

**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 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 \_\_\_\_\_

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# 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
<b>Planning Capabilities</b>		
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:
<b>Policies/Ordinance</b>		
Zoning Ordinance		
Building Code		Version:
Floodplain Ordinance		Date:
Drainage/Stormwater Ordinance		
Site Plan Review Requirements		
Historic Preservation Ordinance		

Element	Yes, No, N/A	Comments and/or Weblink
<b>Program</b>		
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		
<b>Studies/Reports/Maps</b>		
Critical Facilities Inventory		
Vulnerable Population Inventory		
<b>Staff/Department</b>		<b>Full Time or Part Time?</b>
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		

Element	Yes, No, N/A	Comments and/or Weblink
<b>Non-Governmental Organizations (NGOs)</b>	<b>Is there a local chapter? Yes or No</b>	
American Red Cross		
Salvation Army		
Veterans Groups		
Local Environmental Organization		
Homeowner Associations		
Neighborhood Associations		
Chamber of Commerce		
Community Organizations (Lions, Kiwanis, etc.)		
<b>Financial Resources</b>		<b>Is your jurisdiction able to? Yes or No</b>
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)?

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

Please provide address locations:

7. Identify residential, commercial and industrial development in your jurisdiction since last plan update.

8. 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.
  
9. 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.
  
10. Please list major employers in your jurisdiction with an estimated number of employees.
  
11. 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?
  
12. 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) - <b>RF</b>	Drought - <b>D</b>
Levee Failure - <b>LF</b>	Extreme Temperature - <b>ET</b>
Dam Failure - <b>DF</b>	Severe Thunderstorm (incl. winds, hail, lightning) - <b>ST</b>
Earthquake - <b>EQ</b>	Severe Winter Weather (incl. snow, ice, severe cold) - <b>SWW</b>
Land Subsidence / Sinkholes - <b>LSS</b>	Tornadoes - <b>T</b>
Drought - <b>D</b>	Wildfire - <b>WF</b>

## 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)**

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

## 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.

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

## 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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<b>Road/school/other closures</b>	
<b>Other damage</b>	
<b>Insured losses</b>	
<b>Federal/state disaster relief funding</b>	
<b>Source of information</b>	
<b>Comments</b>	

# 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		

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