# Multi-Jurisdictional Hazard Mitigation Plan

# Data Collection Questionnaire

**For Small Local Governments**

County:

Jurisdiction:

Return by:

Please complete this data collection questionnaire as accurately and completely as possible as this information will appear in the mitigation plan. A data collection questionnaire must be completed for each “jurisdiction” that wishes to be included in the plan. According to FEMA’s definition a jurisdiction is any local government, including counties, municipalities, cities, towns, school districts, special districts, councils of government, and tribal organizations. Any of these entities as well as publicly funded colleges and universities that do not participate in the planning process **will no**t be eligible applicants for FEMA mitigation funding programs. Please note: School Districts and other Educational Institutions should complete the Data Collection Questionnaire indicated “For School Districts and Educational Institutions”.

Prepared by:

Phone:

Email:

Date:

**Please return questionnaires by mail, email, or fax to:**

Name:

Address:

Email:

Fax:

# CAPABILITY ASSESSMENT

# &

# INCORPORATION OF Existing Plans, Studies, Reports and Technical Information

The purpose of this section is to collect information to document existing capabilities as well as determine existing plans, studies, reports, and technical information that may need to be incorporated in the mitigation plan. Although some of this information may have been captured in your previous mitigation plan, it is important to ensure this information is current in the plan update

Please indicate which of the following your jurisdiction has in place. For elements that do not pertain to your type of public entity, please indicate with “N/A”. If applicable, please provide a completion date for the element. If your jurisdiction does not have a particular element, and a higher level of government has the authority pertaining to your jurisdiction, please indicate this in the comments column. If your jurisdiction has any of the **underlined and bolded** elements, please provide a copy of the document to the contact listed on the front and indicate method in the comments column (i.e. available on the web, will email or mail).

| **Element** | **Yes, No, N/A** | **Comments and/or Weblink** |
| --- | --- | --- |
| **Planning Capabilities** | | |
| Comprehensive or Land-Use Plan |  | Date: |
| Capital Improvement Plan |  | Date: |
| Transportation Plan / Highway Department |  | Date: |
| Emergency Operations Plan |  | Date: |
| Local Recovery Plan |  | Date: |
| Debris Management Plan |  | Date: |
| Firewise or other fire mitigation plan |  | Date: |
| Economic Development Plan |  | Date: |
| **Policies/Ordinance** | | |
| Zoning Ordinance |  |  |
| Building Code |  | Version: |
| Floodplain Ordinance |  | Date: |
| Drainage/Stormwater Ordinance |  |  |
| Site Plan Review Requirements |  |  |
| Historic Preservation Ordinance |  |  |
|  |  |  |
| **Program** | | |
| National Flood Insurance Program (NFIP) |  |  |
| NFIP Community Rating System  (CRS) program |  | If so, what is your current level rating? |
| National Weather Service (NWS)  Storm Ready Certification |  |  |
| Firewise Community Certification |  |  |
| Building Code Effectiveness Grading (BCEGs) |  |  |
| ISO Fire Rating | Rating: |  |
| Public Education or information programs (i.e., responsible water use, fire safety, household preparedness, or environmental education |  |  |
| Mutual Aid Agreements |  |  |
| **Studies/Reports/Maps** | | |
| Critical Facilities Inventory |  |  |
| Vulnerable Population Inventory |  |  |
| **Staff/Department** |  | **Full Time or Part Time?** |
| Building Code Official / Building Inspector |  |  |
| Engineer |  |  |
| Development Planner |  |  |
| NFIP Floodplain Administrator |  |  |
| Mapping Specialist (GIS) |  |  |
| Public Works Official |  |  |
| Emergency Management Coordinator |  |  |
| Local Emergency Planning Committee |  |  |
| Sanitation Department |  |  |
| Highway/Transportation Department |  |  |
| Economic Development Department |  |  |
| Housing Department |  |  |
| Historic Preservation |  |  |
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| **Non-Governmental Organizations (NGOs)** | **Is there a local chapter? Yes or No** |  |
| American Red Cross |  |  |
| Salvation Army |  |  |
| Veterans Groups |  |  |
| Local Environmental Organization |  |  |
| Homeowner Associations |  |  |
| Neighborhood Associations |  |  |
| Chamber of Commerce |  |  |
| Community Organizations  (Lions, Kiwanis, etc. |  |  |
| **Financial Resources** | | **Is your jurisdiction able to?  Yes or No** |
| Apply for Community Development Block Grants | |  |
| Fund projects thru Capital Improvements funding | |  |
| Authority to levy taxes for specific purposes | |  |
| Fees for water, sewer, gas, or electric services | |  |
| Impact fees for new development | |  |
| Incur debt through general obligation bonds | |  |
| Incur debt through special tax bonds | |  |
| Incur debt through private activities | |  |
| Withhold spending in hazard prone areas | |  |

**For plan updates, the plan maintenance process outlined in your previous plan requires all participating jurisdictions to incorporate the requirements of the mitigation plan into other planning mechanisms, when appropriate. A key element of effective implementation of mitigation is for the mitigation plan to be incorporated in existing authorities, policies, programs, and resources. Next to each applicable planning mechanism, indicate how your jurisdiction incorporated the previous mitigation plan. If no incorporation has occurred, please explain, including background information detailing any challenges preventing incorporation.**

|  |  |
| --- | --- |
| **Planning Capabilities** | **Method of Incorporation  Since Previous Plan or Challenges Preventing Incorporation** |
| Comprehensive or Land-Use Plan |  |
| Capital Improvement Plan |  |
| Transportation Plan / Highway Department |  |
| Emergency Operations Plan |  |
| Local Recovery Plan |  |
| Debris Management Plan |  |
| Firewise or other fire mitigation plan |  |
| Economic Development Plan |  |

### Additional Questions

1. How is your government structure organized? (Commission, Mayor/City Council, how many members)
2. List any other past or ongoing projects or programs designed to reduce disaster losses, these may include projects to protect critical facilities. Be sure to include pending or approved projects submitted for FEMA mitigation grants.
3. Describe any hazard-related concerns or issues regarding the vulnerability of special needs populations, such as the elderly, disabled, low-income, or migrant farm workers.
4. How many outdoor warning sirens are in your community?

How are they activated (indicate responsible department/personnel)?

1. Does your community utilize any other warning systems such as Cable Override, Reverse 911, etc? If so, please describe.
2. Does your community have designated public tornado shelters/saferooms? If so, are they constructed in accordance with FEMA standards?

Please provide address locations:

1. Identify residential, commercial and industrial development in your jurisdiction since last plan update.
2. Describe development trends and expected growth areas. Is any new development expected to occur in the 100-year floodplain? Is any new development expected to occur in any other known hazard areas? If possible, please provide a map indicating potential/planned growth areas.
3. Are any new facilities or infrastructure planned for construction during the next five years? If so, please provide facility name and purpose along with proposed locations, if known.
4. Please list major employers in your jurisdiction with an estimated number of employees.
5. Please list Mitigation Planning Committee members who served during the development of the previously approved plan. Was the process set forth for monitoring the implementation of the previously approved mitigation plan adhered to? Did the Committee meet as was specified in the previously approved plan? Why or why not?
6. Describe your jurisdiction’s participation in the NFIP. Include information about how compliance with the NFIP is enforced locally.

# VULNERABILITY ASSESSMENT

The purpose of this worksheet is to assess the vulnerable buildings, populations, critical facilities, infrastructure, and other important assets in your community by using the best available data to complete the table. Use the table on the next page to compile a detailed inventory of specific assets at risk including critical facilities and infrastructure; natural, cultural, and historical assets; and economic assets. In the natural hazard column of the asset inventory table, indicate (by assigned abbreviation) which of the following hazards the asset is vulnerable to:

|  |  |
| --- | --- |
| **Natural Hazards** | |
| Flooding (Major & Flash) - **RF** | Drought - **D** |
| Levee Failure - **LF** | Extreme Temperature - **ET** |
| Dam Failure - **DF** | Severe Thunderstorm (incl. winds, hail, lightning) - **ST** |
| Earthquake - **EQ** | Severe Winter Weather (incl. snow, ice, severe cold) - **SWW** |
| Land Subsidence / Sinkholes - **LSS** | Tornadoes - **T** |
| Drought - **D** | Wildfire - **WF** |

### Critical Facilities and Infrastructure

A critical facility may be defined as one that is essential in providing utility or direction either during the response to an emergency or during the recovery operation. FEMA’s HAZUS-MH loss estimation software uses the following three categories of critical assets. ‘Essential facilities’ are those that if damaged would have devastating impacts on disaster response and/or recovery. ‘High potential loss facilities’ are those that would have a high loss or impact on the community. Transportation and lifeline facilities are third category of critical assets; examples are provided below.

|  |  |  |
| --- | --- | --- |
| **Essential Facilities** | **High Potential Loss Facilities** | **Transportation and Lifeline** |
| Hospitals and other medical facilities  Police stations  Fire station  Emergency Operations Centers | Power plants  Dams/levees  Military installations  Hazardous material sites  Schools  Shelters  Day care centers  Nursing homes  Main government buildings | Highways, bridges, and tunnels  Railroads and facilities  Bus facilities  Airports  Water treatment facilities  Natural gas facilities and pipelines  Oil facilities and pipelines  Communications facilities |

### Economic Assets

Economic assets at risk may include major employers or primary economic sectors, such as agriculture, whose losses or inoperability would have severe impacts on the community and its ability to recover from disaster.

### Asset Inventory

Please list critical facilities and other community assets, the square feet, values, and occupancy/capacity. If not applicable, enter “N/A”). In the last column, use the codes from the previous page to indicate hazards to which the asset is vulnerable. Add as many rows as needed. If this information is available in GIS format, please provide.

### Critical Facilities

| **Name of Asset** | **Address** | **Area (sq.ft.)** | **Replacement Value (Insured) ($)** | **Contents Value ($)** | **Occupancy/  Capacity  (#)** | **Natural Hazards** |
| --- | --- | --- | --- | --- | --- | --- |
| Essential Facilities such as hospitals and other medical facilities, police and fire stations, Emergency Operations Centers | | | | | | |
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| High Potential Loss Facilities such as power plants, dams/levees, military installations, hazardous materials sites, shelters, day care centers, nursing homes, main government buildings (Do not include schools—they will be reported by the school districts) | | | | | | |
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| Transportation and Lifelines such as highways, bridges, and tunnels; railroads and facilities, bus facilities, airports, water treatment facilities, natural gas facilities and pipelines, oil facilities, oil facilities and pipelines, communications facilities | | | | | | |
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### \*If replacement cost data is not available, use the best available data (assessed valuation or other method for estimating cost) and explain any data deficiencies.

### Economic Assets (Major Employers, etc)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Asset** | **Address** | **Product/**  **Service** | **Value**  **(if known)** | **Number of Employees** | **Hazards** |
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# HISTORIC HAZARD EVENTS

Please fill out the sheet on the next page for each significant hazard event that affected **Your Jurisdiction. Make as many copies as necessary to record all events** and complete with as much detail as possible. This includes all events associated with the hazards listed below that have caused previous damage in your jurisdiction. It is especially important to capture events that either were not included in the previous Hazard Mitigation Plan or occurred since the plan was completed. Attach supporting documentation, photocopies of newspaper articles, or other original sources.

|  |  |
| --- | --- |
| **Jurisdiction** |  |
| **Type of event** |  |
| **Nature and magnitude of event** |  |
| **Location** |  |
| **Date of event** |  |
| **Injuries** |  |
| **Deaths** |  |
| **Property damage** |  |
| **Infrastructure damage** |  |
| **Crop damage** |  |
| **Business/economic impacts** |  |
| **Road/school/other closures** |  |
| **Other damage** |  |
| **Insured losses** |  |
| **Federal/state disaster relief funding** |  |
| **Source of information** |  |
| **Comments** |  |

# HISTORIC HAZARD EVENTS (continued)

Please fill out the sheet on the next page for each significant hazard event that affected **Your Jurisdiction. Make as many copies as necessary to record all events** and complete with as much detail as possible. This includes all events associated with the hazards listed below that have caused previous damage in your jurisdiction. It is especially important to capture events that either were not included in the previous Hazard Mitigation Plan or occurred since the plan was completed. Attach supporting documentation, photocopies of newspaper articles, or other original sources.

|  |  |
| --- | --- |
| **Jurisdiction** |  |
| **Type of event** |  |
| **Nature and magnitude of event** |  |
| **Location** |  |
| **Date of event** |  |
| **Injuries** |  |
| **Deaths** |  |
| **Property damage** |  |
| **Infrastructure damage** |  |
| **Crop damage** |  |
| **Business/economic impacts** |  |
| **Road/school/other closures** |  |
| **Other damage** |  |
| **Insured losses** |  |
| **Federal/state disaster relief funding** |  |
| **Source of information** |  |
| **Comments** |  |

**ASSESSMENT OF PREVIOUSLY PROPOSED ACTIONS**

**Jurisdiction: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The contractor/plan development facilitator has provided a list of actions proposed in the previously approved plan for each jurisdiction. Use the worksheet below to evaluate whether each action is still current, feasible, desirable, and/or creates benefit that outweighs the cost.

The worksheet should include information on the status of the action and progress made in implementation, if any. This includes:

* For **completed actions** provide a description of the implementation process. This may be a success story you would like to publicize in your community.
* Some of the actions might have been **ongoing** in nature, such public information and education programs. When this is the case, indicate what activity has occurred during the previous five years, and indicate if this program is still viable enough that it should be carried on into the future.
* If **no progress** has been made in the implementation of a given action, discuss why. Note that implementation is not a requirement. However, if no progress has been made, perhaps this is an action that would be appropriate to delete in the updated plan.

During review of the previously approved actions, consider whether any new actions should be proposed. Perhaps damages from a recent hazard event have indicated the need for new approaches to protect property and life. Review the problem statements from the updated plan for ideas. Also review the FEMA publication *Mitigation Ideas: A Resource for Reducing Risk to Natural Hazards (January 2013).*

| **#** | **Action** | **Status** | | | **Description of Implementation Activities or Reasons for Lack of Progress** | **Keep – ✓ Delete – X Modify – M** |
| --- | --- | --- | --- | --- | --- | --- |
| **Complete** | **Ongoing** | **No Progress** |
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