

Multi-Jurisdictional Hazard Mitigation Plan
Data Collection Questionnaire
For 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 not** 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: Christopher Hess _____

Address: P.O. Box 123 Concordia, MO 64020 _____

Email: Chris@trailsrpc.org _____

Fax: 660-463-7944 _____

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		
<u>Comprehensive Plan</u>	Date:	
Builder's Plan	Date:	
Capital Improvement Plan	Date:	
City Emergency Operations Plan	Date:	
County Emergency Operations Plan	Date:	
Local Recovery Plan	Date:	
County Recovery Plan	Date:	
City Mitigation Plan	Date:	
County Mitigation Plan	Date:	
Debris Management Plan	Date:	
<u>Economic Development Plan</u>	Date:	
Transportation Plan	Date:	
Land-use Plan	Date:	
Flood Mitigation Assistance (FMA) Plan	Date:	
<u>Watershed Plan</u>	Date:	
Firewise or other fire mitigation plan	Date:	
Critical Facilities Plan (Mitigation/Response/Recovery)	Date:	

Element	Yes, No, N/A	Comments and/or Weblink
Policies/Ordinance		
Zoning Ordinance		
Building Code	Version:	
Floodplain Ordinance	Date:	
Subdivision Ordinance		
Tree Trimming Ordinance		
Nuisance Ordinance		
Stormwater Ordinance		
Drainage Ordinance		
Site Plan Review Requirements		
Historic Preservation Ordinance		
Landscape Ordinance		
Program		
Zoning/Land Use Restrictions		
Codes Building Site/Design		
Hazard Awareness 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:	
Economic Development Program		
Land Use Program		
Public Education/Awareness		
Property Acquisition		
Planning/Zoning Boards		
Stream Maintenance Program		
Tree Trimming Program		
<u>Engineering Studies for Streams (Local/County/Regional)</u>		

Element	Yes, No, N/A	Comments and/or Weblink
Mutual Aid Agreements		
Studies/Reports/Maps		
<u>Hazard Analysis/Risk Assessment (City)</u>		
<u>Hazard Analysis/Risk Assessment (County)</u>		
Evacuation Route Map		
<u>Critical Facilities Inventory</u>		
<u>Vulnerable Population Inventory</u>		
<u>Land Use Map</u>		
Staff/Department		Full Time or Part Time?
Building Code Official		
Building Inspector		
Mapping Specialist (GIS)		
Engineer		
Development Planner		
Public Works Official		
Emergency Management Coordinator		
NFIP Floodplain Administrator		
Emergency Response Team		
Hazardous Materials Expert		
Local Emergency Planning Committee		
County Emergency Management Commission		
Sanitation Department		
Transportation Department		
Economic Development Department		
Housing Department		
Historic Preservation		
Non-Governmental Organizations (NGOs)	Is there a local chapter? Yes or No	
American Red Cross		
Salvation Army		
Veterans Groups		

Element	Yes, No, N/A	Comments and/or Weblink
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 Plan	
Builder's Plan	
Capital Improvement Plan	
Local Recovery Plan	
County Recovery Plan	
Debris Management Plan	
Economic Development Plan	
Transportation Plan	
Land-use Plan	
Watershed Plan	
Firewise or other Fire Mitigation Plan such as Community Wildfire Protection Plan	

Additional Questions

1. How is your government structure organized? (Commission, Mayor/City Council, how many members)
2. List any past or ongoing public education or information programs, such as for responsible water use, fire safety, household preparedness, or environmental education.
3. 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.
4. 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.
5. How many outdoor warning sirens are in your community?

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

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

Please provide address locations:

8. List residential, commercial and industrial development in your jurisdiction since last plan update.

9. 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.

10. 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.

11. Please list major employers in your jurisdiction with an estimated number of employees.

12. 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?

13. 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

Hospitals and other medical facilities
Police stations
Fire station
Emergency Operations Centers

High Potential Loss Facilities

Power plants
Dams/levees
Military installations
Hazardous material sites
Schools
Shelters
Day care centers
Nursing homes
Main government buildings

Transportation and Lifeline

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.

Economic Assets (Major Employers, etc)

Asset	Address	Product/ Service	Value (if known)	Number of Employees	Hazards

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.

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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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		Complete	Ongoing	No Progress		