

Appendix G
Plan Update Checklist

Chautauqua County
Multi-Jurisdictional Hazard Mitigation Plan
Monitoring, Evaluation and Update Checklist

Steps to be completed, at a minimum, at the end of Years 1, 2, 3, and 4:

Meeting

- ☐ Identify members of the Mitigation Planning Committee (may need to be revised year-to-year)
- ☐ Set a meeting date and notify Mitigation Planning Committee members
 - Members should come prepared to specifically discuss status and details of pre-disaster mitigation projects or actions executed by their respective agency/organization
- ☐ Hold meeting – discuss hazard events that have occurred since last meeting or Plan Update, including:
 - Type of hazard event
 - Damages incurred
 - Cost of repairs
 - Hazard response
 - Hazard duration and recovery time
- ☐ Discuss how the HMP actions, strategies, and other information has been incorporated into local planning mechanisms and agency efforts over the past year (if applicable)
- ☐ Discuss potential municipality support needs to secure funding for or otherwise progress identified mitigation actions
- ☐ Evaluate the HMP Update by assessing:
 - Whether the goals and objectives address current and expected conditions
 - Whether the nature, magnitude, and/or type of risks have changed
 - Whether the current resources are appropriate for implementing the plan
 - Whether there are implementation problems or coordination issues with other agencies
 - Whether the outcomes, thus far, have occurred as expected
- ☐ Update the HMP by addendum if any significant changes are needed

Documentation

- ☐ Chautauqua County Office of Emergency Services to prepare annual summary of collected information, hazard occurrences and damages, completed mitigation actions and costs, and other applicable information
- ☐ Post annual summary on County website for public review and keep in files for next formal HMP Update process

Steps to be completed end of Year 3/early in Year 4:

Grant Funding

- ☐ Submit application to FEMA for grant funding to complete next HMP Update

Steps to be completed in early/mid-way Year 4:

Plan Document

- ☐ Determine who will be the primary author of Plan Update (Consultant or in-house)

Meeting

- ☐ Inform Executive Committee members of first meeting to begin formal Plan Update process

Risk Assessment (if needed)

- ☐ Send email to participants with date and time of risk assessment event
- ☐ Complete risk assessment program with NYS DHSES facilitation

Steps to be completed in Year 5:

Plan Document

- ☐ Update pertinent sections of the Plan, Jurisdictional Annexes, and other Appendices
- ☐ Add-in hazard related details that were collected during annual Mitigation Planning Committee meetings

Meetings

- ☐ Hold Mitigation Planning Committee meeting(s) to discuss and revise Plan Update
- ☐ Hold meetings and discussions with participating jurisdictions to update information relevant to each jurisdiction and revise each jurisdiction's previous risk assessment
 - Discuss how the HMP actions, strategies, and other information has been incorporated into local planning mechanisms since the last Plan Update
- ☐ Hold public information meeting(s) to solicit comments on Plan Update

Plan Approval Process

- ☐ Submit final draft to NYS DHSES for review
- ☐ Complete NYS DHSES revisions and respond to comments, if necessary, and submit Plan Update to NYS DHSES and FEMA for pre-approval
- ☐ Complete FEMA comments, if necessary, and re-submit
- ☐ County and participating jurisdictions pass resolutions accepting the Plan Update – include resolutions in Appendix D