

Local Hazard Mitigation Planning Workbook



*A workbook to assist local communities in developing
a multi-hazard mitigation plan that meets the requirements
of the Disaster Mitigation Act of 2000.*

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INDEX SHEETS FOR LOCAL HAZARD MITIGATION PLANNING

UNDER SECTION 322 OF THE DISASTER MITIGATION ACT OF 2000

(PURSUANT TO 44 CFR 201.6)

HAZARD MITIGATION PLANNING GUIDE FOR FINDING MATERIALS IN THIS WORKBOOK, AS THEY RELATE TO THE FOLLOWING FEDERAL REQUIREMENTS

FEMA PLAN REQUIREMENT	DESCRIPTION	LOCATION(S) IN THIS WORKBOOK WHERE GUIDANCE CAN BE FOUND ON THIS PLANNING REQUIREMENT
Item a (3)	For multi-jurisdictional plans, the plan shall describe how each community has participated in the planning process, and also show that each has officially adopted the plan.	Pages 16-17, 19-22, 29-31, 90, 156, 191-192
Item b (1)	The planning process shall include an opportunity for the public to comment on the plan during the drafting stage and prior to plan approval. The plan will describe what opportunities were provided for public comment, and the results of these opportunities.	Pages 8, 15-20, 90, 98, 178
Item b (2)	An opportunity for neighboring communities, local and regional agencies involved in hazard mitigation activities, and agencies that have the authority to regulate development, as well as businesses, academia and other private and non-profit interests to be involved in the planning process. The plan shall describe these opportunities and their results.	Pages 2-3, 10, 16-17, 19-23, 26, 28-34, 46-48, 61, 74, 90, 98, 149-150, 156, 178, 191-192
Item b (3)	Review and incorporation, if appropriate, of existing plans, studies, reports, and technical information. The plan should describe what existing sources were used to inform the plan.	Pages 3, 26, 28-29, 35-44, 54-59, 179-180
Item c (1)	The plan shall include documentation of the planning process used to develop the plan, including how it was prepared, who was involved in the process, and how the public was involved.	Pages 2-3, 8-9, 14, 35-36, 45, 49-67, 103, 178, 187-188, 191-192
Item c (2) (i)	The plan shall include a risk assessment that provides the factual basis for activities proposed in the strategy to reduce losses from identified hazards, including sufficient information to enable the jurisdiction to identify and prioritize appropriate mitigation actions to reduce losses from identified hazards. The risk assessment shall include a description of the type, location, and extent of all hazards that can affect the jurisdiction; information on previous occurrences of hazard events; and information on the probability of future hazard events.	Pages 35-44, 46-55, 57-67, 104-105, 179
Item c (2) (ii) (A)	The plan shall include a description of the jurisdiction's vulnerability to the hazards described in item c (2) (i) above; including an overall summary of each hazard and its impact on the community. Vulnerability will be described in terms of the types and numbers of existing and future buildings, infrastructure, and critical facilities located in the identified hazard areas;	Pages 26-27, 32-34, 51-67, 142-148, 151-176, 179-180
Item c (2) (ii) (B)	Vulnerability will also be described in terms of an estimate of the potential dollar losses to vulnerable structures identified in item c (2) (i) (A) above, and a description of the methodology used to prepare the estimate; and	Pages 26-27, 57, 151-176, 179-180
Item c (2) (ii) (C)	Vulnerability will be described in terms of providing a general description of land uses and development trends within the community so that mitigation options can be considered in future land use decisions.	Pages 29, 56, 179

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FEMA PLAN REQUIREMENT	DESCRIPTION	LOCATION(S) IN THIS WORKBOOK WHERE GUIDANCE CAN BE FOUND ON THIS PLANNING REQUIREMENT
Item c (2) (iii)	For multi-jurisdictional plans, the risk assessment section must assess each jurisdiction's risks where they vary from the risks facing the entire planning area.	Pages 30-31, 54-55, 66, 90
Item c (3) (i)	The plan must contain a mitigation strategy that provides the jurisdiction's blueprint for reducing the potential losses identified in the risk assessment, based on existing authorities, policies, programs and resources, and its ability to expand on and improve these existing tools. This section <u>must</u> include a description of mitigation goals to reduce or avoid long-term vulnerabilities to the identified hazards.	Pages 68-83, 105-106
Item c (3) (ii)	The plan must contain a section that identifies and analyzes a comprehensive range of specific mitigation actions and projects being considered to reduce the effects of each hazard, with particular emphasis on new and existing buildings and infrastructure.	Pages 70-86, 107, 151-176
Item c (3) (iii)	The document must contain an action plan describing how the actions identified in item c (2) (ii) above will be prioritized, implemented, and administered by the local jurisdiction. Prioritization shall include a special emphasis on the extent to which benefits are maximized according to a cost benefit review of the proposed projects and their associated costs.	Pages 60-66, 87-94, 107-139
Item c (3) (iv)	For multi-jurisdictional plans, there must be identifiable action items specific to the jurisdictions requesting FEMA approval or credit of the plan.	Pages 30-31
Item c (4) (i)	The plan will contain a plan maintenance process that includes a section describing the method and schedule of monitoring, evaluating, and updating the mitigation plan within a five-year cycle.	Pages 94-95, 140
Item c (4) (ii)	The "plan maintenance process" section will also include a process by which local governments incorporate the requirements of the mitigation plan into other planning mechanisms such as comprehensive or capital improvement plans, when appropriate.	Pages 57, 67, 71-72, 74-83, 193-212
Item c (4) (iii)	The "plan maintenance process" section will also include a discussion of how the community will continue public participation in the plan maintenance process.	Pages 15-20, 23, 95
Item c (5)	The plan will include documentation that the plan has been formally adopted by the governing body of the jurisdiction requesting approval of the plan (e.g., City Council, County Commissioner, Tribal Council). For multi-jurisdictional plans, each jurisdiction requesting approval of the plan must document that it has been formally adopted.	Pages 90, 98, 102, 192
MSP/EMD requirement	The plan shall include descriptions and/or maps of the jurisdiction's public warning system coverage, and any known gaps in that coverage.	Pages 34, 53, 186