

Multi-Jurisdictional Hazard Mitigation Plan
Data Collection Questionnaire
For Special Districts

County: _____

Special District Name: _____

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		
Capital Improvement Plan	Date:	
Emergency Operations Plan	Date:	
Continuity of Operations Plan	Date:	
Community Wildfire Protection Plan	Date:	
Other:		
Policies		
Programs		
Cross-Connection Program		
Hydrant Flushing Program		
Public Education/Awareness		
Tree Trimming Program		
Mutual Aid Agreements		
Other:		

Element	Yes, No, N/A	Comments and/or Weblink
Studies/Reports/Maps		
Evacuation Route Map		
Critical Facilities Inventory		
Staff/Department		Full Time or Part Time?
Financial Resources		Is your jurisdiction able to? Yes or No
Fund projects thru Capital Improvements funding		
Fees for water, sewer, gas, or electric services		
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
Capital Improvement Plan	
Emergency Operations Plan	
Continuity of Operations Plan	
Firewise or other Fire Mitigation Plan such as Community Wildfire Protection Plan	

Additional Questions

1. How is your Special District structure organized? (Board of Directors, Commission, 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. 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?

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

Fire station
Emergency Operations Centers

High Potential Loss Facilities

Power plants
Dams/levees
Hazardous material sites
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

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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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		