

# 5 PLAN MAINTENANCE PROCESS

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This chapter provides an overview of the overall strategy for plan maintenance and outlines the method and schedule for monitoring, updating and evaluating the plan. The chapter also discusses incorporating the plan into existing planning mechanisms and how to address continued public involvement.

## 5.1 Monitoring, Evaluating, and Updating the Plan<sup>10(a)</sup>

**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.**

### 5.1.1 Responsibility for Plan Maintenance

The MPC is a standing committee, with oversight by Wayne County Emergency Management Agency. The MPC will be responsible for plan monitoring, evaluation and maintenance. Maintenance will involve agreement of the participating jurisdictions, including the county's two school districts, to:

- Meet annually<sup>10(b)</sup>, and within three months after a disaster event, to monitor and evaluate the implementation of the plan;
- Act as a forum for hazard mitigation issues;
- Disseminate hazard mitigation ideas and activities to all participants;
- Pursue the implementation of high priority, low- or no-cost recommended actions;
- Maintain vigilant monitoring of multi-objective, cost-share, and other funding opportunities to help the community implement the plan's recommended actions for which no current funding exists;
- Monitor and assist in implementation and update of this plan;
- Keep the concept of mitigation in the forefront of community decision making by identifying plan recommendations when other community goals, plans, and activities overlap, influence, or directly affect increased community vulnerability to disasters;
- Report on plan progress and recommended changes to the Wayne County Commission and governing bodies of participating jurisdictions; and
- Inform and solicit input from the public.

Where possible, plan participants, including both participating school districts, will use existing plans and/or programs to implement hazard mitigation actions. Those existing plans and

programs were described in Section 2 of this plan. Based on the capability assessments of the participating jurisdictions, communities in the planning area will continue to plan and implement programs to reduce losses to life and property from hazards. This plan builds upon the momentum developed through previous and related planning efforts and mitigation programs and recommends implementing actions, where possible, through the following plans:

- Capital improvement plans of participating jurisdictions;
- Ordinances of participating jurisdictions;
- Wayne County Emergency Operations Plan;
- Annual budgets;
- Other community plans that incorporate the county, such as its Regional Transportation Plan and the Comprehensive Economic Development Strategy;
- School District budgets; and,
- Other plans and policies outlined in the capability assessment sections for each jurisdiction within Chapter 2 of this plan.

It should be noted that the (MPC or other designated responsible entity) is an advisory body and can only make recommendations to county, city, town, or district elected officials. Its primary duty is to see the plan successfully carried out and to report to the community governing boards and the public on the status of plan implementation and mitigation opportunities<sup>10(a)</sup>. Other duties include reviewing and promoting mitigation proposals, hearing stakeholder concerns about hazard mitigation, passing concerns on to appropriate entities, and posting relevant information in areas accessible to the public.

### 5.1.2 Plan Maintenance Schedule

The MPC (or other designated responsible entity) agrees to meet annually<sup>10(b)</sup> and within three months after a state or federally declared hazard event as appropriate to monitor progress and update the mitigation strategy. The Wayne County Emergency Management Director (EMD) will be responsible for initiating the plan reviews and will invite members of the MPC to the meeting.

In coordination with all participating jurisdictions, the EMD will be responsible for initiating a five-year written update of the plan to be submitted to the Missouri State Emergency Management Agency (SEMA) and FEMA Region VII per Requirement §201.6(c)(4)(i) of the *Disaster Mitigation Act of 2000*, unless disaster or other circumstances (e.g., changing regulations) require a change to this schedule.

### 5.1.3 Plan Maintenance Process

Progress on the proposed actions can be monitored by evaluating changes in vulnerabilities identified in the plan. The MPC (or other designated responsible entity) during the annual<sup>10(b)</sup> meeting should review changes in vulnerability identified as follows:

- Decreased vulnerability resulting from the implementation of recommended actions;
- Increased vulnerability resulting from failed or ineffective mitigation actions;
- Increased vulnerability due to hazard events; and/or,
- Increased vulnerability resulting from new development (and/or annexation).

Future 5-year updates to this plan will include the following activities:

- Consideration of changes in vulnerability due to action implementation;
- Documentation of success stories where mitigation efforts have proven effective;
- Documentation of unsuccessful mitigation actions and why the actions were not effective;
- Documentation of previously overlooked hazard events that may have occurred since the previous plan approval;
- Incorporation of new data or studies with information on hazard risks;
- Incorporation of new capabilities or changes in capabilities;
- Incorporation of growth data and changes to inventories as applicable; and,
- Incorporation of ideas for new actions and changes in action prioritization.

To best evaluate any changes in vulnerability resulting from plan implementation, the participating jurisdictions will adopt the following process:

- Each proposed action in the plan identified an individual, office, or agency responsible for action implementation. This entity will track and report on an annual<sup>10(b)</sup> basis to the jurisdictional MPC (or designated responsible entity) member on action status. The

entity will provide input on whether the action as implemented meets the defined objectives and is likely to be successful in reducing risk.

- If the action does not meet identified objectives, the jurisdictional MPC (or designated responsible entity) member will determine necessary remedial action, making any required modifications to the plan.

Changes will be made to the plan to remedy actions that have failed or are not considered feasible. Feasibility will be determined after a review of action consistency with established criteria, time frame, community priorities, and/or funding resources. Actions that were not ranked “high” during the STAPLEE analysis will be reviewed as well during the monitoring of this plan. Update of the plan will be accomplished by written revisions, as the MPC deems appropriate and necessary. Changes will be approved by the Wayne County Commission and the governing boards of the other participating jurisdictions.

## 5.2 Incorporation into Existing Planning Mechanisms

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**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.**

Where possible, plan participants, including school and special districts, will use existing plans and/or programs to implement hazard mitigation actions. Those existing plans and programs were described in Section 2 of this plan.

Based on the capability assessments of the participating jurisdictions, communities within the planning area will continue to plan and implement programs to reduce losses to life and property from hazards. This plan builds upon the momentum developed through previous and related planning efforts and mitigation programs and recommends implementing actions, where possible, through the following plans:

- Capital improvement plans of participating jurisdictions;
- Ordinances of participating jurisdictions;
- The Wayne County Emergency Operations Plan;
- Annual budgets;
- Other regional plans that incorporate the county, such as its Regional Transportation Plan and Comprehensive Economic Development Strategy;
- School District budgets; and,
- Other plans and policies outlined in the capability assessment sections for each jurisdiction in Chapter 2 of this plan.

The MPC members involved in updating these existing planning mechanisms will be responsible for integrating the findings and actions of the mitigation plan, as appropriate. The MPC is also responsible for monitoring this integration and incorporation of the appropriate information into the five-year update of the multi-jurisdictional hazard mitigation plan.

Additionally, after the annual<sup>10(b)</sup> review of the Hazard Mitigation Plan, the Wayne County Emergency Management Director (EMD) will provide the updated mitigation strategy with current status of each mitigation action to the Wayne County Commission as well as all Mayors, City Clerks, and School District Superintendents<sup>10(a)</sup>. The EMD will request that the mitigation strategy be incorporated, where appropriate, into other planning mechanisms.

**Table 5.1** below lists the planning mechanisms by jurisdiction into which the Hazard Mitigation Plan will be integrated.

**Table 5.1. Planning Mechanisms Identified for Integration of Hazard Mitigation Plan**

| Jurisdiction                   | Planning Mechanisms                                | Integration Process for Previous Plan   | Integration Process for Current Plan  |
|--------------------------------|--|---|---|
| Wayne County                   | Comprehensive Economic Development Strategy (CEDS) | County representative(s) attended CEDS planning meetings and recommended goals and strategies related to hazard Mitigation for inclusion within the regional planning document as appropriate.  | County representative(s) will attend all CEDS planning meetings and identify mitigation actions for inclusion within the regional planning document as appropriate. |
| City of Greenville             | Comprehensive Economic Development Strategy (CEDS) | City representative(s) attended CEDS planning meetings and recommended goals and strategies related to hazard mitigation for Inclusion within the regional Planning document as appropriate.    | City representative(s) will attend all CEDS planning meetings and identify mitigation actions for inclusion within the regional planning document as appropriate.   |
| City of Piedmont               | Comprehensive Economic Development Strategy (CEDS) | City representative(s) attended CEDS planning meetings and recommended goals and strategies related to hazard mitigation for inclusion within the regional planning document as appropriate.    | City representative(s) will attend all CEDS planning meetings and identify mitigation actions f or inclusion within the regional planning document as appropriate.  |
| City of Williamsville          | Comprehensive Economic Development Strategy (CEDS) | City representative(s) attended CEDS planning meetings and recommended goals and strategies related to hazard mitigation for inclusion within the regional planning document as appropriate.    | City representative(s) will attend all CEDS planning meetings and identify mitigation actions f or inclusion within the regional planning document as appropriate.  |
| Clearwater R-1 School District | Annual Budget Process                              | Implemented annual planning and budget process meetings and recommended goals and strategies related to hazard mitigation for inclusion within the annual budget of expenditures as applicable. | School district administrators will execute goals and strategies identified within this hazard mitigation plan via its annual budget process.                       |

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| Greenville R-II School District | Annual Budget Process | Implemented annual planning and budget process meetings and recommended goals and strategies related to hazard Mitigation for inclusion within the annual budget of expenditures as applicable. | School district administrators will execute goals and strategies identified within this hazard Mitigation plan via its annual budget process. |
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### 5.3 Continued Public Involvement

**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.**

The hazard mitigation plan update process provides an opportunity to publicize success stories resulting from the plan’s implementation and seek additional public comment. An information summary of each annual<sup>10(b)</sup> review will be composed by the Wayne County Emergency Mangement Director (EMD) and provided to the local newspaper, as well as, to the county’s regional planning commission for publishing on its regional website. These actions will be taken within two weeks following each annual<sup>10(b)</sup> review of the mitigation plan.<sup>10(a)</sup> The summaries will solicit comments from the public based on the annual review. When the MPC reconvenes for the five-year update, it will coordinate with all stakeholders participating in the planning process. Included in this group will be those who joined the MPC after the initial effort to update and revise the plan. Public notices will be posted and public participation will be actively solicited, at a minimum, through available websites and press releases to local media outlets, primarily newspapers.