**Plan Maintence Strategy**

**Introduction**

The MAP is a living document that should be updated as new information becomes available and circumstances in our region change. Additionally, the MAP Planning Team recommends a “real time evaluation” approach that allows the City of Portland to evaluate how well the plan is moving us toward our resilience goals on an ongoing basis instead of at the end of the planning cycle (five years).

The 2016 MAP laid out a plan for collecting annual status reports on all items in the MAP strategy, and convening a MAP Working Group to meet bi annually and review progress. The Steering Committee felt that there was a significant opportunity to improve on this aspect of the 2016 plan. In particular, they felt that the plan maintenance strategy should respond to the following goals:

* Allow for feedback on MAP Actions that are ongoing and connected to other resilience planning efforts. Marking strategies as simply completed, in progress, stalled, or incomplete, does not provide information on the progress and work that has been done for mitigation work that has a longer time frame. Likewise, the MAP strategy refers to several related resilience planning efforts; the interim goals for these plans may not be captured in the status reports. A more qualitative and descriptive reporting program is necessary to understand the progress being made.
* Provide feedback on how the MAP strategy is furthering equity goals.
* Incorporate lessons learned from natural hazard responses that happen during the five year period.

**Real Time Evaluation**

A real time evaluation program for the MAP will utilize existing organizational infrastructure and resources to evaluate how well we are reaching our goals in real time and make ongoing changes to the MAP. This effort will be a collaboration between Portland Bureau of Emergency Management staff and the cross-bureau Disaster Resilience and Recovery Action Group (DRRAG). The plan will be reviewed and revised at regular intervals twice/year. The data used to keep the plan updated will be collected during these interim check-ins but also collected after an event has taken place. The data that will be used to evaluate and update the plan will be:

* After action reports from PBEM. Currently, PBEM leads a hotwash discussion of the strengths and weaknesses of response after every incident that leads to an activation of the City Emergency Coordination Center. The after-action reports that result from each hotwash will be included as part of the bi-annual plan review.
* Survey 1 will focus on qualitative feedback about the overall progress towards the plan goals. The survey will be sent to the 2021 MAP Steering Committee with additional stakeholders added as appropriate.
* Survey 2 will ask for specific feedback about the status of action items in the MAP strategy in the same format that was used in the 2016 plan. It will be sent to the “responsible party” identified for each action in the plan.

DRRAG will make recommendations for any changes based on presentations of the survey data and DRRAG participant expertise. These recommended changes will be shared with the community via the Portland Bureau of Emergency Management volunteer network. PBEM sends out a regular newsletter a summary of these changes and an opportunity for comment will be included in the newsletter. The same information will also be posted to the 2021 Mitigation Action Plan website.

Following is a work plan for keeping the plan updated

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| **Timing** | **Plan Maintenance Activities** |
| May 2021 | Develop and disseminate Survey 1--qualitative survey  Analyze survey results  Compile time-relevant “after action” reports |
| June 2021 | Present survey results and “after action” reports to DRRAG  DRRAG develops feedback and recommendations |
| December 2021 | Disseminate Survey 2--status reports  Analyze survey results  Compile time-relevant “after action” reports |
| January 2022 | Present survey results and “after action” reports to DRRAG  DRRAG develops feedback and recommendations  Recommendations from survey 1 and 2 engagements are posted on the MAP website and shared in the PBEM newsletter along with a form to collect community feedback.  **Update plan based on recommendations from two survey engagements and community feedback.** |
| May 2022 | Develop and disseminate Survey 1--qualitative survey  Analyze survey results  Compile time-relevant “after action” reports |
| June 2022 | Present survey results and “after action” reports to DRRAG  DRRAG develops feedback and recommendations |
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| May 2024 | Develop and disseminate Survey 1--qualitative survey  Analyze survey results  Compile time-relevant “after action” reports |
| June 2024 | Present survey results and “after action” reports to DRRAG  DRRAG develops feedback and recommendations  Record recommendations as a starting place for the five year update of the plan |
| December 2024 | Disseminate Survey 2--status reports  Analyze survey results  Compile time-relevant “after action” reports |
| January 2025 | Present survey results and “after action” reports to DRRAG  DRRAG develops feedback and recommendations  Produce a report of recommendations as a starting place for the five year update of the plan |