

LOCAL HAZARD MITIGATION PLAN UPDATE TEMPLATE

The attached Local Hazard Mitigation Plan Update Template has been developed for local governments to use in creating the form and structure for their updated Hazard Mitigation Plans. The sections and subsections listed below are constructed in a systematic way to ensure that the Federal Planning Requirements of the Disaster Mitigation Act of 2000 (DMA2K) Section 322 are met. GEMA has worked closely with FEMA to ensure that local plan updates in Georgia will meet or exceed the Federal requirements for an approvable local plan. This template will help to ensure that the local plan authors have written and completed all Federal requirements.

If you or a member of your team were involved in the development of your initial Hazard Mitigation Plan, you may remember many valuable “lessons learned” from the preparation and approval of that plan. The plan review process has changed a great deal and there are a number of issues that need to be addressed.

- 1) Please fully document the local planning process.
- 2) Detail the “who, what, where, when, why, and how” types of information
- 3) Document all changes made to the plan during this update process (both specific changes and their location in the plan).

Assume that the reader (i.e.: FEMA reviewer, state reviewer, citizen) knows nothing about your community, your hazards, your plan or information. It is up to you, the planning participants and authors of your planning document, to tell them everything you know about the planning process, your hazards and risks, and how you will implement your plan and projects to reduce the overall hazard exposure to your community.

It is critical that you fully explain and document everything that you can in your completed plan. Completing the required “Local Mitigation Plan Crosswalk with GEMA requirements” (Issued October 2008) during the drafting of your local plan will help to ensure that all Federal and State requirements are met, and that you will have an approvable plan.

You will also note that there are additional State requirements. These State requirements do not create additional work in drafting the plan; rather they require you to incorporate the appropriate information and fully document your local planning process. For example, by including and referencing in the text of plan; the local participants, with copies of the sign-in sheets, meeting agendas and meeting minutes, FEMA will be well informed as to who participated.

The following are additional documents and resources that can be used to facilitate completion of the plan template when writing your local plan. They are:

- 1) FEMA Plan Review Crosswalk with GEMA requirements 10-1-08 (14 page MS Word document).
- 2) Local Mitigation Plan Guidance – GEMA Highlights.
- 3) Georgia Mitigation Information System Guide
- 4) FEMA “How To” Guides for Local Mitigation Planning, FEMA publication numbers 386-1 through 386-9 may be downloaded from: http://www.fema.gov/plan/mitplanning/planning_resources.shtm

A major part of the local government’s responsibility is to work through the planning process and to complete the plan document. One of the State’s primary responsibilities is to ensure that the local planning effort and ultimately the local plans will meet the federal requirements and be approvable by FEMA. The planning template below and the other documents mentioned above will help to ensure your updated local plan is approvable and effective.

GEMA will do its best to ensure your plan is fully reviewed within 10 working days upon receipt. Realize however that current work loads may mean that additional time will be required to review your plan, especially the first time. GEMA Planners are also on the road working with counties in travel status and may not be in the office. Upon receipt of your plan, we will acknowledge receipt and estimate the time we anticipate it will take to review your plan and have our comments back to you. Since all of the counties are working on digital documents, we are encouraging you to submit digital copies via e-mail or on CD-ROM whenever possible to expedite the review process and save money.

Remember to contact and work with your GEMA Planner throughout the drafting and review process. Good dialog will help to ensure common understanding and expedite your review. Contact your GEMA Planner if you would like them to review any of your work completed to date before you submit a final draft. Also, remember to complete the FEMA Plan Review Crosswalk with GEMA requirements 10-1-08 (*Document #1 on the list on page 1 above*) and turn this document in with your completed final draft of your plan to the GEMA Planner.

Once the plan has met all of the Federal and State Requirements the GEMA Planner will issue formal correspondence stating that the local plan has met all Federal and State criteria and that the plan should be adopted locally at both county and municipal levels.

GEMA notifies local government with formal correspondence once FEMA has formally approved local plan.

NOTE: Please make certain that your GEMA Planner reviews and approves your plan prior to adoption by your County or any of its Municipalities!

Local Hazard Mitigation Plan Update Template

Cover Page with Title and Contact Information

Table of Contents

Chapter 1 – Introduction to the Planning Process

Table 1.1 provides a brief description of each section in this chapter and a summary of the changes that have been made.

| Chapter 1 Section | Updates to Section |
|--|--------------------|
| I. Purpose and need of the plan, authority & statement of problem | • |
| II. Local methodology, brief description of plan update process, Participants in update process | • |
| III. Description of how each section of the original plan was reviewed and analyzed and whether it was revised | • |
| IV. Organization of the plan | • |
| V. Local Hazard, Risk, and Vulnerability (HRV) summary, local mitigation goals and objectives | • |
| VI. Multi-Jurisdictional special considerations (HRV, goals, special needs) | • |
| VII. Adoption, implementation, monitoring and evaluation (a general description of the processes) | • |
| VIII. Community Data (demographics, census, commerce, history, etc.) | • |

Table 1.1: Overview of updates to Chapter 1: Introduction to the Planning Process

- I. Purpose and need of the plan, authority & statement of problem.
- II. Local methodology and a brief description of the plan update process with a list of participants in update process. Please note any differences in the jurisdictions' participation between the original and updated plans.

- III. Include a description of how each section of the original plan was reviewed and analyzed and whether it was revised. Summarize the changes that were made and the process used to determine if an update was necessary.
- IV. Organization of the plan.
- V. Local Hazard, Risk, and Vulnerability (HRV) summary, local mitigation goals and objectives.
- VI. Multi-Jurisdictional special considerations (HRV, goals, special needs).
- VII. Adoption, implementation, monitoring and evaluation (a general description of the processes).
- VIII. Community Data (demographics, census, commerce, history, etc.) In essence, a brief community snapshot, with Chamber of Commerce type of information. Consult with your GEMA Planner if you have questions.

Chapter 2 - Local Natural Hazard, Risk and Vulnerability (HRV).

Introduction paragraph is a narrative summary including summary of changes from original plan (new hazards, deleted hazards, new general data, new analysis methods, etc.)

Table 2.1 provides a brief description of each section in this chapter and a summary of the changes that have been made.

| Chapter 2 Section | Updates to Section |
|------------------------|--------------------|
| I. Natural Hazard A | • |
| II. Natural Hazard B | • |
| III. Natural Hazard C | • |
| IV. Natural Hazard D | • |
| V. Natural Hazard E | • |
| VI. Natural Hazard F | • |
| VII. Natural Hazard G | • |
| VIII. Natural Hazard H | • |

Table 2.1: Overview of updates to Chapter 2: Local Natural Hazard, Risk and Vulnerability (HRV)

- I. Natural Hazard A
 - A. Identify Hazard A. For the Flood hazard, the plan must describe whether or not each jurisdiction participates in the National Flood Insurance Program (NFIP)
 - B. Profile Hazard A Events, frequency of occurrence, probability (use Hazard Frequency table data and historic resources such as NCDC, Ga. Forestry Commission, etc.) *By jurisdiction, when available.*
 - C. Inventory assets exposed to Hazard A Events (Totals from Worksheet3A, Repetitive Loss Worksheet if flooding hazard and reports from GMIS On-line tool for each participating jurisdiction) Address any data deficiencies from the original plan or explain why the deficiencies were not addressed. Include proposed development where known.
 - D. Estimate potential losses from Hazard A Events (Totals from Worksheet3A, Repetitive Loss worksheet if flooding hazard and reports from GMIS On-line tool for each participating jurisdiction) Address any data deficiencies from the original plan or explain why the deficiencies were not addressed. Include proposed development where known.
 - E. Land use and development trends related to Hazard A Events.
 - F. Multi-Jurisdictional Hazard A Events differences among various Jurisdictions explained in narrative. Include map close ups of Cities and the County as a whole from GMIS.
 - G. General overall HRV summary of Hazard A Events and their impact on the communities.

- II. Natural Hazard B
 - A. Identify Hazard B
 - B. Profile hazard B events, frequency of occurrence, probability

- (use Hazard Frequency Table data and historic resources such as NCDC, Ga. Forestry Commission, etc.) By jurisdiction, when available
- C. Inventory assets exposed to Hazard B Events (Totals from Worksheet3A, Repetitive Loss Worksheet if flooding hazard and reports from GMIS On-line tool for each participating jurisdiction) Address any data deficiencies from the original plan or explain why the deficiencies were not addressed. Include proposed development where known.
- D. Estimate potential losses from Hazard B Events (Totals from Worksheet3A, Repetitive Loss worksheet if flooding hazard and reports from GMIS On-line tool for each participating jurisdiction) Address any data deficiencies from the original plan or explain why the deficiencies were not addressed. Include proposed development where known.
- E. Land use and development trends related to Hazard B Events.
- F. Multi-Jurisdictional Hazard B Events differences among various jurisdictions explained in narrative. Include map close ups of Cities and the County as a whole from GMIS.
- G. General overall HRV summary of Hazard B Events and their impact on the communities.

III. Natural Hazard C

- A. Identify Hazard C
- B. Profile hazard C events, frequency of occurrence, probability (use Hazard Frequency Table data and historic resources such as NCDC, Ga. Forestry Commission, etc.) By jurisdiction, when available
- C. Inventory assets exposed to Hazard C Events (Totals from Worksheet3A, Repetitive Loss Worksheet if flooding hazard and reports from GMIS On-line tool for each participating jurisdiction) Address any data deficiencies from the original plan or explain why the deficiencies were not addressed. Include proposed development where known.
- D. Estimate potential losses from Hazard C Events (Totals from Worksheet3A, Repetitive Loss worksheet if flooding hazard and reports from GMIS On-line tool for each participating jurisdiction) Address any data deficiencies from the original plan or explain why the deficiencies were not addressed. Include proposed development where known.
- E. Land use and development trends related to Hazard C Events.
- F. Multi-Jurisdictional Hazard C Events differences among various Jurisdictions explained in narrative. Include map close ups of Cities and the County as a whole from GMIS.
- G. General overall HRV summary of Hazard C Events and their impact on the communities.

IV. Natural Hazard D (repeat sequence for as many hazards as you have)

Chapter 3 - Local Technological Hazard, Risk and Vulnerability (HRV)

Narrative summary including summary of changes from original plan (new hazards, deleted hazards, new general data, *new analysis methods*, etc.)

Table 3.1 provides a brief description of each section in this chapter and a summary of the changes that have been made.

| Chapter 1 Section | Updates to Section |
|------------------------------|--------------------|
| I. Technological Hazard A | • |
| II. Technological Hazard B | • |
| III. Technological Hazard C | • |
| IV. Technological Hazard D | • |
| V. Technological Hazard E | • |
| VI. Technological Hazard F | • |
| VII. Technological Hazard G | • |
| VIII. Technological Hazard H | • |

Table 3.1: Overview of updates to Chapter 3: Local Technological Hazard, Risk and Vulnerability (HRV) Narrative

- I. Technological Hazard A
 - A. Identify Hazard A
 - B. Profile Hazard A events, frequency of occurrence, probability (use Hazard Frequency table data and historic resources such as NCDC, Ga. Forestry Commission, etc.) By jurisdiction, when available
 - C. Inventory assets exposed to Hazard A (Totals from worksheets and reports from GMIS On-line tool for each participating jurisdiction)) Address any data deficiencies from the original plan or explain why the deficiencies were not addressed. Include proposed development where known.
 - D. Estimate potential losses to Hazard A (Totals from worksheets and reports from GMIS On-line tool for each participating jurisdiction)) Address any data deficiencies from the original plan or explain why the deficiencies were not addressed. Include proposed development where known.
 - E. Land use and development trends related to Hazard A.
 - F. Multi-Jurisdictional Hazard A differences.
 - G. General overall HRV summary of Hazard A.

- II. Technological Hazard B
 - A. Identify hazard B
 - B. Profile Hazard B events, frequency of occurrence, probability (use Hazard Frequency table data and historic resources such as NCDC, Ga. Forestry Commission, etc.) By jurisdiction, when available
 - C. Inventory assets exposed to Hazard B (Totals from worksheets and reports from GMIS On-line tool for each participating jurisdiction)) Address any data deficiencies from the original plan or explain why the

- deficiencies were not addressed. Include proposed development where known.
- D. Estimate potential losses to Hazard B (Totals from worksheets and reports from GMIS On-line tool for each participating jurisdiction) Address any data deficiencies from the original plan or explain why the deficiencies were not addressed. Include proposed development where known.
 - E. Land use and development trends related to Hazard B.
 - F. Multi-Jurisdictional Hazard A differences.
 - G. General overall HRV summary of Hazard A.
- III. Technical Hazard C (repeat sequence for as many hazards as you have)

Chapter 4 - Local Natural Hazard Mitigation Goals and Objectives Overall Community Mitigation Goals, Policies and Values Narrative

Table 4.1 provides a brief description of each section in this chapter and a summary of the changes that have been made.

| Chapter 4 Section | Updates to Section |
|------------------------|--------------------|
| I. Natural Hazard A | • |
| II. Natural Hazard B | • |
| III. Natural Hazard C | • |
| IV. Natural Hazard D | • |
| V. Natural Hazard E | • |
| VI. Natural Hazard F | • |
| VII. Natural Hazard G | • |
| VIII. Natural Hazard H | • |

Table 4.1: Overview of updates to Chapter 4: Local Natural Hazard Mitigation Goals and Objectives Overall Community Mitigation Goals, Policies and Values Narrative

- I. Natural Hazard A (refer to Chapter 2, Section I)
 - A. Community Mitigation Goals – brief narrative
 - B. Identification & Analysis of Range of Mitigation Options
 1. Structural and non-structural mitigation
 2. Existing policies, regulations, ordinances and land use
 3. Community values, historic & special considerations – Complete Worksheet #4 – STAPLEE Criteria for each action step.
 4. New Buildings and Infrastructure
 5. Existing Buildings and Infrastructure
 - C. Natural Hazard A - Mitigation Strategy and Recommendation

Note: For the Flood Hazard, there must be a strategy for NFIP participation by each jurisdiction, or a description of why the community chooses not to participate.

1. Mitigation Goal #1
 - i. Objective #1
 1. Action Step: Narrative

| | |
|--|--|
| Responsible Department | |
| Anticipated cost | |
| Existing and Potential funding sources | |
| Jurisdiction | |
| Timeframe | |
| Priority | |
| Status (Deferred or New) | |

2. Action Step: Narrative

| | |
|--|--|
| Responsible Department | |
| Anticipated cost | |
| Existing and Potential funding sources | |

| | |
|--------------------------|--|
| Jurisdiction | |
| Timeframe | |
| Priority | |
| Status (Deferred or New) | |

3. Action Step: Narrative
Repeat as necessary

ii. Objective #2

1. Action Step: Narrative

| | |
|--|--|
| Responsible Department | |
| Anticipated cost | |
| Existing and Potential funding sources | |
| Jurisdiction | |
| Timeframe | |
| Priority | |
| Status (Deferred or New) | |

2. Action Step: Narrative

| | |
|--|--|
| Responsible Department | |
| Anticipated cost | |
| Existing and Potential funding sources | |
| Jurisdiction | |
| Timeframe | |
| Priority | |
| Status (Deferred or New) | |

Repeat as necessary

2. Mitigation Goal #2 (Repeat same format as Mitigation Goal #1)

- D. Special Multi-Jurisdictional Strategy and considerations.
- E. Local public information and awareness strategy
- F. Completed and deleted action steps from original plan. List all by title only and whether completed or deleted.
- G. Unchanged action steps: Document why they remain and that, based on the STAPLEE criteria; they are still valid and effective.

II. Natural Hazard B (refer to Chapter 2, Section II) (repeat same format as above for all natural hazards)

Chapter 5 - Local Technological Hazard Mitigation Goals and Objectives Overall Community Mitigation Goals, Policies and Values Narrative

Table 5.1 provides a brief description of each section in this chapter and a summary of the changes that have been made.

| Chapter 1 Section | Updates to Section |
|------------------------------|--------------------|
| I. Technological Hazard A | • |
| II. Technological Hazard B | • |
| III. Technological Hazard C | • |
| IV. Technological Hazard D | • |
| V. Technological Hazard E | • |
| VI. Technological Hazard F | • |
| VII. Technological Hazard G | • |
| VIII. Technological Hazard H | • |

Table 5.1: Overview of updates to Chapter 5: Local Technological Mitigation Goals and Objectives Overall Community Mitigation Goals, Policies and Values Narrative

- I. Technological Hazard A (refer to Chapter 3, Section I)
 - A. Community Mitigation Goals – brief narrative
 - B. Identification & Analysis of Range of Mitigation Options
 1. Structural and non-structural mitigation
 2. Existing policies, regulations, ordinances and land use
 3. Community values, historic & special considerations– Complete Worksheet #4 – STAPLEE Criteria for each action step.
 4. New buildings and infrastructure
 5. Existing buildings and infrastructure
 - C. Technological Hazard A - Mitigation Strategy and Recommendation
 1. Mitigation Goal #1
 - i. Objective #1
 1. Action Step: Narrative

| | |
|--|--|
| Responsible Department | |
| Anticipated cost | |
| Existing and Potential funding sources | |
| Jurisdiction | |
| Timeframe | |
| Priority | |
| Status (Deferred or New) | |

2. Action Step: Narrative

| | |
|--|--|
| Responsible Department | |
| Anticipated cost | |
| Existing and Potential funding sources | |
| Jurisdiction | |
| Timeframe | |
| Priority | |

| | |
|--------------------------|--|
| Status (Deferred or New) | |
|--------------------------|--|

3. Action Step: Narrative

| | |
|--|--|
| Responsible Department | |
| Anticipated cost | |
| Existing and Potential funding sources | |
| Jurisdiction | |
| Timeframe | |
| Priority | |
| Status (Deferred or New) | |

ii. Objective #2

1. Action Step: Narrative

| | |
|--|--|
| Responsible Department | |
| Anticipated cost | |
| Existing and Potential funding sources | |
| Jurisdiction | |
| Timeframe | |
| Priority | |
| Status (Deferred or New) | |

2. Action Step: Narrative

| | |
|--|--|
| Responsible Department | |
| Anticipated cost | |
| Existing and Potential funding sources | |
| Jurisdiction | |
| Timeframe | |
| Priority | |
| Status (Deferred or New) | |

3. Action Step: Narrative

| | |
|--|--|
| Responsible Department | |
| Anticipated cost | |
| Existing and Potential funding sources | |
| Jurisdiction | |
| Timeframe | |
| Priority | |
| Status (Deferred or New) | |

2. Mitigation Goal #2 (Repeat same format as Mitigation Goal #1)

- D. Special Multi-Jurisdictional Strategy and considerations
- E. Local public information and awareness strategy
- F. Completed and deleted action steps from original plan. List all by title only and whether completed or deleted.

- G. Unchanged action steps: Document why they remain and that, based on the STAPLEE criteria; they are still valid and effective.
- II. Technological Hazard B (refer to Chapter 2, Section II) (repeat same format as above for all technological hazards)

Chapter 6 – Executing the plan. In each subsection, note changes from the original plan.

Table 6.1 provides a brief description of each section in this chapter and a summary of the changes that have been made.

| Chapter 1 Section | Updates to Section |
|---|---------------------------|
| I. Implementation Action Plan | • |
| II. Evaluation, Monitoring, Updating Note whether the original method and schedule worked | • |
| III. Plan update and maintenance | • |

Table 6.1: Overview of updates to Chapter 6: Executing the plan.

- I. Implementation Action Plan
 - A. Administrative Actions
 - B. Authority and Responsibility
 - C. Prioritization
 - 1. Methodology for prioritization
 - 2. Use of cost benefit – refer to Worksheet #4
 - 3. Use of other calculations
 - 4. Use of other review structure
 - D. Incorporation of Local PDM Plan into other plans/planning measures
Identify other planning mechanisms (Comp Plan, LEOP, ordinances, etc.) and describe how and when the information from this plan will be incorporated into the other mechanisms. Also, describe how the original plan was incorporated into the other mechanisms.

- II. Evaluation, Monitoring, Updating Note whether the original method and schedule worked and, if any changes were made, what they were.
 - A. Method
 - B. Shall include the criteria to be used to monitor and evaluate the plan.
 - C. Responsibility
 - D. Timeframe

- III. Plan update and maintenance
 - A. Public involvement Describe how the community was kept involved during the previous 5 years and how they will be over the next 5.
 - B. Timeframe

Chapter 7 – Conclusion

- I. Conclusion Summary
- II. References
 - A. Publications
 - B. Web Sites
 - C. Other
- III. Additional sources of information

Appendices

Appendix A – Hazard Identification, Risk Assessment and Vulnerability (HRV)

- I. Hazard A (reference Natural Hazard A from Chapter 2, Section I)
 - A. Description
 - B. Data – GEMA Critical Facility Inventory Report, Worksheet 3A, Worksheet 3b
 - C. Maps – optional (not needed here if you put them in Chapter 2)

Note: By law, information on individual Repetitive Loss Structures, including address or physical location, MUST NOT be included in any inventory or map. Inventories should only be countywide as a whole and must not indicate individual addresses or information. Maps should only show repetitive loss areas and must not include individual repetitive loss structures.
- II. Hazard B (reference Natural Hazard B from Chapter 2, Section II)
 - A. Description
 - B. Data– GEMA Critical Facility Inventory Report
 - C. Maps – optional (not needed here if you put them in Chapter 2)
- III. Repeat the same format as above for all natural hazards. After you have exhausted the listing of the natural hazards, start into the technological hazards, Chapter 3, Section

Appendix B – Growth and Development Trends / Community Information (as necessary)

- I. Local Comp Plan Executive Summary
- II. Statistics/tables from Local Comp Plan
- III. Community Information (Chamber of Commerce type information)

Appendix C – Other Planning documents

- I. Executive Summary from any applicable Local plan (Stormwater management)
- II. Executive Summary from any applicable Local plan (Green space)
- III. Executive Summary from any applicable Regional plan
- IV. Repeat as necessary

Appendix D – Worksheets used in planning process

- I. Completed GEMA/local worksheets except Worksheet 3A and Worksheet 3b
- II. Other misc. worksheets or planning process documents (if desired)

Appendix E – Copies of Required Planning Documentation

- I. Public notice
- II. Meeting Agendas / Meeting Minutes
- III. Sign-in sheets
- IV. Adoption resolutions and other proclamations
- V. Other as desired.

Appendix F – Glossary (if desired)

Appendix G – Other (if desired)