

Section 5: Maintenance & Implementation

This section explains the process used to adopt, implement and maintain the plan. To ensure that the plan is responsive to the needs of the entire campus community, many units must be involved in its maintenance and implementation. A clear structure will help coordinate these groups and ensure that the plan implemented.

Plan Adoption

The Eastern Oregon University Natural Hazard Mitigation Plan received FEMA pre-approval on **date**. The plan was adopted via letter of promulgation by the President of Eastern Oregon University on **date**. The plan received formal approval from FEMA on **date**.

Plan Implementation and Maintenance

This section details the formal plan implementation and maintenance process. Proper maintenance of the plan will ensure that it remains an active and relevant document and maximizes the efforts at Eastern Oregon University to reduce risks posed by natural hazards.

Implementation Structure

There are two important parts in Eastern's efforts to implement and maintain this plan: the Steering Committee and the Plan Coordinator. The Steering Committee, the same group of administrative and auxiliary units that helped develop the plan, ensures that the plan is implemented and ultimately integrated into existing policies and programs at Eastern. The Eastern Oregon University Emergency Management Advisory Committee will be the NHMP Steering Committee. The Plan Coordinator serves as day-to-day manager and staff to the Steering Committee providing coordination, communication, and technical oversight on plan maintenance and implementation.

Steering Committee

As the Steering Committee was responsible for plan development, it should be responsible for oversight and guidance the implementation of the mitigation plan. This committee is comprised of representatives from administrative units that have a defined role or responsibility for any element in the Eastern Oregon University NHMP.

The Steering Committee provides oversight and guidance on the plans, but ad hoc working groups can be responsible for carrying out the plan's defined action items, plan updates and development, training and plan drills, and outreach activities.

Committee Responsibilities

The roles and responsibilities of the Steering Committee include:

- Providing oversight and periodic evaluation and update on the current Eastern Oregon University Natural Hazard Mitigation Plan in accordance with the prescribed maintenance schedule defined in the plan;
- Prioritizing and implementing plan action items;
- Developing and coordinating ad hoc and/or standing working groups as needed;
- Recommending funding for hazard risk reduction projects; and
- Serving as the campus evaluation committee for funding programs such as Pre-Disaster Mitigation Grant Program and the Hazard Mitigation Grant Program.

The Steering Committee will meet twice each year to perform its duties and will enlist the help of other Eastern Oregon University staff to serve on working groups to implement certain projects.

Members

The following units will comprise the Steering Committee:

- Facilities and Planning
- Finance and Administration
- University Advancement
- Student Affairs
- IT
- Pierce Library
- Housing and Student Involvement
- Housing
- Disability Services
- Risk Management
- Director of Enterprise Systems
- Academic representative

Plan Coordinator

The mitigation actions proposed in the plan will not get implemented without campus-wide support and a person to coordinate and ensure their implementation. The Eastern Oregon University Plan Coordinator will be the office of Facilities and Planning. The Plan Coordinator will complete the following tasks:

- Convene the Steering Committee meeting and coordinate dates, times, locations, agendas, and member notification;
- Document outcomes of Committee meetings;
- Serve as a communication conduit between the Steering Committee and key plan stakeholders;
- Identify emergency management related funding sources for natural hazard mitigation projects;
- Collaborate with other Disaster Resistant Universities to share best practices;
- Conduct outreach and awareness campaigns for students, staff and faculty;
- Document successes and lessons learned; and
- Develop of grant proposals for implementation of the plans actions items.

Implementation and Maintenance Meetings

The Steering Committee will be responsible for maintaining and updating the plan through a series of meetings outlined below:

- Annual meetings
- 3-Year Review Meetings

Semi-Annual Meetings

The Steering Committee will meet on a semi-annual basis. Possible agendas for these meetings include:

- Review existing action items to determine appropriateness for funding;
- Review existing and new risk assessment data to identify issues that may not have been identified when the plan was created;
- Prioritize potential mitigation projects using the methodology described below;
- Educate and train new Steering Committee members on the plan and mitigation in general; and
- Assist in development of funding proposals for priority action items.
- Discuss methods for continued public involvement; and
- Document successes and lessons learned during the year.

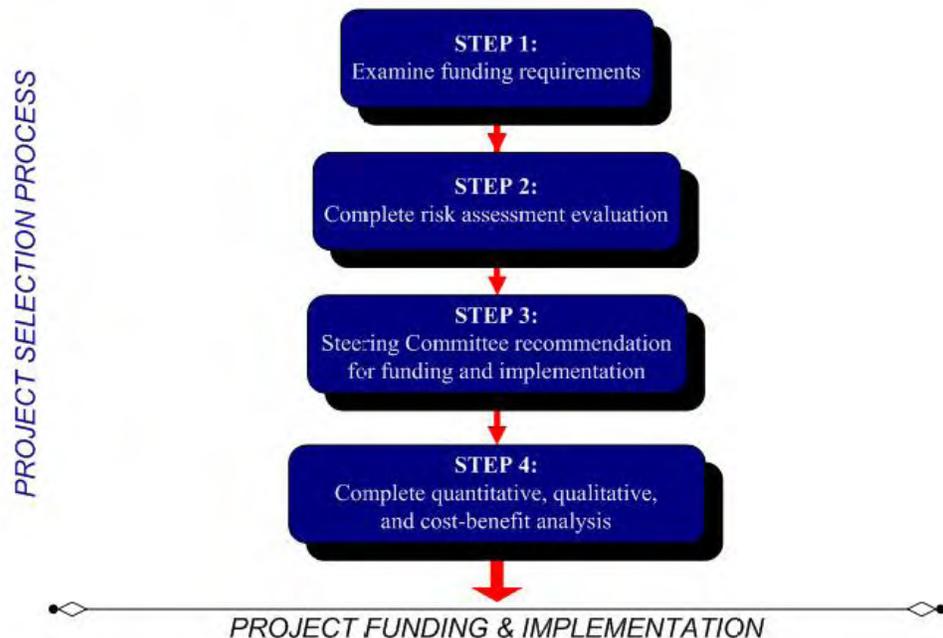
The Plan Coordinator will be responsible for documenting the outcome of the semi-annual meetings. The process the Steering Committee will use to prioritize mitigation projects is detailed in the section below.

Action Items Prioritization Process

The Disaster Mitigation Act of 2000 requires jurisdictions to identify a process for prioritizing potential actions. Potential mitigation activities often come from a variety of sources; therefore the project prioritization process needs to be flexible. Figure 5.1 illustrates the project development and prioritization process.

Figure 5.1 Project Prioritization Process

Action Item and Project Review Process



Step 1: Examine funding requirements

The first step in prioritizing the plan’s action items is to determine which funding sources are available. Several funding sources may be appropriate for Eastern’s proposed mitigation projects. Examples of mitigation funding sources include but are not limited to: FEMA’s Pre-Disaster Mitigation competitive grant program (PDM), Flood Mitigation Assistance (FMA) program, Hazard Mitigation Grant Program (HMGP), campus general funds, and private foundations, among others. Please see Appendix B for a more comprehensive list of potential grant programs.

Because grant programs open and close on differing schedules, the Steering Committee will examine upcoming funding streams’ requirements to determine which mitigation activities would be eligible.

The Steering Committee may consult with the funding entity, Oregon Emergency Management, or other appropriate state or regional organizations about project eligibility requirements. This examination of funding sources and requirements will happen during the semi-annual plan maintenance meetings.

Step 2: Complete risk assessment evaluation

The second step in prioritizing the plan's action items is to examine whether or not the action is recommended based on the findings of the risk assessment. The Steering Committee will determine whether or not the plan's risk assessment supports the implementation of eligible mitigation activities. This determination will be based on the location of the potential activities, their proximity to known hazard areas, and whether campus assets are at risk. The Steering Committee will additionally consider whether the selected actions mitigate hazards that are likely to occur in the future, or are likely to result in severe / catastrophic damages.

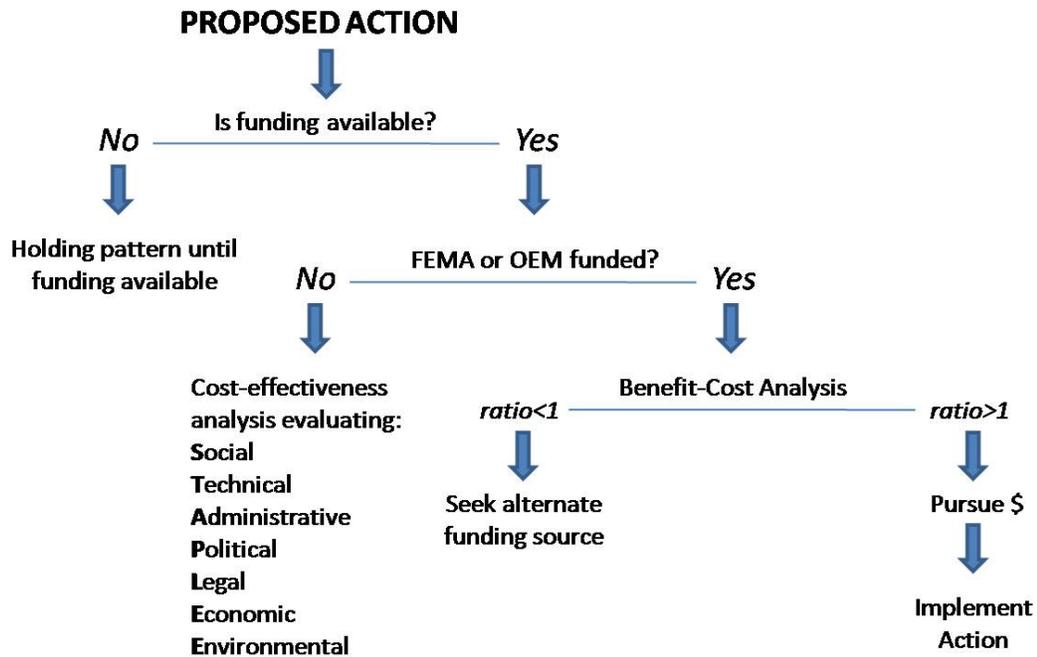
Step 3: Steering Committee recommendation

Based on the steps above, the Steering Committee will recommend which mitigation activities should be moved forward. If the Steering Committee decides to move forward with an action, the coordinating organization designated on the action item form will be responsible for taking further action and, if applicable, documenting success upon project completion. The Plan Coordinator will convene a meeting to review the issues surrounding grant applications and to share knowledge and/or resources. This process will afford greater coordination and less competition for limited funds.

Step 4: Complete quantitative and qualitative assessment, and economic analysis

The fourth step is to identify the costs and benefits associated with the selected natural hazard mitigation strategies, measures or projects. Two categories of analysis that are used in this step are: (1) benefit/cost analysis, and (2) cost-effectiveness analysis. Conducting benefit/cost analysis for a mitigation activity assists in determining whether a project is worth undertaking now, in order to avoid disaster-related damages later. Cost-effectiveness analysis evaluates how best to spend a given amount of money to achieve a specific goal. Determining the economic feasibility of mitigating natural hazards provides decision makers with an understanding of the potential benefits and costs of an activity, as well as a basis upon which to compare alternative projects. Figure 5.2 shows decision criteria for selecting the appropriate method of analysis.

Figure 5.2 Benefit Cost Decision Criteria



Source: Community Service Center's Oregon Natural Hazards Workgroup at the University of Oregon, 2006

If the activity will be funded through any Federal Emergency Management Agency (FEMA) funding sources, then the coordinating body must use a FEMA-approved cost-benefit analysis tool to evaluate the appropriateness of the activity. A project must have a benefit/cost ratio of greater than one in order to be eligible for FEMA grant funding.

For non-federally funded or nonstructural projects, a qualitative assessment will be completed to determine the project's cost effectiveness. The coordinating body will use a multivariable assessment technique called STAPLE/E to prioritize these actions. STAPLE/E stands for Social, Technical, Administrative, Political, Legal, Economic, and Environmental. Assessing projects based upon these seven variables can help define a project's qualitative cost effectiveness. The STAPLE/E technique has been tailored for use in natural hazard action item prioritization by the Partnership for Disaster Resilience at the University of Oregon's Community Service Center. See Appendix C for a description of the STAPLE/E evaluation methodology.

Five-Year Review of Plan

In accordance with the update schedule outlined in the Disaster Mitigation Act of 2000, this plan will need to be updated every five years. During the plan update, the following questions should be asked to determine what actions are necessary to update the plan. The Plan Coordinator will be responsible for assembling the Steering Committee to address the questions outlined below.

- Are the plan goals still applicable?
- Do the plan's priorities align with State priorities?
- Are there new departments, units, or partners that should be brought to the table?
- Are there new university, local, regional, state, or federal policies influencing natural hazards that should be addressed?
- Has the university successfully implemented any mitigation activities since the plan was last updated?
- Have new issues or problems related to hazards been identified in the university?
- Are the actions still appropriate given current resources?
- Have there been any changes in the university's footprint that could influence the effects of hazards?
- Are there new studies or data available that would enhance the risk assessment?
- Has the university been affected by any disasters?

The questions above will help the Committee determine what components of the mitigation plan need updating. The Steering Committee will be responsible for updating any deficiencies found in the plan based on the questions above.

Continued Campus and Community Input

Eastern Oregon University is dedicated to involving the campus and community directly in the continual reshaping and updating of the NHMP. Therefore, portions of the plan are available on Eastern's web-site allowing individuals or interested groups to view the plan and provide comments.

The success of the plan's implementation partially relies on the campus community's interest and willingness to become involved in natural hazard mitigation. Their willingness to become involved relies on the visibility and campus community's understanding of the issue before any behavioral change happens. There are action items directly related to public involvement have been included in the plan.

Additionally, Eastern Oregon University is represented on the Union County NHMP Steering Committee. Throughout implementation of the EOU NHMP and at the time of updates, Eastern Oregon will connect with relevant external partners through the Union County NHMP Steering Committee.

For more information about public involvement in the plan and mitigation activities see the action item forms in Appendix A.