

Review, Revise and Maintain the Plan

Step Six closes the loop in the planning process. It focuses on adding the information gained by exercising the plan to the research collected in Step Two and starting the planning cycle over again. Remember, planning is a continuous process that does not stop when the plan is published. Plans should evolve as lessons are learned, new information and insights are obtained, and priorities are updated.

Planning teams should establish a process for reviewing and revising the plan. Reviews should be a recurring activity. In no case should any part of the plan go for more than two years without being reviewed and revised. Teams should also consider reviewing and updating the plan after key events that may affect the adequacy, feasibility, acceptability or completeness of the plan.

Events that may affect the adequacy, feasibility, acceptability, or completeness of the plan	In the past year, have any of these occurred: Yes/No	Will this affect the adequacy, feasibility, acceptability, or completeness of the plan? Yes/No	Response
A major incident (e.g., flood, tornado, gas line explosion)			
A change in operational resources (e.g., policy, personnel, organizational structures, management processes, facilities, equipment)			
A formal update of planning guidance or standards			
A change in elected officials			
Major exercises			
The jurisdiction’s demographics or hazard or threat profile			
The acceptability of various risks			
The enactment of new or amended laws or ordinances			