Local Mitigation Plan
Sample Scope of Work

The Local Jurisdiction will develop a local mitigation plan. The plan will address mitigation of multiple natural hazards, including flood, wind, fire, and geologic hazards.

1. PLANNING PROCESS

a) Local Jurisdiction will document the hazard mitigation planning process, including but not limited to:
- How the plan was prepared
- How the public was involved (i.e. workshops, community outreach)

b) As part of the public involvement process, Local Jurisdiction will appoint a Local Planning Team (LPT). Members should include a cross-section of the community, such as residents, government officials, community leaders, and business owners. The LPT will:
- Hold public hearings, meetings, and/or workshops during the plan development period.
- Solicit input from citizens and professionals with knowledge of applicable hazards.
- Solicit input regarding the feasibility of potential mitigation measures for each hazard and the prioritization of mitigation projects.
- Review the final draft of the plan and the plan's goals and proposed mitigation projects.
- Be involved in the implementation as well as the updating of the plan's goals and proposed mitigation projects.

2. RISK ASSESSMENT (HAZARD IDENTIFICATION AND VULNERABILITY)

The purpose of this section is to provide a basis for hazard mitigation planning and will include:

a) HAZARD IDENTIFICATION: Local Jurisdiction will develop a description and prioritization of the natural hazards that have occurred within the communities. For this plan, the risk assessment section will assess each community's risks. The natural hazards categories, consistent with the State Hazard Mitigation Plan include, but are not limited to:

- Flood-Related Hazards (river flooding, coastal flooding, erosion, dam failures as the result of coastal storms, winter storms, hurricanes) that include, at a minimum, flood hazard areas as defined by FEMA in the Flood Insurance Rate Maps (FIRMs) for the jurisdiction as well as local historical data.

- Wind-Related Hazards (hurricanes, coastal storms, winter storms, tornadoes) based on information provided by the National Weather Service and/or State Hazard Mitigation Plan.

- Fire-Related Hazards (drought, wildfires) based on local historical data, the National Weather Service, State Hazard Mitigation Plan, and/or other applicable plans/sources.

- Geologic Hazards (earthquakes, landslides, sink holes) based on local historical information, State Hazard Mitigation Plan, and/or other applicable plans/sources.

- Other Hazards not listed above as determined by local history and experience. Consideration may also be given to man-made hazards (i.e. chemical spills and/or fires).

b) HAZARD MAPPING: Using the best available, existing data Local Jurisdiction will develop a base map of areas affected by multiple natural hazards. In conjunction with mapping, Local Jurisdiction will

develop a comprehensive inventory (database) for use in developing map data layers, of the following items relative to the multiple hazard area:

i) Critical facilities, including, but not limited to the following:
   a) emergency operations center, police/fire stations
   b) hospitals and emergency shelters
   c) water and wastewater treatment plants and associated pumping stations
   d) power generation, transmission, and delivery facilities
   e) special population centers, such as day-care facilities, nursing homes/elderly housing, correctional facilities
   f) hazardous material facilities
   g) evacuation routes

ii) All repetitive flood loss and substantially damaged structures, as defined by FEMA, if applicable

iii) Maps that depict the location of structures, land use, and population

iv) Structures will be delineated by use (e.g. residential, commercial, industrial, institutional, other)

c) VULNERABILITY ASSESSMENT: Based on the previous information, Local Jurisdiction will develop an overview of each community's vulnerability to specific hazards. This vulnerability assessment, if possible, will include:

- Types and numbers of buildings, infrastructure, and critical facilities located in the identified hazard areas
- All existing multiple hazard protection measures within the jurisdiction, including protective measures under the National Flood Insurance Program (NFIP)
- A description of each measure, the method of enforcement, and/or the point of contact responsible for implementation of each measure
- Historical performance of each measure and a description of improvements or changes needed
- General description of land uses and development trends to incorporate future land use decisions

3. MULTIPLE HAZARD MITIGATION STRATEGY

Local Jurisdiction will assist participating communities in developing local mitigation strategies specific to each community's exposure to and impacts from identified natural hazards. The strategy will include:

i) A list of mitigation goal statements that focus on reducing the risks from the identified natural hazards. The goal development and project prioritization will be conducted by the LPT in coordination with representatives from each of the communities. An example of a goal statement and an objective would be:

a. GOAL: Increase coordination between Federal, state, municipal, and private resources in pre-disaster planning, post-disaster recovery, and continuous hazard mitigation implementation.

b. OBJECTIVE: Identify the availability of additional private and public sector financial incentives for homeowners, businesses, and municipalities that will allow the development and implementation of cost-effective hazard mitigation measures in high-risk areas.

ii) 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. This section will include a list of prioritized hazard mitigation projects that best meet the communities' needs for multiple hazard damage reduction:

a. These projects may be non-structural (e.g. planning, regulatory measures, property acquisition, retrofitting, elevation) or structural (e.g. seawalls, dams, dikes) solutions.

b. At a minimum, this list of prioritized projects will be based on a process that results in identification of cost effective hazard mitigation projects with public input, including:

   i. An analysis of proposed mitigation projects focused on several key areas, including but not limited to: economic (including benefits and costs), engineering, technical, legal, environmental, social, and political feasibility. Selected options will best fit the community's needs and meet most or all aspects of the feasibility analysis.

   ii. Coordination with relevant Federal and state agencies for input and technical assistance.

4. HAZARD MITIGATION PLAN MAINTENANCE PROCESS

a) MONITORING, EVALUATING, AND UPDATING: Local Jurisdiction will assist the communities in conjunction with the LPTs, for monitoring, evaluating, and updating the plan.

b) INCORPORATION INTO EXISTING PLANNING MECHANISMS: Local Jurisdiction will assist the communities in the implementation and incorporation of the plan's goals into other local planning processes, such as a Comprehensive Plan, or other local by-laws and ordinances.

c) IMPLEMENTATION SCHEDULE: The completed plan will include an implementation schedule with procedures for ensuring the plan's implementation, updating and revision every five years.

d) CONTINUED PUBLIC INVOLVEMENT: Local Jurisdiction will work with the communities for continued public involvement.

5. ADDITIONAL STATE REQUIREMENTS

Local Jurisdiction will work with the communities to identify and include additional requirements set by the State Emergency Management Agency.

6. PLAN ADOPTION AND APPROVAL (wait to adopt until FEMA determines the plan meets requirements)

- LOCAL ADOPTION: Local jurisdiction will work with the participating communities for the adoption of the plan by the communities' governing bodies.

- PLAN APPROVAL: The adopted plan will be submitted to the State Emergency Management Agency on or before the termination date for initial review and forwarding to FEMA/Region for final review and approval.