

## 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  
TOWN OF SOUTH PRAIRIE  
PLAN MAINTENANCE SECTION**

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The planning process undertaken in the last two years is just the foundation of breaking the disaster cycle by planning for a disaster resistant Town of South Prairie and Pierce County Region 5. This Section details the formal process that will guarantee the South Prairie Hazard Mitigation Plan remains an active and relevant document. The Plan Maintenance Section includes a description of the documentation citing the Plan's formal adoption by the South Prairie Town Council. The Section also describes: the method and schedule of monitoring, evaluating, and updating within a 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 serves as a guide for implementation of the hazard mitigation strategy.

## **Plan Adoption**

Upon completion of the South Prairie Plan it will be submitted to Washington State Emergency Management Division (EMD) for a Pre-Adoption Review. 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 resubmit the changes.

The South Prairie Town Council is responsible for the adoption of the Plan after the Pre-Adoption Review by the EMD and the FEMA Region X. Once the Town adopts the Plan, the Mayor will be responsible for submitting it, with a copy of the resolution, to the State Hazard Mitigation Officer at the Washington State EMD. EMD will then take action on the Plan and forward it to the FEMA Region X for final approval. Upon approval by FEMA, the Town 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 Washington State EMD and FEMA approval of the South Prairie Plan. A copy of the local resolution will be attached there following State and FEMA approval. In future updates of the Plan, Appendix C will be used to track changes and/or updates.

## **Maintenance Strategy**

The Town of South Prairie maintenance strategy for implementation, monitoring, and evaluation provides a structure that encourages collaboration, information transference, and innovation. Through a multi-tiered implementation method, the Town 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, the Town will continue to break the disaster cycle and achieve a more disaster resistant community.

## Implementation

In order to ensure efficient and effective implementation, the Town of South Prairie will make use of its capabilities, infrastructure, and dedicated population. South Prairie will implement its mitigation strategy over the next five years primarily through its annual budget process and varying grant application processes. All programs and entities identified in the Capability Identification Section will serve as the implementing mechanisms within those processes.

The Mayor will work in conjunction with those departments/agencies/entities identified in both the Capability Identification Section and under each mitigation measure to initiate the mitigation strategy. For example, any infrastructure-related measures will be implemented through the Comprehensive Land Use Plan, the Water and Sewer/Wastewater Comprehensive Plans or our Six-Year Transportation Improvement Plan. This will be accomplished with the various departments involved through the normal budget schedule. Any regulatory and land use measures will continue to be implemented through collaboration with the Town Council and its updates of the Town's Comprehensive Plans. Other measures will be implemented through collaboration with the identified jurisdictions/departments listed under each measure's evaluation and through the mechanisms and funding sources identified in the Capability Identification Section.

These efforts fall under a broader implementation strategy that represents a county-wide effort. This strategy must be adaptable to change while being consistent in its delivery.

The mitigation implementation strategy is a three-tiered method that emphasizes localized needs and vulnerabilities while addressing both Town and multi-jurisdictional policies and programs. The first tier is implementation through individual citizen level—existing Public Education Programs in the Town (for example, at the individual level through the Public Safety Fair and at the neighborhood level through PC NET). The second is the Town-wide mechanism for implementation, in this case the Town Administration. The third tier is a more external and multi-jurisdictional mechanism, the Hazard Mitigation Forum (HMF).

This method ensures that implementation speaks to unique vulnerabilities at the most local level, allows for coordination among and between levels, and promotes collaboration and innovation. Further, it provides a structured system of monitoring implementation. Finally, it is a method that can adapt to the changing vulnerabilities of the Town, the region, and the times. These three levels and their means of implementation and collaboration are described below.

### *Public Education Programs*

At the individual citizen level, public education programs provide the Town with a localized mechanism for implementation. This approach to mitigation can adapt to the varying vulnerabilities and needs within a growing Town and region. Public education programs are also a means for involving the public in mitigation policy development. Departments conducting mitigation-related programs will provide the existing targeted neighborhoods and special-needs populations a catalogue of mitigation measures from which individuals can choose those that would be most effective in their neighborhoods. For example, currently the Town is working with PC DEM to begin forming Pierce County Neighborhood Emergency Teams (PC NETs) within the Town of South Prairie to better prepare for, and respond to, disasters. PC NETs provide a coordinated group of communities through which individuals can implement home and neighborhood level mitigation measures.

### *Jurisdiction-Wide: Town Administration*

The South Prairie Town Administration will be the body responsible for determining the direction of the Plan's implementation. The Town Administration is responsible to the Mayor for the day-to-day operations of the Town and its departments, the annual budget, and personnel. The Town Administration follows the general policy as set by the Town Council. The Department is responsible for the Town's selection, evaluation, and training of all town staff. It oversees, coordinates, and manages the activities of all town departments and offices in carrying out the requirements of ordinances, laws, rules and regulations.

Initially, the Town Administration will be responsible for the overall review of the plan and will designate mitigation measures to those departments responsible for their implementation. This will be done with assistance from the Town Council, the Pierce County Fire District #22 Fire Chief and the Town Planner. The Town Administration will address the Plan on an annual basis during the month of October. The Town Council will monitor the plan's implementation throughout the year and report to the Town Administration at the annual Budget Workshop. Evaluation and updates will be completed at this meeting. Recommendations will be made to coincide with the normal budgeting processes and provide an ample time period for review and adoption of any necessary changes to the implementation schedule.

Eventually, the Town Administration may choose to cede this responsibility to a Hazard Mitigation/Public Safety Committee. This committee would be composed of representatives from the departments identified in the Capability Identification Section as having a role in hazard mitigation. The Committee would ultimately provide a mechanism for coordination among those departments engaged in mitigation to ensure that a comprehensive and efficient approach be undertaken in the Town's efforts at all-hazards mitigation.

## *Hazard Mitigation Forum*

The PC Hazard Mitigation Forum (HMF) represents a broader and multi-jurisdictional approach to mitigation implementation. The PC HMF will be comprised of representatives from unincorporated Pierce County and all jurisdictions partially or wholly within its borders that have undertaken mitigation planning efforts. The PC HMF will serve as coordinating body for projects of a multi-jurisdictional nature and will provide a mechanism to share successes and increase the cooperation necessary to break the disaster cycle and achieve a disaster resistant Pierce County. Members of the PC HMF will include the following jurisdictions that have completed, or who have begun the process of completing, DMA 2000 compliant plans:

- City of Bonney Lake
- City of Puyallup
- City of Roy
- City of Sumner
- City of Tacoma
- City of University Place
- Puyallup Tribe of Indians
- Pierce County
- 48 Jurisdictions in this effort
- Pierce County Fire District #3
- Pierce County Fire District #14
- Pierce County Fire District #17
- Pierce County Fire District #22
- Firgrove Mutual Water Company
- Bethel School District
- Clover Park School District
- Sumner School District

Coordinated by the PC DEM, the PC HMF will meet annually in August. The Town of South Prairie will be an active participant in the PC HMF, and will be represented by the Mayor or his/her designee. Only through this level of cooperation can these jurisdictions meet all of their mitigation goals.

## Plan Evaluation and Update

It should be noted this planning process began in early 2006 following the then current CFR 201.6 Hazard Mitigation Planning Requirements. Based on new requirements in the Stafford Act put forth in the summer of 2008, the Town of South Prairie will evaluate and update the plan to incorporate these new requirements as necessary. Furthermore, if there are additional Stafford Act changes affecting CFR 201.6 in the coming years, the planning process will incorporate those as well.

The Region 5 Plan will guide the Town's mitigation efforts for the foreseeable future. The Town of South Prairie representatives on the Planning Team have developed a method to ensure that regular review and update of the Plan occurs within a five year cycle. The Town Administration will coordinate any reviews through the annual Budget Workshop meeting noted above.

PC DEM will collaborate with the Mayor or his/her designee and the PC HMF to monitor and evaluate the mitigation strategy implementation. PC DEM will track this implementation

through Pierce County's GIS database. Findings will be presented and discussed at the annual meeting.

The Town Administration and Town Planner will provide a report of the Plan's implementation to the Town Council at the annual Budget Workshop meeting. This report will drive the meeting agenda and will include the following:

- Updates on implementation throughout the Town;
- Updates on the PC HMF and mitigation activities undertaken by neighboring jurisdictions;
- Changes or anticipated changes in hazard risk and vulnerability at the City, county, regional, State, FEMA Region X, and Homeland Security levels;
- Problems encountered or success stories;
- Any technical or scientific advances that may alter, make easier, or create measures.

The Town Administration and local experts will decide on updates to the plan's strategy based on the above information and a discussion of:

- The various resources available through budgetary means as well as any relevant grants;
- The current and expected political environment and public opinion;
- Meeting the mitigation goals with regards to changing conditions.

PC DEM will work with the Mayor, or his/her designee, to review the Risk Assessment Section to determine if the current assessment should be updated or modified based on new information. This will be done during the regularly scheduled reviews of the Hazard Identification and Vulnerability Analysis and the Comprehensive Emergency Management Plan.

Additional reviews of this Plan will be required following disaster events and will not substitute for the annual meeting. Within ninety days following a significant disaster or an emergency event impacting the Town of South Prairie, the Mayor, or his/her designee, will provide an assessment that captures any "success stories" and/or "lessons learned." The assessment will detail direct and indirect damages to the Town and its infrastructure, response and recovery costs, as part of the standard recovery procedures that use EMD Forms 129, 130, and 140. This process will help determine any new mitigation initiatives that should be incorporated into the Plan to avoid or reduce similar losses due to future hazard events. In this manner, recovery efforts and data will be used to analyze mitigation activities and spawn the development of new measures that better address any changed vulnerabilities or capabilities. Any updates to the Plan will be addressed at the annual Budget Workshop meeting.

As per 44 CFR 201.6, the Town of South Prairie must re-submit the Plan to the State and FEMA with any updates every five years. This process will be coordinated by PC DEM through the Pierce County Hazard Mitigation Forum. In 2013 and every five years following at the Hazard Mitigation Forum, the Town of South Prairie Town Administration will submit

the updated plan to PC DEM. PC DEM's Mitigation and Recovery Program Manager will collect updates from the Region 5 Plan jurisdictions and submit them to the State EMD and FEMA.

## **Continued Public Involvement**

The Town of South Prairie is dedicated to continued public involvement and education in review and updates of this Plan. The Town Administration will retain copies of the Plan and will post it on the Town of South Prairie's website<sup>1</sup>.

Prior to submitting the Plan to WA EMD and FEMA for the five year review, the Town Administration will hold a public information and comment meeting. This meeting will provide the public a forum during which they can express their concerns, opinions, or ideas about the Town's Plan. This meeting will be advertised in the Town of South Prairie through a variety of media, including the County Gazette and a posting on the Town's website.

## ENDNOTES

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<sup>1</sup> [www.townofsouthprairie.com](http://www.townofsouthprairie.com)