

5 PLAN MAINTENANCE PROCESS

The plan maintenance section of this document details the formal process that will ensure that the Phelps County Hazard Mitigation Plan remains an active and relevant document. The plan maintenance process includes a schedule for monitoring and evaluating the plan annually and producing a plan revision every five years. This section describes how the county will integrate public participation throughout the plan maintenance process. Finally, this section includes an explanation of how Phelps County government intends to incorporate the mitigation strategies outlined in this Plan into existing planning mechanisms such as the County Local Emergency Operations Plan, CEDS and floodplain management.

5.1 Monitoring, Evaluating and Updating the Plan

44 CFR Requirement 201.6(c)(4): 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.

Periodic revisions and updates of the Plan are required by Missouri SEMA to ensure that the goals and objectives for Phelps County are kept current. More importantly, revisions may be necessary to ensure the plan is in full compliance with Federal regulations and state statutes. This portion of the plan outlines the procedures for completing such revisions and updates.

A key component of the ongoing plan monitoring, evaluating and updating will be the Phelps County Hazard Mitigation Planning Committee (HMPC). In order to carry out the activities necessary for maintaining the plan, the HMPC will need to remain in place and meet periodically. The coordination of this group, as indicated in the mitigation strategy, should be a responsibility of the county EMD. On-going activities of the HMPC are:

- Meet on an annual basis, at a minimum, to monitor and evaluate the implementation of the hazard mitigation plan;
- Act as a forum for hazard mitigation issues;
- Disseminate hazard mitigation ideas and activities to all participants;
- Actively pursue the implementation of mitigation actions, focusing first on high priority measures that are no or low in cost;
- Actively search for methods of funding mitigation measures through grants and/or cost share programs;
- Monitor and assist with the implementation and updating of the plan;
- Promote mitigation activities through the identification of plan recommendations that overlap or influence other community goals, plans and activities or when those actions affect the community's vulnerability to hazards;
- Keep the governing bodies of jurisdictions, county commission and city councils, aware of HMPC activities, plan progress and modifications;
- Keep the public informed of hazard mitigation activities and encourage public input and participation in mitigation planning and implementation.

The primary responsibilities of the HMPC will be to see that the hazard mitigation plan is successfully implemented and that the governing jurisdictions and general public are kept informed of that progress. The HMPC will also be responsible for encouraging public participation and input into the on-going planning and implementation process.

5.2 Plan Maintenance

Periodic revisions and updates of the Plan are required by Missouri SEMA to ensure that the goals and objectives for Phelps County are kept current. More importantly, revisions may be necessary to ensure the plan is in full compliance with Federal regulations and state statutes. This portion of the plan outlines the procedures for completing such revisions and updates.

The three background studies (Hazard Identification and Analysis, Capabilities Assessment, and Community Vulnerability Assessment) and the goals and objectives should be reviewed at a minimum of every five years to determine if there have been any significant changes in Phelps County that would affect the hazard mitigation plan. Increased development, increased exposure to certain hazards, the development of new mitigation capabilities or techniques, and changes to federal or state legislation are examples of changes that may affect the plan.

Further, following a disaster declaration, the plan will need to be revised to reflect any lessons learned or to address specific circumstances arising out of the disaster.

The results of this five-year review should become summarized in a report prepared for this mitigation plan under the direction of the Phelps County Emergency Management Director and the HMPC. The report will include an evaluation of the effectiveness and appropriateness of the plan, and will recommend, as appropriate, any required changes or amendments to the plan.

The HMPC should continue to recruit members and should include all those individuals identified in the plan as having responsibilities in hazard mitigation as well as representatives from various government agencies, county officials, city employees, utility service employees, emergency responders and planners, regional planners and any concerned residents. Upon meeting, the committee members will also report on the status of their projects and will include which implementation processes worked well, any difficulties encountered, how coordination efforts were proceeding, and which strategies should be revised.

The emergency management office, with the help of the HMPC will update and make changes to the plan before submitting it to the jurisdictions for review and input. Following local review, the revised plan will be submitted to the state hazard mitigation officer at the Missouri State Emergency Management Agency (SEMA) and the FEMA Region VII office per requirements of the Disaster Mitigation Act of 2000. The revised plan will also need to be formally adopted by participating jurisdictions following State and Federal approval. If no changes are necessary to the plan, the state hazard mitigation officer will be given a justification for this determination. A disaster or other circumstance, such as changing regulations, may require that this five-year revision schedule be changed.

5.3 Incorporation of Hazard Mitigation into Existing Planning

44 CFR 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.

Wherever possible, participating jurisdictions will use existing plans and programs to implement the hazard mitigation measures. Each jurisdiction will pursue mitigation actions based upon their capabilities and funding availability. Planning for reducing loss of life and property to natural hazards will be on-going. This planning document has been written to build upon the foundation of existing plans and programs and recommends implementing mitigation action items, whenever possible, through the following avenues:

- Comprehensive Economic Development Survey document
- Phelps County Local Emergency Operations Plan (LEOP)
- Comprehensive plans of participating jurisdictions
- Master plans of participating jurisdictions
- Ordinances of participating jurisdictions
- Capital improvement plans and budgets
- Other plans in the planning area that currently exist or that are developed in the future, such as stormwater management plans, subdivision development ordinances, economic development plans and parks and recreation plans

Through active involvement in the Meramec Regional Planning Commission, Phelps County and its cities address regional planning and economic goals through the region's Comprehensive Economic Development Survey. The hazard mitigation plan provides a series of recommendations—several of which are closely related to the goals and objectives of existing planning programs. Phelps County will have the opportunity to implement recommended mitigation action items through existing programs and procedures.

Upon adoption, the Phelps County Hazard Mitigation Plan will serve as a baseline of information on the natural hazards that impact the county and each of its cities. These goals and objectives will help local governments and other organizations plan for natural hazard mitigation in their own planning documents. The participating jurisdictions will encourage the incorporation of hazard mitigation principles into all other planning documents that are developed or updated in the future. Within two years of formal adoption of the mitigation plan, the recommendations listed in the plan should be incorporated into the process of existing planning mechanisms at the county level. The meetings of the hazard mitigation planning committee will provide an opportunity for committee members to report back on the progress made on the integration of mitigation planning elements into county/city planning documents and procedures.

Much of the information included in this plan, particularly the hazard analysis, can be used by the County EMD in the annual review and update of the county LEOP. By coordinating the annual review and update of these two planning documents, the County EMD can insure that the two plans will be integrated and complement one another.

HMPC members will also be responsible for assisting in plan review and update, as well as the integration of hazard mitigation principles and actions into planning documents in their respective jurisdictions.

5.4 Continued Public Participation in Plan Maintenance Process

44 CFR 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.

Phelps County is dedicated to involving the public directly in review and updates of the hazard mitigation plan and will encourage the public to participate on the HMPC and to provide input into the plan document and implementation activities. The hazard mitigation planning committee members are responsible for the annual review and update of the plan.

The public will also have the opportunity to provide feedback about the plan. Copies of the plan will be catalogued and kept at all of the appropriate agencies in the county. A public meeting will also be held after each five-year evaluation or when deemed necessary by the hazard mitigation planning committee. The meetings will provide the public a forum for which they can express its concerns, opinions, or ideas about the plan. The county will be responsible for publicizing the meetings and maintaining public involvement through the public access channel, website and newspapers.

The update process will also provide an opportunity to publicize the plan, the HMPC's activities and successful hazard mitigation projects. Publicizing these activities will also be an opportunity to gather input from the public. Information will be released through local media outlets – both newspapers and internet websites. A public hearing will be held to receive public comment on plan maintenance and updating will be held during the review process. Public notice will be posted and public input will be invited through local media outlets.