

Instructions on how to use the Outline:

Remember that use of this document cannot be a substitute for reading the federal regulations and the implementing guidelines published by FEMA.

Exemptions from use of this outline for hazard mitigation plan development will be granted on a case by case basis upon prior application to the Missouri State Emergency Management Agency (SEMA).

The organization of the written hazard mitigation plan should be based on the structure of the outline.

Each section and subsection of the following outline includes instructions on the information that should be included in that section/subsection. In some cases, there is sample language (in blue type) that can be modified to fit the planning area and its participating jurisdictions. Remember that all planning areas are unique, and each section must be tailored to meet the unique circumstances in each jurisdiction.

The Outline assumes that the plan being developed is an update of a previously approved plan, since this is the case in almost all of the Missouri local plans.

Helpful tips for formatting:

The Headings, Table Titles and Figure Titles are all set up to auto-number and auto update. This is useful if you change the order of the sections or add or delete tables and figures so that you don't have to go back and manually change the numbers.

To open the style box to see the formatting of headings/tables/figures (as well as most of the other text that uses a consistent style format), go to the "Home" tab. Then in the long "Styles" box, click the arrow in the lower right corner. It will open a list of styles that are in the document on the right side of the page. If you place your cursor on text in the document, the style of that text will have a blue rectangle around it. If you want to add another "Heading 3" section, place the cursor where you want it in the document, and then click "Heading 3" in the style box. The same is true for adding Tables and Figures. To add a new table, place the cursor where you want to type the Table Title and then click the style called "Table Title". For Figure Titles, the style is called "Figure Title".

All of the source text should be formatted as "Table/Figure Source". This setup will force consistency with fonts, size, etc. The main text is usually either "body text" or "normal." In some cases text of one style has been manually changed with the font/color/size in the home tab and so even though it may carry the name of a particular style, it does not have all of the attributes since they have been changed.

The cross-reference text within the paragraphs that refers to a table or figure can also be set to auto-update if the table/figure number changes due to a deletion or insertion.

To get the Table of Contents and the cross-referenced Table/Figure fields that are set up to update, click CTRL-A to select the whole document and then select F9. If you want to do the TOC only, right click on the TOC and click update. You can choose to update page numbers only...or update the entire table. If you have added new Headings in, you want to select "update entire table" so that the new heading will show up in the TOC.

The Plan Outline Template Chapters are formatted to remain as separate MS Word files. If you desire to merge your plan into one file, convert each Chapter MS Word file to a separate Adobe PDF file and then merge into one PDF. If you choose to merge the separate MS Word files into one Word file, the auto-numbering functions of the Headings, Table Titles and Figure Titles will not work properly.