cumulative impacts of these efforts in reduced disaster losses. The state encourages the seamless integration of mitigation activities into the day-to-day operations of state and local government programs.