

7. PLAN MAINTENANCE

An important aspect of any useable plan is the maintenance and upkeep of the document. To facilitate and ensure this plan will remain viable for the State of North Dakota for many years, the plan maintenance responsibilities lie with the North Dakota Department of Emergency Services and the State Hazard Mitigation Team.

7.1 Plan Monitoring

The plan will be monitored by the North Dakota Department of Emergency Services. Each time the State Hazard Mitigation Team convenes, the team will formally discuss mitigation progress. At a minimum, these meetings will be held annually during a “Mitigation Year in Review” meeting. The status of projects will be reported on and any new project ideas will be discussed during this time. At this meeting, a list of projects completed during the previous calendar year will be documented and put in Appendix H. As part of the monitoring process, the team will:

- Review hazard mitigation projects and initiatives to ensure that there are no potential conflicts with ongoing agency initiatives.
- Review hazard mitigation projects and initiatives to ensure that they complement the statewide mitigation strategy.
- Review existing state/federal programs to ensure that the state takes full advantage of possible funding sources in implementing the state hazard mitigation program.

7.2 Plan Evaluation

Annually, the North Dakota Department of Emergency Services mitigation team will conduct a review of the plan. Changes to the plan will be added to the yearly work plan. All disaster or emergency incidents will be evaluated for general/specific mitigation recommendations that should be added to the plan. Coordination within the North Dakota Department of Emergency Services mitigation team is accomplished on a monthly basis.

A general evaluation of the plan will be conducted by the State Hazard Mitigation Team annually at their “Mitigation Year in Review” meeting. At this meeting, the methods of implementing and maintaining the plan will be evaluated for successes and improvements. Changes to the implementation schedule or plan maintenance will be made as needed to ensure hazard mitigation activities continue. New stakeholders and interested parties will be identified and invited to participate in the implementation process. Should a hazard event have occurred during the previous year in which a mitigation project was a factor, either positive or negative, a summary report, including avoided losses, will be written and included in Appendix H.

During the 2007 plan revision, minor changes were made to the plan maintenance process. The plan continues to be monitored, evaluated, and updated annually by the State Hazard Mitigation Team with the North Dakota Department of Emergency Services (DES) acting as the lead agency; this process appears to work well in the state. Most changes made to the plan during the 2005-2007 period, prior to the three-

year plan review, were done by DES. More detail was added to the plan maintenance process in 2007 such as identifying which sections should be updated post-disaster, annually, or every three years. In addition, the concept of a “Mitigation Year in Review” meeting and report provides a mechanism by which plan reviews can take place and mitigation activities and successes are documented annually, thus, relieving some of the burden for the three-year update.

7.3 Plan Updates

As disasters occur, projects are completed, and hazard information is improved, the State of North Dakota Enhanced Multi-Hazard Mitigation Plan will need to be updated. Many disasters and emergencies strike the state each year that do not receive a Presidential major disaster or emergency declaration; thus, the state’s multi-hazard mitigation plan will be afforded a number of new additions or possible improvements annually. The additions will enhance the state’s on-going mitigation planning. In fact, the most cost-effective time to implement new recommendations or mitigation initiatives is prior to the occurrence of any significant loss of life and/or property.

To remain an active and approved plan, an updated plan must be submitted to the Federal Emergency Management Agency every three years. The next formal submission is required in January 2011. To facilitate the update process, annual updates to the plan by the North Dakota Department of Emergency Services are recommended. Table 7.3A shows the schedule of plan updates.

Table 7.3A Schedule of Plan Updates

| Plan Section | Post-Disaster | Annually | Every 3 Years |
|---|----------------------|-----------------|----------------------|
| Adoption Documentation | X | X | X |
| Introduction | | | X |
| Planning Process | X | X | X |
| Risk Assessment Methodology | | | X |
| Hazard Identification | X | | X |
| State-Owned Buildings and Property | | | X |
| Critical Facilities and Infrastructure | | | X |
| Population | | | X |
| Housing Units | | | X |
| Economic, Ecologic, Historic, and Social Values | | | X |
| Current Land Use | | | X |
| Future Development | | | X |
| Hazard Profiles | X | X | X |
| Risk Assessment Summary | X | X | X |
| Mitigation Goals, Objectives, and Initiatives | X | X | X |
| Statewide Mitigation Initiatives | X | X | X |
| Local Mitigation Initiatives | | | X |
| State Capability Assessment | | | X |
| Mitigation Funding Sources | | | X |
| Local and Tribal Capability Assessment | | | X |
| Local and Tribal Mitigation Planning | | X | X |
| Project Management | X | X | X |
| Mitigation Implementation System Summary | X | X | X |
| Plan Maintenance | | | X |
| Appendices | X | X | X |