

# 7. PLAN MAINTENANCE

## 7.1 UPDATE PROCESS SUMMARY

Monitoring, evaluating and updating the *Lehigh Valley Hazard Mitigation Plan* is critical for it to be usable and valuable. Following through on the actions laid out in the Plan is important to maintaining the momentum created by the municipal, county, state, federal and community partners who worked together to build it.

For the 2018 Plan, the Administrative Planning Team is committed to meeting annually, preparing progress reports for incorporation in the next plan update and meeting after significant hazard events that may require changes to the Plan.

The 2018 Plan identifies the positions responsible to lead the maintenance effort. Plan maintenance is now the joint responsibility of both counties. The discussion on Implementation of the Mitigation Plan through Existing Programs has been moved to the Capability Assessment section.

**The *Lehigh Valley Hazard Mitigation Plan* will be subject to annual progress reports and a digital version will be available at:**

**[lvpc.org/hazard-mitigation.html](http://lvpc.org/hazard-mitigation.html)**

## 7.2 MONITORING, EVALUATING AND UPDATING THE PLAN

The Lehigh Valley Hazard Mitigation Administrative Planning Team will remain intact as the group responsible for monitoring, evaluating and updating the 2018 Plan. The Administrative Planning Team will be co-chaired by the Lehigh County Director of Emergency Management Agency or their designee and the Northampton County Director of Emergency Management Services or their designee.

Each participating municipality in the Lehigh Valley is expected to maintain a Planning Team point of contact, and the Administrative Planning Team co-chairs are responsible for maintaining an updated list of municipal points of contact who will assist in keeping the plan current. Municipal points of contact for the 2018 Plan are identified in the municipal annexes. It shall be the responsibility of each municipality to inform the Administrative Planning Team co-chairs of any changes in their municipal representation.

If any member of the Administrative Planning Team can no longer fulfill their duties to the team, it is the responsibility of the co-chairs to choose their replacement.

The co-chairs will call the annual meetings of the Administrative Planning Team and Planning Team to evaluate the Plan's progress and effectiveness. The meetings should be in October, to allow municipal participants sufficient time to review their action plans and prepare grant applications in advance of the annual FEMA Hazard Mitigation Assistance Program announcements, typically in May.

The responsibilities of the Administrative Planning Team co-chairs shall include:

- Encouraging each municipality to adopt the 2018 Plan within one year of its passage.
- Contacting each municipal point of contact to request information regarding the status of mitigation actions and whether any new actions should be added due to changing conditions.
- Compiling the updated information and public outreach completed in an annual progress report, to be posted on the Hazard Mitigation webpage at [lvpc.org/Hazard-Mitigation](http://lvpc.org/Hazard-Mitigation).
- Convening the Administrative Planning Team and the Planning Team for annual meetings and within 60 days of any significant disaster that may require changes to the plan.
- Providing FEMA and PEMA with all annual progress reports.
- Ensuring annual progress reports are incorporated into the five-year update.
- Providing opportunities for public input.

Each participating municipality, the counties or any other ancillary organization are responsible for implementing their mitigation actions and informing the Administrative Planning Team annually of any progress made. This includes incorporating those actions into other planning documents, such as comprehensive plans, zoning ordinances, capital improvement plans and budgets, as necessary. It will remain the responsibility of the Lehigh and Northampton County Emergency Management

Agencies to monitor grant opportunities to help the counties and municipalities fund their mitigation actions and inform the municipal points of contact of those opportunities. To give the region enough time to perform the next five-year update, the counties will apply for Hazard Mitigation Planning grant funding in 2020.

### **7.3 CONTINUED PUBLIC INVOLVEMENT**

Public involvement that extends beyond the Plan's adoption is a priority for both counties and the LVPC. To promote continued involvement, the 2018 Plan, including municipal annexes, will remain online at [LVPC.org/hazard-mitigation](http://LVPC.org/hazard-mitigation), giving people 24-hour access. The website will include a place for people to comment, and social media will be used as part of a continued outreach effort. Any media reports and public meeting notices will be posted online, as well as any progress reports and updates of the Plan.

Annual progress reports or any proposed updates to the Plan will be open for public review online and during at least one public meeting each year. The co-chairs will assist in scheduling public meetings and the LVPC will be responsible for maintaining the Hazard Mitigation webpage.

Responses to the public outreach worksheet are included in the municipal annexes. Over the next five years, municipal participation will continue to include assisting and promoting outreach to their community.

In addition, copies of the 2018 Plan will be made available for public access at each participating municipal building and at:

**Lehigh County Emergency Management Agency**  
640 W. Hamilton Street  
Allentown, PA 18101

**Northampton County Emergency Management Services**  
100 Gracedale Avenue  
Nazareth, PA 18064

The next update will be adopted by October of 2023.