

## **F.1 MONITORING, EVALUATING AND UPDATING THE NHMP**

### **DMA 2000 Requirements: Plan Maintenance Process - 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.

The City developed the Emergency Management Steering Committee (EMSC) in 2005 to manage emergency management issues relevant to their bureaus and the City as a whole. The 2010 Mitigation Planning Team and the EMSC as a part of their duties, have the responsibility to monitor and evaluate the NHMP. The EMSC will assure that key bureau personnel within the City are represented in NHMP update activities. The Emergency Management Steering Committee (EMSC) is responsible for recommending prioritized post disaster mitigation action initiatives and overall annual or five year NHMP review processes for approval by the Disaster Policy Council before final approval of the City Council. The DPC consists of the Mayor, a City Commissioner, City Attorney, City Auditor and six key infrastructure and emergency management bureau directors.

Each "responsible bureau" identified in Table 5-6-1a will be responsible for implementing the Mitigation Action Plan as resources and funding allows. A POEM designee will serve as the primary point of contact and will coordinate local efforts with the EMSC and MPT to ensure the updated NHMP is monitored, evaluated and revised as stipulated in this section.

### **F.1.2 Review**

The NHMP update was prepared as a collaborative effort among the Planning Team and will remain a collaborative process through the maintenance and progress process. All Planning Team members will be responsible for monitoring, evaluating, and tracking the progress of the mitigation action items in the NHMP.

POEM is the coordinating body for the NHMP. The Planning Team will perform any "action" oriented and plan maintenance activities. POEM is responsible for contacting Planning Team members and organizing the annual NHMP review meeting during the anniversary week of the NHMP's official FEMA approval date. The Planning Team will monitor the progress in NHMP strategy implementation, particularly the Mitigation Action Plan.

The Annual Review Worksheet, located in this Appendix, will provide the basis for possible changes in the NHMP Mitigation Action Plan. The process should focus on new or more threatening hazards, adjusting to changes to, or increases in, resource allocations and engaging additional support for NHMP implementation.

## Appendix F Plan Maintenance

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POEM will initiate the annual review two months prior to the scheduled planning meeting date to ensure that all data is assembled for discussion with the Planning Team. The findings from these reviews will be presented at the annual EMSC NHMP Plan Update Meeting. Each review, as shown on the Annual Review Worksheet, will include an evaluation of the following:

- Bureaus and other stakeholders responsible for NHMP implementation.
- Notable changes in natural hazards risks or vulnerabilities.
- Natural hazards impacts to the City and on Mitigation Action Plan initiatives. (Success or failures).
- Mitigation Action Plan progress. (Identify problems and suggest improvements as necessary).
- NHMP implementation resource adequacy.

The annual review process will include a method to determine progress toward achieving identified mitigation goals and Mitigation Action Plan activities' implementation. Each bureau administering a mitigation project will submit a Progress Report to the Planning Team. As shown in this Appendix, the report will include the current status of the mitigation project, including any project changes, implementation problems or barriers and appropriate strategies to overcome them and whether or not the project has helped achieve the appropriate NHMP identified goals.

The Planning Team will monitor and evaluate the NHMP annually to fulfill NFIP and CRS criteria and, in addition to the annual review, update the NHMP every five years to fulfill §201.6 criteria. The Planning Team will undertake the following activities to ensure that this update process starts in the third year following NHMP adoption:

- Request grants assistance from OEM to update the NHMP (this can take up to one year to obtain funding and one year to update the plan).
- Analyze and update the natural hazards risk.
- Provide a new annual review (as noted above), plus a review of the three previous annual reviews.
- Provide a detailed mitigation strategy review and revision.
- Prepare a new NHMP Mitigation Action Plan.
- Prepare a new Draft NHMP.
- Submit an updated NHMP to EMSC and the DPC for review and the City Council for approval.
- Submit the City Council approved NHMP to OEM and FEMA for approval.
- Submit the FEMA-approved plan to the City Council for adoption

<b>Annual Review Questionnaire</b>				
<b>PLAN SECTION</b>	<b>QUESTIONS</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
<b>PLANNING PROCESS</b>	Are there internal or external organizations and agencies that have been invaluable to the planning process or to mitigation action			
	Are there procedures (e.g., meeting announcements, plan updates) that can be done more efficiently?			
	Has the Task Force undertaken any public outreach activities regarding the MHMP or implementation of mitigation actions?			
<b>HAZARD PROFILES</b>	Has a natural and/or human-caused disaster occurred in this reporting period?			
	Are there natural and/or human-caused hazards that have not been addressed in this HMP and should be?			
	Are additional maps or new hazard studies available? If so, what have they revealed?			
<b>VULNERABILITY ANALYSIS</b>	Do any new critical facilities or infrastructure need to be added to the asset lists?			
	Have there been changes in development patterns that could influence the effects of hazards or create additional risks?			
<b>MITIGATION STRATEGY</b>	Are there different or additional resources (financial, technical, and human) that are now available for mitigation planning within the			
	Are the goals still applicable?			
	Should new mitigation actions be added to the a community's Mitigation Action Plan?			
	Do existing mitigation actions listed in a community's Mitigation Action Plan need to be reprioritized?			
	Are the mitigation actions listed in a community's Mitigation Action Plan appropriate for available resources?			



# Appendix F Plan Maintenance

Plan Goal (s) Addressed:

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Goal: \_\_\_\_\_

Indicator of Success: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Project Status

### Project Cost Status

Project on schedule

Cost unchanged

Project completed

Cost overrun\*

Project delayed\*

\*explain: \_\_\_\_\_

\*explain: \_\_\_\_\_

Cost underrun\*

Project canceled

\*explain: \_\_\_\_\_

Summary of progress on project for this report:

A. What was accomplished during this reporting period?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. What obstacles, problems, or delays did you encounter, if any?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. How was each problem resolved?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Next Steps: What is/are the next step(s) to be accomplished over the next reporting period?

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Other Comments:

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## **F.2 IMPLEMENTATION THROUGH EXISTING PLANNING MECHANISMS**

### **DMA 2000 Requirements: Plan Maintenance Process - 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.

The City addresses statewide planning goals and legislative requirements through its comprehensive land use plan, capital improvement plans, City codes and an array of non-regulatory projects and programs. The NHMP provides a series of recommendations – many of which are closely related to the goals and objectives of existing planning programs. To the extent possible, the City will incorporate the recommended mitigation action items into existing programs and procedures.

After the adoption of the NHMP, POEM will promote that the NHMP, in particular each Mitigation Action, is incorporated into existing planning mechanisms. The POEM will achieve this incorporation by undertaking the following activities.

- Ensure the identified mitigation goal is fulfilled by conducting a review of the community-specific regulatory tools to assess the integration of the mitigation strategy. These regulatory tools are identified in the following capability assessment section.
- Track implemented mitigation actions to determine their success or failure and to determine roadblocks to implantation along with identifying potential corrective actions.
- Work with appropriate community members to increase awareness of the NHMP and provide assistance in integrating the mitigation strategy (including the Mitigation Action Plan) into relevant planning mechanisms. Implementation of these requirements may require updating or amending specific planning mechanisms.

### **F.2.1 Incorporating NHMP Activities and Actions**

This section defines whether the DPC, bureaus and agencies effectively managed the commitments implied within the 2004 NHMP.

Within the last five years the Portland Office of Emergency Management has gone through great transition. One was the decision to restructure the Disaster Policy Council. Membership changed from representatives from each bureau to representatives from key response bureaus that would be called upon to advise the Mayor in a major emergency. Therefore, the resulting job description and representation responsibilities changed their mitigation process involvement.

## Appendix F Plan Maintenance

The majority of the obligations outlined in the 04 plan have not been completed. The responsibility of these actions will become the responsibility for the EMSC and POEM in the 2010 plan. Table F-2-1a lists promised activity commitments identified in the 2004 NHMP and their status.

**Table F-2-1a 2004 NHMP Proposed Actions**  
("Did we do what we said we would do?")

2004 NHMP Section	2004 Activity Commitment	Status Fulfilled – F Not Fulfilled – NF	New Action Commitment
<b>Planning Process</b>	Hazard Mitigation Steering Committee will disband and reform as the Disaster Policy Council (DPC).	NF	Hazard Mitigation Plan monitoring and evaluation will be a part of the responsibility of the Emergency Management Steering Committee (EMSC).
	External Review Board will be created and called upon for comment, review and advice as needed.	NF	An External Review Board will be created and called upon for comment, review and advice as needed.
<b>Risk Assessment</b>	Planners might consider the risk assessment in the NHMP and evaluate it for inclusion in the Comprehensive Plan update.	NF	Comprehensive Plan Update has a finish date of 2015. Planning will include hazard consideration.
	DPC will be responsible for will review the risk assessment to determine if updates are necessary. (From Plan Maintenance)	NF	Hazard Analysis will be updated with the change of the Portland landscape both physical and societal. Review will be by External Review and the Planning Team.
<b>Mitigation Strategy</b>	DPC will engage additional stakeholders and other relevant hazard mitigation organizations and agencies to implement the identified action item.	NF	Bureau participation in the strategic direction of mitigation planning identified similarities between existing bureau specific plans and the mitigation plan. This will continue.
	Planners might consider the mitigation action items in the NHMP and evaluate them for inclusion in the Comprehensive Plan update.	NF	The Comprehensive Plan has not been updated, POEM will promote this viewpoint.
	DPC and Portland Office of Emergency Management	NF	All bureaus applying for FEMA funding will conduct a BCA as a

**Table F-2-1a 2004 NHMP Proposed Actions**  
(“Did we do what we said we would do?”)

2004 NHMP Section	2004 Activity Commitment	Status Fulfilled – F Not Fulfilled – NF	New Action Commitment
	(POEM) will use FEMA-approved cost-benefit methodology as a tool for identifying and prioritizing mitigation action items when applying for federal mitigation funding.		part of the grant application. This was done by the bureaus not by DPC or POEM.
	POEM will convene a committee to review the issues surrounding grant applications and shared knowledge and/or resources.	F	Grant application committees will continue to meet if grants are attained for mitigation projects.
	In examining the feasibility of the NHMP’s prioritized action items, a cost-benefit analysis will be encouraged for all structural mitigation projects.	NF	In examining the feasibility of the NHMP’s prioritized action items, a cost-benefit analysis will be encouraged for all structural mitigation projects and will be promoted to be a part of the Asset Management Plan of the City and each bureau.
<b>Plan Maintenance</b>	DPC will review the NHMP annually and oversee the update process.	NF	The Planning Team will review the NHMP annually and POEM will oversee the update process.
	POEM and the Bureau of Planning will be jointly responsible for overseeing the plan’s implementation and maintenance through the City’s existing programs.	NF	POEM will be responsible for overseeing the plan’s implementation and maintenance through the City’s existing programs.
	Emergency Management Director will work with the DPC Chair to facilitate NHMP implementation and maintenance meetings.	NF	POEM will coordinate presentations to Bureau Managers when needed for update of implementation.
	DPC will be responsible for monitoring and evaluating	NF	EMSC will be responsible for monitoring and evaluating the

**Table F-2-1a 2004 NHMP Proposed Actions**  
(“Did we do what we said we would do?”)

2004 NHMP Section	2004 Activity Commitment	Status Fulfilled – F Not Fulfilled – NF	New Action Commitment
	the progress of the mitigation strategies in the NHMP and review the mission and goals to determine their relevance to changing situations.		progress of the mitigation strategies in the NHMP.  EMSC will review the mission and goals to determine their relevance to changing situations.
	Director of POEM is responsible for contacting the Committee members and organizing a plan review meeting at least annually.	NF	Planning Program Manager is responsible for contacting the Committee members and organizing a plan review meeting at least annually.
	POEM will be responsible for incorporating the changes and updates to the plan before submitting the final document to DPC and City Council for approval.	F	POEM will be responsible for incorporating the changes and updates to the plan before submitting the final document to EMSC, DPC and City Council for approval.
	DPC will convene following any declared disaster in Portland to consider the mitigation plan in light of the impacts of the event and to strategize mitigation efforts.	NF	EMSC will convene following any declared disaster in Portland to review mitigation plan in light of the impacts of the event and to strategize mitigation efforts.
<b>Implementation into Existing Plans</b>	DPC will work with City Bureaus to identify relevant action items from the NHMP and work to incorporate such actions into the appropriate sections of the City’s Capital Improvement Programs.  (From Planning Process)	NF	POEM and the Planning Team members will work with City Bureaus to identify relevant action items from the NHMP and work to incorporate such actions into the appropriate sections of the City’s Capital Improvement Programs.
	After formal adoption of the NHMP, identified mitigation actions will be incorporated into the process of existing planning mechanisms at the City level as opportunities	F	After formal adoption of the NHMP, identified mitigation actions will be incorporated into the process of existing planning mechanisms at the City level as opportunities

**Table F-2-1a 2004 NHMP Proposed Actions**  
(“Did we do what we said we would do?”)

2004 NHMP Section	2004 Activity Commitment	Status Fulfilled – F Not Fulfilled – NF	New Action Commitment
	arise. (From Planning Process)		arise.
	To the extent possible, the City will work to incorporate the recommended mitigation action items into existing programs and procedures. (From Mitigation Strategy)	F	To the extent possible, the City will work to incorporate the recommended mitigation action items into existing programs and procedures.
<b>Public Involvement</b>	Subject matter experts that had been identified by subcommittees during plan development were invited to form an External Review Board.	NF	Subject matter experts that have been identified during plan development are invited to form an External Review Board.
	POEM will convene a meeting of the External Review Board once the Steering Committee reviews a draft of the plan and approves it.	NF	POEM will convene a meeting of the External Review Board once the plan is approved by City Council.

