

Quillayute Valley School District No. 402
Hazard Mitigation Plan – Planning Team Meeting #1

October 9, 2014

The first Quillayute Valley School District Hazard Mitigation Planning Team meeting convened at 3:30 p.m. at the Administrative Annex conference room on October 9, 2014. The presiding officer was Bill Henderson.

Present – Bill Henderson, Sali Kilmer, Jessi Wilson, Dan King, Adria Williams, Theresa Archibald, and Diana Reaume

Absent – Jamye Wisecup

1. Introductions – All members of the Hazard Mitigation Planning Team who were present for the meeting were current Quillayute Valley School District staff members. Therefore, introductions were unnecessary.

2. OSPI PDM Project Overview video – The planning team members viewed a Power Point video produced by Washington Office of the Superintendent of Public Instruction (OSPI) entitled “PDM Project Overview.” Briefly, the video described Washington’s approach to hazard mitigation planning for schools in the state. OSPI is using the \$1,000,000 FEMA planning grant awarded to them to create a statewide hazard mitigation plan with the end goal of assisting individual school districts in the development of their mitigation plans. The presentation described the process at the state level to create the Washington State K-12 Facilities Hazard Mitigation Plan, which included a large amount of public involvement. As part of the process, OSPI expanded the Inventory and Condition of Schools (ICOS) database to include facility information for twenty-eight pilot districts (including Quillayute Valley School District). A state-wide risk assessment was completed to analyze the major natural hazards in depth: earthquakes, floods, landslides, lahars, tsunamis and wildfire. All K-12 facilities which are in harm’s way of a given hazard were identified, based on data from the U.S. Geological Survey, WA Department of Natural Resources, Federal Emergency Management Agency (FEMA) flood maps and other resources. The facility information and hazard information combine in the ICOS system to create pre-populated reports for use in the individual district mitigation

plans. Additionally, OPSI created a “Hazard Mitigation Toolkit” which includes chapter templates for district-specific plans as well as guidance on the how to involve the public in the process.

3. Distribute draft plan – A printed copy of the “Quillayute Valley School District Hazard Mitigation Plan” draft was distributed to planning team members. It was explained that this edition is simply a first draft of the plan, and is based on the OSPI “Hazard Mitigation Toolkit” and the reports generated in the ICOS system. The draft plan also includes information specific to the Quillayute Valley School District and the City of Forks.
4. Planning team member responsibilities – The planning team member roles and responsibilities were defined as follows:
 - a. Participate actively in planning team meetings,
 - b. Provide local perspectives regarding natural hazards and the threats they pose to the District’s facilities and people,
 - c. Help to identify existing plans, studies, reports, and technical information for inclusion or reference in the mitigation plan,
 - d. Forge consensus on mitigation action items and their priorities
 - e. Help to facilitate the public outreach actions during the mitigation planning process, and
 - f. Provide review comments on draft materials during the development of the Quillayute Valley School District Hazard Mitigation Plan.
5. Public outreach efforts – The group briefly reviewed the public outreach efforts to date to announce the initiation of the hazard mitigation planning process. These efforts include:
 - a. A posting on the community reader board,
 - b. An email to all QVSD staff members and five neighboring school superintendents,
 - c. An email invitation to join the planning team to QVSD Safety Committee members, parents of QVSD students, a QVSD Board member, and representatives from Forks Community Hospital, City of Forks Planning Department, City of Fork Public Works Department, Forks Police Department, and Clallam County Emergency Management Department,
 - d. A press release in the Forks Forum newspaper,
 - e. A public survey, and

- f. Creation of the QVSD Hazard Mitigation Plan web page.
- 6. QVSD Hazard Mitigation Plan web page – The planning team viewed a demonstration of the new web page, which includes information about the process, a calendar of applicable events, a comments/questions sections, news releases, and links to other relevant information.
- 7. Homework – The planning team members were given a “homework” assignment: To read through the draft plan and be prepared with any comments or revision suggestions to share with the group at the next planning team meeting.

Next planning team meeting:

Date: Thursday, October 16th, 2014

Time: 3:30-4:30 p.m.

Place: Admin Annex Conference Room

