

3.0 MITIGATION PLANNING PROCESS:

3.1 Overview

The Toledo School District's mitigation planning process began in May 2014. The District's mitigation plan is consistent with and draws extensively from the Washington State K-12 Facilities Hazard Mitigation Plan. However, the Toledo School District's Hazard Mitigation Plan has an in-depth focus on the District, its facilities and its people and includes more district-specific content, including district-specific hazard and risk assessments and mitigation priorities.

3.2 Mitigation Planning Team

The mitigation planning team was led by: Chris Rust, Superintendent, Toledo School District. The planning team included the following members:

- Tom Martin, Maintenance Director, TSD
- Martin Huffman, Principal, Toledo HS
- Heather Ogden, Principal, Toledo MS
- Angela Bacon, Principal, Toledo ES
- John Brockmueller, Chief, Toledo PD
- Dave Germain, Chief, Toledo FD2
- Dep. Matt Schlecht, Lewis Co. Sheriff
- Sgt. Dan Riordan, Lewis Co. Sheriff

The mitigation planning team's roles and responsibilities were defined as follows:

- Participate actively in planning team meetings,
- Provide local perspectives re: natural hazards and the threats that they pose to the District's facilities and people.
- Help to identify existing plans, studies, reports and technical information for inclusion or reference in the mitigation plan.
- Forge consensus on mitigation action items and their priorities.
- Help to facilitate the public outreach actions during the mitigation planning process, and
- Provide review comments on draft materials during development of the TOLEDO School District Hazard Mitigation Plan.

3.3 Mitigation Planning Team Meetings

Mitigation planning team meetings are documented below with dates and brief summaries. Meeting agendas, attendees and minutes for the planning team meetings are provided as an Appendix at the end of this chapter.

1st Meeting: December 16, 2015 1 p.m.

Present:

TOLEDO District Staff: Angela Bacon, Heather Ogden, Terry Holmes (for Martin Huffman), Tom Martin, Chris Rust

Community Members: Dave Germaine, John Brockmueller, Matt Schlecht, Dan Riordan

Not Present:

TOLEDO District: Martin Huffman

Chris Rust presented an overview of the natural hazards identified in the PDM plan. A discussion of updates and upgrades to all building plans was discussed. It was noted that buses needed for evacuation to higher ground in the event of flood or lahar are housed on the opposite side of the Cowlitz River from schools. The team recommended a practice of keeping at least one bus at the Elementary School during school hours.

Chris Rust presented the FEMA EOP 6-step planning process and a timeline for accomplishing the steps. This meeting focused on identification of hazards and prioritizing hazards for inclusion in the EOP. A review of data entered in Rapid Responder will be undertaken in the interim between meetings. Next meeting was scheduled for January 24 at 1 p.m.

2nd Meeting...etc.

3.4 Public Involvement in the Mitigation Planning Process

The District took robust efforts to involve the public and stakeholders throughout the mitigation planning process, including the following actions:

NOTE: Implement as many of these actions as reasonably possible and provide brief documentation in this section with details in the Appendix.

Notices

The District announced the initiation of the mitigation planning via:

- Posting a notice on the District's website,
- Distributing the notice via e-mail to a wide audience of stakeholders,
- Publishing the notice in the following local newspaper(s): Insert name or list.

Copies of the above notices are included in Appendix 3.

Public Meetings (may be co-held with planning team meetings and/or school board meetings if desired)

Public meetings were announced via the modes listed above and held on the following dates:

- Meeting 1 (when there is a complete draft?)
- Meeting 2 date (presentation to the Board?)
- Meeting 3 date (if held).

Insert brief synopsis of each meeting

Meeting agendas, minutes and summary of attendees for the public meetings are included in Appendix 3.

Note: FEMA requires that the stakeholders invited to participate in the planning process (public meetings, review and comment on drafts) must include: 1) local and regional agencies involved in hazard mitigation activities (such as the county and city emergency managers), 2) agencies that have authority to regulate development (city and/or county) and 3) neighboring communities. Suggestions: e-mail notices of meetings and website postings to a list of such people and include neighboring districts in this list. FEMA requires that such stakeholders be given the opportunity to participate but this does not mean that they must participate. See: Page 16 of the FEMA Local Mitigation Plan Review Guide for what information must be provided for the stakeholders.

Public Surveys

Public surveys were conducted to facilitate inputs about key aspects of the district's mitigation planning from district staff, parents, the public and other stakeholders.

Note: Surveys may be paper and/or electronic. See: the Public Information Survey part of the OSPI Mitigation Planning Toolkit for a district mitigation planning survey template. You can use it with Survey Monkey or as a paper survey. This template may be edited by a district to better meet your specific needs and/or you can utilize other formats for conducting your survey if you prefer.

Following the analysis of your survey, write a brief synopsis of the key survey results in this section and paste-in some or all of the tables of the results, especially those which identify major trends. Survey Monkey will generate some of this information for you. Other tables can be developed by importing information from your survey data into Excel. The full Survey Monkey report [is](#) in Appendix 3.

Review and Comment on Mitigation Plan Drafts

Mitigation plan drafts were posted on the District’s website for review. Notices of the District’s requests for comments being solicited from all interested parties were made via (Insert the ways in which the request for comments on the draft mitigation plan was provided.) Copies of the notices are included in Appendix 3.

Key inputs received during the review and comment periods included the following: Insert a list of any significant comments that were received during the review period. If no substantive comments were received, delete this item from your mitigation plan.

- Comment 1
- Comment 2
- Comment 3
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3.5 Review and Incorporation of Existing Plans, Studies, Reports and Technical Information.

Mention study and survey and the district’s desire to modernize the high school, including seismic improvements, as funding may become available.

Note: FEMA wants to see the incorporation of any existing plans, studies, etc. into the mitigation planning process. This is probably more applicable to cities/counties than school districts. Nevertheless, it is necessary to provide at least minimal documentation here regarding existing information or efforts under way, which should serve as a starting point.

The TOLEDO School District’s Hazard Mitigation Plan drew heavily on the content of the Washington State K-12 Facilities Hazard Mitigation Plan and the Pre-Disaster Mitigation parts of the Office of Superintendent of Public Instruction’s ICOS (Inventory and Condition of Schools) database. ICOS includes a comprehensive database of school facility information, including condition assessments, remodeling and modernization and other data bearing on school facilities.

The Pre-Disaster Mitigation part of ICOS was invaluable in providing GIS data for campus locations and for automating the processing and interpretation of technical data relating to natural hazards and the risks that arise from these hazards to the district’s facilities and people.

ICOS is an actively maintained database that will be periodically updated, including hazard and risk data. Thus, the strong linkage between ICOS and the district’s mitigation planning will keep the mitigation plan “alive” and current and will be especially helpful during the 5-year updates.

Put in brief summary of evacuation or shelter in place for emergencies.

List and add brief comments regarding any other plans, studies, reports etc. bearing on mitigation – including perhaps, emergency plans capital facility plans or spending programs and strategic plans.