

ANNEX E

Procedures to Insure Public Involvement

Pursuant to Section 44 CFR 201.6(b), the following documents are provided as verification of the committee membership/public/private participation in the ongoing implementation and revising of the Collier County Hazard Mitigation Plan.

Every effort will be made to solicit the public's involvement/participation. The following are the minimal means.

Local Mitigation Strategy Public Outreach Process

The following describes a four-step public outreach process that is designed to be of interest to the general public as well as emergency and social service organizations and governmental entities. The goal is both enlighten the public about the importance of the concept of mitigation, to provide information about how everyone can mitigate against hazards and to inform the community about the efforts of the Local Mitigation Working Group and the entities that have been involved.

Step 1: Open House

Purpose

The Open House will serve as an informal forum to display mitigation materials and solicit input from guests.

Format

The Open House will run for several hours, starting late afternoon and continuing into early evening. Guests will be provided with a welcome bag containing a mitigation brochure, an All Hazards Guide, a comment sheet and a variety of information regarding Collier County services and will be directed to the display area – presentation and video viewing areas. Members of the Local Mitigation Strategy Working Group will offer informal presentations every hour and each station in the EOC will be set up with computers to provide information and tools specific to hazards and other resources. Stations will include: LMS Plan, Personal Hazards Mapping Program and Zoning Map, Fire, Hurricane, Flooding, and All Hazards. Guests may listen to the presentation, visit the display area, watch the mitigation video or talk individually or in small groups with members of the LMS Working Group and government officials.

Materials

Mitigation brochure, mitigation video, maps of LMS project locations, example photos of before and after mitigation photos, LMS Plan, etc. Need podium for presenters, television and VCR for viewing video, tables for registration and tables for displays, including large tables for maps or space on walls for maps. Chairs are needed in the video viewing area and a few at each display table.

Location

Emergency Operations Center and first floor of Administration Building.

Time

To begin on a weeknight around 3pm and continue until 9 pm to allow those who work to attend during or after their work schedule. The workshop/open house will be offered at least twice each year as the plan is updated.

Participants/Guests

All LMS Working Group members should attend to help explain display materials, provide brief presentations and answer questions. Should be open to the general public and special invitations should be sent to all government officials and schools, emergency and social service organizations and media.

Advertising

- 1) Public Notice - A public notice will be sent with the assistance of the Communication and Customer Relations Department to distribute/post at least 72 hours prior to the event. The public notice will be posted in the W. Harmon Turner Building (Administration Building F, 3301 Tamiami Trail E.), and sent by fax to the media list, libraries and parks for placement on doors and other public areas and will be run on the local government television Channel 11/16 and posted on the County web site.
- 2) News Press Release – The Communication and Customer Relations Department will be asked to send a separate News Press Release to all media outlets.
- 3) Invitations - A one page invitation will be sent to all government and school officials in Collier County, Constitutional Officers and all City of Naples, Marco Island and Everglades City officials.

Step 2: Presentation Meeting

Purpose

The purpose of the Presentation Meeting is to provide a formal presentation of the LMS Plan and to solicit input.

Format

The format for the formal presentation will be an overview of the purpose of the LMS, the process used to develop the LMS, identification and description of the LMS projects, the process for amending the LMS projects list, mention of the issues that were raised during the Open House, next steps and questions.

Materials

LMS Plan and maps for presentation.

Location

Board of County Commissioners Meeting Rooms.

Time

At a time posted for the meeting.

Guests

Board members and general public.

Advertising

Public Notice – The meeting will be publicly noticed as part of the regular meeting agenda. The Communication and Customer Relations Department will be asked to videotape portions of the Open House to be televised at a later date as part of the Channel 11/16-television program.

Step 3: Television Program - Channel 11/16*Purpose*

The Television Program will serve to summarize the LMS program.

Format

The Television Program will begin with a brief interview of a member of the Local Mitigation Strategy Work Group and/or the Emergency Management Director, who will introduce the idea of hazard mitigation, mention the process and will describe the public outreach process. The LMS Video will follow the interview.

Materials

LMS Video

Step 4: Speakers Bureau*Purpose*

To further disseminate information about the LMS and mitigation to groups as requested.

Format

Individual members of the LMS Working Group are on call to represent the Working Group at neighborhood and civic association and other group meetings as requested.

Materials

Brochures as described above, mitigation video if time allows during meeting.

Location

Locations to vary.

Time

Times to vary.

Guests

Members of association or group that has requested presentation.

Advertising

To be handled by association or group that has requested presentation.