

Section 6. Plan Maintenance

6.1 Maintenance Requirements

It is required by FEMA (as per 44 CFR Part 201.6(c)(4)(i) that, “[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.” A formal plan maintenance process must take place to ensure that the Hazard Mitigation Plan remains an active and pertinent document. Regularly scheduled evaluations during the five-year cycle are important to assess the effectiveness of the program and to reflect changes that may affect mitigation priorities.

The Nassau County Office of Emergency Management will take the lead role in the coordinating the overall plan maintenance effort. The Nassau County Hazard Mitigation Coordinator will assume day-to-day responsibility relative to communication and coordination of the ongoing plan maintenance process in collaboration with the planning group, plan participants and the general public. Each Plan participant will designate a representative who will be responsible to manage and communicate Hazard Mitigation issue with the Plan Coordinator

The Plan Coordinator will disseminate Annual Work Progress Monitoring Reports to be prepared by plan participants during the first quarter of each calendar year. Completed Progress Monitoring Reports shall be returned to NCOEM within 30 days of receipt for compilation and analysis of the Planning Group. The annual update report template is attached as Appendix H.

6.2 Monitoring the Plan

The Hazard Mitigation Plan Coordinator will lead monitoring activities through regular interaction with municipal representatives assigned who were assigned as Planning Group members for the Plan update. This group will be responsible to coordinate communications and collaboration relative to monitoring mitigation activities within each of the County’s two cities and three townships. This includes the establishment of a calendar of activities on an annual basis for dissemination to stakeholders and the general public. The Planning Group will also be responsible for the collection and analysis of annual mitigation report documentation from all plan participants. The HMP Plan Coordinator will post the progress of all monitoring and plan maintenance activities on the Nassau County website and provide information packages for Planning Group members for posting on their own website. The Planning Group will be responsible for executing the following processes for plan monitoring and evaluation as established in the NY State Hazard Mitigation Plan:

- Facilitating the review process to ensure progress in accomplishing the overall mitigation strategy and coordination of stakeholder participation.
- Implementing monitoring, evaluation, and update activities that have been scheduled according to established timelines.
- Updating data in a timely fashion, and documenting progress in meeting mitigation goals and objectives.
- Documenting outcomes of the plan maintenance process and progress achieved in the completion of mitigation activities

6.3 Evaluating the Plan

The Planning Group will convene twice per year for to evaluate ongoing mitigation issues. The first plan evaluation meeting will be conducted within three months of receiving annual reporting updates from all stakeholders. The Planning Group will review Progress Reports, and use the following criteria to evaluate the plan:

- Do the goals and objectives address current and expected conditions?
- Has the nature and magnitude of risks changed?
- Are the current resources appropriate for implementing the plan?
- Are there any implementation problems (such as technical, political and/or legal), or coordination issues with the other agencies and/or Committee members?
- Have the outcomes occurred as expected?
- Have the agencies and other Planning Group partners participated as proposed?
- Where shortcomings are identified, what can be done to bring things back on track?

The second plan evaluation meeting will be held within three months of commencement of the next annual cycle to discuss information collection requirements and any additional outreach or amplifying information needing to be provided to stakeholders for completion.

Following each of these meetings the Nassau County Hazard Mitigation Plan Coordinator will prepare meeting minutes summarizing the outcome of the evaluation meeting. NCOEM will distribute meeting minutes to all Planning Group Members via email, and will post meeting minutes and information on the web site for public viewing.

6.4 Updating the Plan

The Nassau County Office of Emergency Management will assume the primary responsibility for Plan updates, with support from the Planning Group members. NCOEM will announce and coordinate Annual Progress Reports. Update Appraisals will be performed annually NCOEM will prepare an Update Appraisal Memorandum documenting its evaluation and determination (including rationale) and submit the Memorandum to Planning Group members via email for comment. During the life cycle of the current plan, any necessary adjustments to the responsibilities, schedule, or activities related to monitoring, evaluating, and updating the plan will be documented as they occur in order to ensure that the next plan revision adequately captures requisite changes that should be incorporated in the next update.

6.5 Public Involvement in Maintaining the Plan

As per 44 CFR Part 201.6 (c)(4)(iii) states, “[The plan maintenance process shall include a] discussion on how the community will continue public participation in the plan maintenance process.” To meet this requirement, the following activities will be performed:

- NCOEM will continue to maintain the mitigation planning website and document repositories.
- Each participating jurisdiction having a dedicated website will post information received from the Hazard Mitigation Plan Coordinator for public outreach and information and will add a link on their jurisdiction’s web page to the County Hazard Mitigation planning website.
- NCOEM will lead efforts to prepare and disseminate an annual fact sheet on status of hazard mitigation planning and implementation to all stakeholders..
- NCOEM will maintain its online survey for the public and other stakeholders, currently posted on the County mitigation planning web site. Survey forms will be shared with participating jurisdictions for their use, as well. All feedback will be directed to NCOEM as a central location.
- Nassau OEM also uses social media via the Twitter application to alert the public as to the availability of information and draft plan documents for review. This platform will be used extensively going forward in engaging the public in ongoing hazard mitigation issues and mass notification as information is published online for public awareness.

Questions, comments and requests for information on the Multi-Jurisdictional Hazard Mitigation Plan for Nassau County, New York, can be addressed to:

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