

PROCEDURE TO ADD JURISDICTION

This procedure was developed in cooperation with the Washington State military Department, Emergency Management Division following the development and adoption of the original **Region 5 Hazard Mitigation Plan** in 2008. This procedure has been incorporated into the Plan as part of the update procedure.

1. The jurisdiction wishing to join the Plan contacts the Pierce County Department of Emergency Management with the request to become a participant of the Plan.
2. The Pierce County Department of Emergency Management provides the jurisdiction with a copy of the approved Plan, planning requirements, and any other pertinent data.
3. The jurisdiction reviews the Plan and develops the portions of the Plan that are specific to the community as directed by Pierce County Department of Emergency Management staff. This portion of the Plan must meet the requirements of the current FEMA Local Multi-Hazard Mitigation Planning Guidance including a public process.
4. The new jurisdiction submits its portions of the Plan to the Pierce County Department of Emergency Management and the new jurisdiction Plan is forwarded to the State Hazard Mitigation Program Manager for review and compliance with current FEMA Local Multi-Hazard Mitigation Planning Guidance.
5. The State Hazard Mitigation Program Manager reviews the new jurisdiction Plan for compliance with current Local Multi-Hazard Mitigation Planning Guidance in conjunction with the **Region 5 Hazard Mitigation Plan**. If the new jurisdiction Plan does not meet the required standard, the State Hazard Mitigation Program Manager will work with the jurisdiction to resolve issues until it meets the requirements.
6. The State Hazard Mitigation Program Manager forwards the new jurisdiction Plan to FEMA Region X for review and approval.
7. Upon approval from FEMA Region X, the new jurisdiction is considered part of the **Region 5 Hazard Mitigation Plan** and will comply with the update schedule of the Plan and the Region 5 Hazard Mitigation Planning Forum.