

## **APPENDIX C: PUBLIC MEETING MATERIALS AND WORKSHEETS**

### Contents:

1. Example of Hazard Identification Worksheet
2. Example of Capability Assessment Worksheet
3. Example of Risk Assessment Questions
4. Example of Mitigation Action Status Update Worksheet

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## Hazard Checklist

Name of your Village/City/School: \_\_\_\_\_

Your name: \_\_\_\_\_

### Which hazards are you most concerned about?

Pick only five hazards

Hazard Name	✓
Agricultural Animal Disease	<input type="checkbox"/>
Agricultural Plant Disease	<input type="checkbox"/>
Chemical Spills (Fixed Site)	<input type="checkbox"/>
Chemical Spills (Transportation)	<input type="checkbox"/>
Civil Disorder	<input type="checkbox"/>
Dam Failure	<input type="checkbox"/>
Drought	<input type="checkbox"/>
Earthquakes	<input type="checkbox"/>
Extreme Heat	<input type="checkbox"/>
Flooding	<input type="checkbox"/>
Grass/Wildfires	<input type="checkbox"/>
Hail	<input type="checkbox"/>
High Winds	<input type="checkbox"/>
Landslides	<input type="checkbox"/>
Levee Failure	<input type="checkbox"/>
Radiological Incident (Fixed Site)	<input type="checkbox"/>
Radiological Incident (Transportation)	<input type="checkbox"/>
Severe Thunderstorms	<input type="checkbox"/>
Severe Winter Storms	<input type="checkbox"/>
Terrorism	<input type="checkbox"/>
Tornados	<input type="checkbox"/>
Transportation Incidents	<input type="checkbox"/>
Urban Fire	<input type="checkbox"/>

**CAPABILITY ASSESSMENT**

The capability assessment consisted of two main components: a Capability Assessment Survey completed by the jurisdiction and a review of local existing policies, regulations, plans, and the programs. The survey is used to gather information regarding the jurisdiction’s planning and regulatory capability; administrative and technical capability; fiscal capability; and educational and outreach capability.

**Table JKN.14: Capability Assessment**

Survey Components/Subcomponents		Existing (Yes/No)
Planning and Regulatory Capability	Comprehensive Plan	
	Capital Improvements Plan	
	Hazard Mitigation Plan	
	Economic Development Plan	
	Emergency Operational Plan	
	Natural Resources Protection Plan	
	Open Space Preservation Plan	
	Floodplain Management Plan	
	Storm Water Management Plan	
	Zoning Ordinance	
	Subdivision Regulation/Ordinance	
	Floodplain Ordinance	
	Building Codes	
	National Flood Insurance Program	
Community Rating System		
Other (if any)		
Administrative and Technical Capability	Planning Commission	
	Hazard Mitigation Planning Commission	
	Floodplain Administration	
	Emergency Manager	
	GIS Coordinator	
	Chief Building Official	
	Civil Engineering	
	Staff Who Can Assess Community’s Vulnerability to Hazards	
	Grant Manager	
Other (if any)		
Fiscal Capability	Capital Improvement Project Funding	
	Community Development Block Grant	
	Authority to Levy Taxes for Specific Purposes	
	Gas/Electric Service Fees	
	Storm Water Service Fees	
	Water/Sewer Service Fees	
	Development Impact Fees	
	General Obligation Revenue or Special Tax Bonds	
Other (if any)		
Education and Outreach Capability	Local citizen groups or non-profit organizations focused on environmental protection, emergency preparedness, access and functional needs populations, etc.	
	Ongoing public education or information program (e.g., responsible water use, fire safety, household preparedness, environmental education)	
	Natural Disaster or Safety related school programs	
	StormReady Certification	
	Firewise Communities Certification	
	Public-private partnership initiatives addressing disaster-related issues	
Other (if any)		

**Risk Assessment Questions:**

<b>Agricultural Plant/Animal Disease</b>
Please describe the local impacts of agricultural disease.
What are the populations (i.e. cows, pigs, etc) of greatest concern?
Are there current plans in place in the event of an outbreak?
Are you concerned about the possibility of an avian flu outbreak?
What educational programs are available?
<b>Chemical Spills (Fixed Sites)</b>
What are your concerns regarding chemical fixed sites in your community?
What chemical spills have occurred locally? Please describe the impacts.
Besides the facilities above, are there other chemical storage facilities of concern in or near your community?
Are critical facilities located near chemical fixed sites? Which facilities?
Are vulnerable populations located near chemical fixed sites? Where?
Are residents near chemical storage fixed sited educated about the threat and appropriate response?
What are the local response resources? Do they have protective gear and training?
<b>Chemical Spills (Transportation)</b>
What are your concerns regarding chemical fixed sites in your community?
What chemical spills have occurred locally? Please describe the impacts.
What transportation routes are of most concern?
Are chemicals regularly transported along local routes? If yes, do you know what chemicals?
Are critical facilities located along main transportation routes? Where?
<b>Dam Failure</b>
Is there emergency housing available for displaced residents?
If a dam was to fail, what would the impacts likely be?
What are your main concerns regarding this hazard in relation to your community?
Who owns the dams which could impact your community?
Does your community have or need a dam failure evacuation plan?
<b>Drought</b>
What significant events have occurred locally?
How do you define drought locally?
Does the county have a drought monitoring board?
Does the county have a drought response plan?
Is water supply sufficient?
Does the county have a water conservation program? (If yes, please provide some details.)
Are there landscape ordinances requiring native plantings or establishing irrigation limits?
Are alternative water sources needed? Where?
<b>Earthquakes</b>
Please describe any earthquake events have occurred locally? Please list approximate dates and describe impacts.
What are your main concerns regarding this hazard in relation to your community?
What has your community does to reduce the impact of a potential earthquake?
<b>Extreme Heat</b>
What significant events have occurred locally?
Does the county have cooling centers?
What are your public meeting or event cancellation procedures?
Any concerns with power supply?
What county organizations are available to assist vulnerable populations, i.e. elderly?

<b>Flooding</b>
What significant events have occurred locally?
Are there areas around the county that have poor stormwater drainage? If yes, please explain where.
Are any critical facilities located in the floodplain?
Have any critical facilities been damaged by flooding?
<b>Levee Failure</b>
Are there any levees in your community? Please provide a description of levees, particularly agricultural levees/berms, in your county.
Which levees are FEMA certified?
Which of the levees provide 100 year flood protection?
Who owns the levees?
If a levee was to fail, what would the impact likely be?
<b>Severe Thunderstorms</b>
What significant events have occurred locally?
Are critical county records protected with surge protectors on electronic devices?
Do critical facilities have back up power generators? Please list facilities needing generators.
What percentage (approximate) of power lines have been buried?
Are there weather radios in critical facilities? If so which facilities?
Is there a tree board?
Do residents receive information regarding hail resistant building materials with building permits?
Are critical facilities fitted with hail resistant building materials?
Have there been damages to critical facilities resulting from hail?
Are county facilities insured or self-insured?
<b>Severe Winter Storms</b>
What significant events have occurred locally?
Have there ever been structural damages to critical facilities from severe winter storms?
Are there designated snow routes in town? Where?
Do you use snow fences?
If no are you interested?
If yes where (please provide a location where they are used).
Who is responsible for clearing the streets?
Are snow removal resources sufficient for local events?
<b>Tornados</b>
What significant events have occurred locally?
Do you have data back-up systems for municipal records?
Have critical facilities been damaged by tornados or winds in the past? If yes, please provide details.
Does the community have a safe room? If so, where?
What other options are available for community members seeking safe shelter?
Do you or the County Emergency Management offer text alerts?
What educational outreach activities are done in the community?
In the event of a disaster, do you have Mutual Aide Agreements with neighboring communities and if yes, who?
<b>Wildfire Fire</b>
What significant events have occurred locally?
Does your community have a Wildland Urban Interface Code?
Do you have a fire department? If yes, what is the staffing?
Are property owners encouraged/required to have Defensible Space around structures?
Are there incentive programs for landowners to use Ignition-Resistant Material during construction? If yes, please explain.

Mitigation Actions Status Update

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**Village/City of** \_\_\_\_\_

Name of person completing this form: \_\_\_\_\_

Below are the projects that your community identified in the 2011 Hazard Mitigation Plan.

#	Action	Hazard(s) Addressed	Estimated Cost (\$)
1	Backup Generators	Tornados, high winds, severe winter storms, severe thunderstorms	\$15,000- \$30,000
2	Storm Shelters/ Safe Rooms	Tornados, high winds, severe thunderstorms	\$150-\$300/ sq ft
3	Stabilize/Anchor Fertilizer, Fuel and Propane Tanks and Secure At-Risk	Tornados and high winds	\$1,000+

FEMA requires each community to review these actions during the plan update.

Please complete the following pages **in detail**.

ACTION 1	Backup Generators
Description	Provide a portable or stationary source of backup power to redundant power supplies, municipal wells, lift stations, and other critical facilities and shelters.
Hazard(s) Addressed	Tornados and high winds, severe winter storms, severe thunderstorms
Estimated Cost	\$15,000- \$30,000

**Is this project still needed for your community?**

- Yes (Please complete Table 3)
- No (Please explain why this action is no longer needed in Table 2)

**Table 2**

Explanation for Removal

**Table 3**

What stage is this project in? (Provide a detailed description)			
What types of <b>local</b> funding will support this project?			
How long will it take to complete this project?	1 year	2 – 5 years	5+ years
Is this a high, medium, or low priority?	High	Medium	Low
What specific department or office will lead this project?			
Where will this project be located?			
Does this project require involvement of other municipalities?			

**Project #1**