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 (tornados, snow/ice) to it and needs to add strategy ideas/action (a.k.a. projects).