

# KYEM INTERNAL DOCUMENT: TRIP MEETING REPORT + EXAMPLE

Appendix 6-3

*Standard Portion: Plan Maintenance*

***Commonwealth of Kentucky Enhanced Hazard Mitigation Plan: 2013 Version***

Kentucky Emergency Management (KYEM)

University of Kentucky, Martin School of Public Policy and Administration

Hazard Mitigation Grants Program (UK-HMGP)

*To facilitate outreach and the administration behind it, employees of Kentucky Emergency Management (KYEM) and the University of Kentucky's Hazard Mitigation Grants Program (UK-HMGP) complete these forms upon traveling to any place outside of their home office so as to have a record of outreach that can be used in future planning and to aid payment systems. Provided is a blank form and one that had been filled out by UK-HMGP staff as an example of how it is used.*

# **TRIP/MEETING REPORT**

**NAME:**

**DATE:**

**LOCATION:**

**ITINERARY:**

**TIME:**

**ATTENDEES:**

**PURPOSE OF TRIP/MEETING:**

**SUMMARY:**

**CONCLUSIONS AND RECOMMENDATIONS:**

# **TRIP/MEETING REPORT**

**NAME:** Nick Grinstead

**DATE:** Wednesday, November 7, 2012

**LOCATION:** Gateway Area Development District

## **ITINERARY:**

**12:30 PM – 1:00 PM: Registration**

**1:00 PM – 1:30 PM: Overview of Recent Disaster Events**

- Impact of Declared Disasters
- Declaration Funding

**1:30 PM – 2:30 PM: Overview of Commonwealth Hazard Mitigation Plan**

- Required Actions
- Role of Stakeholders

**2:30 PM – 4:30 PM: Stakeholder Discussion Groups**

- Reviewing current mitigation projects
- Identifying hazards and risks
- Identifying new mitigation projects, strategies
- Prioritizing hazards, risks, projects, strategies

**TIME:** 12:30 PM – 4:30 PM

**ATTENDEES:** (See Sign-In Sheet) + Nancy Price, Amanda LeMaster, Nick Grinstead

## **PURPOSE OF TRIP/MEETING:**

**To be introduced to a complete version of the CHAMP System; to undergo perfunctory training in this beta version of the System; to elicit questions from the SHMC regarding CHAMPS.**

**SUMMARY:**

**Attendees listened to a presentation about Hazard Mitigation opportunities and how to plan in order to be able to apply for them; the role of the KYEM State Plan. Attendees participated in exercises to identify risks, identify strategies for combating risk, and prioritizing said strategies.**

**CONCLUSIONS AND RECOMMENDATIONS:**

**The Gateway Area Development District Local Multi-Jurisdictional Hazard Mitigation Plan needs to add hazards (tornadoes, snow/ice) to it and needs to add strategy ideas/action (a.k.a. projects).**