

DATE OF PLAN APPROVAL BY FEMA: April 2018

ONGOING HMP MAINTENANCE

Responsible Organization	Action
County Office of Emergency Management and Fire	<ul style="list-style-type: none"> Track hazards that impact the County. Compile records of date, location, magnitude, and damages and other impacts.
County Planning Department	<ul style="list-style-type: none"> Track community regulations and plans developed and/or updated throughout the County.

Annual HMP Maintenance

Timeframe	Responsible Organization	Action
February	County Office of Emergency Management and Fire	<ul style="list-style-type: none"> Confirm primary and alternate points of contact from each jurisdiction for the Planning Partnership. Complete the FEMA worksheets in Appendix E and distribute them to Planning Partnership members. Issue public notice that the HMP is available for review at the County OEM and online, and request comments within one month.
March	County Office of Emergency Management and Fire	<ul style="list-style-type: none"> Distribute Annual Review Meeting agenda and expectations of attendees to the Planning Partnership. Request that jurisdictions review their annexes for changes to capabilities, update the status of mitigation actions listed in the annexes, and identify any actions that were implemented that were not listed in the annexes.
April	County Office of Emergency Management and Fire; County Planning Department	<ul style="list-style-type: none"> Conduct Annual Review Meeting. See Section 7 for details of topics to address during that meeting. Post meeting notes to the HMP website.
May	County Office of Emergency Management and Fire; County Planning Department	<ul style="list-style-type: none"> Develop the Annual HMP Progress Report and send it to each jurisdiction for review. Upon review and comment by the jurisdictions, provide the Annual HMP Progress Report to NYS DHSES. Post the Annual HMP Progress Report to the HMP website.

After a Disaster

Responsible Organization	Action
All Jurisdictions	<ul style="list-style-type: none"> Review mitigation actions in each annex for continued relevance.
County Office of Emergency Management and Fire	<ul style="list-style-type: none"> Work with jurisdictions to identify mitigation actions for implementation.

2021

Responsible Organization	Action
County Office of Emergency Management and Fire; County Planning Department	<ul style="list-style-type: none"> Develop scope and budget for grant application to support 5-year update of the HMP.