

FEMA Pre-Disaster Mitigation Plan Update

Meeting Minutes

Date: Wednesday, May 13, 2015

Time: 10:00am - 11:00

Location: UNM, Scholes Hall, Roberts Room

In attendance:

Byron Piatt, Laura Banks, Ashley M. Vanderjagt, Deb Kuidis, Stephen Lockwood, Billy Hromas, Alexandra Snyder, Diane Anderson, Melissa Vargas

Plan progress report:

A Table of Contents (TOC) has been created using the FEMA Local Mitigation Planning Handbook (March 2013) and local and state mitigation plans. The TOC will serve as a guide and checklist as the plan gets updated. The TOC was distributed to all attendees for review and comment. Comments should be sent to Laura Banks.

Critical Facilities list:

Reviewed the criteria for UNM's critical facilities. Critical facilities are defined as those facilities that contribute to the essential functions of UNM. Without these facilities, the university couldn't fulfill its mission. The critical facilities have been sorted into multiple categories, using the FEMA categories as a guide. The 4 FEMA categories are: people, economy, built environment, and natural environment. The critical facilities list will not be made available to the public.

The committee reviewed the latest critical facilities list draft. This list included facilities from the 2010 plan and suggested 2015 update additions. Facilities with at least one loss since 2010 were highlighted. The group discussed some possible additions to the list such as new/future UNM acquisitions and the 4 UNM Branch campuses.

Discussed the Continuity of Operations Plan (COOP) for the University. Must make sure that the mitigation plan and the emergency operations plan address items that will enable UNM's continuity of operations. Byron and Melissa are working on the COOP.

Plan maintenance:

A list of running changes that need to be made will be cataloged in the beginning of the plan. The committee needs to determine how often they will meet over the next 5 years. It was mentioned that that plan maintenance and updates could dovetail off the capital improvements/projects meetings.

Review of guidance documents and plans:

Reviewed the plans and documents used in the 2010 plan. Reviewed the 7 additions/new versions submitted. All plans will be combined into the community capabilities section of the 2015 update.

Critical assets and risk analysis (chapter 5) are addressed in the plan in 3 ways: scenarios, historical analysis, and risk analysis. FEMA requests problem statements also be used. 5-10 problem statements will be added at the end of chapter 5 as a summary.

To do list:

1. Review critical facilities list – items to take off and items to add
2. Continue to think about new mitigation actions. Departments should submit these items.
3. Contact departments for latest versions of plans
4. Send out community capabilities list for review
5. Organize critical facilities list by geographical location for easier review

Future meetings:

Meetings will be held on the second Wednesday of each month from 10:00 - 11:00 in the Roberts Room in Scholes Hall. Please send a proxy to the meeting if you cannot attend. The dates are as follows:

6/10/2015, 7/8/2015, 8/12/2015, 9/9/2015, 10/14/2015 and 11/11/2015

Contact information:

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