

Section 6:

Plan Implementation & Maintenance

The 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 university’s efforts to reduce risks posed by natural hazards.

Implementation and Maintenance Meetings

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

- Semi-Annual meetings
- Annual meetings
- 5-Year Review Meetings

Table 6.1: Plan Implementation & Maintenance Meeting Schedule

Semi-Annual Meeting	Annual Meeting	Five-Year Review
Review Current Actions	Review Updates of Risk Assessment	Review plan update questions
Prioritize Action Items	Discuss Methods of Continued Public/Campus Involvement	Update plan sections as necessary
Identify New Issues and Needs	Document Successes and Lessons Learned	
Develop Funding Proposals		

Semi-Annual Meeting

The Advisory Committee will meet on a semi-annual bases to:

- Review existing action items to determine appropriateness for funding;
- Identify issues that may not have been identified when the plan was developed;
- Prioritize potential mitigation projects using the methodology described below; and
- Assist in development of funding proposals for priority action items.

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

Action Items Prioritization Process

Potential mitigation opportunities will often come from a variety of sources; therefore, action item prioritization process needs to be flexible. Establishing and implementing a action item prioritization process is important because it: (1) is a required element of the Disaster Mitigation Act of 2000; (2) can assist the Advisory Committee in making decisions about how to move forward; and (3) can assist in directing the effective use of limited mitigation dollars.

Step 1: Assess Availability and Type of Funding

On a semi-annual bases, the Advisory Committee will examine potential funding sources available for the proposed mitigation action items. The process of identifying funding sources starts at the development of the action item. The coordinating organization, as defined on the proposed action, should describe ‘ideas for implementation’ including funding opportunities and cost estimate. Depending on the potential action item’s intent and implementation methods, several funding sources may be appropriate. The Advisory Committee and coordinating organization will seek both internal and external the funding opportunities for the action item. The semi-annual process of review will assure the plan’s defined actions remain relevant and that the university continues to seek funding opportunities where available.

During this process, the Advisory Committee and coordinating organization may consult with Oregon Emergency Management, or other appropriate state or regional organization about the project’s eligibility. Examples of mitigation funding sources include, but are not limited to: FEMA’s Pre-Disaster Mitigation competitive grant program (PDM), state general funds, university general funds, and private foundations.

Step 2: Complete Cost-Effectiveness or Cost-Benefit Analysis

Depending on the type of project and the funding source, either a quantitative or qualitative assessment of cost effectiveness will be completed. If the activity is seeking federal funding for a structural project the committee will 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 1 to be eligible for FEMA funding.

For FEMA-funded non-structural projects or projects funded through entities other than FEMA, a qualitative assessment will be completed to determine the project’s cost effectiveness. The committee will use a multi-variable assessment technique called STAPLE/E to prioritize

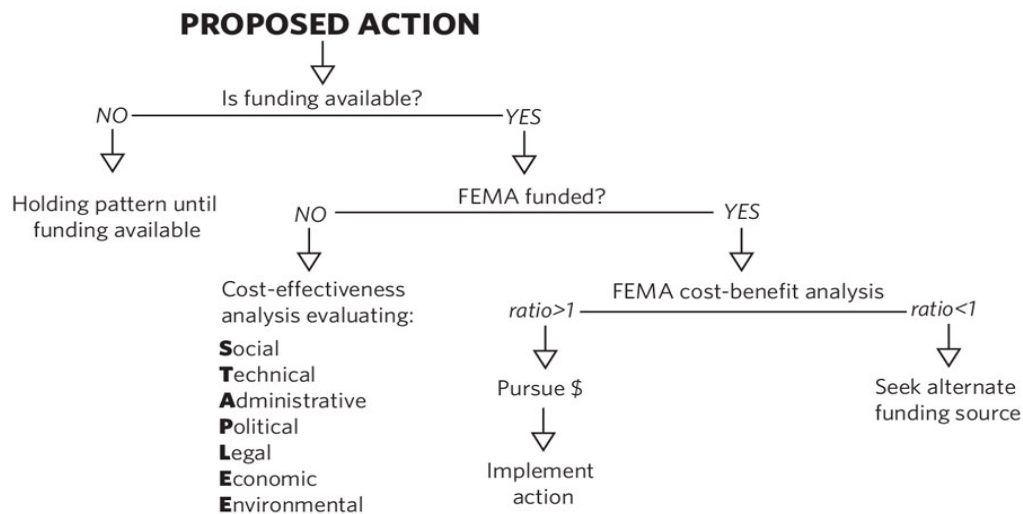
these actions. STAPLE/E stands for Social, Technical, Administrative, Political, Legal, Economic, and Environmental. Assessing projects based upon these seven variables can help define a project's qualitative cost effectiveness. The STAPLE/E technique has been tailored for natural hazard action item prioritization by the Oregon Natural Hazards Workgroup. See *Appendix E: Economic Analysis of Natural Hazard Mitigation Projects in the Local Natural Hazard Mitigation Plans: An Evaluation Process* (ONHW 2002) for a description of the STAPLE/E evaluation methodology.

Step 3: Integrate Actions into Existing Plans and Policies

Many of the Natural Hazards Mitigation Plan's recommendations are consistent with the goals and objectives of the university's existing plans and policies. Where possible, the University of Oregon should implement the Natural Hazards Mitigation Plan's recommended actions through existing plans and policies such as the University of Oregon Campus Plan (specifically policies 1, 6, 7, 9, 10), Sustainable Development Plan, and the Transportation Plan. (See Appendix G for more information.)

Plans and policies already in existence have support from campus departments, administration, and decision makers. Many campus plans, and strategic plans get updated regularly, and can adapt easily to changing conditions and needs. Implementing the Natural Hazards Mitigation Plan's action items through such plans and policies increases their likelihood of being supported and implemented.

Figure 6.1: Project Prioritization Process



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

Annual Meeting

The Advisory Committee will meet annually to review updates of the Risk Assessment data and findings, discuss methods of continued public involvement, and document successes and lessons learned based on actions that were accomplished during the past year. The DRU Coordinator will be responsible for documenting the outcomes of the annual meeting.

The plan's format allows the university to review and update sections when new data becomes available. New data can be easily incorporated, resulting in a natural hazards mitigation plan that remains current and relevant to the University of Oregon.

Five-Year Review of Plan

This plan will be updated every five years in accordance with the update schedule outlined in the Disaster Mitigation Act of 2000. During the plan update, the following questions should be asked to determine what actions are necessary to update the plan. The Co-Conveners will be responsible for assembling the Advisory Committee to address the questions outlined below.

- Are the plan goals still applicable?
- Do the plan's priorities align with City and State priorities?
- Are there new partners that should be brought to the table?
- Are there new 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?
- Do existing actions need to be reprioritized for implementation?
- Are the actions still appropriate given current resources?
- Have there been any changes in development patterns 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? Did the plan accurately address the impacts of this event?

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

Continued Public/ Campus Input

The University of Oregon is dedicated to involving the campus directly in the continual reshaping and updating of the Natural Hazard Mitigation Plan. Therefore, portions of the plan will be placed on the university web-site allowing university community members to view the plan and provide feedback.

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

- Develop public awareness information campaign for incoming and current students. The campaign should focus on pertinent information regarding natural hazards, the campus, and what students can do to reduce their own risk.
- Develop outreach strategy for educating faculty and staff about ways that they can reduce risk to personal spaces and intellectual property (i.e., non-structural mitigation practices for offices, data back-up practices).
- Provide outreach and training to decision makers (i.e., Academic Deans, Department Heads, and the President's Policy Council) to educate them about ways to integrate mitigation into everyday practices throughout campus.
- Develop an awareness strategy targeted at visitors (i.e., camps, sporting events).

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