

## 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  
CITY OF TACOMA  
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 City of Tacoma and Pierce County Region 5. This Section details the formal process that will guarantee the City of Tacoma 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 City of Tacoma's City 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 Tacoma 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 Tacoma City Council is responsible for the adoption of the Plan after the Pre-Adoption Review by the EMD and the FEMA Region X. Once the City adopts the Plan, Pierce County 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 City 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 Tacoma Plan. A copy of the local resolution will be attached here 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 City of Tacoma maintenance strategy for implementation, monitoring, and evaluation provides a structure that encourages collaboration, information transference, and innovation. Through a multi-tiered implementation method, the City of Tacoma 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 City will continue to break the disaster cycle and achieve a more disaster resistant community.

## Implementation

In order to ensure efficient and effective implementation, the City of Tacoma will make use of its capabilities, infrastructure, and dedicated population. The City will implement its mitigation strategy over the next five years based on funding availability, 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 City of Tacoma 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 Capital Improvement Plan and the various departments involved through the normal budget schedule. Any regulatory and land use measures will continue to be implemented through collaboration with City's land use lead. 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.

The mitigation implementation strategy is a three-tiered method that emphasizes localized needs and vulnerabilities while addressing the City of Tacoma's policies and programs. The first tier is implementation through individual citizen level—existing Public Education Programs in the City of Tacoma (for example, at the individual level through the Public Safety Fairs and at the neighborhood level through Tacoma Fire Department's Public Education Programs such as the Community Emergency Response Teams). The second tier is the City-Wide mechanism for implementation, review and revision of the City of Tacoma Mitigation Plan, championed by the City 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 local level. This method can adapt to the changing vulnerabilities of the City of Tacoma. These three levels and their means of implementation are described below.

### *Public Education Programs*

At the individual citizen level, Public Education Programs provide the City of Tacoma with a localized mechanism for implementation. This approach to mitigation can adapt to the varying vulnerabilities and needs within a growing City and region. Public Education Programs are also a means for involving the public in mitigation policy development. For example, currently the Tacoma Fire Department is providing ongoing “CERT” training for the citizens of Tacoma. It provides to those that live and/or work within the City of Tacoma the knowledge to better prepare for, and respond to, disasters. The “CERT” program establishes and trains coordinated groups throughout the community with which individuals can implement home and neighborhood level mitigation measures. The Tacoma Fire Department is currently preparing to offer “Map Your Neighborhood” training through the Neighborhood Councils.

### *Jurisdiction-Wide: City Manager and Fire Department*

The City of Tacoma Fire Department will be the body responsible for recommending the direction of the Plan’s implementation. The City Manager is responsible to the City Council for the day-to-day operations of the City and its departments, the annual budget, and personnel. The City Manager follows the general policy as set by the City of Tacoma Council and is responsible for the implementation of the plan by each city department.

Initially, the City of Tacoma Fire Department 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 both the City Manager and the Senior Management Team. The Tacoma Fire Department will address the Plan on an annual basis. The Tacoma Fire Department will monitor the plan’s implementation throughout the year and report to the Senior Management Team at an annual meeting. 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.

## *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 all 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. Members of the PC HMF will include the following jurisdictions who 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

PC HMF will meet annually in August and will be coordinated by PC DEM. The City of Tacoma will be an active participant in the PC HMF, and will be represented by the Tacoma Fire Department. 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 City of Tacoma 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 Tacoma Plan will include the City of Tacoma's mitigation efforts for the foreseeable future. City of Tacoma representatives on the Planning Team have developed a method to ensure that regular review and update of the Plan occur within a five year cycle. The Tacoma Fire Department will coordinate any reviews through a meeting as noted above.

The Tacoma Fire Department will provide a report of the Plan's implementation to the City of Tacoma Senior Management Team. This report will include the following:

- Updates on implementation throughout the City of Tacoma;
- 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 City of Tacoma will decide on updates to the 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.

The Tacoma Fire Department will review the Risk Assessment Section of the City of Tacoma plan, 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. Following a significant disaster or an emergency event impacting the City of Tacoma, the Tacoma Fire Department will provide an assessment that captures any “success stories” and/or “lessons learned.” The assessment will detail direct and indirect damages to the City 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 meeting.

As per 44 CFR 201.6, the City of Tacoma 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 Tacoma Fire Department 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 City of Tacoma is dedicated to continued public involvement and education in review and updates of this Plan. The Tacoma Fire Department will retain copies of the Plan and will post it on the Tacoma Fire Department’s website.<sup>1</sup>

Prior to submitting the Plan to WA EMD and FEMA for the five year review, the Tacoma Fire Department 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 concerning the Plan. This meeting will be advertised in Tacoma through a variety of media, including the local newspaper and a posting on the Tacoma Fire Department website.

## Endnotes

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<sup>1</sup> <http://www.cityoftacoma.org/>