

## SECTION 7 PLAN MAINTENANCE PROCEDURES

This section describes how the Dauphin County Hazard Mitigation Plan (HMP) was updated since 2015 (Section 7.1); the system that Dauphin County and all participating jurisdictions have established to monitor, evaluate, and update the HMP (Section 7.2); and the strategy to continue public involvement for plan maintenance (Section 7.3).

### 7.1 UPDATE PROCESS SUMMARY

The process of monitoring, evaluating, and updating the HMP is critical to maintaining its value and supporting the success of Dauphin County's hazard mitigation efforts. Ensuring effective implementation of mitigation activities paves the way for continued momentum in the planning process and supports future resiliency.

The Steering Committee reviewed the 2015 plan maintenance procedures and carried them forward to the current HMP update, as described in the sections below. Going forward, the plan will continue to be available on the Dauphin County Department of Public Safety's (DPS) HMP website. The 2021 plan maintenance procedures also describe the ways in which this plan may be integrated into other planning mechanisms in the county.

### 7.2 MONITORING, EVALUATING, AND UPDATING THE PLAN

The Dauphin County HMP Planning Team intends to remain intact as the organization responsible for monitoring, evaluating, and updating this plan. The Office of Emergency Management's Planning Specialist will serve as HMP Coordinator for the Planning Team. Each participating jurisdiction is expected to retain a municipal hazard mitigation representative to support the jurisdiction's input to monitor, evaluate, and update the responsibilities identified in this section. Members of the Planning Team are listed in Section 3.

Understanding that individual commitments change over time, each jurisdiction and its representatives will be responsible for informing the Dauphin County HMP Coordinator of any changes in representation by formal letter. The HMP Coordinator will strive to keep the Planning Team makeup as a representation of planning partners and stakeholders within the county. The HMP Coordinator will maintain the current membership of the Planning Team on the Dauphin County HMP website (shown below) or in publicly accessible county records [https://www.dauphincounty.org/government/departments/public\\_safety/emergency\\_management.php](https://www.dauphincounty.org/government/departments/public_safety/emergency_management.php).

*Several of Dauphin County's municipalities did not participate in the 2020-2021 HMP update process and are therefore not currently eligible for federal mitigation funding to implement their projects. Each of these municipalities can elect to join the 2021 HMP by working with the Dauphin County HMP Coordinator to complete the following steps:*

- 1. Provide information on the hazards and risks that can affect its operations, residents, businesses, property, and environment*
- 2. Provide information on its capabilities*
- 3. Provide an update on the status of its mitigation actions from the 2015 version of the HMP*
- 4. Identify mitigation actions to include in the current HMP*
- 5. Adopt the current HMP by resolution (see Section 8)*

*Information in Steps 1-3 above can be accomplished by completing the information gathering worksheets that were used during the planning process. Municipalities that have adopted the 2021 HMP will not have to re-adopt the 2021 HMP if another municipality's information is gathered and added to the HMP.*

The following sections describe the monitoring, evaluating, and updating processes and protocols for the Dauphin County HMP.

## **7.2.1 Monitoring**

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The Planning Team will be responsible for monitoring implementation and evaluating the effectiveness of the HMP and documenting this information in a progress report. Prior to Planning Team progress meetings (detailed below), Planning Team representatives may collect information from departments, agencies, and organizations involved with the mitigation activities identified in Section 6 of this plan. The representatives will make phone calls and conduct meetings with persons responsible for initiating and/or overseeing the mitigation projects to obtain progress information. Copies of any grant applications filed on behalf of any of the participating jurisdictions will be provided to the Planning Team. The Dauphin County HMP Coordinator will work with municipal representatives to provide additional opportunities for members of the public to learn about the hazards they face, and to provide information to be incorporated into the HMP. FEMA's National Flood Hazard Layer interactive tools can be used to facilitate this process. Further, the representatives will obtain from their municipal supervisor, mayor, or councilperson any public comments made on the plan, and provide them to the Planning Team for inclusion in the progress report.

The Planning Team representatives will be expected to document the following, as needed and as appropriate:

- Additional stakeholders (such as planning agencies and business representatives) who should be invited to participate in the planning process
- Additional local assets (such as major employers, local points of interest, residential areas, etc.) to consider in the risk assessment and mitigation strategy to ensure that items considered vital by each municipality can be included in the HMP
- Hazard events and losses occurring in their jurisdiction, including their nature and extent, and the effects that hazard mitigation actions have had on impacts and losses
- Progress on the implementation of mitigation actions, including efforts to obtain outside funding for mitigation actions
- Any obstacles or impediments to the implementation of actions
- Additional mitigation actions believed to be appropriate and feasible
- How floodplain management, in accordance with the National Flood Insurance Program (NFIP), is carried out in the municipality (through completion of the NFIP Survey worksheet)
- Public and stakeholder input and comments on the plan

Local Planning Team representatives may use the progress reporting forms (Worksheets #1 and #3 in the Federal Emergency Management Agency [FEMA] 386-4 guidance document) to facilitate collection of progress data and information on specific mitigation actions.

## **7.2.2 Evaluating**

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The evaluation of the HMP is an assessment of whether (1) the planning process and actions have been effective, (2) the plan's goals are being reached, and (3) changes are needed. The plan will be evaluated on an annual basis to determine the effectiveness of the programs, and to reflect changes that may affect mitigation priorities or available funding.

After information on the status of the HMP is gathered, as described in Section 7.2.1, the information will be discussed and documented at an annual plan review meeting of the Hazard Mitigation Planning Team. At least 1 month before the progress plan review meeting, the Dauphin County HMP Coordinator will advise Planning Team members of the meeting date, agenda, and expectations of the members. The Dauphin County HMP Coordinator may also distribute additional flood mitigation surveys and mitigation project opportunity forms for jurisdictions that may have new information or did not participate in the update process.

The Dauphin County HMP Coordinator will be responsible for calling and coordinating the progress plan review meeting and assessing progress toward achieving plan goals and objectives. These evaluations will assess whether:

- Goals and objectives address current and expected conditions
- The nature or magnitude of the risks has changed
- The HMP has been implemented into land-use processes on the county and municipal levels
- Current resources are appropriate for implementing the HMP and if different or additional resources are now available
- Actions are cost effective
- Schedules and budgets are feasible
- Implementation problems exist—such as technical, political, legal, or coordination issues with other agencies
- Outcomes have occurred as expected
- Changes in county or municipal resources have impacted plan implementation (for example, funding, personnel, and equipment)
- New agencies, departments, or staff should be included, including other local governments, as defined under 44 *Code of Federal Regulations* (CFR), Section 201.6
- Documentation has been completed for any hazards that occurred during the last year

Specifically, the Planning Team will review the mitigation goals, objectives, activities, and projects using the following performance-based indicators:

- New agencies or departments created that have authority to implement mitigation actions or are required to meet goals, objectives, and actions
- Project evaluation based on current needs of the mitigation plan
- Project completion regarding progress of proposed or ongoing actions
- Under or over spending regarding proposed mitigation action budgets
- Achievement of the goals and objectives
- Resource allocation to note whether resources are required to implement mitigation activities
- Timeframe comments on whether proposed schedules are sufficient to address actions
- Budget notes (in other words, if budget basis should be changed or is sufficient)
- Lead or support agency commitment notes (if there is a lack of commitment on the part of lead or support agencies)
- Resource comments regarding whether resources are available to implement actions
- Feasibility comments regarding whether certain goals, objectives, or actions prove to be unfeasible

Finally, the Planning Team will evaluate the ways other programs and policies have conflicted or augmented planned or implemented measures, and will identify policies, programs, practices, and procedures that could be modified to accommodate hazard mitigation actions (described further in Section 5.2.6). These other programs and policies can include those that address the following:

- Economic development
- Environmental preservation and permitting
- Historic preservation
- Redevelopment
- Health and/or safety

- Recreation
- Land use and zoning
- Public education and outreach
- Transportation

The Planning Team may refer to the evaluation forms (Worksheets #2 and #4 in the FEMA 386-4 guidance document) to assist in the evaluation process.

The Dauphin County HMP Coordinator will be responsible for preparing an annual HMP progress report based on the annual local progress reports provided by each jurisdiction, information presented at the Planning Team meeting, and other information as appropriate and relevant. These HMP annual county progress reports will provide data for the 5-year update of this HMP and will assist in pinpointing implementation challenges. By monitoring the implementation of the plan, the Planning Team will assess which projects are completed, are no longer feasible, or may require additional funding.

The annual HMP progress report will apply to all planning partners who have provided input, and as such, will be developed according to an agreed-upon format and with adequate allowance for input and comment of each planning partner prior to completion and submission to the State Hazard Mitigation Officer. Each planning partner will be responsible for providing this report to its governing body for their review.

During the Planning Team meeting, the planning partners will establish a schedule for the development, review, comment, amendment, and submission of the annual HMP progress report to the State Hazard Mitigation Officer. The HMP Coordinator will ensure that the reports are submitted to the State Hazard Mitigation Officer and FEMA Region III.

The plan will also be evaluated and revised following any major disasters to determine whether the recommended actions remain relevant and appropriate. The risk assessment will also be revisited to determine whether any changes are necessary based on the pattern of disaster damage or if data listed in Section 4.3 (Hazard Profiles) of this plan have been collected to facilitate the risk assessment. Revisiting the risk assessment is an opportunity to increase the community's disaster resistance and build a better and stronger community.

### **7.2.3 Updating**

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Section 44 CFR 201.6.d.3 requires that local hazard mitigation plans be reviewed, revised (as appropriate), and resubmitted for approval to remain eligible for benefits awarded under the Disaster Mitigation Act of 2000 (DMA 2000). The Dauphin County Hazard Mitigation Planning Team will update this plan on a 5-year cycle from the date of plan adoption.

To facilitate the update process, the Dauphin County HMP Coordinator (with support from the Planning Team) will hold a meeting 3 years from the date of plan approval to develop and commence with the implementation of a detailed plan update program. The Dauphin County HMP Coordinator will invite representatives from the Pennsylvania Emergency Management Agency (PEMA) to this meeting to provide guidance on plan update procedures. This program will, at a minimum, establish (1) the parties responsible for managing and completing the plan update effort, (2) features needed to be included in the updated plan, and (3) a detailed timeline with milestones to ensure that the update is completed according to regulatory requirements.

At this meeting, the Planning Team will determine the resources needed to complete the update. The Dauphin County HMP Coordinator will be responsible for ensuring that needed resources are secured.

The Dauphin County HMP Coordinator will be responsible for coordinating the plan evaluation portion of the meeting, soliciting feedback, collecting and reviewing the comments, and ensuring their incorporation in the 5-year plan update, as appropriate. Additional meetings may also be held as deemed necessary by the Planning Team. These meetings will provide an opportunity for the public to express concerns, opinions, and ideas about the HMP.

## 7.3 CONTINUED PUBLIC INVOLVEMENT

Dauphin County and participating jurisdictions are committed to the continued involvement of the public in the hazard mitigation process. Therefore, the plan will be posted on the DPS HMP website [https://www.dauphincounty.org/government/departments/public\\_safety/emergency\\_management.php](https://www.dauphincounty.org/government/departments/public_safety/emergency_management.php), and copies of the plan will be made available for review during normal business hours at DPS's main office. Dauphin County will make electronic copies of the plan available for local municipalities to provide to the public..

Following each 5-year update of the HMP, the updated plan will be distributed for public comment. After all comments are addressed, the HMP will be revised and distributed to all Planning Team members and the Pennsylvania State Hazard Mitigation Officer.

The Dauphin County HMP Coordinator will be responsible for receiving, tracking, and filing public comments regarding the HMP. The public will have an opportunity to comment on the plan at the review meeting for the HMP and during the 5-year plan update. Dauphin County will maintain an active link on the DPS HMP website to collect public comments.

The Planning Team representatives will be responsible for ensuring the following:

- Public comment and input on the HMP (and hazard mitigation in general) are recorded and addressed, as appropriate. An opportunity to comment on the plan will be provided directly on the DPS HMP website, and provisions will be made for public comments submitted in writing. All public comments should be addressed to:

Alexis "Lexi" Passaro, Planning Specialist  
Dauphin County Department of Public Safety  
Office of Emergency Management  
911 Gibson Boulevard  
Steelton, PA 17113

- Copies of the latest approved version of the plan will be available for review at the municipal buildings along with instructions to facilitate public input and comment on the plan.
- Appropriate links to the Dauphin County HMP website ([https://www.dauphincounty.org/government/departments/public\\_safety/emergency\\_management.php](https://www.dauphincounty.org/government/departments/public_safety/emergency_management.php)), will be maintained. The website will be monitored throughout the course of the HMP update process, and a draft copy of the plan will be posted for public comment. Upon conclusion of the update, appropriate links to the County HMP will be maintained on the DPS website ([https://www.dauphincounty.org/government/departments/public\\_safety/emergency\\_management.php](https://www.dauphincounty.org/government/departments/public_safety/emergency_management.php)).
- Public notices will be made, as appropriate, to inform the public of the availability of the plan, particularly during plan update cycles.

The Dauphin County HMP Coordinator will ensure the following:

- Public comment and input on the HMP (and hazard mitigation in general) will be recorded and addressed, as appropriate.
- The DPS HMP website will be maintained and updated, as appropriate.
- All public and stakeholder comments received will be documented and maintained.
- Copies of the latest approved plan will be available for review at DPS, along with instructions to facilitate public input and comment on the plan.
- Public notices, including media releases, will be developed (as appropriate) to inform the public of the availability of the plan, particularly during plan update cycles.