



## APPENDIX A

# San Mateo Planning Partner Expectations



## PLANNING PARTNER EXPECTATIONS

### ACHIEVING DMA COMPLIANCE FOR ALL PLANNING PARTNERS

One of the goals of the multi-jurisdictional approach to hazard mitigation planning is to achieve compliance with the Disaster Mitigation Act (DMA) for all participating members in the planning effort. There are several different groups who will be involved in this process at different levels. In order to provide clarity, the following is a general breakdown of those groups:

- ✓ Planning team, which is customarily the Tetra Tech Team and those responsible for the plan's written development (i.e. San Mateo OES).
- ✓ Steering committee, which serves as an oversight body and is comprised of members from the planning partnership. This body assumes responsibility for many of the planning milestones to help reduce the burden of time required by each planning partner.
- ✓ Planning partners are jurisdictions or special purpose districts that are developing an annex to the HMP.
- ✓ Planning stakeholders, which are the individuals, groups, businesses, academia, etc., from which the planning team gains information to support the various elements of the plan.

DMA compliance requires that participation be defined in order to maintain eligibility with respect to meeting the requirements which allow a jurisdiction or special purpose district to develop an annex to the base plan. To achieve compliance for *all* partners, the plan must clearly document how each planning partner that is seeking linkage to the plan participated in the plan's development. The best way to do this is to clearly define "participation". For this planning process, "participation" is defined by the following criteria:

- ✓ **The Estimated level of effort.** It is estimated that the total time commitment to meet these "participation" requirements for a planning partner not participating on the Steering Committee would be ***approximately 40 hours over the 9 month period***. Approximately sixty percent of this time would be allocated to meeting items F through L described below. This time is reduced somewhat for special purpose districts.
- ✓ **Participate in the process.** As indicated, it must be documented in the plan that each planning partner "participated" in the process to the best of your capabilities. There is flexibility in defining "participation," which can vary based on the type of planning partner (i.e.: City or County, vs. a Special Purpose District) involved. However, the level of participation must be defined at the onset of the planning process, and we must demonstrate the extent to which this level of participation has been met for each partner. This planning process will utilize a steering committee that will assume responsibility for many of the planning milestones prescribed for this process. This committee will be representative of the whole body. This committee will meet periodically (frequency to be determined by the committee) throughout the process and provide direction and guidance to the planning team. Steering Committee meetings are not mandatory meetings for all planning partners. If you are not on the committee, your attendance is not required; however, it is our hope that all planning partners will attempt to remain engaged with

this process. The planning team will also request support from the partnership during the public involvement phase of the planning process. Support could be in the form of providing venues for public meetings, attending these meetings as meeting participants, providing technical support, etc.

- ✓ **Duration of planning process.** This process is anticipated to take 9 months to complete. It will be easy to become disconnected with the process objectives if you do not participate in some of these meetings to some degree.
- ✓ **Facility Update.** Each planning partner will be requested to update their facilities list for use during the risk assessment. If the list is not updated, Hazus default data will be utilized. Updating this list provides a much more detailed analysis.
- ✓ **Consistency Review.** All planning partners will be asked to identify their capabilities during this process. This capability assessment will require a review of existing documents (plans, studies and ordinances) pertinent to each jurisdiction to identify policies or recommendations that are consistent with those in the “base” plan or have policies and recommendations that complement the hazard mitigation initiatives selected (i.e.: comp plans, basin plans or hazard specific plans).
- ✓ **Action/Strategy Review.** All previous planning partners will be required to perform a review of the strategies from their respective prior action plan to: determine those that have been accomplished and how they were accomplished; and why those that have not been accomplished were not completed. Note – even if your plan has expired, it is still considered an update, and not a new plan. San Mateo OES will be available to assist with this task.
- ✓ **Plan must be adopted by each jurisdiction.**

One of the benefits to multi-jurisdictional planning is the ability to pool resources. This means more than monetary resources. Resources such as staff time, meeting locations, media resources, technical expertise will all need to be utilized to generate a successful plan. In addition, these resources can be pooled such that decisions can be made by a peer group applying to the whole and thus reducing the individual level of effort of each planning partner. This will be accomplished by the formation of a steering committee made up of planning partners and other “stakeholders” within the planning area. The size and makeup of this steering committee will be determined by the planning partnership during our kick-off meeting. This body will assume the decision making responsibilities on behalf of the entire partnership. This will streamline the planning process by reducing the number of meetings that will need to be attended by each planning partner. The assembled steering committee for this effort will meet monthly (unless decided otherwise) on an as-needed basis as determined by the planning team, and will provide guidance and decision making during all phases of the plan’s development.

With the above participation requirements in mind, each planning partner will be asked to aid this process by being prepared to develop its section of the plan. To be an eligible planning partner in this effort, each planning partner will be asked to provide the following:

- A. A “Letter of Intent to participate” or Resolution to participate to the planning team (see exhibit A).

- B. Designate a lead point of contact for this effort. This designee will be listed as the hazard mitigation point of contact for your jurisdiction in the plan.
- C. Identify a fully loaded billing rate for this point of contact which will be used to calculate the in-kind match for the grant that is funding this project.
- D. Approve the steering committee.
- E. If requested, provide support in the form of mailing list, possible meeting space, and public information materials, such as newsletters, newspapers or direct mailed brochures, required to implement the public involvement strategy developed by the steering committee.
- F. Participate in the process. There will be many opportunities as this plan evolves to participate. Opportunities such as:
  - a. Steering committee meetings
  - b. Public meetings or open houses
  - c. Public review and comment periods prior to adoption

At each and every one of these opportunities, attendance will be recorded. Attendance records will be used to document participation for each planning partner. No thresholds will be established as minimum levels of participation. However, each planning partner should attempt to attend all possible meetings and events.

- G. Each partner will be required to complete their template and provide it to the planning team in the time frame established by the steering committee. Technical assistance in the completion of these templates will be available from the San Mateo OES. Failure to complete your template in the required time frame *may* lead to disqualification from the partnership.
- H. Each partner will be asked to perform a “consistency review” of all technical studies, plans, ordinances specific to hazards to determine the existence of any not consistent with the same such documents reviewed in the preparation of the County (parent) Plan. For example, if your community has a floodplain management plan that makes recommendations that are not consistent with any of the county’s plans, that plan will need to be reviewed for probable incorporation into the plan for your area.
- I. Each partner will be asked to review the risk assessment and identify hazards and vulnerabilities specific to its jurisdiction.
- J. Each partner will be asked to review and determine if the mitigation recommendations chosen in the parent plan will meet the needs of its jurisdiction. Projects within each jurisdiction consistent with the parent plan recommendations will need to be identified and prioritized, and reviewed to determine their benefits vs. costs.
- K. Each partner will be required to create its own action plan that identifies each project, who will oversee the task, how it will be financed and when it is estimated to occur.

L. Each partner will be required to formally adopt the plan.

Templates and instructions to aid in the compilation of this information will be provided to all committed planning partners. Each partner will be asked to complete their templates in a timely manner and according to the timeline specified by the steering committee.

**\*\* Note\*\*:** Once this plan is completed, and FEMA approval has been determined for each partner, maintaining that eligibility will be dependent upon each partner implementing the plan implementation-maintenance protocol identified in the plan.

**Exhibit A**  
**Example Letter of Intent to Participate**

**San Mateo County Hazard Mitigation Planning Partnership**

David Pucci  
Battalion Chief, San Mateo County Office of Emergency Services  
555 County Center St.  
Redwood City, Ca. 94063

Via email at: [DPucci@redwoodcity.org](mailto:DPucci@redwoodcity.org)

Dear San Mateo County Planning Partnership,

Please be advised that the \_\_\_\_\_ (*insert City or district name*) is committed to participating in the update to the San Mateo County Multi-Jurisdictional Hazard Mitigation Plan. As the \_\_\_\_\_ (title, e.g., Chief Administrative Official) for this jurisdiction, I certify that I will commit all necessary resources in order to meet Partnership expectations as outlined in the "Planning Partners expectations" document provided by the planning team, in order to obtain Disaster Mitigation Act (DMA) compliance for our jurisdiction.

Mr./Ms. \_\_\_\_\_ will be our jurisdiction's point of contact for this process and they can be reached at (*insert: address, phone number and e-mail address*). We understand that this designated point of contact's time will be applied to the "in-kind" local match for the grant that is funding this project. To aid in the determination of this local match, we have determined that the fully burdened bill rate for our designated point of contact is \$\_\_\_\_\_. The funding source for our point of contact's position within our jurisdiction is \_\_\_\_\_ / is not \_\_\_\_\_ through federal funds. If it is through federal funds, what percentage of their salary is federally funded? \_\_\_\_\_%

Sincerely,

\_\_\_\_\_

**Exhibit B**  
**(Current) Planning Team Contact information**

Name	Representing	Address	Phone	e-mail
David Pucci	San Mateo County OES	555 County Center St. Redwood City, Ca. 94063	(650) 363-4018	<a href="mailto:DPucci@redwoodcity.org">DPucci@redwoodcity.org</a>
Caitlin Kelly	Tetra Tech, Inc.	717 S. Columbus Blvd. Unit 606, Philadelphia, PA 19147	(215) 605-4748	<a href="mailto:Bev.ODea@tetrattech.com">Bev.ODea@tetrattech.com</a>
Rob Flaner	Tetra Tech, Inc.	90 S. Blackwood Ave Eagle, ID 83616	(208) 939-4391	<a href="mailto:Rob.flaner@tetrattech.com">Rob.flaner@tetrattech.com</a>



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# APPENDIX B

## Letters of Intent

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**From:** [FD-Spencer, Bart](#)  
**To:** [Cerutti, Jessica](#)  
**Subject:** FW: Letters of intent  
**Date:** Tuesday, March 08, 2016 4:36:47 PM  
**Attachments:** [image001.jpg](#)  
[image002.jpg](#)  
[noreply@redwoodcity.org\\_20151207\\_170859.pdf](#)  
[scan.pdf](#)  
[noreply@redwoodcity.org\\_20151215\\_163331.pdf](#)  
[Letter\\_of\\_Intent\\_HMP.pdf](#)  
[HMP\\_Letter\\_of\\_Intent\\_WFPD.pdf](#)  
[noreply@redwoodcity.org\\_20151222\\_164721.pdf](#)  
[Letter\\_of\\_Intent\\_PlanningPartnersDMA\\_Dec2015.pdf](#)  
[2016\\_0113\\_Letter\\_of\\_Intent\\_to\\_Participate\\_signed\\_by\\_Jose.pdf](#)

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Bart Spencer  
Emergency Services Coordinator  
Central County Fire Department  
1399 Rollins Rd. | Burlingame CA 94010  
650-558-7609 | [bspencer@centralcountyfd.org](mailto:bspencer@centralcountyfd.org)



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**From:** FD-Spencer, Bart  
**Sent:** Monday, March 07, 2016 2:05 PM  
**To:** 'Kelly, Caitlin'  
**Subject:** Letters of intent

Hi Caitlin,

Below are the scanned copies of Letters of Intent for the various organizations; most were originally sent to Dave. Below my signature is a copy of an email which SSF forwarded regarding their letter of intent. I believe this accounts for all the participants.

Thanks,  
Bart



**Bart Spencer**  
Emergency Services Coordinator  
Central County Fire Department  
1399 Rollins Rd. | Burlingame, CA 94010  
650-558-7609 | [bspencer@centralcountyfd.org](mailto:bspencer@centralcountyfd.org)

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January 4<sup>th</sup> 2016

## San Mateo County Hazard Mitigation Planning Partnership

Battalion Chief David Pucci  
San Mateo County Office of Emergency Services  
555 County Center  
Redwood City, CA 94063

Dear Chief Pucci,

Please be advised that the City of South San Francisco Fire Department is committed to participating in the update to the San Mateo County Multi-Jurisdictional Hazard Mitigation Plan. As the Disaster Preparedness/Safety Manager for this jurisdiction, I certify that our municipality/agency/organization will commit all necessary resources in order to meet Partnership expectations as outlined in the "Planning Partners expectations" document provided by the Planning Team, in order to obtain Disaster Mitigation Act (DMA) compliance for our jurisdiction.

In an effort to achieve and assist with this process, Ken Anderson Sr. has been designated as our organization/agency's representative and point of contact. His contact information is below.

Regards,

Ken

*Ken Anderson Sr.*  
*Disaster Preparedness/Safety Manager*  
*City of South San Francisco*  
*Fire Department*  
*480 North Canal Street*  
*South San Francisco Ca 94080*  
[\*ken.anderson@ssf.net\*](mailto:ken.anderson@ssf.net)  
*(650) 228-8279 cell*

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MUNICIPALITY	YES/NO	CONTACT	LETTER
Atherton	yes	Brian Mills	yes
Belmont	yes	Pat Halleran	yes
Brisbane	yes	Randy Breault	yes
Burlingame	yes	Bart Spencer	yes
Colma	yes	Michael Laughlin	yes
Daly City	yes	Clyde Preston	yes
East Palo Alto	yes	Daniel Berumen	yes
Foster City	no	Jennelle Masterson	N/a
Half Moon Bay	yes	Carlo Wei	yes
Hillsborough	yes	Bart Spencer	yes
Menlo Park	yes	Ryan Zollicoffer	yes
Millbrae	yes	Colleen Haupt	yes
Pacifica	yes	Joe Spanheimer	yes
Portola Valley	yes	Debbie Pedro	yes

Redwood City	yes	Dave Pucci	yes
San Bruno	yes	Dave Cresta	yes
San Carlos	yes	Jay Walter	yes
San Mateo	no	Jennelle Masterson	N/a
South San Francisco	yes	Ken Anderson	yes
Woodside	yes	Dong Nguyen	yes

<b>SPECIAL DISTRICT</b>	<b>YES/NO</b>	<b>CONTACT</b>	<b>LETTER</b>
Belmont Fire Dist	yes	Matt Lucett	yes
Central County Fire	no	Bart Spencer	yes
Menlo Park Fire Dist	no	Ryan Zollicoffer	no
Mid-Peninsula			
Water	yes	Rene Ramirez	yes
NCCWD	yes	Chris Regnart	yes
Woodside Fire Dist	yes	Dan Ghiorso	yes
Colma Fire	yes	Geoff Balton	yes
Westborough Water	yes	Gary Ushiro	yes
Jefferson Union HS			
Dist	yes	John Schultz	yes
Cal Fire	yes	Bryan Farrell	yes
Pacifica School Dist	yes	John Hashizume	yes
College District	yes	Tom Maloney	yes
Highland			
Recreational	yes	Brigitte Shearer	yes

WOODSIDE  
FIRE  
PROTECTION  
DISTRICT

3111 WOODSIDE ROAD  
WOODSIDE, CALIFORNIA 94062  
650.851.1594  
FAX 650.851.3960

Date: December 17, 2015

To: San Mateo County Hazard Mitigation Planning Partnership  
BC David Pucci, San Mateo County Office of Emergency Services  
555 County Center  
Redwood City, CA 94063

From: Fire Chief Daniel J. Ghiorso

Subject: Hazard Mitigation Plan

Dear San Mateo County Planning Partnership,

Woodside Fire Protection District (WFPD) is committed to participating in the update to the San Mateo County Multi-Jurisdictional Hazard Mitigation Plan. As the Fire Chief for this jurisdiction, I certify that I will commit all necessary resources in order to meet partnership expectations as outlined in the "Planning Partners Expectations" document provided by the planning team, in order to obtain Disaster Mitigation Act (DMA) for our jurisdiction.

Fire Chief Ghiorso will be our jurisdictions point of contact for this process and can be reached at 650-851-1594 or [dghiorso@woodsidefire.org](mailto:dghiorso@woodsidefire.org). We understand that this designated point of contact times will be applied to the "in kind" local match for the grant that is funding this project. To aid in determination of this local match, we have determined that the fully burdened rate for our points of contact will be \$2040.00. The funding source for our point of contact within our jurisdiction is not through federal funds.

Respectfully,



Daniel J. Ghiorso  
WFPD Fire Chief



*Letter of Intent to Participate*

January 13, 2016

**San Mateo County Hazard Mitigation Planning Partnership**

Battalion Chief David Pucci  
San Mateo County Office of Emergency Services  
555 County Center  
Redwood City, CA 94063

Via email at: [DPucci@redwoodcity.org](mailto:DPucci@redwoodcity.org)

Dear Chief Pucci,

Please be advised that the San Mateo County Community College District is committed to participating in the update to the San Mateo County Multi-Jurisdictional Hazard Mitigation Plan. As the Vice Chancellor of Facilities Planning, Maintenance and Operations for this jurisdiction, I certify that our municipality/agency/organization will commit all necessary resources in order to meet Partnership expectations as outlined in the “Planning Partners expectations” document provided by the Planning Team, in order to obtain Disaster Mitigation Act (DMA) compliance for our jurisdiction.

In an effort to achieve and assist with this process, Karen Powell, Executive Director of Facilities Planning and Operations for SMCCCD has been designated as our organization/agency’s representative and point of contact.

Regards,

José D. Nuñez  
Vice Chancellor, Facilities Planning, Maintenance and Operations



*Town of Atherton*  
DEPARTMENT OF  
POLICE



Edwin F. Flint  
*Chief of Police*

December 15, 2015

San Mateo County Hazard Mitigation Planning Partnership  
Battalion Chief David Pucci  
San Mateo County Office of Emergency Services  
555 County Center  
Redwood City, CA 94063

Dear Chief Pucci -

Please be advised that the Town of Atherton is committed to participating in the update to the San Mateo County Multi-Jurisdictional Hazard Mitigation Plan. As the Chief of Police for this jurisdiction, I certify that our agency will commit all necessary resources in order to meet Partnership expectations as outlined in the "Planning Partners expectations" document provided by the Planning Team, in order to obtain Disaster Mitigation Act (DMA) compliance for our jurisdiction.

In an effort to achieve and assist with this process, Sergeant Brad Mills has been designated as our agency's representative and point of contact. His contact information is as follows:  
650-688-6500 ext. 543 and via email to [bmills@ci.atherton.ca.us](mailto:bmills@ci.atherton.ca.us).

Sincerely,

  
Edwin F. Flint  
Chief of Police



*City of Millbrae*  
621 Magnolia Avenue, Millbrae, CA 94030

ANNE OLIVA  
Mayor

REUBEN D. HOLOBER  
Vice Mayor

GINA PAPAN  
Councilwoman

ANN SCHNEIDER  
Councilwoman

WAYNE J. LEE  
Councilman

December 16, 2015

San Mateo County Hazard Mitigation Planning Partnership  
Battalion Chief David Pucci  
San Mateo County Office of Emergency Services  
555 County Center  
Redwood City, CA 94063

Dear Chief Pucci,

Please be advised that the City of Millbrae is committed to participating in the update to the San Mateo County Multi-Jurisdictional Hazard Mitigation Plan. As the City Manager for this jurisdiction, I certify that our municipality/agency/organization will commit all necessary resources in order to meet Partnership expectations as outlined in the "Planning Partners expectations" document provided by the Planning Team, in order to obtain Disaster Mitigation Act (DMA) compliance for our jurisdiction.

In an effort to achieve and assist with this process, Colleen Haupt has been designated as our organization/agency's representative and point of contact. Her contact information is [chaupt@ci.millbrae.ca.us](mailto:chaupt@ci.millbrae.ca.us), office phone: 650-259-2339, cell phone: 650-269-7385.

Regards,

A handwritten signature in cursive script that reads "Marcia Raines".

Marcia Raines  
City Manager  
City of Millbrae  
621 Magnolia Avenue  
Millbrae, CA 94030

City Council/City Manager/City Clerk  
(650) 259-2334

Fire  
(650) 259-2400

Building Division/Permits  
(650) 259-2330

Police  
(650) 259-2300

Community Development  
(650) 259-2341

Public Works/Engineering  
(650) 259-2339

Finance  
(650) 259-2350

Recreation  
(650) 259-2360



# Highlands Recreation District

1851 Lexington Avenue • San Mateo, CA 94402

(650) 341-4251 • Fax (650) 349-9627

[www.highlandsrec.ca.gov](http://www.highlandsrec.ca.gov)

*"Where Family Traditions Begin"*

December 8, 2015

**San Mateo County Hazard Mitigation Planning Partnership**

Battalion Chief David Pucci

San Mateo County Office of Emergency Services

555 County Center

Redwood City, CA 94063

Dear Chief Pucci,

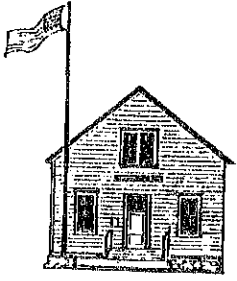
Please be advised that the Highlands Recreation District is committed to participating in the update to the San Mateo County Multi-Jurisdictional Hazard Mitigation Plan. As the General Manager for this jurisdiction, I certify that our district will commit all necessary resources in order to meet Partnership expectations as outlined in the "Planning Partners expectations" document provided by the Planning Team, in order to obtain Disaster Mitigation Act (DMA) compliance for our jurisdiction.

In an effort to achieve and assist with this process, I have been designated as our district's representative and point of contact. My contact information is 650-341-4251 or [brigitte@highlandsrec.ca.gov](mailto:brigitte@highlandsrec.ca.gov).

Regards,

Brigitte Shearer  
General Manager





The Town of  
Woodside

November 9, 2015

**San Mateo County Hazard Mitigation Planning Partnership**

Battalion Chief David Pucci  
San Mateo County Office of Emergency Services  
555 County Center  
Redwood City, CA 94063

Via email at: [DPucci@redwoodcity.org](mailto:DPucci@redwoodcity.org)

Dear Chief Pucci,

Please be advised that the Town of Woodside is committed to participating in the update to the San Mateo County Multi-Jurisdictional Hazard Mitigation Plan. As the Town Manager for this jurisdiction, I certify that our municipality/agency/organization will commit all necessary resources in order to meet Partnership expectations as outlined in the "Planning Partners expectations" document provided by the Planning Team, in order to obtain Disaster Mitigation Act (DMA) compliance for our jurisdiction.

In an effort to achieve and assist with this process, Dong Nguyen has been designated as our organization/agency's representative and point of contact.

P.O. Box 620005  
2955 Woodside Road  
Woodside CA 94062

Regards,

Kevin Bryant

Town Manager

650-851-6790

Fax: 650-851-2195

[townhall@woodsidesidetown.org](mailto:townhall@woodsidesidetown.org)



CENTRAL COUNTY FIRE DEPARTMENT

*Serving the Cities of Burlingame and Millbrae and the Town of Hillsborough*

John Kammeyer

Fire Chief

November 3, 2015

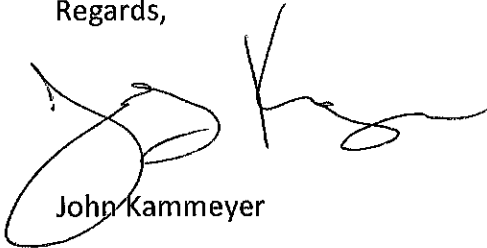
Battalion Chief Dave Pucci  
San Mateo County Office of Emergency Services  
555 County Center  
Redwood City, CA 94063

Dear Chief Pucci,

Please be advised that the City of Burlingame, Town of Hillsborough, and Central County Fire Department are committed to participating in the update to the San Mateo County Multi-Jurisdictional Hazard Mitigation Plan.

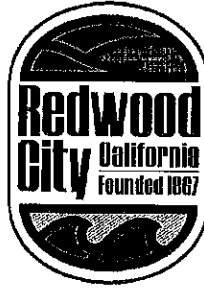
As the Fire Chief, I certify that these agencies will commit all necessary resources in order to meet Partnership expectations as outlined in the "Planning Partners expectations" document provided by the Planning Team, in order to obtain Disaster Mitigation Act (DMA) compliance for our jurisdiction. Bart Spencer, Emergency Services Coordinator, has been designated as the point person and will be the lead for this effort.

Regards,



John Kammeyer

Fire Department  
755 Marshall Street  
Redwood City, CA 94063



Office of the Deputy Fire Chief  
Telephone (650) 780-7400  
FAX (650) 780-7461  
<http://www.redwoodcity.org>

December 7, 2015

San Mateo County Hazard Mitigation Planning Partnership

To whom it may concern,

The City of Redwood City is committed to participating in the update to the San Mateo County Multi-Jurisdictional Hazard Mitigation Plan. We will commit all necessary resources in order to meet the partnership expectation as outlined in the "Planning Partners Expectations" document provided by the planning team, in order to obtain Disaster Mitigation Act (DMA) compliance for our jurisdiction.

In an effort to achieve and assist with this process, temporary Deputy Chief Dave Pucci has been designated as our organizations representative and point of contact.

A handwritten signature in black ink, appearing to read "David Pucci".

David Pucci  
Temporary Deputy Chief

*City of Redwood City Core Purpose:  
Build a great community together.*

*Redwood City Fire Department Mission Statement:  
To protect life, property, and the environment from fire, medical, disaster, and hazardous materials related incidents through  
emergency mitigation, public education and code enforcement.*



# City of Belmont

One Twin Pines Lane, Suite 340, Belmont, CA 94002  
(650) 595-7408 • Fax (650) 637-2982  
www.belmont.gov

**City Manager**  
Greg Scoles

December 2, 2015

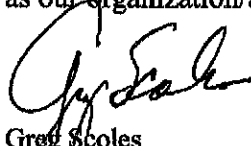
San Mateo County Hazard Mitigation Planning Partnership  
Battalion Chief David Pucci  
San Mateo County Office of Emergency Services  
555 County Center  
Redwood City, CA 94063

Via email at: [DPucci@redwoodcity.org](mailto:DPucci@redwoodcity.org)

Dear Chief Pucci,

Please be advised that the City of Belmont is committed to participating in the update to the San Mateo County Multi-Jurisdictional Hazard Mitigation Plan. As the City Manager for this jurisdiction, I certify that our municipality will commit all necessary resources in order to meet partnership expectations as outlined in the "Planning Partners expectations" document provided by the Planning Team, in order to obtain Disaster Mitigation Act (DMA) compliance for our jurisdiction.

In an effort to achieve and assist with this process, Captain Patrick Halloran has been designated as our organization/agency's representative and point of contact.



Greg Scoles  
City Manager

Board of Fire  
Commissioners  
Maryanne Hazard  
Gina Sheridan  
Peter Dabai



# COLMA FIRE DISTRICT

50 REINER STREET  
COLMA, CALIFORNIA 94014  
Phone (650) Plaza 5-5666  
Fax (650) 755-5691



Fire Chief  
Geoffrey C. Balton

7 December 2015

**San Mateo County Hazard Mitigation Planning Partnership**

David Pucci  
Battalion Chief, San Mateo County Office of Emergency services  
555 County Center  
Redwood City, CA 94063

Via Email at: [dpucci@redwoocity.org](mailto:dpucci@redwoocity.org)

Dear San Mateo County Planning Partnership,

Please be advised that the Colma Fire Protection District is committed to participating in the update to the San Mateo County Multi-Jurisdictional Hazard Mitigation Plan. As the Fire Chief for this jurisdiction, I certify that I will commit all necessary resources in order to meet partnership expectations as outlined in the "Planning Partners expectations" document provided by the planning team, in order to obtain Disaster Mitigation Act (DMA) for our jurisdiction.

Fire Chief Geoff Balton will be our jurisdiction's point of contact for this process and can be reached at 650-755-5666 or [gbalton@colmafd.org](mailto:gbalton@colmafd.org). We understand that this designated point of contact's time will be applied to the "in kind" local match for the grant that is funding this project. To aid in the determination of the local match, we have determined that the fully burdened bill rate for our points of contact will be \$2,040.00. The funding source for our point of contact's position within our jurisdiction is not through federal funds.

Sincerely,

Geoffrey Balton  
Fire Chief

Serving the Unincorporated Areas of:  
Broadmoor Village, Garden Village, Sterling Park and the Incorporated Town of Colma  
Organized June 8, 1925



# BELMONT FIRE PROTECTION DISTRICT

One Twin Pines Lane, Suite 230, Belmont, CA 94002  
(650) 595-7492 • Fax (650) 637-2912  
[www.belmont.gov](http://www.belmont.gov)

FIRE CHIEF  
John Healy

November 18, 2015

**San Mateo County Hazard Mitigation Planning Partnership**  
Battalion Chief David Pucci  
San Mateo County Office of Emergency Services  
555 County Center  
Redwood City, CA 94063

Via email at: [DPucci@redwoodcity.org](mailto:DPucci@redwoodcity.org)

Dear Chief Pucci,

Please be advised that the Belmont Fire Protection District is committed to participating in the update to the San Mateo County Multi-Jurisdictional Hazard Mitigation Plan. As the Battalion Chief for this jurisdiction, I certify that our municipality/agency/organization will commit all necessary resources in order to meet Partnership expectations as outlined in the "Planning Partners expectations" document provided by the Planning Team, in order to obtain Disaster Mitigation Act (DMA) compliance for our jurisdiction.

In an effort to achieve and assist with this process, Matt Lucett has been designated as our organization/agency's representative and point of contact.

Regards,



Kent Thrasher  
Battalion Chief



# The City of Burlingame

OFFICE OF THE  
CITY MANAGER

CITY HALL — 501 PRIMROSE ROAD  
BURLINGAME, CALIFORNIA 94010-3997

TEL: (650) 558-7204  
FAX: (650) 566-9282

December 1, 2015

**San Mateo County Hazard Mitigation Planning Partnership**  
Battalion Chief David Pucci  
San Mateo County Office of Emergency Services  
555 County Center  
Redwood City, CA 94063

Dear Chief Pucci,

Please be advised that the City of Burlingame is committed to participating in the update to the San Mateo County Multi-Jurisdictional Hazard Mitigation Plan. As the City Manager for this jurisdiction, I certify that our municipality will commit all necessary resources in order to meet Partnership expectations as outlined in the "Planning Partners expectations" document provided by the Planning Team, in order to obtain Disaster Mitigation Act (DMA) compliance for our jurisdiction.

In an effort to achieve and assist with this process, Martin Quan, Senior Civil Engineer has been designated as our municipality's representative and point of contact. His contact information is 650-522-7245 and email address is [mquan@burlingame.org](mailto:mquan@burlingame.org).

Regards,

A handwritten signature in black ink, appearing to read "Lisa K. Goldman".

Lisa K. Goldman  
City Manager

cc: Martin Quan

**Exhibit A**

*Sample Letter of Intent to Participate*

December 2, 2015

**San Mateo County Hazard Mitigation Planning Partnership**

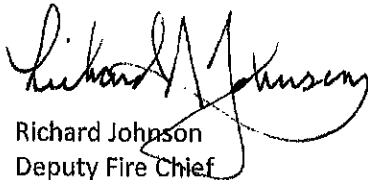
Battalion Chief David Pucci  
San Mateo County Office of Emergency Services  
555 County Center  
Redwood City, CA 94063

Dear Chief Pucci,

Please be advised that the City of Daly City is committed to participating in the update to the San Mateo County Multi-Jurisdictional Hazard Mitigation Plan. As the Deputy Fire Chief for this jurisdiction, I certify that our municipality/agency/organization will commit all necessary resources in order to meet Partnership expectations as outlined in the "Planning Partners expectations" document provided by the Planning Team, in order to obtain Disaster Mitigation Act (DMA) compliance for our jurisdiction.

In an effort to achieve and assist with this process, Clyde Preston has been designated as our organization/agency's representative and point of contact. His/her contact information is 650-991-5741, [cpreston@northcountyfire.org](mailto:cpreston@northcountyfire.org).

Regards,



Richard Johnson  
Deputy Fire Chief



# CITY OF SAN CARLOS



San Mateo County Hazard Mitigation Planning Partnership  
David Pucci  
Battalion Chief, San Mateo County Office of Emergency Services  
555 County Center St.  
Redwood City, CA 94063

Via email at: [DPucci@redwoodcity.org](mailto:DPucci@redwoodcity.org)

Dear San Mateo County Planning Partnership,

Please be advised that the City of San Carlos is committed to participating in the update to the San Mateo County Multi-Jurisdictional Hazard Mitigation Plan. As the City Manager for this jurisdiction, I certify that I will commit all necessary resources in order to meet Partnership expectations as outlined in the "Planning Partners expectations" document provided by the planning team, in order to obtain Disaster Mitigation Act (DMA) compliance for our jurisdiction.

Mr. Jay Walter will be our jurisdiction's point of contact for this process and he can be reached at (650) 802-4203, [jwalter@cityofsancarlos.org](mailto:jwalter@cityofsancarlos.org), and 600 Elm Street, San Carlos, CA 94070. We understand that this designated point of contact's time will be applied to the "in-kind" local match for the grant that is funding this project. To aid in the determination of this local match, we have determined that the fully burdened bill rate for our designated point of contact is \$125.71. The funding source for our point of contact's position within our jurisdiction is not through federal funds.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeff Maltbie".

Jeff Maltbie  
City Manager  
City of San Carlos

Cc: Jay Walter, Public Works Director  
Tara Peterson, Assistant City Manager



e-mail: [wwd@westboroughwater.com](mailto:wwd@westboroughwater.com)

2263 westborough boulevard . p.o. box 2747 . south san francisco, ca 94083-2747 - 650-589-1435 - fax: 650-589-5167

November 30, 2015

San Mateo County Hazard Mitigation Planning Partnership  
Battalion Chief David Pucci  
San Mateo County Office of Emergency Services  
555 County Center  
Redwood City, CA 94063

Re: San Mateo County Multi-Jurisdictional Hazard Mitigation Plan

Dar Chief Pucci:

Please be advised the Westborough Water District (District) is committed to participating in the update to the San Mateo County Multi-Jurisdictional Hazard Mitigation Plan. As the General Manager of the District, I certify that we will commit all necessary resources in order to meet Partnership expectations as outlined in the "Planning Partners Expectations" document provided by the Planning Team, in order to obtain Disaster Mitigation Act (DMA) compliance for our jurisdiction.

In an effort to achieve and assist with this process, the District's Engineers have been designated as our organization representative and point of contact. The District's Engineer is Pakpour Consultant Group, Inc. with Gary Ushiro as the main contact.

Should you have any questions, please contact Gary Ushiro at (925) 224-7717.

Sincerely,

A handwritten signature in cursive script that reads 'Darryl A. Barrow'.

Darryl A. Barrow  
General Manager

DAB/db



## TOWN OF COLMA

1198 El Camino Real • Colma, California • 94014-3212

Tel 650-997-8300 • Fax 650-997-8308

November 20, 2015

### City Council

Joanne F. del Rosario  
Mayor

Diana Colvin  
Vice Mayor

Helen Fislaro  
Council Member

Raquel "Rae" Gonzalez  
Council Member

Joseph Silva  
Council Member

### City Officials

Sean Rabé  
City Manager

Kirk Stratton  
Chief of Police

Christopher Diaz  
City Attorney

Cyrus Klanpour  
City Engineer

Brad Donohue  
Public Works Director

Michael Laughlin, AICP  
City Planner

Brian Dossey  
Director of Recreation  
Services

Lori Burns  
Human Resources Manager

### San Mateo County Hazard Mitigation Planning Partnership

Battalion Chief David Pucci

Via email at: DPucci@redwoodcity.org

San Mateo County Office of Emergency Services

555 County Center

Redwood City, CA 94063

RE: Planning Partnership Participation

Dear Chief Pucci,

Please be advised that the Town of Colma is committed to participating in the update to the San Mateo County Multi-Jurisdictional Hazard Mitigation Plan. As the City Manager for this jurisdiction, I certify that our municipality will commit all necessary resources in order to meet Partnership expectations as outlined in the "Planning Partners expectations" document provided by the Planning Team, in order to obtain Disaster Mitigation Act (DMA) compliance for our jurisdiction.

Mr. Michael Laughlin, our City Planner, will be our jurisdiction's point of contact for this process and he can be reached at 1190 El Camino Real Colma, CA 94014, phone number (650) 757-8896 and email michael.laughlin@colma.ca.gov. We understand that this designated point of contact's time will be applied to the "in kind" local match for the grant that is funding this project. To aid in the determination of this local match, we have determined that the fully burdened bill rate for our designated point of contact is \$119.00 per hour. The funding source for our point of contact's position within our jurisdiction is not paid through federal funds.

We appreciate San Mateo County's initiation of this effort, and we look forward to participating in any way necessary. Please feel free to contact if you have any questions.

Sincerely,

Sean Rabé, City Manager

Cc: Sherwin Lum, Colma Police Department

Geoff Balton, Colma Fire Protection District

# TOWN of PORTOLA VALLEY

Town Hall: 765 Portola Road, Portola Valley, CA 94028 - Tel: (650) 851-1700 Fax: (650) 851-4677

November 25, 2015

## **San Mateo County Hazard Mitigation Planning Partnership**

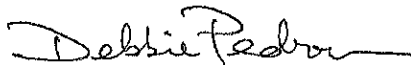
Battalion Chief David Pucci  
San Mateo County Office of Emergency Services  
555 County Center  
Redwood City, CA 94063

Dear Chief Pucci,

Please be advised that the Town of Portola Valley is committed to participating in the update to the San Mateo County Multi-Jurisdictional Hazard Mitigation Plan. As the Interim Town Manager for this jurisdiction, I certify that our municipality/agency/organization will commit all necessary resources in order to meet Partnership expectations as outlined in the "Planning Partners expectations" document provided by the Planning Team, in order to obtain Disaster Mitigation Act (DMA) compliance for our jurisdiction.

In an effort to achieve and assist with this process, I have been designated as our organization/agency's representative and point of contact. My contact information is (650) 851-1700 xt. 218, [dpedro@portolavalley.net](mailto:dpedro@portolavalley.net).

Regards,



Debbie Pedro  
Interim Town Manager



# Jefferson Union High School District

ADMINISTRATIVE OFFICES – SERRAMONTE DEL REY

699 Serramonte Boulevard, Suite 100

Daly City, California 94015-4132

November 20, 2015

San Mateo County Hazard Mitigation Planning Partnership  
Battalion Chief David Pucci  
San Mateo County Office of Emergency Services  
555 County Center  
Redwood City, CA 94063  
[DPucci@redwoodcity.org](mailto:DPucci@redwoodcity.org)

**Re:** San Mateo County Multi-Jurisdictional Hazard Mitigation Plan

Dear Chief Pucci,

Please be advised that the Jefferson Union High School District is committed to participating in the update to the San Mateo County Multi-Jurisdictional Hazard Mitigation Plan. As the Associate Superintendent, Business Services for this jurisdiction, I certify that our organization will commit all necessary resources in order to meet Partnership expectations as outlined in the "Planning Partners expectations" document provided by the Planning Team, in order to obtain Disaster Mitigation Act (DMA) compliance for our jurisdiction.

In an effort to achieve and assist with this process, John Schultz, Director of Operations has been designated as our organization representative and point of contact.

Sincerely,

A handwritten signature in black ink, appearing to read "Steven R. Fuentes".

Steven R. Fuentes  
Associate Superintendent  
Business Services

Cc: John Schultz



**CITY OF EAST PALO ALTO  
OFFICE OF THE CITY MANAGER  
2415 UNIVERSITY AVENUE  
EAST PALO ALTO, CA 94303**

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November 18, 2015

**San Mateo County Hazard Mitigation Planning Partnership**  
Battalion Chief David Pucci  
San Mateo County Office of Emergency Services  
555 County Center  
Redwood City, CA 94063

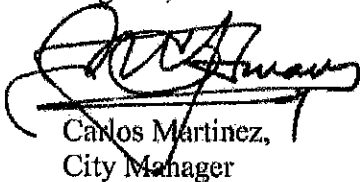
Via email at: [DPucci@redwoodcity.org](mailto:DPucci@redwoodcity.org)

Dear Chief Pucci,

Please be advised that the **City of East Palo Alto** is committed to participating in the update to the San Mateo County Multi-Jurisdictional Hazard Mitigation Plan. As the City Manager for this jurisdiction, I certify that our municipality will commit all necessary resources in order to meet Partnership expectations as outlined in the "Planning Partners expectations" document provided by the Planning Team, in order to obtain Disaster Mitigation Act (DMA) compliance for our jurisdiction.

In an effort to achieve and assist with this process, **Daniel Berumen (Assistant Planner)** has been designated as our City representative and point of contact. For consistency purposes, Brent A. Butler, Planning and Housing Manager for the City of East Palo Alto, will be the published point of contact.

Regards,

 11/18/15  
Carlos Martinez,  
City Manager

**November 12, 2015**

**San Mateo County Hazard Mitigation Planning Partnership**  
Battalion Chief David Pucci  
San Mateo County Office of Emergency Services  
555 County Center  
Redwood City, CA 94063

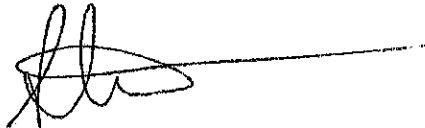
Via email at: [DPucci@redwoodcity.org](mailto:DPucci@redwoodcity.org)

Dear Chief Pucci,

Please be advised that the **San Mateo County Fire Department** is committed to participating in the update to the San Mateo County Multi-Jurisdictional Hazard Mitigation Plan. As the **Assistant Chief** for this jurisdiction, I certify that our municipality/agency/organization will commit all necessary resources in order to meet Partnership expectations as outlined in the "Planning Partners expectations" document provided by the Planning Team, in order to obtain Disaster Mitigation Act (DMA) compliance for our jurisdiction.

In an effort to achieve and assist with this process, **Battalion Chief Bryan Farrell** has been designated as our organization/agency's representative and point of contact.

Regards,

A handwritten signature in black ink, appearing to read 'Mark Steward', with a long horizontal line extending to the right.

**Mark Steward**  
**Assistant Chief**  
**CAL FIRE/San Mateo County Fire Department**  
**320 Paul Scannell Rd**  
**San Mateo, CA 94402**  
**(650) 345-1612**



**CITY OF BRISBANE**

Department of Public Works  
50 Park Place  
Brisbane, CA 94005-1310  
(415) 508-2130

November 5, 2015

San Mateo County Hazard Mitigation Planning Partnership  
Battalion Chief David Pucci  
San Mateo County Office of Emergency Services  
555 County Center  
Redwood City, CA 94063

*sent via email to DPucci@redwoodcity.org*

Dear Chief Pucci,

The City of Brisbane is committed to participating in the update to the San Mateo County Multi-Jurisdictional Hazard Mitigation Plan. Our city will commit necessary resources to comply with the Disaster Management Act's eligibility requirements to allow jurisdictions to develop an annex to a base countywide plan. Said requirements are generally outlined in the "Planning Partners Expectations" document provided by consultant Tetra Tech.

Our points of contact for participation are:

Primary: Randy Breault, Director of Public Works/City Engineer  
rbreault@ci.brisbane.ca.us, 415.508.2131

Alternate: Ken Johnson, Senior Planner  
kjohnson@ci.brisbane.ca.us, 415.508.2123

Very truly yours,

A handwritten signature in black ink that reads "Randy L. Breault".

Randy L. Breault, P.E.  
Director of Public Works/City Engineer

Cc: Ken Johnson, John Swiecki, Shelley Romriell





Scenic Pacifica  
Incorporated Nov. 22, 1957

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**CITY OF PACIFICA**  
**Pacifica Police Department**

2075 Coast Highway • Pacifica, California 94044-3038  
(T) 650-738-7314 • (F) 650-355-1172 • [www.pacificapolice.org](http://www.pacificapolice.org)

---

**MAYOR**  
Karen Ervin

**MAYOR PRO TEM**  
Sue Digre

**COUNCIL**  
Mary Ann Nihart  
Mike O'Neill  
John Keener

November 5, 2015

**San Mateo County Hazard Mitigation Planning Partnership**  
Battalion Chief David Pucci  
San Mateo County Office of Emergency Services  
555 County Center  
Redwood City, CA 94063

Via email at: [DPucci@redwoodcity.org](mailto:DPucci@redwoodcity.org)

Dear Chief Pucci,

Please be advised that the City of Pacifica is committed to participating in the update to the San Mateo County Multi-Jurisdictional Hazard Mitigation Plan. As the Emergency Manager for this jurisdiction, I certify that our municipality/agency/organization will commit all necessary resources in order to meet Partnership expectations as outlined in the "Planning Partners expectations" document provided by the Planning Team, in order to obtain Disaster Mitigation Act (DMA) compliance for our jurisdiction.

In an effort to achieve and assist with this process, Captain Joe Spanheimer has been designated as our organization/agency's representative and point of contact.

Regards,



Captain  
Pacifica Police Department



## Pacifica School District

375 Reina Del Mar Avenue ★ Pacifica, California ★ 94044  
(650) 738-6600 ★ (650) 557-9672 (fax)

*Preparing Students for an Evolving World*

[www.pacificasd.org](http://www.pacificasd.org)

### Board of Trustees

Elizabeth Bredall  
Andrea Gould  
Matthew Leve  
Kathy Shokari  
Laverne Villalobos

### District Administration

Wendy S. Tukloff, Ed.D.  
Superintendent  
Ray S. Avila, Ed.D.  
Associate Superintendent  
Integrated Services/HR  
Josephine Peterson  
Chief Business Official  
Tina Van Raaphorst  
Executive Director, ESS

### **San Mateo County Hazard Mitigation Planning Partnership**

Battalion Chief David Pucci  
San Mateo County Office of Emergency Services  
555 County Center  
Redwood City, CA 94063

Dear Chief Pucci:

Please be advised that the Pacifica School District is committed to participating in the update to the San Mateo County Multi-Jurisdictional Hazard Mitigation Plan. As the Superintendent for this jurisdiction, I certify that our organization will commit all necessary resources in order to meet Partnership expectations as outlined in the "Planning Partners expectations" document provided by the Planning Team, in order to obtain Disaster Mitigation Act (DMA) compliance for our jurisdiction.

In an effort to achieve and assist with this process, our Director of Facilities John Hashizume has been designated as our organization's representative and point of contact. His contact information is (650) 738-6620 and [jhashizume@pacificasd.org](mailto:jhashizume@pacificasd.org).

Regards,

Wendy S. Tukloff, Ed.D.  
Superintendent

## Exhibit A

December 1, 2015

**San Mateo County Hazard Mitigation Planning Partnership**

John T. Doughty Community Development Director

City of Half Moon Bay

501<sup>st</sup> Main Street

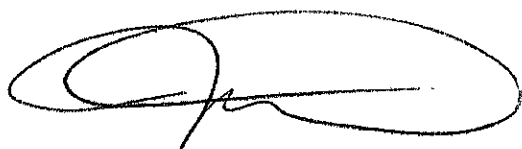
Half Moon Bay, CA 94019

Dear Chief Pucci,

Please be advised that the City of Half Moon Bay is committed to participating in the update to the San Mateo County Multi-Jurisdictional Hazard Mitigation Plan. As the Community Development Director for this jurisdiction, I certify that our municipality will commit all necessary resources in order to meet Partnership expectations as outlined in the "Planning Partners expectations" document provided by the Planning Team, in order to obtain Disaster Mitigation Act (DMA) compliance for our jurisdiction.

In an effort to achieve and assist with this process, Carlo Wei has been designated as our organization's representative and point of contact. His contact information is [CWei@hmbcity.com](mailto:CWei@hmbcity.com) (650)-726-8256.

Regards,

A handwritten signature in black ink, appearing to be "John T. Doughty", enclosed within a large, loopy oval shape.

Community Development Director

## PLANNING PARTNER EXPECTATIONS

In an effort to complete the multi-jurisdictional plan and comply with the Disaster Mitigation Act (DMA), Tetra Tech has developed a working strategy for participating agencies –the Planning Partners. The strategy involves various groups to facilitate this process.

1. Planning Team – a small group comprised of the people providing project leadership – Tetra Tech and a few individuals from OES and the Emergency Managers Association (EMA).
2. Steering Committee – made up of members from the Planning Partners, Tetra Tech and various specialists (GIS, planning, emergency management). This group is responsible for many of the planning milestones and will meet more regularly.
3. Planning Partners – are the representatives from municipalities and special districts developing annexes connected to the larger plan.
4. Planning Stakeholders – individuals or groups that the planning team may tap for information to support various elements of the plan (PG&E, utilities, water companies, etc.).

DMA compliance requires that participation be defined in order to maintain eligibility with respect to meeting the requirements which allow a jurisdiction or special district to develop an annex to the base plan. To achieve compliance for *all* partners, the plan must clearly document how each planning partner that is seeking linkage to the plan participated in the plan's development. The best way to do this is to clearly define "participation". For this planning process, "participation" is defined by the following criteria:

- ✓ **The Estimated level of effort.** It is estimated that the total time commitment to meet these "participation" requirements for a planning partner not participating on the Steering Committee would be ***approximately 40 hours over the 9 month period.*** Approximately sixty percent of this time would be allocated to meeting items F through J described below. This time is reduced somewhat for special purpose districts.
- ✓ **Participate in the process.** As indicated, it must be documented in the plan that each planning partner "participated" in the process to the best of your capabilities. There is flexibility in defining "participation," which can vary based on the type of planning partner (i.e.: City or County, vs. a Special District) involved. However, the level of participation must be defined at the on-set of the planning process, and we must demonstrate the extent to which this level of participation has been met for each partner. This planning process will utilize a steering committee that will assume responsibility for many of the planning milestones prescribed for this process. This committee will be representative of the whole body. This committee will meet periodically (frequency to be determined by the committee) throughout the process and provide direction and guidance to the planning team. Steering Committee meetings are not mandatory meetings for all planning partners. If you are not on the committee, your attendance is not required; however, it is our hope that all planning partners will attempt to remain engaged with this process. The planning team will also request support from the partnership during the public involvement phase of the planning process. Support could be in the form of

providing venues for public meetings, attending these meetings as meeting participants, providing technical support, etc.

- ✓ **Duration of planning process.** This process is anticipated to take 9 months to complete. It will be easy to become disconnected with the process objectives if you do not participate in some of these meetings to some degree.
- ✓ **Facility Update.** Each planning partner will be requested to update their facilities list for use during the risk assessment. If the list is not updated, HAZUS default data will be utilized. Updating this list provides a much more detailed analysis.
- ✓ **Consistency Review.** All planning partners will be asked to identify their capabilities during this process. This capability assessment will require a review of existing documents (plans, studies and ordinances) pertinent to each jurisdiction to identify policies or recommendations that are consistent with those in the “base” plan or have policies and recommendations that complement the hazard mitigation initiatives selected (i.e.: comp plans, basin plans or hazard specific plans).
- ✓ **Action/Strategy Review.** All previous planning partners will be required to perform a review of the strategies from their respective prior action plan to: determine those that have been accomplished and how they were accomplished; and why those that have not been accomplished were not completed. Note – even if your plan has expired, it is still considered an update, and not a new plan. San Mateo OES will be available to assist with this task.
- ✓ **Plan must be adopted by each jurisdiction.**

One of the benefits to multi-jurisdictional planning is the ability to pool resources. This means more than monetary resources. Resources such as staff time, meeting locations, media resources, technical expertise will all need to be utilized to generate a successful plan. In addition, these resources can be pooled such that decisions can be made by a peer group applying to the whole and thus reducing the individual level of effort of each planning partner. This will be accomplished by the formation of a steering committee made up of planning partners and other “stakeholders” within the planning area. The size and makeup of this steering committee will be determined by the planning partnership during our kick-off meeting. This body will assume the decision making responsibilities on behalf of the entire partnership. This will streamline the planning process by reducing the number of meetings that will need to be attended by each planning partner. The assembled steering committee for this effort will meet monthly (unless decided otherwise) on an as-needed basis as determined by the planning team, and will provide guidance and decision making during all phases of the plan’s development.

With the above participation requirements in mind, each planning partner will be asked to aid this process by being prepared to develop its section of the plan. To be an eligible planning partner in this effort, each planning partner will be asked to provide the following:

- A. A “Letter of Intent to participate” or Resolution to participate to the planning team (see exhibit A).
- B. Designate a lead point of contact for this effort. This designee will be listed as the hazard mitigation point of contact for your jurisdiction in the plan.

- C. If requested, provide support in the form of mailing list, possible meeting space, and public information materials, such as newsletters, newspapers or direct mailed brochures, required to implement the public involvement strategy developed by the steering committee.
- D. Participate in the process. There will be many opportunities as this plan evolves to participate. Opportunities such as:
  - a. Steering committee meetings
  - b. Public meetings or open houses
  - c. Public review and comment periods prior to adoption

At each and every one of these opportunities, attendance will be recorded. Attendance records will be used to document participation for each planning partner. No thresholds will be established as minimum levels of participation. However, each planning partner should attempt to attend all possible meetings and events.

- E. Each partner will be required to complete their template and provide it to the planning team in the time frame established by the steering committee. Technical assistance in the completion of these templates will be available from the San Mateo OES. Failure to complete your template in the required time frame *may* lead to disqualification from the partnership.
- F. Each partner will be asked to perform a “consistency review” of all technical studies, plans, ordinances specific to hazards to determine the existence of any not consistent with the same such documents reviewed in the preparation of the County Plan. For example, if your community has a floodplain management plan that makes recommendations that are not consistent with any of the county’s plans, that plan will need to be reviewed for probable incorporation into the plan for your area.
- G. Each partner will be asked to review the risk assessment and identify hazards and vulnerabilities specific to its jurisdiction.
- H. Each partner will be asked to review and determine if the mitigation recommendations chosen in the parent plan will meet the needs of its jurisdiction. Projects within each jurisdiction consistent with the parent plan recommendations will need to be identified and prioritized, and reviewed to determine their benefits vs. costs.
- I. Each partner will be required to create its own action plan that identifies each project, who will oversee the task, how it will be financed and when it is estimated to occur.
- J. Each partner will be required to formally adopt the plan.

Templates and instructions to aid in the compilation of this information will be provided to all committed planning partners. Each partner will be asked to complete their templates in a timely manner and according to the timeline specified by the steering committee.

**NOTE: Once this plan has been completed, and FEMA approval has been determined for each partner, maintaining that eligibility will be dependent upon each partner implementing the plan implementation-maintenance protocol identified in the plan.**

## Exhibit A

Wednesday, December 09, 2015

### **San Mateo County Hazard Mitigation Planning Partnership**

Battalion Chief David Pucci  
San Mateo County Office of Emergency Services  
555 County Center  
Redwood City, CA 94063

Dear Chief David J. Pucci,

Please be advised that the Brian Henry and Ryan Zollicoffer (City of Menlo Park) is committed to participating in the update to the San Mateo County Multi-Jurisdictional Hazard Mitigation Plan. As the Public Works Superintendent and Emergency Manager (contracted) for this jurisdiction, I certify that our municipality/agency/organization will commit all necessary resources in order to meet Partnership expectations as outlined in the "Planning Partners expectations" document provided by the Planning Team, in order to obtain Disaster Mitigation Act (DMA) compliance for our jurisdiction.

In an effort to achieve and assist with this process, Commander Dave Bertini has been designated as our organization/agency's representative and point of contact. His/her contact information is 650.330.6321(office) or [dbertini@menlopark.org](mailto:dbertini@menlopark.org)

Regards,



Commander Dave Bertini



3 Dairy Lane, Belmont, CA 94002  
tel: 650.591.8941 • fax: 650.591.4998  
[www.midpeninsulawater.org](http://www.midpeninsulawater.org)

December 4, 2015

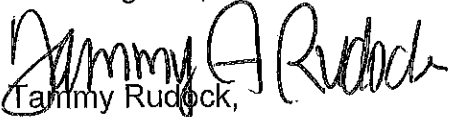
San Mateo County Hazard Mitigation Planning Partnership  
Battalion Chief David Pucci  
San Mateo County Office of Emergency Services  
555 County Center  
Redwood City, CA 94063

Dear Chief Pucci,

Please be advised that the Mid-Peninsula Water District is committed to participating in the update to the San Mateo County Multi-Jurisdictional Hazard Mitigation Plan. As the General Manager for this jurisdiction, I certify that our agency will commit all necessary resources in order to meet Partnership expectations as outlined in the "Planning Partners expectations" document provided by the Planning Team, in order to obtain Disaster Mitigation Act (DMA) compliance for our jurisdiction.

In an effort to achieve and assist with this process, Mr. Rene A. Ramirez has been designated as our agency's representative and point of contact. He can be contact by telephone at (650) 591-4891 and/or by email at [rramirez@midpeninsulawater.org](mailto:rramirez@midpeninsulawater.org).

Best Regards,

  
Tammy Rudock,  
General Manager





# The City of Burlingame

OFFICE OF THE  
CITY MANAGER

CITY HALL — 501 PRIMROSE ROAD  
BURLINGAME, CALIFORNIA 94010-3997

TEL: (650) 558-7204  
FAX: (650) 566-9282

December 1, 2015

**San Mateo County Hazard Mitigation Planning Partnership**  
Battalion Chief David Pucci  
San Mateo County Office of Emergency Services  
555 County Center  
Redwood City, CA 94063

Dear Chief Pucci,

Please be advised that the City of Burlingame is committed to participating in the update to the San Mateo County Multi-Jurisdictional Hazard Mitigation Plan. As the City Manager for this jurisdiction, I certify that our municipality will commit all necessary resources in order to meet Partnership expectations as outlined in the "Planning Partners expectations" document provided by the Planning Team, in order to obtain Disaster Mitigation Act (DMA) compliance for our jurisdiction.

In an effort to achieve and assist with this process, Martin Quan, Senior Civil Engineer has been designated as our municipality's representative and point of contact. His contact information is 650-522-7245 and email address is [mquan@burlingame.org](mailto:mquan@burlingame.org).

Regards,

Lisa K. Goldman  
City Manager

cc: Martin Quan



## TOWN OF COLMA

1198 El Camino Real • Colma, California • 94014-3212  
Tel 650-997-8300 • Fax 650-997-8308

November 20, 2015

### City Council

Joanne F. del Rosario  
Mayor

Diana Colvin  
Vice Mayor

Helen Fisicaro  
Council Member

Raquel "Rae" Gonzalez  
Council Member

Joseph Silva  
Council Member

### City Officials

Sean Rabé  
City Manager

Kirk Stratton  
Chief of Police

Christopher Diaz  
City Attorney

Cyrus Kianpour  
City Engineer

Brad Donohue  
Public Works Director

Michael Laughlin, AICP  
City Planner

Brian Dossey  
Director of Recreation  
Services

Lori Burns  
Human Resources Manager

### San Mateo County Hazard Mitigation Planning Partnership

Battalion Chief David Pucci

Via email at: DPucci@redwoodcity.org

San Mateo County Office of Emergency Services

555 County Center

Redwood City, CA 94063

RE: Planning Partnership Participation

Dear Chief Pucci,

Please be advised that the Town of Colma is committed to participating in the update to the San Mateo County Multi-Jurisdictional Hazard Mitigation Plan. As the City Manager for this jurisdiction, I certify that our municipality will commit all necessary resources in order to meet Partnership expectations as outlined in the "Planning Partners expectations" document provided by the Planning Team, in order to obtain Disaster Mitigation Act (DMA) compliance for our jurisdiction.

Mr. Michael Laughlin, our City Planner, will be our jurisdiction's point of contact for this process and he can be reached at 1190 El Camino Real Colma, CA 94014, phone number (650) 757-8896 and email michael.laughlin@colma.ca.gov. We understand that this designated point of contact's time will be applied to the "in kind" local match for the grant that is funding this project. To aid in the determination of this local match, we have determined that the fully burdened bill rate for our designated point of contact is \$119.00 per hour. The funding source for our point of contact's position within our jurisdiction is not paid through federal funds.

We appreciate San Mateo County's initiation of this effort, and we look forward to participating in any way necessary. Please feel free to contact if you have any questions.

Sincerely,

Sean Rabé, City Manager

Cc: Sherwin Lum, Colma Police Department  
Geoff Balton, Colma Fire Protection District



November 30, 2015

San Mateo County Hazard Mitigation Planning Partnership  
Battalion Chief David Pucci  
San Mateo County Office of Emergency Services  
555 County Center  
Redwood City, CA 94063

Re: San Mateo County Multi-Jurisdictional Hazard Mitigation Plan

Dar Chief Pucci:

Please be advised the Westborough Water District (District) is committed to participating in the update to the San Mateo County Multi-Jurisdictional Hazard Mitigation Plan. As the General Manager of the District, I certify that we will commit all necessary resources in order to meet Partnership expectations as outlined in the "Planning Partners Expectations" document provided by the Planning Team, in order to obtain Disaster Mitigation Act (DMA) compliance for our jurisdiction.

In an effort to achieve and assist with this process, the District's Engineers have been designated as our organization representative and point of contact. The District's Engineer is Pakpour Consultant Group, Inc. with Gary Ushiro as the main contact.

Should you have any questions, please contact Gary Ushiro at (925) 224-7717.

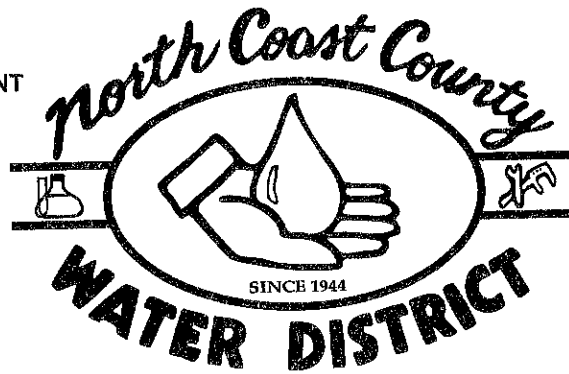
Sincerely,

A handwritten signature in black ink that reads "Darryl A. Barrow". The signature is written in a cursive style with a long horizontal flourish at the end.

Darryl A. Barrow  
General Manager

DAB/db

DIRECTORS  
THOMAS PICCOLOTTI, PRESIDENT  
JOSHUA COSGROVE, VICE-PRESIDENT  
ANNE DE JARNATT  
RON ASH  
JACK BURGETT  
  
2400 Francisco Blvd.  
P.O. Box 1039, Pacifica, CA 94044  
www.nccwd.com



STAFF  
CARI LEMKE  
GENERAL MANAGER  
  
SCOTT DALTON  
SUPERINTENDENT  
  
Phone (650) 355-3462  
Fax (650) 355-0735

December 1, 2015

**San Mateo County Hazard Mitigation Planning Partnership**  
Battalion Chief David Pucci  
San Mateo County Office of Emergency Services  
555 County Center  
Redwood City, CA 94063

Dear Chief Pucci,

Please be advised that the North Coast County Water District is committed to participating in the update to the San Mateo County Multi-Jurisdictional Hazard Mitigation Plan. As the General Manager for North Coast County Water District, I certify that our agency will commit all necessary resources in order to meet Partnership expectations as outlined in the "Planning Partners expectations" document provided by the Planning Team, in order to obtain Disaster Mitigation Act (DMA) compliance for our jurisdiction.

In an effort to achieve and assist with this process, Chris Regnart has been designated as our Special District's representative and point of contact. His contact information is (650) 714-4874 (cell) and email is [cregnart@nccwd.com](mailto:cregnart@nccwd.com).

Regards,

A handwritten signature in black ink, appearing to read "Cari Lemke".

Cari Lemke  
General Manager

# CITY OF SAN CARLOS



San Mateo County Hazard Mitigation Planning Partnership  
David Pucci  
Battalion Chief, San Mateo County Office of Emergency Services  
555 County Center St.  
Redwood City, CA 94063

Via email at: [DPucci@redwoodcity.org](mailto:DPucci@redwoodcity.org)

Dear San Mateo County Planning Partnership,

Please be advised that the City of San Carlos is committed to participating in the update to the San Mateo County Multi-Jurisdictional Hazard Mitigation Plan. As the City Manager for this jurisdiction, I certify that I will commit all necessary resources in order to meet Partnership expectations as outlined in the "Planning Partners expectations" document provided by the planning team, in order to obtain Disaster Mitigation Act (DMA) compliance for our jurisdiction.

Mr. Jay Walter will be our jurisdiction's point of contact for this process and he can be reached at (650) 802-4203, [jwalter@cityofsancarlos.org](mailto:jwalter@cityofsancarlos.org), and 600 Elm Street, San Carlos, CA 94070. We understand that this designated point of contact's time will be applied to the "in-kind" local match for the grant that is funding this project. To aid in the determination of this local match, we have determined that the fully burdened bill rate for our designated point of contact is \$125.71. The funding source for our point of contact's position within our jurisdiction is not through federal funds.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Maltbie".

Jeff Maltbie  
City Manager  
City of San Carlos

Cc: Jay Walter, Public Works Director  
Tara Peterson, Assistant City Manager



*City of Millbrae*  
621 Magnolia Avenue, Millbrae, CA 94030

**ROBERT G. GOTTSCHALK**  
Mayor

**ANNE OLIVA**  
Vice Mayor

**REUBEN D. HOLOBER**  
Councilman

**MARGE COLAPIETRO**  
Councilwoman

**WAYNE J. LEE**  
Councilman

December 1, 2015

**San Mateo County Hazard Mitigation Planning Partnership**  
Battalion Chief David Pucci  
San Mateo County Office of Emergency Services  
555 County Center  
Redwood City, CA 94063

Dear Chief Pucci,

Please be advised that the City Of Millbrae is committed to participating in the update to the San Mateo County Multi-Jurisdictional Hazard Mitigation Plan. As the City Manager for this jurisdiction, I certify that our organization will commit all necessary resources in order to meet Partnership expectations as outlined in the "Planning Partners expectations" document provided by the Planning Team, in order to obtain Disaster Mitigation Act (DMA) compliance for our jurisdiction.

In an effort to achieve and assist with this process, Marcia Raines has been designated as our organization's representative and point of contact. Her contact information is 650-259-2460 [mraines@ci.millbrae.ca.us](mailto:mraines@ci.millbrae.ca.us)

Regards,

A handwritten signature in black ink, appearing to read "MRaines".

Marcia Raines  
City Manager

City Council/City Manager/City Clerk  
(650) 259-2334

Fire  
(650) 259-2400

Building Division/Permits  
(650) 259-2330

Police  
(650) 259-2300

Community Development  
(650) 259-2341

Public Works/Engineering  
(650) 259-2339

Finance  
(650) 259-2350

Recreation  
(650) 259-2360



CITY OF SAN BRUNO

CITY MANAGER

Connie Jackson  
City Manager

December 1, 2015

San Mateo County Hazard Mitigation Planning Partnership  
Battalion Chief David Pucci  
San Mateo County Office of Emergency Services  
555 County Center  
Redwood City, CA 94063

Via email at: DPucci@redwoodcity.org

**RE: Letter of Intent to Participate**

Dear Chief Pucci,

Please be advised that the City of San Bruno is committed to participating in the update to the San Mateo County Multi-Jurisdictional Hazard Mitigation Plan. As the City Manager for this jurisdiction, I certify that our organization will commit all necessary resources in order to meet Partnership expectations as outlined in the "Planning Partners expectations" document provided by the Planning Team, in order to obtain Disaster Mitigation Act (DMA) compliance for the City of San Bruno.

In an effort to achieve and assist with this process, Battalion Chief Dave Cresta has been designated as our agency's representative and point of contact. Chief Cresta can be contacted at (650) 616-7094 or dcresta@sanbruno.ca.gov.

Sincerely,

Connie Jackson  
City Manager



## APPENDIX C

# Jurisdiction Involvement





San Mateo OA Hazard Mitigation Steering Committee Meeting

STEERING COMMITTEE				San Carlos	Belmont	Belmont	Belmont	Belmont	Belmont
Voting	NAME	ORGANIZATION / AGENCY	EMAIL	12/1/2015	1/5/2016	2/2/2016	3/1/2016	4/5/2016	5/3/2016
yes	Bart Spencer	Burlingame/Hillsborough	bspencer@ccfd.org	yes	yes	yes	yes	<i>[Signature]</i>	
yes	Dave Pucci	Redwood City	dpucci@redwoodcity.org	yes	yes	no	yes	<i>[Signature]</i>	
yes	Joe Spanheimer	Pacifica	spanheimerj@pacificapolice.org	yes	yes	yes	yes	<i>[Signature]</i>	
yes	Pat Halleran	Belmont	path@belmont.gov	yes	yes	yes	no	<i>[Signature]</i>	
yes	Tom Maloney	Community College District	maloneyt@smccd.edu	yes	yes	yes	yes	<i>[Signature]</i>	
yes	Ken Anderson	South San Francisco	ken.anderson@ssf.net	yes	yes	yes	yes	<i>[Signature]</i>	
yes	Dan Ghiorso	Woodside Fire District	dghiorso@woodsidefire.org	no	yes	yes	yes	<i>[Signature]</i>	
yes	Rob Bartoli	San Mateo County	rbartoli@smcgov.org	yes	yes	yes	yes	<i>[Signature]</i>	
yes	Dan Berumen	East Palo Alto	dberymen@cityofepa.org	yes	no	by phone	yes	<i>[Signature]</i>	
yes	Brad Hartzell	OES	bhartzell@northcountyfire.org					<i>[Signature]</i>	
no	Brian Molver	OES	bmolver@smcgov.org	no	yes	no	no	<i>[Signature]</i> NO	
	Steve Mahley	OES	smahaley@smcgov.org	no	yes	no	no	<i>[Signature]</i> SM	
	Christy Adonis	Redwood City	cadonis@redwoodcity.org	no	yes	yes	no	<i>[Signature]</i> NO	
	Srijesh Thapa	<sup>PUBLIC</sup> OES Contractor / public	srijesh@protonmail.com	yes	yes	yes	yes	<i>[Signature]</i>	
	Michelle Durand	SMCO Communication Ofc	mduran@smcgov.org			yes	no	<i>[Signature]</i>	
	<b>MICHAEL BARBER</b>	S.M. County / Supervisor Pine	mbarber@smcgv.org					<i>[Signature]</i> MAB	

SWOO Session 5 APR 2016

MUNICIPALITY	CONTACT	SWOO	CHECK IN	SWOO +1	CHECK IN
Atherton	Brian Mills				
Belmont	Pat Halleran	yes	<i>Pat Halleran</i>		
Brisbane	Randy Breault	yes	<i>Randy Breault</i>		
Burlingame	Bart Spencer	yes	<i>Bart Spencer</i>	Martin Quan	<i>Martin Quan</i>
Colma	Michael Laughlin	yes	<i>Michael Laughlin</i>	<i>STEVEN INLUN</i>	
Daly City	Clyde Preston	yes	<i>Clyde Preston</i>		
East Palo Alto	Daniel Berumen	yes	<i>Daniel Berumen</i>		
Foster City	Jennelle Masterson	no			
Half Moon Bay	Carlo Wei	yes	<i>Carlo Wei</i>		
Hillsborough	Bart Spencer	yes	<i>Bart Spencer</i>	John Mullins	
Menlo Park	Ryan Zollicoffer	yes	<i>Ryan Zollicoffer</i>	Sheena Ignacio	<i>Sheena Ignacio</i>
Millbrae	Colleen Haupt	yes	<i>Colleen Haupt</i>		
Pacifica	Joe Spanheimer	yes		<i>Joe Spanheimer</i>	
Portola Valley	Jeremy Dennis	yes	<i>Jeremy Dennis</i>		
Redwood City	Dave Pucci	yes	<i>Dave Pucci</i>		
San Bruno	Dave Cresta				
San Carlos	Jay Walter				
San Mateo	Jennelle Masterson	no			
San Mateo County	Rob Bartoli	yes	<i>Rob Bartoli</i>	<i>Rob Bartoli</i>	
South San Francisco	Ken Anderson	YES	<i>Ken Anderson</i>		
Woodside	Dong Nguyen	YES			
TIM MAHON	SBPD		<i>TK</i>		
BRAD HARTZEL	DES	YES			
Michelle Durand	SMC	YES	<i>Michelle Durand</i>		
DES	STEVE MAHALON	YES	<i>Steve Mahalon</i>		
S.M. County	Michael Barber	11	<i>Michael Barber</i>		



LHMP Workshop 20 APR 2016

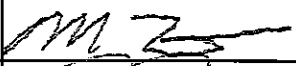


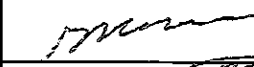
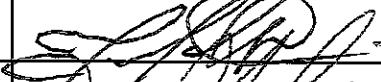
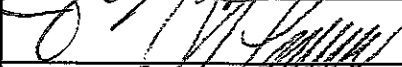
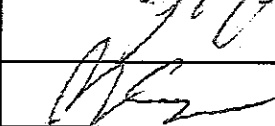
MUNICIPALITY	CONTACT	WORKSHOP	CHECK IN	PAID
Atherton	Brian Mills	yes	✓	PD
Belmont	Pat Halleran	no	✓	
Brisbane	Randy Breault	yes	✓	Ⓟ
Burlingame	Martin Quan	yes	✓	✓
Colma	Michael Laughlin	no		
Daly City	Clyde Preston	yes	✓	✓
East Palo Alto	Daniel Berumen	yes	✓	✓
Foster City	Jennelle Masterson	no		
Half Moon Bay	Carlo Wei	yes	✓	✓
Hillsborough	Bart Spencer	yes	✓	Ⓟ
Menlo Park	Ryan Zollicoffer	yes	✓	Ⓟ
Millbrae	Colleen Haupt	yes	✓	PAID
Pacifica	Joe Spanheimer	yes	✓	✓
Portola Valley	Jeremy Dennis	yes	Ⓟ	Ⓟ
Redwood City	Dave Pucci	yes	✓	✓
San Bruno	Tami Yuki	yes	✓	✓
San Carlos	Jay Walter	no		
San Mateo	Jennelle Masterson	no		
San Mateo County	Rob Bartoli	yes	✓	Ⓟ
South San Francisco	Ken Anderson	yes	✓	✓
Woodside	Dong Nguyen	yes	✓	✓
SPECIAL DISTRICT	CONTACT			
Belmont Fire Dist	Matt Lucett	yes	✓	✓
Mid-Peninsula Water	Rick Bisio		✓	✓
North Coast Water	Chris Regnart	yes	✓	✓
Woodside Fire Dist	Dan Ghorso	yes		
Colma Fire	Geoff Balton			
Westborough Water	Gary Ushiro	yes	✓	Ⓟ
Jefferson Union HS Di	John Schultz	yes	✓	✓
Pacifica School Dist	John Hashizume	yes	Ⓟ	Ⓟ
College District	Tom Maloney			
Highland Recreationa	Brigitte Shearer	yes	Ⓟ	Ⓟ

—

—

MUNICIPALITY	CONTACT	WORKSHOP	CHECK IN	PAID
Atherton	Brian Mills	yes	BAW	
Belmont	Pat Halleran	<del>no</del>	Chris M	
Brisbane	Randy Breault	yes	Randy	
Burlingame	Martin Quan	yes	Martin	
Colma	Michael Laughlin	no		
Daly City	Clyde Preston	yes	Clyde	
East Palo Alto	Daniel Berumen	yes	Daniel	
Foster City	Jennelle Masterson	no		
Half Moon Bay	Carlo Wei	yes	Carlo	
Hillsborough	Bart Spencer	yes	Bart	
Menlo Park	Ryan Zollicoffer	yes	Ryan Zollicoffer	X
Millbrae	Colleen Haupt	yes	Colleen Haupt	
Pacifica	Joe Spanheimer	yes	Joe	
Portola Valley	Jeremy Dennis	yes	Jeremy	
Redwood City	Dave Pucci	yes	Dave	
San Bruno	Jimmy Tan Tami Yuki Matt Jones	yes	Jimmy Tan	
San Carlos	Jay Walter	no		
San Mateo	Jennelle Masterson	no		
San Mateo County	Rob Bartoli	yes	Rob Bartoli	
South San Francisco	Ken Anderson	yes	Ken	
Woodside	Dong Nguyen	yes	Dong	

DES  
Redwood City STEVE MAHALAN YES  
Christy Adonis yes SA M  
Christy Adonis

SPECIAL DISTRICT	CONTACT		CHECK IN	PAID
Belmont Fire Dist	Matt Lucett	yes		
Mid-Peninsula Water	Rick Bisio	yes		
North Coast Water	Chris Regnart	yes		
Woodside Fire Dist	Dan Ghorso	yes		
Colma Fire	Geoff Balton	no		
Westborough Water	Gary Ushiro	yes		
Jefferson Union HS Dist	John Schultz	yes		
Pacifica School Dist	John Hashizume	yes		
College District	Tom Maloney			
Highland Recreational	Brigitte Shearer	yes		

## Hazard Mitigation Survey

Please take a moment to answer the questions below, or take a look at [a list of some of our other surveys](#).



**Dear Community Member,**

Is your home or office building susceptible to damage from earthquakes, wildfires, or floods? Do you want to recover more quickly from disasters and prevent future damage from these and other hazards?

The City of Belmont Office of Emergency Services is leading a project to update the City's Hazard Mitigation Plan. This plan identifies natural and human caused hazards throughout the City. It also presents an assessment of critical facilities vulnerable to these hazards. The new and updated plan will list potential actions needed to reduce risk and future damage.

Although the plan enables the City to be eligible for various assistance grants, the plan's value really lies in the identification of hazards and helps the City and its residents better prepare for disasters.

Your participation can make our community more resilient to a disaster. We know you are busy and respectfully request a few moments of your time to respond to this brief survey.

1. Where do you live? \*

- East of Hwy 101
- Between Hwy 101 & El Camino
- Between El Camino & Alameda
- West of Alameda
- I don't live in Belmont

2. Do you own or rent? \*

- Own

Rent

3. What type of supplemental insurance do you have? (Check all that apply.) \*

- Earthquake Insurance  
 Flood Insurance  
 Neither Earthquake nor Flood Insurance

4. In your household has anyone done any of the following preparedness activities? (Check all that apply.)

\*

- Talked about what to do in case of an emergency or natural disaster.  
 Prepared a family emergency plan.  
 Attended a course dealing with emergency preparedness (e.g. Get Ready, CERT, First Aid, CPR).  
 Made an emergency kit or assembled emergency supplies.

5. Do you think you are well informed about the dangers of the hazards affecting Belmont? \*

- Yes  
 No

6. What hazards are most likely to impact Belmont? (Check all that apply.) \*

- Earthquake  
 Drought  
 Flood  
 Tsunami  
 Wildland Fire  
 Winter Storm

7. Would you attend public education classes dealing with hazard awareness & preparedness if they were offered?

\*

- Yes  
 No

8. What are the most effective ways for you to receive information about disaster preparedness? (Check all that apply.)

\*

- City Website



- e-Newsletter (e.g. City Managers Weekly Update)
- Public Workshop/Class/Meeting
- Social Media (Facebook, Twitter, Nextdoor)
- Other

9. Contact Information, (optional):

First Name:

Last Name:

Email:

Phone:

 ext. 

---

To receive a copy of your submission, please fill out your email address below and submit.

Email Address

**SUBMIT**

Page 1 / 1



## CITY OF BELMONT LOCAL HAZARD MITIGATION PLAN PROJECT



While no one can predict or protect Belmont against every possible natural hazard, potential impacts of these hazards can be anticipated and steps taken to avoid or mitigate the harm and losses they may cause.

The City is preparing a **Local Hazard Mitigation Plan (LHMP)** where potential natural hazards that threaten our community are identified such as earthquakes, fire, flooding and the affects of climate change. The plan will also explain how these natural hazards would impact the community and identify the best way to save lives and reduce property damage in the event that one of these types of natural disasters occurs in Belmont. By planning ahead we can save lives and prevent injuries!

In addition to these obvious benefits, having an up to date LHMP can benefit Belmont before and after one of the identified hazards impacts the City.

1. First, having a LHMP makes us eligible for grants and other funding to mitigate a hazard (such as improving our storm drain system or strengthening Water Dog Lake dam.
2. Second, when a hazard impacts our community, typically there is a local cost share of 6.25% of damage claims filed by the city with FEMA (like an insurance deductible). However, with a current LHMP in place, that 6.25% is waived. In the case of a significant loss, this 6.25% can result in a significant reduction in the financial impact to the city.

The public is welcome and encouraged to participate in both the development process of Belmont's LHMP and to comment on the draft Hazard Mitigation Plan prior to the city seeking final approval from the California Office of Emergency Services and the Federal Emergency Management Agency. To learn more about Hazard Mitigation Planning participate, please check out the LHMP page on the City of Belmont website: [www.belmont.gov](http://www.belmont.gov).

**MITIGATE - PREPARE - RESPOND - RECOVER**

VoterID	Submit Date	Where do you live?	Do you own or rent?	What type of supplemental insurance do you have? (Check all that apply.)	In your household has anyone done any of the following preparedness activities? (Check all that apply.)	Do you think you are well informed about the dangers of the hazards affecting Belmont?	What hazards are most likely to impact Belmont? (Check all that apply.)	Would you attend public education classes dealing with hazard awareness & preparedness if they were offered?	What are the most effective ways for you to receive information about disaster preparedness? (Check all that apply.)	Contact Information, (optional):
956	8/3/2015 18:08	I don't live in Belmont	Rent	Earthquake Insurance	Talked about what to do in case of an emergency or natural disaster.#Prepared a family emergency plan.#Attended a course dealing with emergency preparedness (e.g. Get Ready, CERT, First Aid, CPR).#Made an emergency kit or assembled emergency supplies.	Yes	Earthquake#Drought#Flood#Wildland Fire#Winter Storm	Yes	e-Newsletter (e.g. City Managers Weekly Update)#Social Media (Facebook, Twitter, Nextdoor)	
957	8/4/2015 18:06	West of Alameda	Own	Neither Earthquake nor Flood Insurance	Talked about what to do in case of an emergency or natural disaster.#Attended a course dealing with emergency preparedness (e.g. Get Ready, CERT, First Aid, CPR).#Made an emergency kit or assembled emergency supplies.	Yes	Earthquake#Drought#Flood#Wildland Fire#Winter Storm	Yes	City Website#e-Newsletter (e.g. City Managers Weekly Update)#Public Workshop/Class/Meeting#Other:Monthly CERT meetings.	George#Kranen#belmontgeorge@earthlink.net#6502812427
958	8/4/2015 18:20	Between El Camino & Alameda	Own	Neither Earthquake nor Flood Insurance	Made an emergency kit or assembled emergency supplies.	No	Earthquake#Drought#Wildland Fire	Yes	e-Newsletter (e.g. City Managers Weekly Update)#Public Workshop/Class/Meeting	###
965	8/7/2015 18:36	Between El Camino & Alameda	Own	Earthquake Insurance	Talked about what to do in case of an emergency or natural disaster.#Prepared a family emergency plan.#Attended a course dealing with emergency preparedness (e.g. Get Ready, CERT, First Aid, CPR).	Yes	Earthquake#Drought#Wildland Fire#Winter Storm	Yes	City Website#e-Newsletter (e.g. City Managers Weekly Update)#Public Workshop/Class/Meeting	John#Violet#jrviolet@pacbell.net#6505931940
967	8/8/2015 8:18	Between El Camino & Alameda	Own	Earthquake Insurance	Talked about what to do in case of an emergency or natural disaster.	No	Earthquake#Drought#Wildland Fire#Winter Storm	Yes	City Website#e-Newsletter (e.g. City Managers Weekly Update)	Rick#Frautschi#Folgerguys@comcast.net#6505916882
968	8/8/2015 10:12	West of Alameda	Own	Neither Earthquake nor Flood Insurance	Made an emergency kit or assembled emergency supplies.	Yes	Drought#Wildland Fire	Yes	City Website#e-Newsletter (e.g. City Managers Weekly Update)#Public Workshop/Class/Meeting	###
969	8/8/2015 17:25	West of Alameda	Own	Neither Earthquake nor Flood Insurance	Talked about what to do in case of an emergency or natural disaster.#Prepared a family emergency plan.#Made an emergency kit or assembled emergency supplies.	Yes	Winter Storm	No	City Website#e-Newsletter (e.g. City Managers Weekly Update)	Karin#Hold#kmhold@hotmail.com#
972	8/10/2015 14:20	West of Alameda	Own	Earthquake Insurance	Talked about what to do in case of an emergency or natural disaster.	No	Earthquake#Drought#Flood#Tsunami#Wildland Fire#Winter Storm	Yes	City Website#e-Newsletter (e.g. City Managers Weekly Update)#Public Workshop/Class/Meeting#Social Media (Facebook, Twitter, Nextdoor)#Other:Mail	###
973	8/10/2015 14:25	West of Alameda	Own	Neither Earthquake nor Flood Insurance	Talked about what to do in case of an emergency or natural disaster.#Prepared a family emergency plan.#Attended a course dealing with emergency preparedness (e.g. Get Ready, CERT, First Aid, CPR).#Made an emergency kit or assembled emergency supplies.	No	Earthquake#Drought#Wildland Fire	Yes	Social Media (Facebook, Twitter, Nextdoor)	###
974	8/10/2015 14:28	West of Alameda	Own	Earthquake Insurance	Made an emergency kit or assembled emergency supplies.	Yes	Earthquake#Flood#Winter Storm	No	e-Newsletter (e.g. City Managers Weekly Update)#Social Media (Facebook, Twitter, Nextdoor)	###
975	8/10/2015 14:30	East of Hwy 101	Own	Flood Insurance	Talked about what to do in case of an emergency or natural disaster.	No	Earthquake#Drought#Flood#Wildland Fire#Winter Storm	Yes	City Website#e-Newsletter (e.g. City Managers Weekly Update)#Public Workshop/Class/Meeting#Social Media (Facebook, Twitter, Nextdoor)	###
976	8/10/2015 14:42	Between El Camino & Alameda	Own	Neither Earthquake nor Flood Insurance	Talked about what to do in case of an emergency or natural disaster.#Made an emergency kit or assembled emergency supplies.	Yes	Earthquake#Drought#Wildland Fire#Winter Storm	No	Social Media (Facebook, Twitter, Nextdoor)	###
977	8/10/2015 14:59	West of Alameda	Own	Neither Earthquake nor Flood Insurance	Talked about what to do in case of an emergency or natural disaster.#Prepared a family emergency plan.#Attended a course dealing with emergency preparedness (e.g. Get Ready, CERT, First Aid, CPR).#Made an emergency kit or assembled emergency supplies.	No	Earthquake#Drought	No	Social Media (Facebook, Twitter, Nextdoor)	###
978	8/10/2015 15:03	West of Alameda	Own	Neither Earthquake nor Flood Insurance	Talked about what to do in case of an emergency or natural disaster.	No	Earthquake#Drought#Wildland Fire	Yes	City Website#Public Workshop/Class/Meeting	###
979	8/10/2015 15:06	Between El Camino & Alameda	Own	Earthquake Insurance	Talked about what to do in case of an emergency or natural disaster.#Prepared a family emergency plan.#Attended a course dealing with emergency preparedness (e.g. Get Ready, CERT, First Aid, CPR).#Made an emergency kit or assembled emergency supplies.	Yes	Earthquake#Flood#Wildland Fire#Winter Storm	Yes	e-Newsletter (e.g. City Managers Weekly Update)#Social Media (Facebook, Twitter, Nextdoor)#Other:Local news papers	Sam#Hutkins#sam.hutkins@gmail.com#6505910194
980	8/10/2015 15:31	West of Alameda	Own	Neither Earthquake nor Flood Insurance	Talked about what to do in case of an emergency or natural disaster.	Yes	Wildland Fire	Yes	e-Newsletter (e.g. City Managers Weekly Update)#Public Workshop/Class/Meeting	##cathybrownbradley@gmail.com#
981	8/10/2015 15:36	West of Alameda	Own	Neither Earthquake nor Flood Insurance	Talked about what to do in case of an emergency or natural disaster.	No	Earthquake#Drought#Flood#Wildland Fire#Winter Storm	Yes	Public Workshop/Class/Meeting	Mary#Northrup#birdy97@gmail.com#6502798626
982	8/10/2015 15:43	Between El Camino & Alameda	Own	Neither Earthquake nor Flood Insurance	Talked about what to do in case of an emergency or natural disaster.#Attended a course dealing with emergency preparedness (e.g. Get Ready, CERT, First Aid, CPR).#Made an emergency kit or assembled emergency supplies.	No	Earthquake#Drought#Wildland Fire	Yes	City Website#e-Newsletter (e.g. City Managers Weekly Update)#Social Media (Facebook, Twitter, Nextdoor)	Steve#Mcclure#Stvmclr@gmail.com#
983	8/10/2015 15:43	Between El Camino & Alameda	Own	Neither Earthquake nor Flood Insurance	Talked about what to do in case of an emergency or natural disaster.#Prepared a family emergency plan.#Made an emergency kit or assembled emergency supplies.	Yes	Earthquake#Drought#Flood#Wildland Fire#Winter Storm	No	Social Media (Facebook, Twitter, Nextdoor)	###
984	8/10/2015 15:45	West of Alameda	Own	Neither Earthquake nor Flood Insurance	Talked about what to do in case of an emergency or natural disaster.	No	Earthquake	Yes	e-Newsletter (e.g. City Managers Weekly Update)#Public Workshop/Class/Meeting#Social Media (Facebook, Twitter, Nextdoor)	Preeti#Bordia#preeti.bordia@gmail.com#6174487499
985	8/10/2015 15:59	West of Alameda	Own	Neither Earthquake nor Flood Insurance	Talked about what to do in case of an emergency or natural disaster.#Prepared a family emergency plan.#Made an emergency kit or assembled emergency supplies.	No	Earthquake#Drought#Wildland Fire#Winter Storm	Yes	e-Newsletter (e.g. City Managers Weekly Update)#Social Media (Facebook, Twitter, Nextdoor)	###

VoterID	Submit Date	Where do you live?	Do you own or rent?	What type of supplemental insurance do you have? (Check all that apply.)	In your household has anyone done any of the following preparedness activities? (Check all that apply.)	Do you think you are well informed about the dangers of the hazards affecting Belmont?	What hazards are most likely to impact Belmont? (Check all that apply.)	Would you attend public education classes dealing with hazard awareness & preparedness if they were offered?	What are the most effective ways for you to receive information about disaster preparedness? (Check all that apply.)	Contact Information, (optional):
986	8/10/2015 16:06	West of Alameda Between El Camino & Alameda	Own	Neither Earthquake nor Flood Insurance	Talked about what to do in case of an emergency or natural disaster.#Prepared a family emergency plan.#Made an emergency kit or assembled emergency supplies.	No	Earthquake#Tsunami#Wildland Fire	Yes	City Website#e-Newsletter (e.g. City Managers Weekly Update)#Public Workshop/Class/Meeting#Social Media (Facebook, Twitter, Nextdoor)	Anuja#krishnan#krishnan.anuja@gmail.com#6505201772
987	8/10/2015 16:14	Alameda	Own	Neither Earthquake nor Flood Insurance	Talked about what to do in case of an emergency or natural disaster.	No	Earthquake#Drought#Wildland Fire	Yes	e-Newsletter (e.g. City Managers Weekly Update)#Public Workshop/Class/Meeting	Grete#Fry#Gretefry@yahoo.com#6506543858
988	8/10/2015 16:21	West of Alameda	Own	Earthquake Insurance	Talked about what to do in case of an emergency or natural disaster.#Prepared a family emergency plan.#Attended a course dealing with emergency preparedness (e.g. Get Ready, CERT, First Aid, CPR).#Made an emergency kit or assembled emergency supplies.	Yes	Earthquake#Drought#Wildland Fire	Yes	Social Media (Facebook, Twitter, Nextdoor)#Other: CERT	William #Patterson#wfpcjp@comcast.net#6503391014
989	8/10/2015 16:28	West of Alameda	Own	Neither Earthquake nor Flood Insurance	Talked about what to do in case of an emergency or natural disaster.#Attended a course dealing with emergency preparedness (e.g. Get Ready, CERT, First Aid, CPR).#Made an emergency kit or assembled emergency supplies.	Yes	Earthquake#Drought#Flood#Wildland Fire#Winter Storm	Yes	e-Newsletter (e.g. City Managers Weekly Update)#Public Workshop/Class/Meeting#Social Media (Facebook, Twitter, Nextdoor)	Karl#Mittelstadt#Karl200@comcast.net#
990	8/10/2015 16:52	West of Alameda	Own	Neither Earthquake nor Flood Insurance	Talked about what to do in case of an emergency or natural disaster.#Prepared a family emergency plan.#Attended a course dealing with emergency preparedness (e.g. Get Ready, CERT, First Aid, CPR).#Made an emergency kit or assembled emergency supplies.	No	Earthquake#Drought#Flood#Wildland Fire#Winter Storm	Yes	City Website#e-Newsletter (e.g. City Managers Weekly Update)#Public Workshop/Class/Meeting#Other: direct email, not only thru NextDoor	Jackie#Burleigh#jackieburleigh@comcast.net#6505511151
991	8/10/2015 16:59	West of Alameda Between El Camino & Alameda	Own	Neither Earthquake nor Flood Insurance	Talked about what to do in case of an emergency or natural disaster.#Prepared a family emergency plan.#Attended a course dealing with emergency preparedness (e.g. Get Ready, CERT, First Aid, CPR).#Made an emergency kit or assembled emergency supplies.	Yes	Earthquake#Drought#Flood#Wildland Fire#Winter Storm	Yes	City Website#e-Newsletter (e.g. City Managers Weekly Update)#Public Workshop/Class/Meeting	###
992	8/10/2015 17:43	Alameda	Own	Neither Earthquake nor Flood Insurance	Talked about what to do in case of an emergency or natural disaster.	No	Earthquake#Drought#Wildland Fire#Winter Storm	Yes	Other: mail & community news	Dana#Pierre#danarobin24@aol.com#
993	8/10/2015 19:25	Between El Camino & Alameda	Own	Neither Earthquake nor Flood Insurance	Talked about what to do in case of an emergency or natural disaster.	No	Earthquake#Drought#Wildland Fire	Yes	e-Newsletter (e.g. City Managers Weekly Update)#Social Media (Facebook, Twitter, Nextdoor)	Sandra#Sentivany-Collins#Ssentivanycollins@me.com#
994	8/10/2015 19:29	Between El Camino & Alameda	Rent	Earthquake Insurance	Talked about what to do in case of an emergency or natural disaster.#Made an emergency kit or assembled emergency supplies.	No	Earthquake#Drought#Flood#Winter Storm	Yes	City Website#e-Newsletter (e.g. City Managers Weekly Update)#Public Workshop/Class/Meeting	##alkassianova@gmail.com#
995	8/10/2015 19:45	Between El Camino & Alameda	Own	Neither Earthquake nor Flood Insurance	Talked about what to do in case of an emergency or natural disaster.	No	Earthquake#Drought#Wildland Fire	Yes	Public Workshop/Class/Meeting#Other: Mailer	Karen#Shane#karen_shane@yahoo.com#6506541690
997	8/10/2015 22:48	West of Alameda	Own	Neither Earthquake nor Flood Insurance	Talked about what to do in case of an emergency or natural disaster.#Made an emergency kit or assembled emergency supplies.	No	Earthquake#Drought#Wildland Fire#Winter Storm	Yes	e-Newsletter (e.g. City Managers Weekly Update)#Social Media (Facebook, Twitter, Nextdoor)	Annette#Robinson#steveannette6515@aol.com#6505951990
998	8/10/2015 22:48	West of Alameda	Own	Neither Earthquake nor Flood Insurance	Made an emergency kit or assembled emergency supplies.	Yes	Earthquake#Drought#Flood	Yes	e-Newsletter (e.g. City Managers Weekly Update)#Social Media (Facebook, Twitter, Nextdoor)	Matt#Stewart#mattstewart111@gmail.com#2038242495
999	8/10/2015 22:58	Between El Camino & Alameda	Own	Earthquake Insurance	Attended a course dealing with emergency preparedness (e.g. Get Ready, CERT, First Aid, CPR).#Made an emergency kit or assembled emergency supplies.	No	Earthquake#Drought#Flood#Winter Storm	Yes	City Website#e-Newsletter (e.g. City Managers Weekly Update)	###
1000	8/11/2015 3:50	Between Hwy 101 & El Camino	Own	Earthquake Insurance	Talked about what to do in case of an emergency or natural disaster.#Prepared a family emergency plan.#Attended a course dealing with emergency preparedness (e.g. Get Ready, CERT, First Aid, CPR).#Made an emergency kit or assembled emergency supplies.	No	Earthquake#Drought#Wildland Fire#Winter Storm	Yes	e-Newsletter (e.g. City Managers Weekly Update)#Social Media (Facebook, Twitter, Nextdoor)	Kerry#Christensen#kkchristensen@gmail.com#6506371851
1002	8/11/2015 5:43	Between El Camino & Alameda	Own	Neither Earthquake nor Flood Insurance	Talked about what to do in case of an emergency or natural disaster.#Made an emergency kit or assembled emergency supplies.	Yes	Earthquake#Drought	Yes	City Website#e-Newsletter (e.g. City Managers Weekly Update)#Public Workshop/Class/Meeting	###
1003	8/11/2015 5:59	West of Alameda	Own	Neither Earthquake nor Flood Insurance	Attended a course dealing with emergency preparedness (e.g. Get Ready, CERT, First Aid, CPR).	No	Earthquake#Drought#Wildland Fire	No	e-Newsletter (e.g. City Managers Weekly Update)	###
1004	8/11/2015 6:59	Between El Camino & Alameda	Own	Neither Earthquake nor Flood Insurance	Made an emergency kit or assembled emergency supplies.	No	Earthquake	Yes	Social Media (Facebook, Twitter, Nextdoor)	Audra#Del Carlo#deltoolio@gmail.com#
1005	8/11/2015 7:21	West of Alameda	Own	Neither Earthquake nor Flood Insurance	Talked about what to do in case of an emergency or natural disaster.	No	Earthquake#Wildland Fire#Winter Storm	Yes	City Website#e-Newsletter (e.g. City Managers Weekly Update)#Public Workshop/Class/Meeting#Social Media (Facebook, Twitter, Nextdoor)	J. Peter#Jensen#jppensen@aol.com#6505927484
1006	8/11/2015 9:05	Between El Camino & Alameda	Own	Neither Earthquake nor Flood Insurance	Attended a course dealing with emergency preparedness (e.g. Get Ready, CERT, First Aid, CPR).	Yes	Earthquake#Flood#Winter Storm	No	City Website	###
1007	8/11/2015 9:25	Between El Camino & Alameda	Own	Neither Earthquake nor Flood Insurance	Talked about what to do in case of an emergency or natural disaster.#Made an emergency kit or assembled emergency supplies.	Yes	Earthquake#Drought#Flood#Wildland Fire#Winter Storm	Yes	e-Newsletter (e.g. City Managers Weekly Update)	###
1008	8/11/2015 13:40	West of Alameda	Own	Neither Earthquake nor Flood Insurance	Talked about what to do in case of an emergency or natural disaster.#Made an emergency kit or assembled emergency supplies.	No	Wildland Fire	Yes	City Website#e-Newsletter (e.g. City Managers Weekly Update)#Public Workshop/Class/Meeting#Social Media (Facebook, Twitter, Nextdoor)	###
1009	8/11/2015 13:43	Between El Camino & Alameda	Own	Neither Earthquake nor Flood Insurance	Talked about what to do in case of an emergency or natural disaster.#Made an emergency kit or assembled emergency supplies.	No	Earthquake#Drought#Flood#Wildland Fire#Winter Storm	Yes	City Website#Social Media (Facebook, Twitter, Nextdoor)#Other: Televised broadcast/live streaming	Mary#Buckley#mbuckleywest@gmail.com#
1010	8/11/2015 14:03	West of Alameda	Own	Earthquake Insurance	Talked about what to do in case of an emergency or natural disaster.	No	Earthquake#Drought#Wildland Fire#Winter Storm	No	e-Newsletter (e.g. City Managers Weekly Update)#Social Media (Facebook, Twitter, Nextdoor)	Shirley#Perkins#shirkins@hotmail.com#

VoterID	Submit Date	Where do you live?	Do you own or rent?	What type of supplemental insurance do you have? (Check all that apply.)	In your household has anyone done any of the following preparedness activities? (Check all that apply.)	Do you think you are well informed about the dangers of the hazards affecting Belmont?	What hazards are most likely to impact Belmont? (Check all that apply.)	Would you attend public education classes dealing with hazard awareness & preparedness if they were offered?	What are the most effective ways for you to receive information about disaster preparedness? (Check all that apply.)	Contact Information, (optional):
1011	8/11/2015 14:08	I don't live in Belmont	Own	Earthquake Insurance	Talked about what to do in case of an emergency or natural disaster.#Prepared a family emergency plan.#Attended a course dealing with emergency preparedness (e.g. Get Ready, CERT, First Aid, CPR).#Made an emergency kit or assembled emergency supplies.	No	Earthquake#Flood	No	Other:Direct Mail	###
1012	8/11/2015 16:01	Between Hwy 101 & El Camino	Own	Neither Earthquake nor Flood Insurance	Talked about what to do in case of an emergency or natural disaster.#Prepared a family emergency plan.#Attended a course dealing with emergency preparedness (e.g. Get Ready, CERT, First Aid, CPR).#Made an emergency kit or assembled emergency supplies.	Yes	Earthquake#Drought#Flood#Wildland Fire#Winter Storm	Yes	City Website#Social Media (Facebook, Twitter, Nextdoor)	###
1013	8/11/2015 16:52	East of Hwy 101	Own	Neither Earthquake nor Flood Insurance	Talked about what to do in case of an emergency or natural disaster.#Prepared a family emergency plan.#Attended a course dealing with emergency preparedness (e.g. Get Ready, CERT, First Aid, CPR).#Made an emergency kit or assembled emergency supplies.	No	Earthquake#Drought#Wildland Fire	Yes	Public Workshop/Class/Meeting	Paula#Thompson #Paulat8491@comcast.net#6505935898
1014	8/11/2015 17:02	West of Alameda	Own	Neither Earthquake nor Flood Insurance	Talked about what to do in case of an emergency or natural disaster.#Attended a course dealing with emergency preparedness (e.g. Get Ready, CERT, First Aid, CPR).#Made an emergency kit or assembled emergency supplies.	Yes	Earthquake#Drought#Flood#Wildland Fire#Winter Storm	Yes	Public Workshop/Class/Meeting#Social Media (Facebook, Twitter, Nextdoor)	###
1015	8/11/2015 18:50	Between El Camino & Alameda	Own	Neither Earthquake nor Flood Insurance	Talked about what to do in case of an emergency or natural disaster.#Prepared a family emergency plan.#Attended a course dealing with emergency preparedness (e.g. Get Ready, CERT, First Aid, CPR).#Made an emergency kit or assembled emergency supplies.	No	Earthquake#Drought#Flood#Wildland Fire#Winter Storm	Yes	Public Workshop/Class/Meeting#Social Media (Facebook, Twitter, Nextdoor)#Other:PSAs on Cable and in Newsprint	Cynthia#Stagner#cynthia@stagner.com #6505926000
1016	8/12/2015 8:15	Between El Camino & Alameda	Own	Earthquake Insurance	Talked about what to do in case of an emergency or natural disaster.#Prepared a family emergency plan.#Attended a course dealing with emergency preparedness (e.g. Get Ready, CERT, First Aid, CPR).	Yes	Earthquake#Drought#Wildland Fire	Yes	Public Workshop/Class/Meeting#Social Media (Facebook, Twitter, Nextdoor)	robert#gorran#rtgorran@sbcglobal.net #6505914141
1017	8/12/2015 8:15	Between El Camino & Alameda	Own	Earthquake Insurance	Talked about what to do in case of an emergency or natural disaster.#Prepared a family emergency plan.#Attended a course dealing with emergency preparedness (e.g. Get Ready, CERT, First Aid, CPR).	Yes	Earthquake#Drought#Wildland Fire	Yes	Public Workshop/Class/Meeting#Social Media (Facebook, Twitter, Nextdoor)	robert#gorran#rtgorran@sbcglobal.net #6505914141
1018	8/12/2015 8:51	West of Alameda	Own	Neither Earthquake nor Flood Insurance	Made an emergency kit or assembled emergency supplies.	No	Earthquake#Drought#Wildland Fire	No	e-Newsletter (e.g. City Managers Weekly Update)#Other:Streaming online education night class	Erica#Sloan#Ethorton@gmail.com#2062500405
1019	8/12/2015 10:31	West of Alameda	Own	Neither Earthquake nor Flood Insurance	Talked about what to do in case of an emergency or natural disaster.#Made an emergency kit or assembled emergency supplies.	Yes	Earthquake#Drought#Wildland Fire#Winter Storm	Yes	Public Workshop/Class/Meeting#Social Media (Facebook, Twitter, Nextdoor)	###
1020	8/12/2015 19:28	West of Alameda	Own	Neither Earthquake nor Flood Insurance	Talked about what to do in case of an emergency or natural disaster.#Prepared a family emergency plan.#Attended a course dealing with emergency preparedness (e.g. Get Ready, CERT, First Aid, CPR).#Made an emergency kit or assembled emergency supplies.	Yes	Earthquake#Drought#Flood#Tsunami#Wildland Fire#Winter Storm	Yes	Social Media (Facebook, Twitter, Nextdoor)	###
1021	8/12/2015 19:31	West of Alameda	Own	Neither Earthquake nor Flood Insurance	Talked about what to do in case of an emergency or natural disaster.#Prepared a family emergency plan.#Attended a course dealing with emergency preparedness (e.g. Get Ready, CERT, First Aid, CPR).#Made an emergency kit or assembled emergency supplies.	No	Earthquake#Drought#Wildland Fire	No	City Website#Social Media (Facebook, Twitter, Nextdoor)	###
1022	8/14/2015 8:25	Between El Camino & Alameda	Own	Earthquake Insurance	Talked about what to do in case of an emergency or natural disaster.#Prepared a family emergency plan.#Attended a course dealing with emergency preparedness (e.g. Get Ready, CERT, First Aid, CPR).#Made an emergency kit or assembled emergency supplies.	No	Earthquake#Drought#Flood#Wildland Fire#Winter Storm	Yes	Public Workshop/Class/Meeting	Sandra#Sanabria#Smsanabriab@gmail.com#6502263780
1025	8/15/2015 7:34	West of Alameda	Own	Neither Earthquake nor Flood Insurance	Talked about what to do in case of an emergency or natural disaster.	Yes	Wildland Fire	No	Social Media (Facebook, Twitter, Nextdoor)#Other:Text or email	Adele#Della Santina#Adeleds@aol.com#6504004747
1026	8/15/2015 9:00	Between El Camino & Alameda	Own	Earthquake Insurance	Talked about what to do in case of an emergency or natural disaster.#Attended a course dealing with emergency preparedness (e.g. Get Ready, CERT, First Aid, CPR).#Made an emergency kit or assembled emergency supplies.	No	Earthquake#Winter Storm	Yes	City Website#Public Workshop/Class/Meeting	Robert#Belot#rbelot@comast.net#
1027	8/15/2015 11:17	West of Alameda	Own	Earthquake Insurance	Made an emergency kit or assembled emergency supplies.	No	Earthquake#Drought#Wildland Fire	Yes	e-Newsletter (e.g. City Managers Weekly Update)#Social Media (Facebook, Twitter, Nextdoor)	###
1028	8/15/2015 11:48	West of Alameda	Own	Neither Earthquake nor Flood Insurance	Talked about what to do in case of an emergency or natural disaster.#Prepared a family emergency plan.#Made an emergency kit or assembled emergency supplies.	Yes	Earthquake#Drought#Flood#Wildland Fire	No	e-Newsletter (e.g. City Managers Weekly Update)#Public Workshop/Class/Meeting	###
1030	8/16/2015 22:06	West of Alameda	Own	Neither Earthquake nor Flood Insurance	Talked about what to do in case of an emergency or natural disaster.	No	Earthquake#Drought#Wildland Fire#Winter Storm	Yes	Public Workshop/Class/Meeting#Social Media (Facebook, Twitter, Nextdoor)	Natalie#Melamed#natalie.melamed@gmail.com#5102075722
1031	8/17/2015 10:04	West of Alameda	Own	Earthquake Insurance	Talked about what to do in case of an emergency or natural disaster.#Attended a course dealing with emergency preparedness (e.g. Get Ready, CERT, First Aid, CPR).#Made an emergency kit or assembled emergency supplies.	No	Earthquake#Drought#Wildland Fire#Winter Storm	Yes	e-Newsletter (e.g. City Managers Weekly Update)#Public Workshop/Class/Meeting	Linnaea#Knisely#linnaeak@gmail.com#6506371898

VoterID	Submit Date	Where do you live?	Do you own or rent?	What type of supplemental insurance do you have? (Check all that apply.)	In your household has anyone done any of the following preparedness activities? (Check all that apply.)	Do you think you are well informed about the dangers of the hazards affecting Belmont?	What hazards are most likely to impact Belmont? (Check all that apply.)	Would you attend public education classes dealing with hazard awareness & preparedness if they were offered?	What are the most effective ways for you to receive information about disaster preparedness? (Check all that apply.)	Contact Information, (optional):
1032	8/17/2015 11:50	West of Alameda	Own	Neither Earthquake nor Flood Insurance	Talked about what to do in case of an emergency or natural disaster.#Prepared a family emergency plan.#Attended a course dealing with emergency preparedness (e.g. Get Ready, CERT, First Aid, CPR).#Made an emergency kit or assembled emergency supplies.	No	Earthquake#Drought#Wildland Fire	Yes	e-Newsletter (e.g. City Managers Weekly Update)	###
1033	8/17/2015 16:53	West of Alameda	Own	Earthquake Insurance	Talked about what to do in case of an emergency or natural disaster.#Prepared a family emergency plan.#Attended a course dealing with emergency preparedness (e.g. Get Ready, CERT, First Aid, CPR).#Made an emergency kit or assembled emergency supplies.	Yes	Earthquake#Drought#Wildland Fire#Winter Storm	Yes	e-Newsletter (e.g. City Managers Weekly Update)#Public Workshop/Class/Meeting#Social Media (Facebook, Twitter, Nextdoor)#Other:SMC alerts	Shyrl#McCormick#shyrlmc@comcast.net#6502182861
1034	8/17/2015 17:08	West of Alameda	Own	Earthquake Insurance	Talked about what to do in case of an emergency or natural disaster.#Made an emergency kit or assembled emergency supplies.	No	Earthquake#Wildland Fire	Yes	Public Workshop/Class/Meeting	PHILIPPE#LEVY#pflevy@gmail.com#6502181526
1038	8/20/2015 18:42	Between Hwy 101 & El Camino	Own	Neither Earthquake nor Flood Insurance	Made an emergency kit or assembled emergency supplies.	No	Earthquake#Drought	Yes	City Website#e-Newsletter (e.g. City Managers Weekly Update)	###
1042	8/23/2015 16:38	East of Hwy 101	Own	Neither Earthquake nor Flood Insurance	Talked about what to do in case of an emergency or natural disaster.#Attended a course dealing with emergency preparedness (e.g. Get Ready, CERT, First Aid, CPR).#Made an emergency kit or assembled emergency supplies.	Yes	Earthquake#Drought#Wildland Fire#Winter Storm	Yes	City Website#e-Newsletter (e.g. City Managers Weekly Update)#Public Workshop/Class/Meeting#Social Media (Facebook, Twitter, Nextdoor)	Hayman#Tam#haymant@gmail.com#6506541328
1044	8/24/2015 17:29	I don't live in Belmont	Rent	Neither Earthquake nor Flood Insurance	Talked about what to do in case of an emergency or natural disaster.#Prepared a family emergency plan.#Attended a course dealing with emergency preparedness (e.g. Get Ready, CERT, First Aid, CPR).#Made an emergency kit or assembled emergency supplies.	Yes	Earthquake#Drought#Flood#Wildland Fire#Winter Storm	Yes	Public Workshop/Class/Meeting	###
1045	8/24/2015 19:19	West of Alameda	Own	Neither Earthquake nor Flood Insurance	Made an emergency kit or assembled emergency supplies.	Yes	Earthquake#Drought	No	City Website#e-Newsletter (e.g. City Managers Weekly Update)	Timothy E.#Strinden#timstr11@netscape.net#6503945061
1048	8/28/2015 15:14	Between El Camino & Alameda	Own	Neither Earthquake nor Flood Insurance	Talked about what to do in case of an emergency or natural disaster.	No	Earthquake#Drought#Flood#Wildland Fire#Winter Storm	Yes	City Website#e-Newsletter (e.g. City Managers Weekly Update)#Public Workshop/Class/Meeting#Social Media (Facebook, Twitter, Nextdoor)	Dennis#Cheung#dtc@labdish.com#6502608382
1049	8/28/2015 16:51	West of Alameda	Own	Neither Earthquake nor Flood Insurance	Talked about what to do in case of an emergency or natural disaster.#Made an emergency kit or assembled emergency supplies.	No	Earthquake#Flood#Tsunami#Wildland Fire#Winter Storm	Yes	City Website#e-Newsletter (e.g. City Managers Weekly Update)#Public Workshop/Class/Meeting#Social Media (Facebook, Twitter, Nextdoor)	###
1051	8/31/2015 0:42	West of Alameda	Own	Neither Earthquake nor Flood Insurance	Talked about what to do in case of an emergency or natural disaster.#Attended a course dealing with emergency preparedness (e.g. Get Ready, CERT, First Aid, CPR).#Made an emergency kit or assembled emergency supplies.	No	Earthquake#Wildland Fire	Yes	e-Newsletter (e.g. City Managers Weekly Update)#Public Workshop/Class/Meeting#Social Media (Facebook, Twitter, Nextdoor)	Tom#McCune#mccuneto@gmail.com#6505923562
1054	9/1/2015 23:17	West of Alameda	Own	Neither Earthquake nor Flood Insurance	Talked about what to do in case of an emergency or natural disaster.#Prepared a family emergency plan.#Attended a course dealing with emergency preparedness (e.g. Get Ready, CERT, First Aid, CPR).#Made an emergency kit or assembled emergency supplies.	No	Earthquake#Wildland Fire#Winter Storm	Yes	City Website#e-Newsletter (e.g. City Managers Weekly Update)#Public Workshop/Class/Meeting	Laurie#Mittelstadt#laurie.mittelstadt@gmail.com#6502748520
1060	9/5/2015 8:26	West of Alameda	Own	Neither Earthquake nor Flood Insurance	Talked about what to do in case of an emergency or natural disaster.#Prepared a family emergency plan.#Made an emergency kit or assembled emergency supplies.	Yes	Drought#Wildland Fire	Yes	City Website#e-Newsletter (e.g. City Managers Weekly Update)#Social Media (Facebook, Twitter, Nextdoor)	###
1061	9/5/2015 10:23	West of Alameda	Own	Earthquake Insurance	Talked about what to do in case of an emergency or natural disaster.	Yes	Earthquake#Wildland Fire	No	e-Newsletter (e.g. City Managers Weekly Update)#Social Media (Facebook, Twitter, Nextdoor)	JOHN#DE FELICE#johnd6827@sbcglobal.net#6505919265
1062	9/5/2015 18:24	West of Alameda	Own	Earthquake Insurance	Talked about what to do in case of an emergency or natural disaster.#Made an emergency kit or assembled emergency supplies.	Yes	Earthquake#Wildland Fire	Yes	City Website#Public Workshop/Class/Meeting	Ed#Mitchell#emitch2720@comcast.net#
1064	9/7/2015 13:46	West of Alameda	Own	Earthquake Insurance	Talked about what to do in case of an emergency or natural disaster.#Made an emergency kit or assembled emergency supplies.	Yes	Earthquake#Drought#Flood#Wildland Fire#Winter Storm	Yes	e-Newsletter (e.g. City Managers Weekly Update)	Brian#Wright#brian.wright@stanfordalumni.org#
1077	9/25/2015 15:37	West of Alameda	Own	Neither Earthquake nor Flood Insurance	Talked about what to do in case of an emergency or natural disaster.	No	Earthquake#Drought#Wildland Fire#Winter Storm	Yes	City Website#Social Media (Facebook, Twitter, Nextdoor)	###
1078	9/28/2015 11:09	West of Alameda	Own	Neither Earthquake nor Flood Insurance	Talked about what to do in case of an emergency or natural disaster.#Prepared a family emergency plan.#Made an emergency kit or assembled emergency supplies.	Yes	Wildland Fire	Yes	Social Media (Facebook, Twitter, Nextdoor)	###
1079	9/30/2015 8:17	Between El Camino & Alameda	Own	Neither Earthquake nor Flood Insurance	Talked about what to do in case of an emergency or natural disaster.#Prepared a family emergency plan.#Attended a course dealing with emergency preparedness (e.g. Get Ready, CERT, First Aid, CPR).#Made an emergency kit or assembled emergency supplies.	No	Earthquake#Drought#Flood#Wildland Fire#Winter Storm	Yes	City Website#Public Workshop/Class/Meeting	###
1093	10/13/2015 20:38	Between El Camino & Alameda	Own	Flood Insurance	Talked about what to do in case of an emergency or natural disaster.#Prepared a family emergency plan.#Attended a course dealing with emergency preparedness (e.g. Get Ready, CERT, First Aid, CPR).#Made an emergency kit or assembled emergency supplies.	No	Earthquake#Drought#Wildland Fire	Yes	City Website#Social Media (Facebook, Twitter, Nextdoor)#Other:Text alerts	Amy#Goldfarb#Amyclay_99@yahoo.com#4152694868
1105	11/2/2015 7:48	Between El Camino & Alameda	Own	Neither Earthquake nor Flood Insurance	Talked about what to do in case of an emergency or natural disaster.#Made an emergency kit or assembled emergency supplies.	No	Earthquake#Drought#Flood#Wildland Fire	No	e-Newsletter (e.g. City Managers Weekly Update)	###

VoterID	Submit Date	Where do you live?	Do you own or rent?	What type of supplemental insurance do you have? (Check all that apply.)	In your household has anyone done any of the following preparedness activities? (Check all that apply.)	Do you think you are well informed about the dangers of the hazards affecting Belmont?	What hazards are most likely to impact Belmont? (Check all that apply.)	Would you attend public education classes dealing with hazard awareness & preparedness if they were offered?	What are the most effective ways for you to receive information about disaster preparedness? (Check all that apply.)	Contact Information, (optional):
1162	12/1/2015 15:46	Alameda	Own	Neither Earthquake nor Flood Insurance	Talked about what to do in case of an emergency or natural disaster.#Prepared a family emergency plan.#Attended a course dealing with emergency preparedness (e.g. Get Ready, CERT, First Aid, CPR).#Made an emergency kit or assembled emergency supplies.	Yes	Earthquake#Drought#Wildland Fire#Winter Storm	No	City Website#e-Newsletter (e.g. City Managers Weekly Update)	###

**City of East Palo Alto**  
**Emergency Preparedness Survey 2015**

- 1) Where do you live?
  - East of Hwy 101
  - West of Hwy 101
  - I do not live in East Palo Alto
- 2) Do you own or rent?
  - Own
  - Rent
- 3) What type of supplemental Insurance do you have? (check all that apply)
  - Earthquake Insurance
  - Flood Insurance
  - Renters Insurance
  - Neither Earthquake nor Flood Insurance
- 4) In your household has anyone done any of the following preparedness activities?
  - Talked about what to do in case of an emergency or natural disaster
  - Prepared an emergency plan
  - Attended a course dealing with emergency preparedness (First 72, Get Ready, CERT, First Aid, CPR, etc.)
  - Made an emergency kit or assembled emergency supplies
- 5) Do you believe you are well informed about the dangers of hazards that face the City of East Palo Alto?
  - Yes
  - No
- 6) What hazards are most likely to impact East Palo Alto?
  - Earthquake
  - Flood
  - Drought
  - Tsunami
  - Fire
  - Winter Storm
  - Climate Change



Other (please specify)

- 7) Would you attend free public education classes dealing with hazard awareness & preparedness if offered locally?

Yes

No

- 8) What are the most effective ways for you to receive information about disaster preparedness? (check all the apply)

City Website

E-Newsletter

Public Workshop/ Class/ Meeting

Social Media (Facebook, Twitter, Nextdoor)

Other

- 9) Contact Info (optional)

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

SMC Alert is an alert notification system used to immediately contact you during urgent or emergency situations. To sign up, please go to: <http://www.smcalert.info/>

To receive a copy of your submission please enter your email address below and submit. Thank you.

**Ciudad de East Palo Alto**  
**Encuesta de Preparación para Emergencias 2015**

1) ¿Dónde vives?

Al este de la autopista 101

Al oeste de la autopista 101

Yo no vivo en East Palo Alto

2) ¿Eres dueño o inquilino de casa?

Dueño

Inquilino

3) ¿Qué tipo de seguro suplementario tiene usted? (marque todos lo que corresponda)

Terremoto de Seguros

Seguro contra Inundaciones

Seguro para inquilinos

Ni seguro de terremoto ni seguro contra inundaciones

4) En su hogar ¿alguien ha hecho alguna de las siguientes actividades de preparación?

Habló acerca de qué hacer en caso de una emergencia o desastre natural

Preparado un plan de emergencia

Asistió a un curso de la preparación para emergencias (First 72, Get Ready, CERT, Primeros Auxilios, RCP, etc.)

Hecho un equipo de emergencia o suministros de emergencia reunidos

5) ¿Crees que están bien informados acerca de los peligros de los riesgos que enfrenta la Ciudad de East Palo Alto?

Sí

No

6) ¿Qué riesgos tienen más probabilidades de afectar a East Palo Alto?

Terremoto

Inundaciones

Sequía

Tsunami

Fuego

Tormenta de invierno

Cambio climático

Otro (especificar)

7) ¿Asistiría a clases de educación públicas gratuita que se ocupan de la conciencia y la preparación de peligros si se ofrece a nivel local?

Sí

No

8) ¿Cuáles son las formas más efectivas para que usted pueda recibir información sobre la preparación para desastres? (marque todas las aplicables)

Página web

Boletín Electrónico

Taller público / Clase / Reunión

Medios Sociales (Facebook, Twitter, Nextdoor)

Otros

9) Información de contacto (opcional)

Nombre \_\_\_\_\_

Apellido \_\_\_\_\_

Email \_\_\_\_\_

Teléfono \_\_\_\_\_

Alerta SMC es un sistema de notificación de alertas utilizado para contactar a usted de inmediato en situaciones de urgencia o emergencia. Para inscribirse, por favor visite: <http://www.smcalert.info/>

Para recibir una copia de su encuesta completa por favor, introduzca su dirección de correo electrónico a continuación y envíarlo. Gracias.

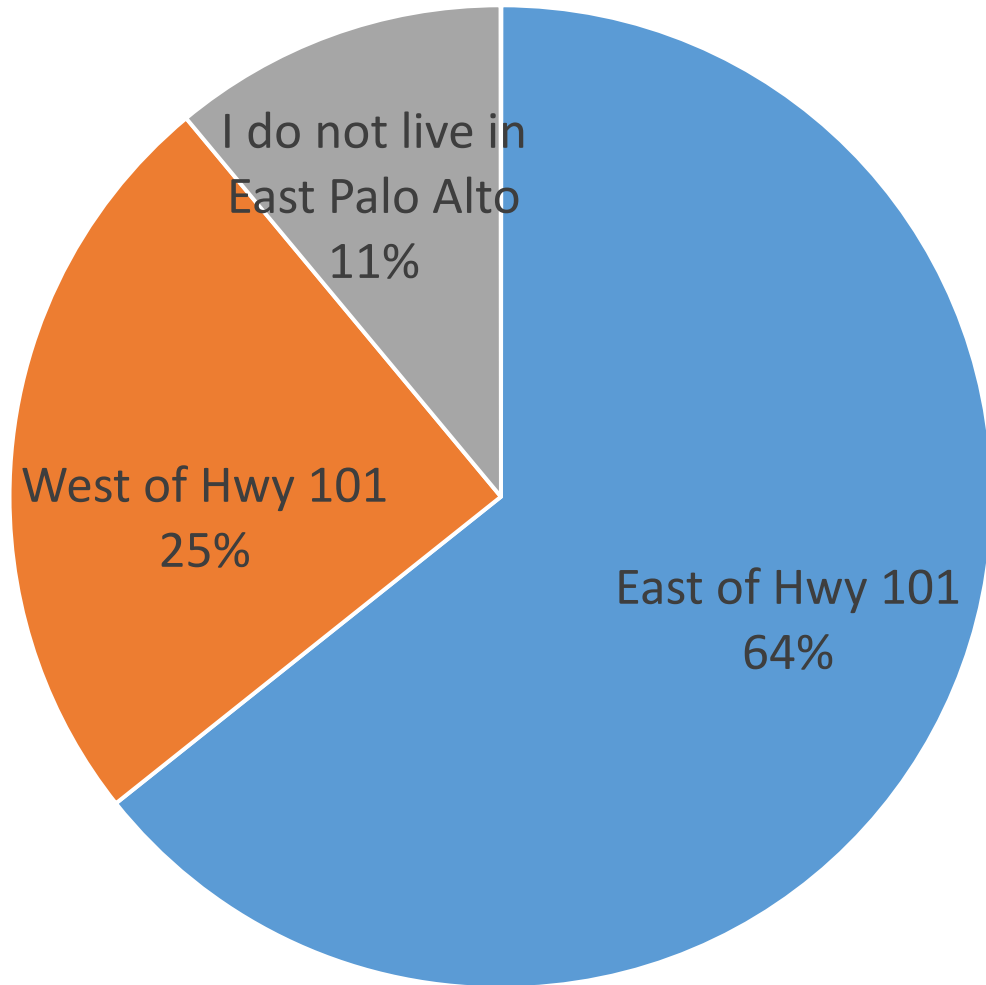


# **2015 Hazard Mitigation Survey Results**

# East Palo Alto Hazard Mitigation Survey for 2015

- In an attempt to obtain feedback from our community a survey was conducted.
- The survey was posted online, sent out via e-mail, given to the Senior Advisory Committee and Head Start assisted in providing the survey to the parents of their students.
- A total of 19 surveys came in from online participants.
- 3 surveys were filled out by the Senior Advisory Committee.
- 136 surveys were completed by Head Start parents.
- There were a total of 158 participants.

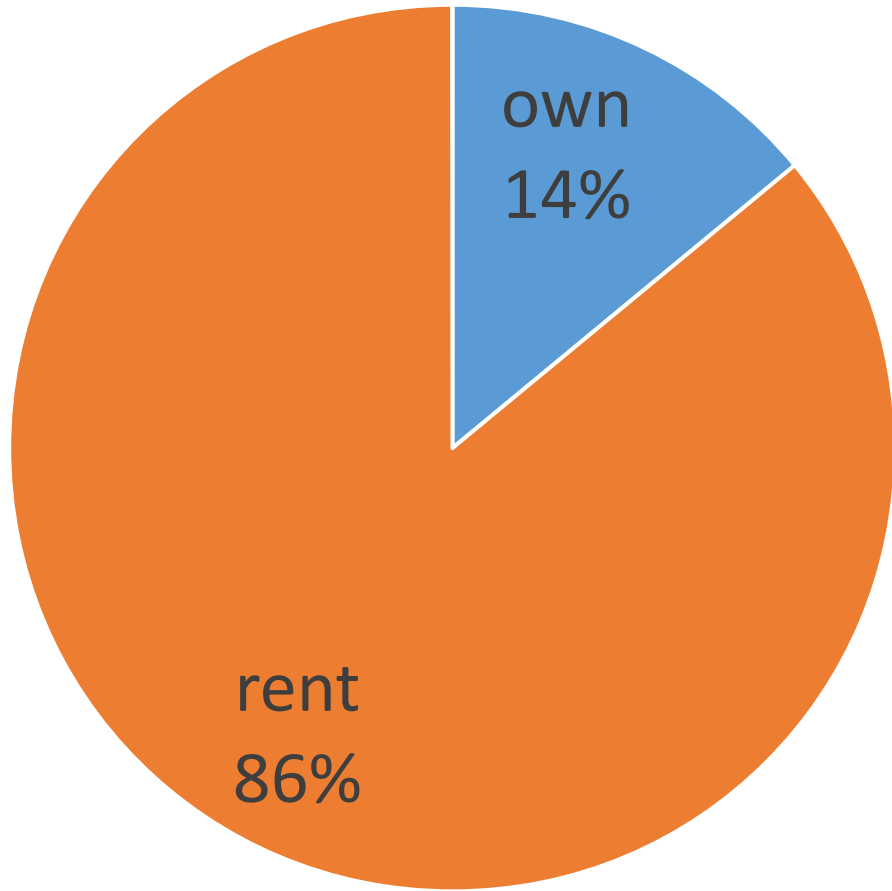
Survey Question:  
Where do you live?



- 99 participants lived on the East side of 101
- 38 participants lived on the West of 101
- 17 participants did not reside in East Palo Alto
- 4 participants did not respond to this question
- The majority of the participants lived in East Palo Alto on the East side of Highway 101.

## Survey Question:

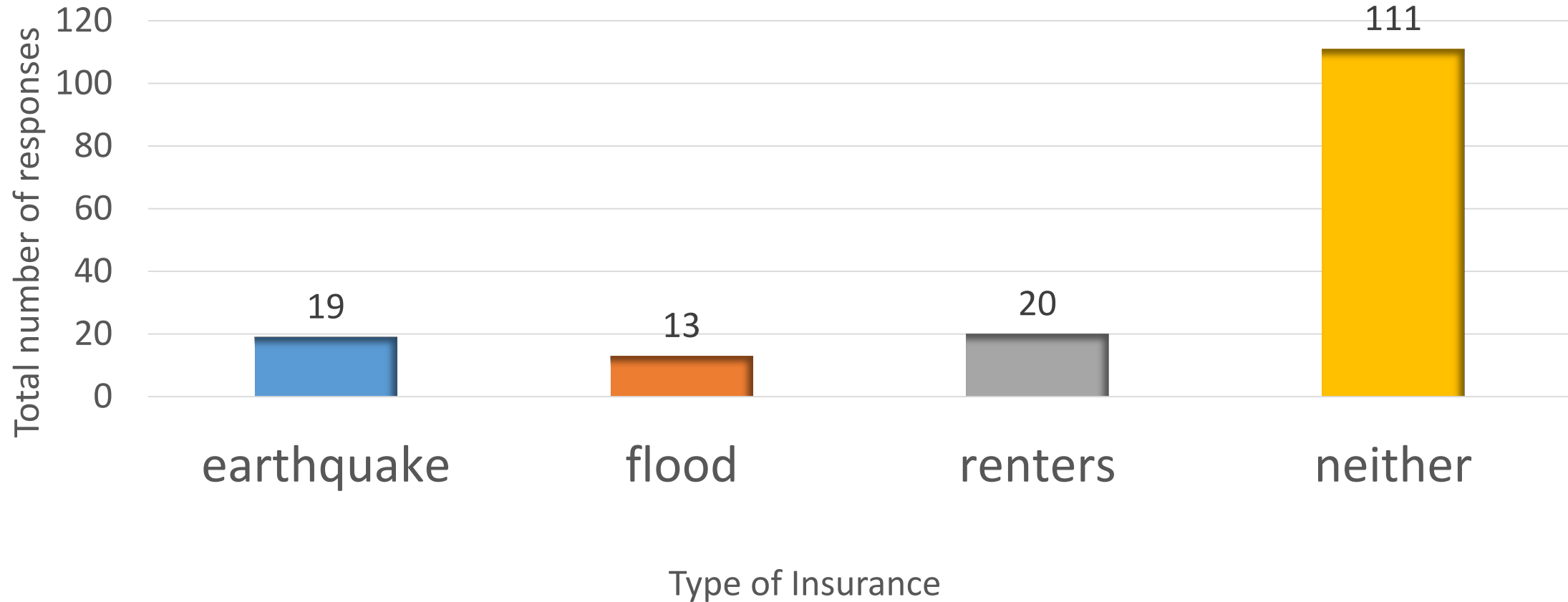
Do you own or rent?



- 135 participants were renting
- 22 participants owned their home
- 1 participant did not respond to this question
- The majority of the participants were renting.

## Survey Question:

What type of supplemental insurance do you have?

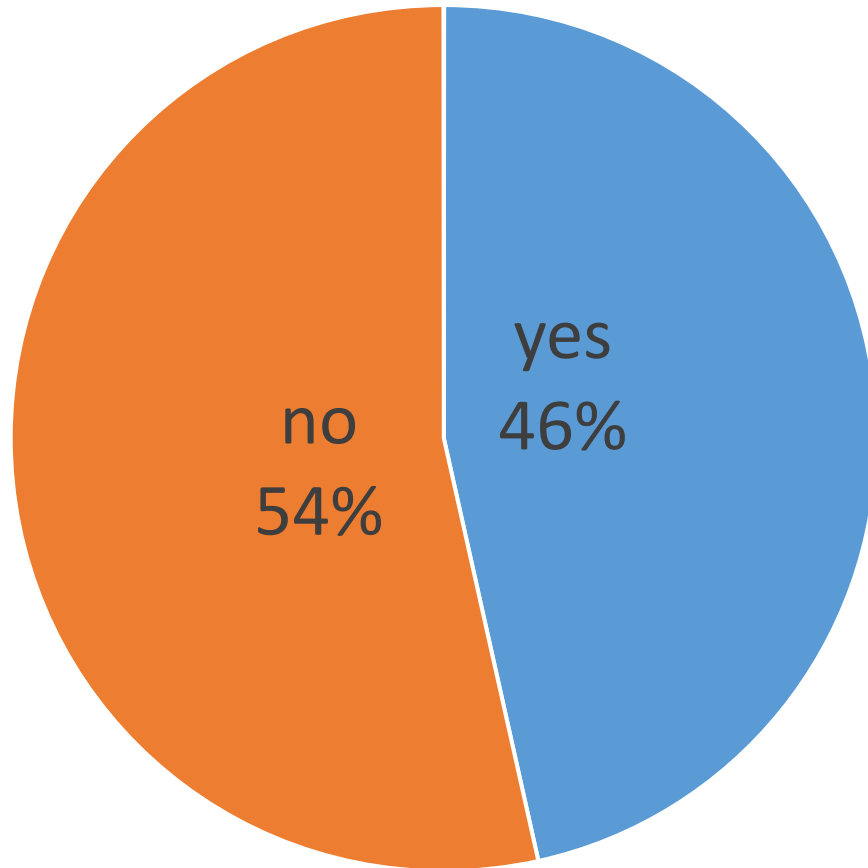


The majority of the participants did not have earthquake or flood insurance.



## Survey Question:

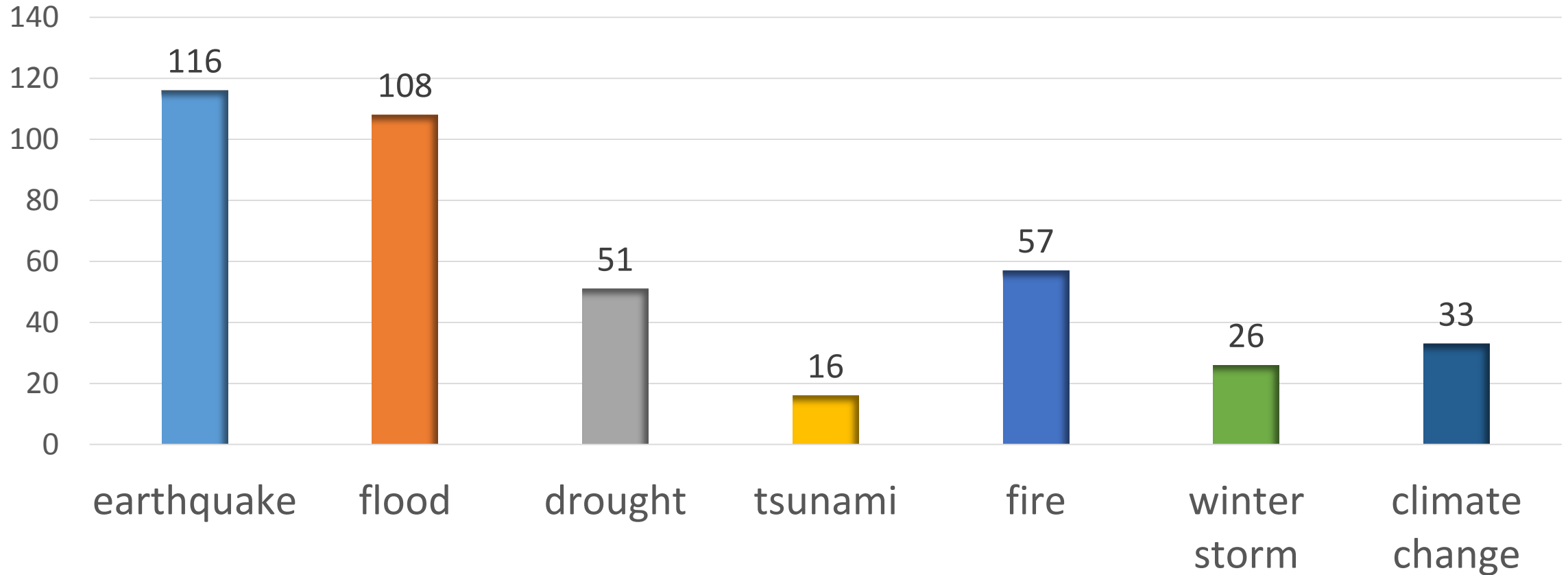
Do you believe you are well informed about the dangers/hazards that face East Palo Alto?



- 73 participants felt they were well informed.
- 84 participants felt they were not well informed.
- 1 participant did not select an answer.

## Survey Question:

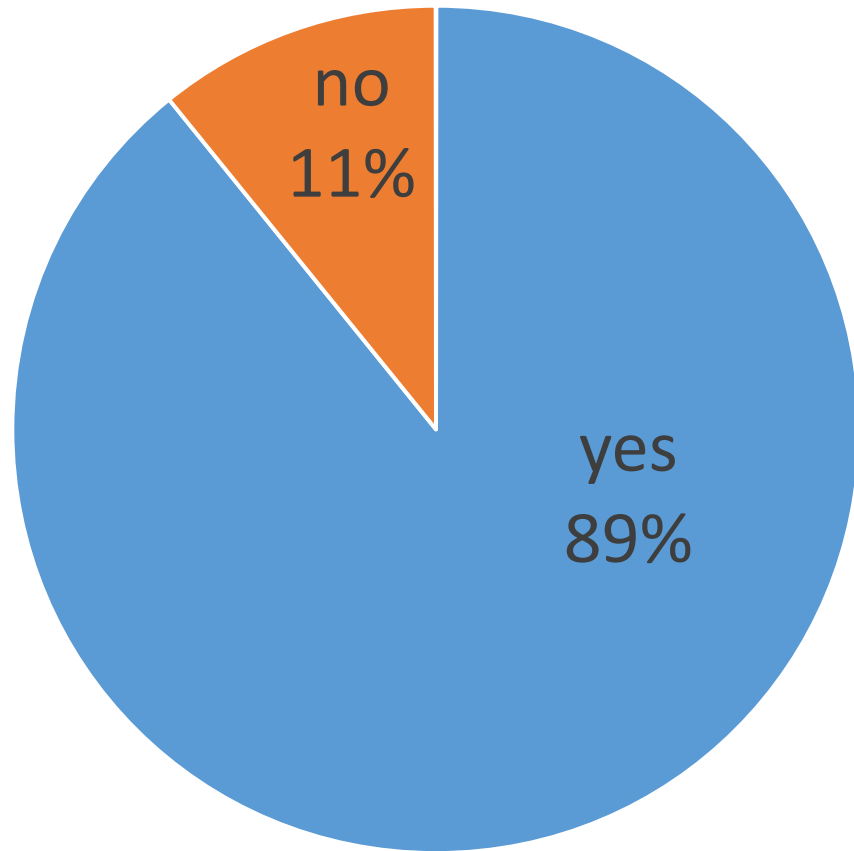
What hazards are most likely to impact East Palo Alto?



Written in answers included personal injury, traffic accident when evacuating, plane crash, water distribution problems and SFPUC failure

## Survey Question:

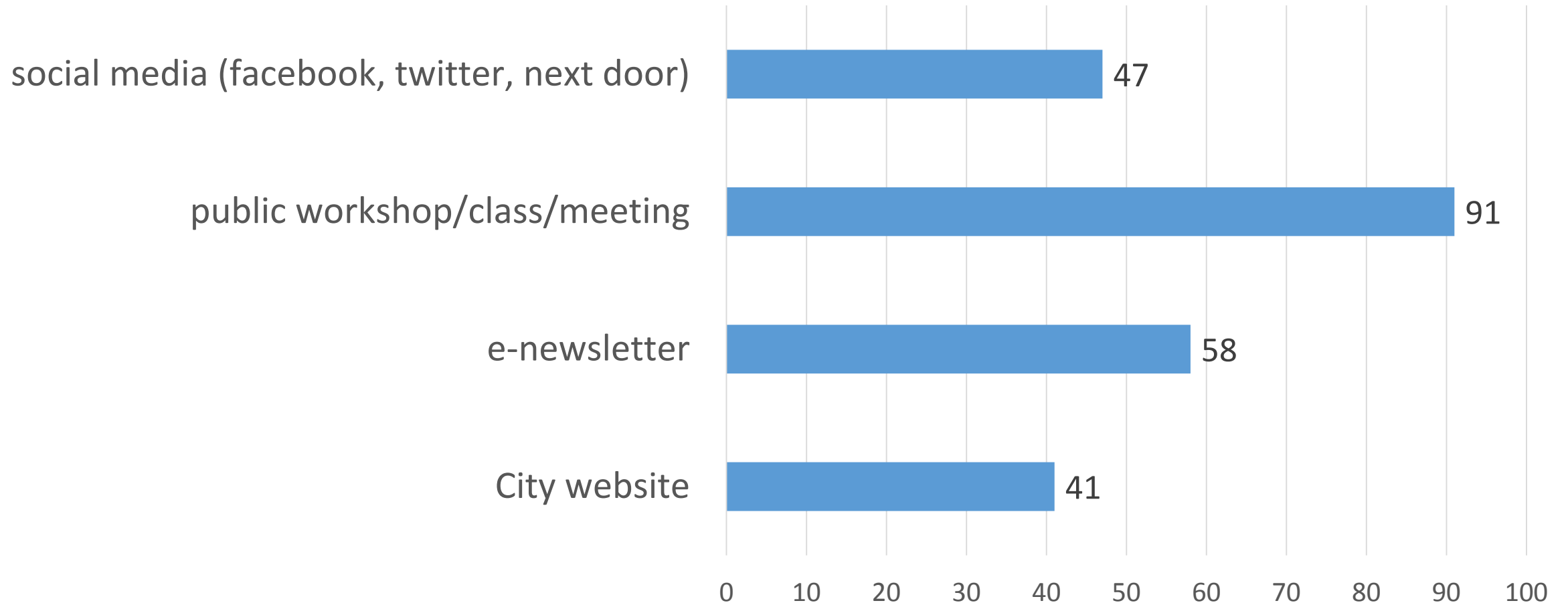
Would you attend free public education classes with hazard awareness and preparation if offered locally?



- 140 participants would attend free education classes
- 17 participants would not attend free education classes
- 1 participant failed to respond to this question

Survey Question:

What are the most effective ways for you to receive information about disaster preparedness?



Filled in answers included the telephone, "correa", e-mail, text, television, radio, and online classes.

# Conclusion

- Most of the participants did not have earthquake or flood insurance.
- More of the participants felt uniformed about the dangers and hazards that face East Palo Alto.
- Earthquakes and floods were deemed to be the most likely disasters in East Palo Alto.
- Most of the participants would attend free, local preparedness classes.
- Public Workshops/Classes/Meetings were deemed the most effective means to provide emergency preparedness information to the community.



## APPENDIX D

# San Mateo Linkage Procedures

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# San Mateo County Hazard Mitigation Plan Linkage Procedure Information

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## PROCEDURES FOR LINKING TO THE HAZARD MITIGATION PLAN

Not all eligible local jurisdictions within San Mateo County are included in the San Mateo County Hazard Mitigation Plan. Some or all of these non-participating jurisdictions may choose to “link” to the Plan at some point to gain eligibility for programs under the federal Disaster Mitigation Act (DMA). The following “linkage” procedures define the requirements established by the Planning Team for dealing with an increase in the number of planning partners linked to this plan. No currently non-participating jurisdiction within the defined planning area is obligated to link to this plan. These jurisdictions can choose to do their own “complete” plan that addresses all required elements of Section 201.6 of Chapter 44 of the Code of Federal Regulations (44 CFR).

### INCREASING THE PARTNERSHIP THROUGH LINKAGE

Eligible jurisdictions located in the planning area may link to this plan at any point during the plan’s performance period. It is expected that linking jurisdictions will complete the requirements outlined below and submit their completed template to the lead agency (San Mateo County Office of Emergency Services) for review within three months of beginning the linkage process:

- The eligible jurisdiction requests a “Linkage Package” by contacting the Point of Contact (POC) for the plan:

Brad Hartzell, Battalion Chief  
North County Fire Authority  
San Mateo County OES Fire Liaison  
Operations Bureau – Emergency Planning Division  
San Mateo County Office of Emergency Services  
400 County Center  
Redwood City, California  
(650) 302-0807

[bhartzell@smcgov.org](mailto:bhartzell@smcgov.org)

- The POC will provide a linkage procedure package that includes linkage information and a linkage tool-kit:
  - Linkage Information
    - Procedures for linking to the regional hazard mitigation plan update
    - Planning partner’s expectations for linking jurisdictions
    - A sample “letter of intent” to link to the Regional Hazard Mitigation Plan
    - A copy of Section 201.6 of 44 CFR, which defines the federal requirements for a local hazard mitigation plan.
  - Linkage Tool-Kit
    - Copy of Volume 1 and 2 of the plan
    - A special purpose district or city template and instructions
    - A catalog of hazard mitigation alternatives
    - A sample resolution for plan adoption

- The new jurisdiction will be required to review both volumes of the Regional Hazard Mitigation Plan, which include the following key components for the planning area:
  - Goals and objectives
  - The planning area risk assessment
  - Comprehensive review of alternatives
  - Countywide initiatives
  - Plan implementation and maintenance procedures.

Once this review is complete, the jurisdiction will complete its specific annex using the template and instructions provided by the POC.

- The development of the new jurisdiction's annex must not be completed by one individual in isolation. The jurisdiction must develop, implement and describe a public involvement strategy and a methodology to identify and vet jurisdiction-specific actions. The original partnership was covered under a uniform public involvement strategy and a process to identify actions that covered the planning area described in Volume 1 and Volume 2 of this plan. Since new partners were not addressed by these strategies, they will have to initiate new strategies and describe them in their annex. For consistency, new partners are encouraged to develop and implement strategies similar to those described in this plan.
- The public involvement strategy must ensure the public's ability to participate in the plan development process. At a minimum, the new jurisdiction must solicit public opinion on hazard mitigation at the onset of the linkage process and hold one or more public meetings to present the draft jurisdiction-specific annex for comment at least two weeks prior to adoption by the governing body. The POC will have resources available to aid in the public involvement strategy, including:
  - The questionnaire utilized in the plan development
  - Presentations from public meeting workshops and the public comment period
  - Flyers and information cards that were distributed to the public
  - Press releases used throughout the planning process
  - The plan website.
- The methodology to identify actions should include a comprehensive range of specific mitigation actions and projects being considered to reduce the effects of each hazard and a description of the process by which chosen actions were identified. As part of this process, linking jurisdictions should coordinate the selection of actions amongst the jurisdiction's various departments.
- Once their public involvement strategy and template are completed, the new jurisdiction will submit the completed package to the POC for a pre-adoption review to ensure conformance with the Regional plan format and linkage procedure requirements.
- The POC will review for the following:
  - Documentation of public involvement and action plan development strategies
  - Conformance of template entries with guidelines outlined in instructions
  - Chosen initiatives are consistent with goals, objectives and mitigation catalog of the Hazard Mitigation Plan
  - A designated point of contact
- Plans will be reviewed by the POC and submitted to California Office of Emergency Services (CalOES) for review and approval.



- CalOES will review plans for federal compliance. Non-compliant plans are returned to the lead agency for correction. Compliant plans are forwarded to FEMA for review with annotation as to the adoption status.
- FEMA reviews the new jurisdiction's plan in association with the approved plan to ensure DMA compliance. FEMA notifies the new jurisdiction of the results of review with copies to CalOES and the approved plan lead agency.
- New jurisdiction corrects plan shortfalls (if necessary) and resubmits to CalOES through the approved plan lead agency.
- For plans with no shortfalls from the FEMA review that have not been adopted, the new jurisdiction governing authority adopts the plan and forwards adoption resolution to FEMA with copies to lead agency and CalOES.
- FEMA regional director notifies the new jurisdiction's governing authority of the plan's approval.

The new jurisdiction plan is then included with the regional plan, and the new jurisdiction is committed to participate in the ongoing plan implementation and maintenance strategies.

## PLANNING PARTNER EXPECTATIONS FOR LINKING JURISDICTIONS

One of the goals of the multi-jurisdictional approach to hazard mitigation planning is to achieve compliance with the Disaster Mitigation Act (DMA) for all participating members in the planning effort. DMA compliance requires that participation be defined in order to maintain eligibility with respect to meeting the requirements that allow a jurisdiction or special purpose district to develop an annex to the base plan. To achieve compliance for all partners, the plan must clearly document how each planning partner that is seeking linkage to the plan participated in the plan's development. Planning partners who participated in the 2016 process were provided written expectations at the onset of the planning process. These expectations are outlined in Appendix **A** of Volume 2 of the Plan. The planning partner expectations for jurisdictions who wish to link to the plan following the regional update process and final approval by FEMA are as follows:

- **Duration of Planning Process.** It is expected that jurisdictions requesting linkage to the Plan will complete the requirements for linkage outlined in Appendix **B** of Volume 2, Procedures for Linking to the Regional Hazard Mitigation Plan Update, within 3 months of receiving the linkage package from the Point of Contact (POC).
- **Responsive and Timely Communication.** Jurisdictions wishing to link to the Plan will complete a "Letter of Intent to Participate" that designates a lead point of contact for this effort. This designee will be listed as the hazard mitigation point of contact for the jurisdiction in the plan and will be expected to be responsive to communication from the POC and/or the Steering Committee.
- **Estimated Level of Effort.** It is estimated that the total time commitment to meet these requirements will be approximately 40-60 hours over a 3 month period. This level of effort will differ depending on the choice of public involvement strategy, the need for interdepartmental coordination and the existence of additional internal requirements or processes.
- **Participate in the Process.** Although the planning process for this update has concluded, linking jurisdictions are expected to show participation in the process by reviewing Volume 1 and Volume 2 of the Plan, developing, implementing and documenting a public involvement strategy, implementing and describing a methodology for action item identification, and completing a jurisdictional annex using the templates and instructions provided by the POC. The jurisdictional annex is composed of several components including, but not limited to the following:
  - **Public Involvement Strategy Description.** Linking jurisdictions must provide documentation of the public involvement strategy utilized throughout the linkage process.
  - **Capability Assessment.** Linking jurisdictions will be asked to identify their capabilities. This assessment will look at the regulatory, technical, financial and floodplain management capabilities of each municipal partner. Special purpose districts will perform a different type of capability assessment. These capability assessments will require a review of existing plans, studies, ordinances and programs pertinent to each jurisdiction to identify policies or recommendations that can complement the hazard mitigation initiatives selected (e.g., comprehensive plans, basin plans or hazard-specific plans). This step is important because increasing a jurisdiction's capability is a viable mitigation action.
  - **Action/Strategy Review.** All previous planning partners or those with current, FEMA-approved plans will be required to perform a review of the strategies from their respective prior action plan to: determine those that have been accomplished and how they were

- accomplished; and why those that have not been accomplished were not completed. The planning team will be available to assist with this task.
- **Action Plan Development.** Each planning partner must identify and prioritize an action plan that they will strive to implement to reduce the risks from hazards they have ranked that impact their jurisdiction. A description of the methodology for the development of actions items must be included in the jurisdiction’s annex.
  - **Submit Annex for Review.** Once the public involvement strategy and annex template is complete, the new jurisdiction will submit the completed package to the POC for a pre-adoption review to ensure conformance with the Regional plan format. Failure to comply with requirements outlined in the instructions provided or failure to submit information in a timely manner may result in delays in or disqualification from the linkage process.
  - **Responsibility to Respond to Comments.** If comments are received from the POC, Steering Committee, CalOES, or FEMA regarding pit falls of the submitted plan, it is the responsibility of the jurisdiction requesting linkage to complete changes and resubmit any necessary documentation to the appropriate organization.
  - **Plan Adoption.** The plan must be formally adopted by each jurisdiction requesting linkage to the Plan. The jurisdiction requesting linkage will forward copies of the adoption resolution to FEMA with copies provided to CalOES and the POC.
  - **Continued Participation.** After the jurisdiction has successfully linked to the plan, it is expected that the linking jurisdiction will continue to participate in the ongoing plan implementation and maintenance procedures outlined in **Chapter 21 of Volume 1** of the Plan.

Planning tools and instructions to aid in the compilation of this information will be provided to all committed planning partners in the linkage package provided by the POC.

**\*\* Note\*\*:** Once this plan is completed, and FEMA approval has been determined for each partner, maintaining that eligibility will be dependent upon each partner implementing the plan implementation-maintenance protocol identified in the plan.

## SAMPLE LETTER OF INTENT

### San Mateo County Hazard Mitigation Point of Contact

Brad Hartzell, Battalion Chief  
North County Fire Authority  
San Mateo County OES Fire Liaison  
Operations Bureau – Emergency Planning Division  
San Mateo County Office of Emergency Services  
400 County Center  
Redwood City, California  
(650) 302-0807

Via email at: [bhartzell@smcgov.org](mailto:bhartzell@smcgov.org)

Dear San Mateo County Planning Partnership,

Please be advised that the \_\_\_\_\_ (*insert City or district name*) is committed to linking to the 2016 of the San Mateo County Hazard Mitigation Plan. As the \_\_\_\_\_ (title, e.g., Chief Administrative Official) for this jurisdiction, I certify that I will commit all necessary resources in order to meet Partnership expectations as outlined in the “Planning Partner Expectations for Linking Jurisdictions” document provided by the point of contact, in order to obtain Disaster Mitigation Act (DMA) compliance for our jurisdiction.

Mr./Ms. \_\_\_\_\_ will be our jurisdiction’s point of contact for this process and they can be reached at (*insert: address, phone number and e-mail address*).

Sincerely,

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## **CODE OF FEDERAL REGULATIONS TITLE 44 CHAPTER 1**

### **§201.6 LOCAL MITIGATION PLANS**

The local mitigation plan is the representation of the jurisdiction's commitment to reduce risks from natural hazards, serving as a guide for decision makers as they commit resources to reducing the effects of natural hazards. Local plans will also serve as the basis for the State to provide technical assistance and to prioritize project funding.

(a) Plan requirements.

(1) A local government must have a mitigation plan approved pursuant to this section in order to receive HMGP project grants. The Administrator may, at his discretion, require a local mitigation plan for the Repetitive Flood Claims Program. A local government must have a mitigation plan approved pursuant to this section in order to apply for and receive mitigation project grants under all other mitigation grant programs.

(2) Plans prepared for the FMA program, described at part 79 of this chapter, need only address these requirements as they relate to flood hazards in order to be eligible for FMA project grants. However, these plans must be clearly identified as being flood mitigation plans, and they will not meet the eligibility criteria for other mitigation grant programs, unless flooding is the only natural hazard the jurisdiction faces.

(3) Regional Administrator's may grant an exception to the plan requirement in extraordinary circumstances, such as in a small and impoverished community, when justification is provided. In these cases, a plan will be completed within 12 months of the award of the project grant. If a plan is not provided within this timeframe, the project grant will be terminated, and any costs incurred after notice of grant's termination will not be reimbursed by FEMA.

(4) Multi-jurisdictional plans (e.g. watershed plans) may be accepted, as appropriate, as long as each jurisdiction has participated in the process and has officially adopted the plan. State-wide plans will not be accepted as multi-jurisdictional plans.

(b) Planning process. An open public involvement process is essential to the development of an effective plan. In order to develop a more comprehensive approach to reducing the effects of natural disasters, the planning process shall include:

(1) An opportunity for the public to comment on the plan during the drafting stage and prior to plan approval;

(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; and

(3) Review and incorporation, if appropriate, of existing plans, studies, reports, and technical information.

(c) Plan content. The plan shall include the following:

(1) 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.

(2) A risk assessment that provides the factual basis for activities proposed in the strategy to reduce losses from identified hazards. Local risk assessments must provide sufficient information to enable the jurisdiction to identify and prioritize appropriate mitigation actions to reduce losses from identified hazards. The risk assessment shall include:

(i) A description of the type, location, and extent of all natural hazards that can affect the jurisdiction. The plan shall include information on previous occurrences of hazard events and on the probability of future hazard events.

(ii) A description of the jurisdiction's vulnerability to the hazards described in paragraph (c)(2)(i) of this section. This description shall include an overall summary of each hazard and its impact on the community. All plans approved after October 1, 2008 must also address NFIP insured structures that have been repetitively damaged by floods. The plan should describe vulnerability in terms of:

(A) The types and numbers of existing and future buildings, infrastructure, and critical facilities located in the identified hazard areas;

(B) An estimate of the potential dollar losses to vulnerable structures identified in paragraph (c)(2)(ii)(A) of this section and a description of the methodology used to prepare the estimate;

(C) 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.

(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.

(3) 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 shall include:

(i) A description of mitigation goals to reduce or avoid long-term vulnerabilities to the identified hazards.

(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. All plans approved by FEMA after October 1, 2008, must also address the jurisdiction's participation in the NFIP, and continued compliance with NFIP requirements, as appropriate.

(iii) An action plan describing how the actions identified in paragraph (c)(3)(ii) of this section 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.

(iv) For multi-jurisdictional plans, there must be identifiable action items specific to the jurisdiction requesting FEMA approval or credit of the plan.

(4) A plan maintenance process that includes:

(i) A section describing the method and schedule of monitoring, evaluating, and updating the mitigation plan within a five-year cycle.

(ii) 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.

(iii) Discussion on how the community will continue public participation in the plan maintenance process.

(5) 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.

(d) Plan review. (1) Plans must be submitted to the State Hazard Mitigation Officer (SHMO) for initial review and coordination. The State will then send the plan to the appropriate FEMA Regional Office for formal review and approval. Where the State point of contact for the FMA program is different from the SHMO, the SHMO will be responsible for coordinating the local plan reviews between the FMA point of contact and FEMA.

(2) The Regional review will be completed within 45 days after receipt from the State, whenever possible.

(3) A local jurisdiction must review and revise its plan to reflect changes in development, progress in local mitigation efforts, and changes in priorities, and resubmit it for approval within 5 years in order to continue to be eligible for mitigation project grant funding.

(4) Managing States that have been approved under the criteria established by FEMA pursuant to 42 U.S.C. 5170c(c) will be delegated approval authority for local mitigation plans, and the review will be based on the criteria in this part. Managing States will review the plans within 45 days of receipt of the plans, whenever possible, and provide a copy of the approved plans to the Regional Office.

[67 FR 8848, Feb. 26, 2002, as amended at 67 FR 61515, Oct. 1, 2002; 68 FR 61370, Oct. 28, 2003; 69 FR 55096, Sept. 13, 2004; 72 FR 61748, Oct. 31, 2007 ; 74 FR 47482, Sept. 16, 2009]

**Source:** Retrieved from the website of the U.S. Government Printing Office: Electronic Code of Federal Regulations on June 22, 2016. Data current as of June 22, 2016,  
[http://www.ecfr.gov/cgi-bin/text-idx?SID=ef2a7e742ff750d9cce5e0c42c39ed61&mc=true&node=se44.1.201\\_16&rgn=div8](http://www.ecfr.gov/cgi-bin/text-idx?SID=ef2a7e742ff750d9cce5e0c42c39ed61&mc=true&node=se44.1.201_16&rgn=div8).





## APPENDIX E

# Annex Instructions and Templates





# Chapter 1. Municipal Jurisdiction Name

## 1.1 Hazard Mitigation Plan Point of Contact

<b>Primary Point of Contact</b>	<b>Alternate Point of Contact</b>
Name, Title	Name, Title
Street Address	Street Address
City, State ZIP	City, State ZIP
Telephone: xxx-xxx-xxxx	Telephone: xxx-xxx-xxxx
e-mail Address: xxx@xxx.xxx	e-mail Address: xxx@xxx.xxx

## 1.2 Jurisdiction Profile

The following is a summary of key information about the jurisdiction and its history:

- ❖ Date of Incorporation—
- ❖ Current Population—
- ❖ Population Growth—
- ❖ Location and Description—
- ❖ Brief History—
- ❖ Climate—
- ❖ Governing Body Format—
- ❖ Development Trends—

## 1.3 Capability Assessment

An assessment of legal and regulatory capabilities is presented in Table 1-1. An assessment of fiscal capabilities is presented in Table 1-2. An assessment of administrative and technical capabilities is presented in Table 1-3. Information on National Flood Insurance Program (NFIP) compliance is presented in Table 1-4. Classifications under various community mitigation programs are presented in Table 1-5. An assessment of education and outreach capabilities is presented in Table 1-6.

**TABLE 1-1. LEGAL AND REGULATORY CAPABILITY**

	Local Authority	Other Jurisdiction Authority	State Mandated
Building Code			
<b>Comment:</b>			
Zoning Code			
<b>Comment:</b>			

**Commented [GK1]:** Please fill this out to the best of your abilities. If you are unsure about an answer, please highlight it or make a note.





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	Local Authority	Other Jurisdiction Authority	State Mandated
Subdivisions <b>Comment:</b>			
Stormwater Management <b>Comment:</b>			
Post-Disaster Recovery <b>Comment:</b>			
Real Estate Disclosure <b>Comment:</b>			
Growth Management <b>Comment:</b>			
Site Plan Review <b>Comment:</b>			
Environmental Protection <b>Comment:</b>			
Flood Damage Prevention <b>Comment:</b>			
Emergency Management <b>Comment:</b>			
Climate Change <b>Comment:</b>			
Other <b>Comment:</b>			
General or Comprehensive Plan <i>Is the plan equipped to provide linkage to this mitigation plan?</i> <b>Comment:</b>			
Capital Improvement Plan <i>What types of capital facilities does the plan address? How often is the plan updated?</i> <b>Comment:</b>			
Floodplain or Watershed Plan <b>Comment:</b>			
Stormwater Plan <b>Comment:</b>			
Habitat Conservation Plan <b>Comment:</b>			
Economic Development Plan <b>Comment:</b>			
Shoreline Management Plan <b>Comment:</b>			





	Local Authority	Other Jurisdiction Authority	State Mandated
Community Wildfire Protection Plan <i>Comment:</i>			
Forest Management Plan <i>Comment:</i>			
Climate Action Plan <i>Comment:</i>			
Other <i>Comment:</i>			
Comprehensive Emergency Management Plan <i>Comment:</i>			
Threat & Hazard Identification & Risk Assessment <i>Comment:</i>			
Post-Disaster Recovery Plan <i>Comment:</i>			
Continuity of Operations Plan <i>Comment:</i>			
Public Health Plan <i>Comment:</i>			

TABLE 1-2. FISCAL CAPABILITY

Financial Resources	Accessible or Eligible to Use?
Community Development Block Grants	Yes/No
Capital Improvements Project Funding	Yes/No
Authority to Levy Taxes for Specific Purposes	Yes/No
User Fees for Water, Sewer, Gas or Electric Service	Yes/No (if yes, please specify)
Incur Debt through General Obligation Bonds	Yes/No
Incur Debt through Special Tax Bonds	Yes/No
Incur Debt through Private Activity Bonds	Yes/No
Withhold Public Expenditures in Hazard-Prone Areas	Yes/No
State-Sponsored Grant Programs	Yes/No (if yes, please specify)
Development Impact Fees for Homebuyers or Developers	Yes/No
Other	Yes/No

**Commented [GK2]:** An example would be withholding or restricting government spending for infrastructure in these area, such as an undeveloped floodplain.

**Commented [GK3]:** An example would be an open space fund, or flood control district funds.

TABLE 1-3. ADMINISTRATIVE AND TECHNICAL CAPABILITY

Staff/Personnel Resources	Available?	Department/Agency/Position
Planners or engineers with knowledge of land development and land management practices	Yes/No	Insert appropriate information
Engineers or professionals trained in building or infrastructure construction practices	Yes/No	Insert appropriate information





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Staff/Personnel Resources	Available?	Department/Agency/Position
Planners or engineers with an understanding of natural hazards	Yes/No	Insert appropriate information
Staff with training in benefit/cost analysis	Yes/No	Insert appropriate information
Surveyors	Yes/No	Insert appropriate information
Staff capable of making substantial damage estimates	Yes/No	Insert appropriate information
Personnel skilled or trained in GIS applications	Yes/No	Insert appropriate information
Scientist familiar with natural hazards in local area	Yes/No	Insert appropriate information
Emergency manager	Yes/No	Insert appropriate information
Grant writers	Yes/No	Insert appropriate information

TABLE 1-4. NATIONAL FLOOD INSURANCE PROGRAM COMPLIANCE

Criteria	Response
When did the community enter the NFIP?	Date
When did the Flood Insurance Rate maps become effective?	Date
What local department is responsible for floodplain management?	Insert appropriate information
Who is your floodplain administrator? (department/position)	Insert appropriate information
• Is this a primary or auxiliary role?	Primary/Auxiliary
Are any certified floodplain managers on staff in your jurisdiction?	Yes/No
What is the date of adoption of your flood damage prevention ordinance?	Insert appropriate information
• Does your floodplain management program meet or exceed minimum requirements?	Meet/Exceed
• If so, in what ways?	Please specify
When was the most recent Community Assistance Visit or Community Assistance Contact?	Insert appropriate information
Does your jurisdiction have any outstanding NFIP compliance violations that need to be addressed?	Yes/No
• If so, please state what they are.	Insert appropriate information
Do your flood hazard maps adequately address the flood risk within your jurisdiction?	Yes/No
• If no, please state why.	Insert appropriate information
Does your floodplain management staff need any assistance or training to support its floodplain management program?	Yes/No
• If so, what type of assistance/training is needed?	Insert appropriate information
Does your jurisdiction participate in the Community Rating System (CRS)?	Yes/No
• If so, is your jurisdiction seeking to improve its CRS Classification?	Yes/No
• If not, is your jurisdiction interested in joining the CRS program?	Yes/No
How many Flood Insurance policies are in force in your jurisdiction?	Number
• What is the insurance in force?	\$
• What is the premium in force?	\$
How many total loss claims have been filed in your jurisdiction?	Number
• How many claims were closed without payment/are still open?	Number
• What were the total payments for losses?	\$

**Commented [GK4]:** Your Flood Damage Prevention Ordinance should list the Floodplain Administrator.

**Commented [GK5]:** An example would be increased freeboard and/or cumulative substantial damage.





TABLE 1-5. COMMUNITY CLASSIFICATIONS

	Participating?	Classification	Date Classified
Community Rating System	Yes/No		Date
Building Code Effectiveness Grading Schedule	Yes/No		Date
Public Protection	Yes/No		Date
Storm Ready	Yes/No		Date
Firewise	Yes/No		Date

TABLE 1-6. EDUCATION AND OUTREACH

Criteria	Response
Do you have a Public Information Officer or Communications Office?	Yes/No (if yes, please specify)
Do you have personnel skilled or trained in website development?	Yes/No (if yes, please specify)
Do you have hazard mitigation information available on your website?	Yes/No
• If yes, please briefly describe.	Insert appropriate information
Do you utilize social media for hazard mitigation education and outreach?	Yes/No
• If yes, please briefly describe.	Insert appropriate information
Do you have any citizen boards or commissions that address issues related to hazard mitigation?	Yes/No
• If yes, please briefly specify.	Insert appropriate information
Do you have any other programs already in place that could be used to communicate hazard-related information?	Yes/No
• If yes, please briefly describe.	Insert appropriate information
Do you have any established warning systems for hazard events?	Yes/No
• If yes, please briefly describe.	Insert appropriate information

### 1.4 Integration with Other Planning Initiatives

The following describe the jurisdiction’s process for integrating the hazard mitigation plan into local planning mechanisms.

#### 1.4.1 Existing Integration

The following plans and programs currently integrate the goals, risk assessment and/or recommendations of the hazard mitigation plan:

- ❖ Name of plan or program—Brief description of how the plan/program is integrated with the hazard mitigation plan
- ❖ Name of plan or program—Brief description of how the plan/program is integrated with the hazard mitigation plan
- ❖ Name of plan or program—Brief description of how the plan/program is integrated with the hazard mitigation plan
- ❖ Name of plan or program—Brief description of how the plan/program is integrated with the hazard mitigation plan





### 1.4.2 Opportunities for Future Integration

The following plans and programs do not currently integrate the goals, risk assessment and/or recommendations of the hazard mitigation plan, but provide an opportunity for future integration:

- ❖ Name of plan or program—Brief description of how the plan/program can be integrated with the hazard mitigation plan
- ❖ Name of plan or program— Brief description of how the plan/program can be integrated with the hazard mitigation plan
- ❖ Name of plan or program— Brief description of how the plan/program can be integrated with the hazard mitigation plan
- ❖ Name of plan or program— Brief description of how the plan/program can be integrated with the hazard mitigation plan

### 1.5 Jurisdiction-Specific Natural Hazard Event History

Table 1-6 lists all past occurrences of natural hazards within the jurisdiction.

TABLE 1-6. NATURAL HAZARD EVENTS

Type of Event	FEMA Disaster # (if applicable)	Date	Preliminary Damage Assessment
Insert event type		Date	\$
Insert event type		Date	\$
Insert event type		Date	\$
Insert event type		Date	\$
Insert event type		Date	\$
Insert event type		Date	\$
Insert event type		Date	\$
Insert event type		Date	\$
Insert event type		Date	\$
Insert event type		Date	\$
Insert event type		Date	\$
Insert event type		Date	\$
Insert event type		Date	\$
Insert event type		Date	\$
Insert event type		Date	\$
Insert event type		Date	\$
Insert event type		Date	\$

### 1.6 Jurisdiction-Specific Vulnerabilities

Repetitive loss records are as follows:

- ❖ Number of FEMA-identified Repetitive-Loss Properties: XX- Tetra Tech will provide
- ❖ Number of FEMA-identified Severe-Repetitive-Loss Properties: XX- Tetra Tech will provide
- ❖ Number of Repetitive-Loss Properties or Severe-Repetitive-Loss Properties that have been mitigated: XX- Tetra Tech will provide





Other noted vulnerabilities include:

✦ Insert as appropriate.

### 1.7 Hazard Risk Ranking

Table 1-7 presents the ranking of the hazards of concern.

TABLE 1-7. HAZARD RISK RANKING

Rank	Hazard Type	Risk Rating Score (Probability x Impact)	Category
1	Insert hazard type		High/Medium/Low
2	Insert hazard type		High/Medium/Low
3	Insert hazard type		High/Medium/Low
4	Insert hazard type		High/Medium/Low
5	Insert hazard type		High/Medium/Low
6	Insert hazard type		High/Medium/Low
7	Insert hazard type		High/Medium/Low
8	Insert hazard type		High/Medium/Low

### 1.8 Hazard Mitigation Action Plan and Evaluation of Recommended Actions

Table 1-8 lists the actions that make up the Municipal Jurisdiction Name hazard mitigation action plan. Table 1-9 identifies the priority for each action. Table 1-10 summarizes the mitigation actions by hazard of concern and the six mitigation types.

TABLE 1-8. HAZARD MITIGATION ACTION PLAN MATRIX

Applies to new or existing assets	Hazards Mitigated	Objectives Met	Lead Agency	Estimated Cost	Sources of Funding	Timeline
Action #—Description						
Action #—Description						
Action #—Description						
Action #—Description						
Action #—Description						
Action #—Description						
Action #—Description						







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Applies to new or existing assets	Hazards Mitigated	Objectives Met	Lead Agency	Estimated Cost	Sources of Funding	Timeline
Action #—Description						
Action #—Description						
Action #—Description						
Action #—Description						

TABLE 1-9. MITIGATION STRATEGY PRIORITY SCHEDULE

Action #	# of Objectives Met	Benefits	Costs	Do Benefits Equal or Exceed Costs?	Is Project Grant-Eligible?	Can Project Be Funded Under Existing Programs/Budgets?	Implementation Priority <sup>a</sup>	Grant Priority <sup>a</sup>

a. See the introduction to this volume for explanation of priorities.

TABLE 1-10. ANALYSIS OF MITIGATION ACTIONS

Hazard Type	Action Addressing Hazard, by Mitigation Type <sup>a</sup>					
	1. Prevention	2. Property Protection	3. Public Education and Awareness	4. Natural Resource Protection	5. Emergency Services	6. Structural Projects





Hazard Type	Action Addressing Hazard, by Mitigation Type <sup>a</sup>					
	1. Prevention	2. Property Protection	3. Public Education and Awareness	4. Natural Resource Protection	5. Emergency Services	6. Structural Projects

a. See the introduction to this volume for explanation of mitigation types.

### 1.9 Future Needs to Better Understand Risk/Vulnerability

Insert text, if any; otherwise, delete section

### 1.10 Additional Comments

Insert text, if any; otherwise, delete section



# Instructions for Completing Special District Annex Template

The jurisdictional annex templates for the 2016 San Mateo County Hazard Mitigation Plan will be completed in three phases. **This document provides instructions for completing all phases of the template for municipalities.**

**If your jurisdiction completed and submitted Phase 1 and Phase 2**, Phase 3 has been added to the end of your annex to date. Any planning team comments, questions or suggestions have been included as blue highlighted notes and/or comments. Any yellow highlights indicate areas where missing information should be filled in. Phase 3 instructions begin on page 5.

**MUNICIPALITY ANNEX:**

This document provides instructions for completing **all phases** of the jurisdictional annex template for municipalities. **Templates should be completed by <DATE>.**

**Associated Document:**

Phase3\_MunicipalAnnexTemplate  
Jurisdictional Annex Tool Kit

**Any questions on completing the template should be directed to:**

**ADD CONTACT INFORMATION**

## PHASE 1 INSTRUCTIONS

### Chapter Title

In the chapter title at the top of Page 1, type in the complete official name of your municipality (City of Pleasantville, West County, etc.). Please do not change the chapter number. Revise only the jurisdiction name.

### Hazard Mitigation Plan Point of Contact

Please provide the name, title, mailing address, telephone number, and e-mail address for the primary point of contact for your jurisdiction. This should be the person responsible for monitoring, evaluating and updating the annex for your jurisdiction. This person should also be the principle liaison between your jurisdiction and the Steering Committee overseeing development of this plan.

In addition, designate an alternate point of contact. This would be a person to contact should the primary point of contact be unavailable or no longer employed by the jurisdiction.

**A NOTE ABOUT FORMATTING:**

The template for the annex is a Microsoft Word document in a format that will be used in the final plan. Partners are asked to use this template so that a uniform product will be completed for each partner. Partners who do not have Microsoft Word capability may prepare the document in other formats, and the planning team will convert it to the Word format.

Content should be entered within the yellow, highlighted text that is currently in the template, rather than creating text in another document and pasting it into the template. Text from another source will alter the style and formatting of the document.

The numbering in the document will be updated when completed annexes are combined into the final document. Please do not adjust any of this numbering.

*Note: Both of these contacts should match the contacts that were designated in your jurisdiction's letter of intent to participate in this planning process. If you have changed the primary or secondary contact, please let the planning team know by inserting a comment into the document.*

## Jurisdiction Profile

Provide information specific to your jurisdiction as indicated, in a style similar to the example provided in the box below. This should be information that will not be provided in the overall mitigation plan document. For population data, use the most current population figure for your jurisdiction based on an official means of tracking (e.g., the U.S. Census or state office of financial management).

### EXAMPLE JURISDICTION PROFILE:

- **Date of Incorporation**—1858
- **Current Population**—17,289 as of July 2014 (2014 Department of Finance estimates)
- **Population Growth**—Based on the data tracked by the state Department of Finance, Smithburg has experienced a relatively flat rate of growth. The overall population has increased only 3.4% since 2010 and growth averaged 0.74% per year from 2000 to 2014.
- **Location and Description**—The City of Smithburg is on the Pacific coast, 760 miles north of Los Angeles and 275 miles north of San Francisco. The nearest seaport is Eureka, five miles south on Humboldt Bay. Smithburg is the home of Smithburg State University and is situated between the communities of Murphy to the north and Blue Lake to the east. It sits at the intersection of US Highway 101 and State Route 299.
- **Brief History**—The Smithburg area was settled during the gold rush in the 1850s as a supply center for miners. As the gold rush died down, timber and fishing became the area's major economic resource. Smithburg was incorporated in 1858 and by 1913 the Smithburg Teachers College, a predecessor to today's Smithburg State University was founded. Recently, the presence of the college has come to shape Smithburg's population into a young, liberal, and educated crowd. In 1981 Smithburg developed the Smithburg Marsh and Wildlife sanctuary, an environmentally friendly sewage treatment enhancement system.
- **Climate**—Smithburg's weather is typical of the Northern California coast, with mild summers and cool, wet winters. It rarely freezes in the winter and it is rarely hot in the summer. Annual average rainfall is over 40 inches, with 80% of that falling from November through April. The average year-round temperature is 59°F. Humidity averages 72 to 87 percent. Prevailing winds are from the north, and average 5 mph.
- **Governing Body Format**—The City of Smithburg is governed by a five-member city council. The City consists of six departments: Finance, Environmental Services, Community Development, Public Works, Police and the City Manager's Office. The City has 13 committees, commissions and task forces, which report to the City Council. The City Council assumes responsibility for the adoption of this plan; the City Manager will oversee its implementation.
- **Development Trends**—Anticipated development levels for Smithburg are low to moderate, consisting primarily of residential development. The majority of recent development has been infill. Residentially, there has been a focus on affordable housing and a push for more secondary mother-in-law units on properties. The City of Smithburg adopted its general plan in July 2000. The plan focuses on issues of the greatest concern to the community. City actions, such as those relating to land use allocations, annexations, zoning, subdivision and design review, redevelopment, and capital improvements, must be consistent with the plan. Future growth and development in the City will be managed as identified in the general plan.

## PHASE 2 INSTRUCTIONS

### Capability Assessment

Please note that it is unlikely that you will be able to complete all sections of this phase on your own. You will likely need to reach out to other departments within your local government such as planning, finance, public works, etc. When reaching out to these individuals, you may want to provide them with a little background information about this planning process as you will certainly want some input/feedback during phase 3 of your annex development – selecting mitigation actions.

#### Legal and Regulatory Capability

Describe the legal authorities available to your jurisdiction and/or enabling legislation at the state level affecting planning and land management tools that can support hazard mitigation actions. In the table titled “Legal and Regulatory Capability,” indicate “Yes” or “No” for each listed code, ordinance, requirement or planning document in each of the following columns:

- ❖ **Local Authority**—Enter “Yes” if your jurisdiction has prepared or adopted the identified item; otherwise, enter “No.” If yes, then enter the code, ordinance number, or plan name and its date of adoption in the comments column.
- ❖ **Other Jurisdiction Authority**—Enter “Yes” if there are any regulations that may impact your action that are enforced or administered by another agency (e.g., a state agency or special district) or if you know that there are any state or federal regulations or laws that would prohibit local implementation of the identified item; otherwise, enter “No.” Note - If you answer yes, please indicate the other agency in the comments.
- ❖ **State Mandated**—Enter “Yes” if state laws or other requirements enable or require the listed item to be implemented at the local level; otherwise, enter “No.”
- ❖ **Comments**—Enter the code number and adoption date for any local code indicated as being in place; provide other comments as appropriate to describe capabilities for each entry.
- ❖ For the categories “General or Comprehensive Plan” and “Capital Improvement Plan,” answer the specific questions shown, in addition to completing the four columns indicating level of capability.

#### Fiscal Capability

Identify what financial resources (other than the Hazard Mitigation Grant Program and the Pre-Disaster Mitigation Grant Program) are available to your jurisdiction for implementing mitigation actions.

Complete the table titled “Fiscal Capability” by indicating whether each of the listed financial resources is accessible to your jurisdiction. Enter “Yes” if the resource is fully accessible to your jurisdiction. Enter “No” if there are limitations or prerequisites that may hinder your eligibility for this resource.

Please note that some helpful comments are included in the template document.

## Administrative and Technical Capability

This section requires you to take inventory of the staff/personnel resources available to your jurisdiction to help with hazard mitigation planning and implementation of specific mitigation actions.

Complete the table titled “Administrative and Technical Capability” by indicating whether your jurisdiction has access to each of the listed personnel resources. Enter “Yes” or “No” in the column labeled “Available?”. If yes, then enter the department and position title in the right-hand column.

Please note that if you have contract support staff with these capabilities you can still answer “Yes.” Please just indicate contract support in the department column.

## National Flood Insurance Program Compliance

Identify your jurisdiction’s capabilities in terms of complying with the requirements of the National Flood Insurance Program.

Complete the table titled “National Flood Insurance Program Compliance” by indicating your jurisdiction’s capabilities related to each question in the table.

Please note that some helpful comments are included in the template document.

## Classification in Hazard Mitigation Programs

Complete the table titled “Community Classifications” to indicate your jurisdiction’s participation in various national programs related to natural hazard mitigation. For each program enter “Yes” or “No” in the second column to indicate whether your jurisdiction participates. If yes, then enter the classification that your jurisdiction has earned under the program in the third column and the date on which that classification was issued in the fourth column; enter “N/A” in these columns if your jurisdiction is not participating.

Please note that some helpful comments are included in the template document.

## Education and Outreach Capabilities

Complete the table titled “Education and Outreach” to indicate your jurisdiction’s capabilities and existing efforts regarding natural hazard mitigation education and outreach.

## Integration with Other Planning Initiatives

After reviewing the plans, programs and ordinances identified in the above capability assessment tables, please identify those plans and programs where the goals and recommendations of the hazard mitigation plan have already been integrated and those plans and programs that offer opportunities for future integration. It is important to describe the process by which these plans and programs are or will be integrated. Generally speaking, FEMA recommends integration through

- ❖ Integrating plan goals with community objectives (e.g. incorporating goals for risk reduction and safety into the policies of other plans)

- ❖ Using the risk assessment to inform plans and policies (e.g. incorporation into land use plans and site plan review)
- ❖ Implementing mitigation actions through existing mechanisms (e.g. including mitigation projects in the capital improvement plan)
- ❖ Thinking about mitigation pre- and post-disaster (e.g. building recovery planning on existing mitigation plans and goals).

## PHASE 3 INSTRUCTIONS

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### Jurisdiction-Specific Natural Hazard Event History

#### Chronological List of Hazard Events

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In the table titled “Natural Hazard Events,” list in chronological order (most recent first) any natural hazard event that has caused damage to your jurisdiction. Include the date of the event and the estimated dollar amount of damage it caused. You are welcome to include any events, but special attention should be made to include major storms and federally declared disasters. Please refer to the SHELDUS data and Federal Disaster Declarations included in the tool kit, and the summary of natural hazard events within risk assessment of the overall hazard mitigation plan. Potential sources of damage information include:

- ❖ Preliminary damage estimates your jurisdiction filed with the county or state
- ❖ Insurance claims data
- ❖ Newspaper archives
- ❖ Other plans/documents that deal with emergency management (safety element of a comprehensive plan, emergency response plan, etc.)
- ❖ Resident input.

If you do not have estimates for dollars of damage caused, please list “Not Available” in the appropriate column or simply list a brief description of the damages. Please note that tracking such damages, is a valid and useful mitigation action if your jurisdiction does not currently track such information.

### Jurisdiction-Specific Noted Vulnerabilities

#### Repetitive Loss Properties

---

A repetitive loss property is any property for which FEMA has paid two or more flood insurance claims in excess of \$1,000 in any rolling 10-year period since 1978. In the space provided, Tetra Tech will insert the following information based on data provided by FEMA:

- ❖ The number of any FEMA-identified repetitive-loss properties in your jurisdiction.
- ❖ The number of any FEMA-identified severe-repetitive-loss properties in your jurisdiction.
- ❖ The number (if any) of repetitive-loss or severe-repetitive-loss properties in your jurisdiction that have been mitigated. Mitigated for this exercise means that flood protection has been provided to the structure.

## Other Vulnerabilities

Please list any noted vulnerabilities in your jurisdiction related to hazard mitigation. This may include things such as the following:

- ❖ An urban drainage issue that results in localized flooding every time it rains.
- ❖ An area of the community that frequently loses power due to a lack of tree maintenance.
- ❖ A critical facility, such as a police station, that is not equipped with a generator.
- ❖ A neighborhood that has the potential to have ingress and egress cut off as the result of a hazard event, such as a flood or earthquake (e.g. bridge only access).
- ❖ Substantial number of buildings in one area of the community are unreinforced masonry.
- ❖ An area along the river is eroding and threatening public and/or private property.

## Hazard Risk Ranking

The risk ranking performed for the overall planning area is presented in the risk assessment section of the overall hazard mitigation plan. However, each jurisdiction has differing degrees of risk exposure and vulnerability and therefore needs to rank risk for its own area, using the same methodology as used for the overall planning area. The risk-ranking exercise assesses two variables for each hazard: its probability of occurrence; and its potential impact on people, property and the economy. The instructions below describe the methodology for how these rankings were derived.

***Please note that Tetra Tech will complete and distribute the hazard risk ranking results for each jurisdiction. Jurisdictions will simply need to review the risk ranking and transfer the results into the template. This information will be distributed at a later date.***

### Complete Risk Ranking in Template

Review the hazard risk ranking information that Tetra Tech has provided and complete the table titled “Hazard Risk Ranking” in your template. The hazard with the highest risk rating should be listed at the top of table titled “Hazard Risk Ranking” in your template and given a rank of 1; the hazard with the second highest rating should be listed second with a rank of 2; and so on. Two hazards with equal risk ratings should be given the same rank. After completing this, review the distribution of hazard scores and determine “High,” “Medium,” and “Low” assignments for each hazard of concern. It is important to note, that this should be determined by the range of scores rather than assigning a certain number of hazards to each category.

It is also important to note that this exercise should not override your subjective assessment of relative risk based on your knowledge of the history of natural hazard events in your jurisdiction. If this risk ranking exercise generates results other than what you know based on substantiated data and documentation, you may alter the ranking based on this knowledge. If this is the case, please note this fact in your template. Remember, one of the purposes of this exercise is to support the selection and prioritization of actions in your plan. If you identify an action with a high priority that mitigates the risk of a hazard you have ranked low, that project may not be competitive in the grant arena.

## Risk Ranking Methodology

***The information that follows was completed for each jurisdiction using the Risk Ranking Worksheet and Loss Estimate Matrix developed by Tetra Tech. This information will be distributed to the planning partnership at a later date.***



**Note:** When reviewing the risk ranking results, it is important to remember that this exercise is about categorizing hazards into broad levels of risk (e.g. high, medium, low). It is not an exercise in precision.

### *Determine Probability of Occurrence for Each Hazard*

A probability factor is assigned based on how often a hazard is likely to occur. The probability of occurrence of a hazard event is generally based on past hazard events in an area, although some weight can be given to expected future probability of occurrence based on established return intervals. For example, if your jurisdiction has experienced two damaging floods in the last 25 years, the probability of occurrence is high for flooding and scores a 3 under this category. If your jurisdiction has experienced no damage from landslides in the last 100 years, your probability of occurrence for landslide is low, and scores a 1 under this category.

In **Table 1**, list the probability of occurrence for each hazard as it pertains to your jurisdiction. Simply write, “**High**,” “**Medium**,” “**Low**,” or “**None**” in the grey column in Table 1:

- ❖ High—Hazard event is likely to occur within 25 years (Probability Factor = 3)
- ❖ Medium—Hazard event is likely to occur within 100 years (Probability Factor = 2)
- ❖ Low—Hazard event is not likely to occur within 100 years (Probability Factor = 1)
- ❖ None—If there is no exposure to a hazard, there is no probability of occurrence (Probability Factor = 0)

### *Determine Potential Impacts of Each Hazard*

The impact of each hazard are divided into three categories: impacts on people, impacts on property, and impacts on the economy. These categories are also assigned weighted values. Impact on people was assigned a weighting factor of 3, impact on property was assigned a weighting factor of 2 and impact on the economy was assigned a weighting factor of 1.

Impact factors for each category (people, property, economy) are described below:

- ❖ **People**—Values are assigned based on the percentage of the total **population exposed** to the hazard event. The degree of impact on individuals will vary and is not measurable, so the calculation assumes for simplicity and consistency that all people exposed to a hazard because they live in a hazard zone will be equally impacted when a hazard event occurs. Impact factors were assigned as follows:
  - High—25 percent or more of the population is exposed to a hazard (Impact Factor = 3)
  - Medium—10 percent to 24 percent of the population is exposed to a hazard (Impact Factor = 2)
  - Low—9 percent or less of the population is exposed to the hazard (Impact Factor = 1)
  - No impact—None of the population is exposed to a hazard (Impact Factor = 0)
- ❖ **Property**—Values are assigned based on the percentage of the total **property value exposed** to the hazard event:
  - High—25 percent or more of the total replacement value is exposed to a hazard (Impact Factor = 3)
  - Medium—10 percent to 24 percent of the total replacement value is exposed to a hazard (Impact Factor = 2)
  - Low—9 percent or less of the total replacement value is exposed to the hazard (Impact Factor = 1)
  - No impact—None of the total replacement value is exposed to a hazard (Impact Factor = 0)

- ❖ **Economy**—Values were assigned based on the percentage of the total **property value vulnerable** to the hazard event. Values represent estimates of the loss from a major event of each hazard in comparison to the total replacement value of the property exposed to the hazard. For some hazards, such as wildfire and landslide, vulnerability may be considered to be the same or a portion of exposure due to the lack of loss estimation tools specific to those hazards.
  - High—Estimated loss from the hazard is 10 percent or more of the total replacement value (Impact Factor = 3)
  - Medium—Estimated loss from the hazard is 5 percent to 9 percent of the total replacement value (Impact Factor = 2)
  - Low—Estimated loss from the hazard is 4 percent or less of the total replacement value (Impact Factor = 1)
  - No impact—No loss is estimated from the hazard (Impact Factor = 0).

The following sections provide information on completing the risk ranking for your jurisdiction.

### *Impacts on People*

The percent of the total population exposed to each hazard of concern with a defined extent and location (e.g. floodplain) can be found in the loss estimate matrix in the **green highlighted column**. For those hazards that do not have a defined extent and location (e.g. severe weather) the entire population is generally considered to be exposed. For the drought hazard, it is common for jurisdictions to list “low” or “none,” because all people in the planning area would be exposed to drought, but impacts to the health and safety of individuals are expected to be minimal.

In the grey column in **Table 2**, please list the **percentage of the total population exposed** (e.g. 4.5 or 100). Remember, when you are estimating, the range limits are more important than the actual number (i.e. more than 25, between 25 and 10, and less than 10).

### *Impacts on Property*

The percent of the total value exposed to each hazard of concern with a defined extent and location (e.g. floodplain) can be found in the loss estimate matrix in the **blue highlighted column**. For those hazards that do not have a defined extent and location (e.g. severe weather) the entire building stock is generally considered to be exposed. For the drought hazard, it is common for jurisdictions to list “low” or “none,” because all structures in the planning area would be exposed to drought, but impacts to structures are expected to be minimal.

In the grey column in **Table 4**, please list the **percentage of the total value exposed** (e.g. 4.5 or 100). Remember, when you are estimating, the range limits are more important than the actual number (i.e. more than 25, between 25 and 10, and less than 10).

### *Impacts on the Economy*

The loss estimates for each hazard of concern that was modeled (i.e. dam failure, flood, earthquake) can be found in the loss estimate matrix in the **purple highlighted column**. For those hazards that have a defined extent and location, but do not have modelled loss results, loss estimates can be the same as exposure or a portion thereof. For example, a large percentage of the building stock may be exposed to landslide or wildfire risk, but it would not be expected that one event that resulted in loss to all exposed structures would occur. For those hazards that do not have a defined

extent and location (e.g. severe weather) the entire building stock is generally considered to be exposed, but impacts are generally considered to be “low.”

In the grey column in **Table 6**, please list the **percentage of the total value loss** (e.g. 4.5 or 10). Remember, when you are estimating, the range limits are more important than the actual number (i.e. more than 10, between 10 and 5, and less than 5).

### *Determine Risk Rating for Each Hazard*

A risk rating for each hazard is determined by multiplying the assigned probability factor by the sum of the weighted impact factors for people, property and the economy:

$$\text{Risk Rating} = \text{Probability Factor} \times \text{Weighted Impact Factor} \{ \text{people} + \text{property} + \text{economy} \}$$

The risk ranking results will be automatically tabulated for you for each hazard of concern in **Table 7**.

#### WORDING YOUR ACTION DESCRIPTIONS:

Descriptions of your actions need not provide great detail. That will come when you apply for a project grant. Provide enough information to identify the project's scope and impact. The following are typical descriptions for an action plan action:

- Action 1—Address repetitive-loss properties. Through targeted mitigation, acquire, relocate or retrofit the five repetitive loss structures in the County as funding opportunities become available.
- Action 2—Perform a non-structural, seismic retrofit of City Hall.
- Action 3—Acquire floodplain property in the Smith subdivision.
- Action 4—Enhance the County flood warning capability by joining the NOAA "Storm Ready" program.

## Hazard Mitigation Action Plan

### Action Plan Matrix

Identify the actions your jurisdiction would like to pursue with this plan. Refer to the mitigation catalog for mitigation options you might want to consider. Be sure to consider the following factors in your selection of actions:

- ❖ Select actions that are consistent with the overall purpose, goals, and objectives of the hazard mitigation plan.
- ❖ Identify projects where benefits exceed costs.
- ❖ Include any project that your jurisdiction has committed to pursuing regardless of grant eligibility.
- ❖ Know what is and is not grant-eligible under the HMGP and PDM (see fact sheet provided). Listing HMGP or PDM as a potential funding source for an ineligible project will be a red flag when this plan goes through review. If you have projects that are not HMGP or PDM grant eligible, but do mitigate part or all of the hazard and may be eligible for other grant programs sponsored by other agencies, include them in this section.
- ❖ You should identify at least one action for your highest ranked risk, but hazard-specific projects for every hazard are not required. If you have not identified an earthquake related project, and an earthquake occurs that causes damage in your jurisdiction, you are not discounted from HMGP project grant eligibility.

### *Recommended Actions*

We recommend that the following actions be included in every planning partners' annex. The specifics of these actions should be adjusted as needed for the particulars of each community.

- ❖ Where appropriate, support retro-fitting, purchase or relocation of structures located in high hazard areas and prioritize those structures that have experienced repetitive losses.

- ❖ Integrate the hazard mitigation plan into other plans, ordinances and programs that dictate land use decisions within the community.
- ❖ Develop and implement a program to capture perishable data after significant events (e.g. high water marks, preliminary damage estimates, damage photos) to support future mitigation efforts including the implementation and maintenance of the hazard mitigation plan.
- ❖ Support the County-wide initiatives identified in Volume I of the hazard mitigation plan.
- ❖ Actively participate in the plan maintenance protocols outlined in Volume I of the hazard mitigation plan.
- ❖ Continue to maintain good standing and compliance under the National Flood Insurance Program (NFIP). This will be accomplished through the implementation of floodplain management programs that will, at a minimum, meet the requirements of the NFIP:
  - Enforcement of the flood damage prevention ordinance
  - Participate in floodplain identification and mapping updates
  - Provide public assistance/information on floodplain requirements and impacts.
- ❖ Work with building officials to identify ways to improve the jurisdictions’ BCEGS classification.
- ❖ Consider the development of a post-disaster recovery plan and a debris management plan.
- ❖ Consider participation in programs such as Firewise, StormReady and the Community Rating System.

### Complete the Table

Complete the table titled “Hazard Mitigation Action Plan Matrix” for all the actions you have identified:

- ❖ Enter the action number and description .
- ❖ Indicate whether the action mitigates hazards for new or existing assets.
- ❖ Identify the specific hazards the action will mitigate.
- ❖ Identify by number the mitigation plan objectives that the action addresses (see Tool Kit).
- ❖ Indicate who will be the lead in administering the project. This will most likely be a department within your jurisdiction (e.g. planning or public works). If you wish to indicate more than one department, please ensure that it is clear who the lead agency will be (i.e note with an \*)
- ❖ Enter an estimated cost in dollars if known; otherwise, enter “High,” “Medium” or “Low” as determined for the prioritization process described in the following section.
- ❖ Identify funding sources for the project. If it is a grant, include the funding sources for the cost share. Refer to your fiscal capability assessment to identify possible sources of funding.

**ACTION ITEM NUMBERING:**

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Please use the following action item numbering conventions:

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- Atherton: AT-1
- Belmont: BM-1
- Brisbane: BB-1
- Burlingame: BG-1
- Colma: CO-1
- Daly City: DC-1
- East Palo Alto: EPA-1
- Half Moon Bay: HMB-1
- Hillsborough: HB-1
- Menlo Park: MP-1
- Millbrae: MB-1
- Pacifica: PA-1
- Portola Valley: PV-1
- Redwood City: RC-1
- San Bruno: SB-1
- San Carlos: SC-1
- San Mateo (County): CSM-1
- South San Francisco: SSF-1
- Woodside: WS-1

- ❖ Indicate the time line as “short term” (1 to 5 years) or “long term” (5 years or greater) or on-going (a continual program)
- ❖ Please see the table below for an example for the recommended initiatives above:

**EXAMPLE ACTION PLAN MATRIX**

Applies to new or existing assets	Hazards Mitigated	Objectives Met	Lead Agency	Estimated Cost	Sources of Funding	Timeline
<b>EX-1</b> —Where appropriate, support retro-fitting, purchase or relocation of structures located in high hazard areas and prioritize those structures that have experienced repetitive losses.						
Existing	All Hazards	4, 5, 7, 9, 10	Planning	High	HMGP, PDM, FMA, CDBG-DR	Short-term
<b>EX-2</b> —Integrate the hazard mitigation plan into other plans, ordinances and programs that dictate land use decisions within the community.						
New and Existing	All Hazards	2, 4,	Planning	Low	Staff Time, General Funds	On-going
<b>EX-3</b> —Develop and implement a program to capture perishable data after significant events (e.g. high water marks, preliminary damage estimates, damage photos) to support future mitigation efforts including the implementation and maintenance of the hazard mitigation plan.						
Existing	All Hazards	1, 2, 4, 12	Emergency Management	Medium	Staff Time, General Funds	Short-term
<b>EX-4</b> —Support the County-wide initiatives identified in Volume I of the hazard mitigation plan.						
New and Existing	All Hazards	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12	Lead Contact Department for Plan	Low	Staff Time, General Funds	Short-term
<b>EX-5</b> —Actively participate in the plan maintenance protocols outlined in Volume I of the hazard mitigation plan.						
New and Existing	All Hazards	1, 4	Lead Contact Department for Plan	Low	Staff Time, General Funds	Short-term
<b>EX-6</b> — Continue to maintain good standing and compliance under the National Flood Insurance Program (NFIP). This will be accomplished through the implementation of floodplain management programs that will, at a minimum, meet the requirements of the NFIP:						
<ul style="list-style-type: none"> <li>• Enforcement of the flood damage prevention ordinance</li> <li>• Participate in floodplain identification and mapping updates</li> <li>• Provide public assistance/information on floodplain requirements and impacts.</li> </ul>						
New and Existing	Flood	1, 4, 5, 9	Public Works	Low	Staff Time, General Funds	On-going
<b>EX-7</b> —Work with building officials to identify ways to improve the jurisdictions’ BCEGS classification.						
New	Earthquake, Flood, Landslide, Severe weather, Tsunami, Wildfire	5, 6, 7, 10, 12	Building and Development Services	Low	Staff Time, General Funds	Short-term
<b>EX-8</b> —Develop a post-disaster recovery plan and a debris management plan.						
Existing	All Hazards	1, 2, 4, 9	Emergency Management	Medium	EMPG	Long-term

**EX-9**—Participate in programs such as Firewise, StormReady and the Community Rating System.

Applies to new or existing assets	Hazards Mitigated	Objectives Met	Lead Agency	Estimated Cost	Sources of Funding	Timeline
New and Existing	Dam Failure, Flood, Severe weather, Wildfire	1, 7	Emergency Management* and Public Works	Low	Staff Time, General Funds	Short-term

\*Identified Lead Agency

### Prioritization of Mitigation Actions

Complete the information in the table titled “Mitigation Strategy Priority Schedule” as follows:

- ❖ **Action #**—Indicate the action number from the previous annex table (Hazard Mitigation Action Plan Matrix).
- ❖ **# of Objectives Met**—Enter the number of objectives the action will meet.
- ❖ **Benefits**—Enter “High,” “Medium” or “Low” as follows:
  - High: Project will have an immediate impact on the reduction of risk exposure to life and property.
  - Medium: Project will have a long-term impact on the reduction of risk exposure to life and property, or project will provide an immediate reduction in the risk exposure to property.
  - Low: Long-term benefits of the project are difficult to quantify in the short term.
- ❖ **Costs**—Enter “High,” “Medium” or “Low” as follows:
  - High: Would require an increase in revenue via an alternative source (i.e., bonds, grants, fee increases) to implement. Existing funding levels are not adequate to cover the costs of the proposed project.
  - Medium: Could budget for under existing work-plan, but would require a reapportionment of the budget or a budget amendment, or the cost of the project would have to be spread over multiple years.
  - Low: Possible to fund under existing budget. Project is or can be part of an existing ongoing program.

*If you know the estimated cost of a project because it is part of an existing, ongoing program, indicate the amount.*
- ❖ **Do Benefits Exceed the Cost?**—Enter “Yes” or “No.” This is a qualitative assessment. Enter “Yes” if the benefit rating (high, medium or low) is the same as or higher than the cost rating (high benefit/high cost; high benefit/medium cost; medium benefit/low cost; etc.). Enter “No” if the benefit rating is lower than the cost rating (medium benefit/high cost, low benefit/medium cost; etc.)
- ❖ **Is the Project Grant-Eligible?**—Enter “Yes” or “No.” Refer to the fact sheet on HMGP and PDM.
- ❖ **Can Project Be Funded Under Existing Program Budgets?**—Enter “Yes” or “No.” In other words, is this action currently budgeted for, or would it require a new budget authorization or funding from another source such as grants?
- ❖ **Implementation Priority**— Enter “High,” “Medium” or “Low” as follows:
  - High Priority—An initiative that meets multiple objectives, has benefits that exceed cost, has funding secured or is an ongoing project and meets eligibility requirements for a grant program. High priority

initiatives can be completed in the short term (1 to 5 years). The key factors for high priority initiatives are that they have funding secured and can be completed in the short term.

- Medium Priority—An initiative that meets multiple objectives, that has benefits that exceed costs, and for which funding has not yet been secured, but is eligible for funding. Initiative can be completed in the short term, once funding is secured. Medium priority projects will become high priority projects once funding is secured. The key factors for medium priority initiatives are that they are eligible for funding, but do not yet have funding secured, and they can be completed within the short term.
- Low Priority—An initiative that will mitigate the risk of a hazard, that has benefits that do not exceed the costs or are difficult to quantify, for which funding has not been secured, that is not eligible for grant funding, and for which the time line for completion is long term (1 to 10 years). Low priority initiatives may be eligible for grant funding from other programs that have not yet been identified. Low priority projects are generally “blue-sky” or “wish-list.” projects. Financing is unknown, and they can be completed over a long term.

❖ **Grant Funding Priority**— Enter “High,” “Medium” or “Low” as follows:

- High Priority—An initiative that has been identified as meeting grant eligibility requirements, assessed to have high benefits, is listed as high or medium priority, and where local funding options are unavailable or where dedicated funds could be utilized for projects that are not eligible for grant funding.
- Medium Priority—An initiative that has been identified as meeting grant eligibility requirements, assessed to have medium or low benefits, is listed as medium or low priority, and where local funding options are unavailable.
- Low Priority—An initiative that has not been identified as meeting grant eligibility requirements, or has low benefits.

This prioritization is a simple way to determine that your identified actions meet one of the primary objectives of the Disaster Mitigation Act. It is not the detailed benefit/cost analysis required for HMGP/PDM project grants. The prioritization will identify any projects whose probable benefits will not exceed the probable costs. Those initiatives identified as high-priority grant funding initiatives should be closely reviewed for consideration when grant funding opportunities arise.

**Note:** If a jurisdiction wishes to identify a project as high priority that is outside of the prioritization scheme for high priorities. A note indicating so should be inserted and a rationale should be provided.

Please see the example below based off the recommended initiatives:

TABLE 1-9. MITIGATION STRATEGY PRIORITY SCHEDULE

Action #	# of Objectives Met	Benefits	Costs	Do Benefits Equal or Exceed Costs?	Is Project Grant-Eligible?	Can Project Be Funded Under Existing Programs/Budgets?	Implementation Priority <sup>a</sup>	Grant Priority <sup>a</sup>
EX-1	5	High	High	Yes	Yes	No	Medium	High
EX-2	2	Medium	Low	Yes	No	Yes	High	Low
EX-3	4	Low	Medium	No	No	Maybe	Low	Low
EX-4	12	Low	Low	Yes	No	Yes	High	Low
EX-5	2	Low	Low	Yes	No	Yes	High	Low
EX-6	4	Medium	Low	Yes	No	Yes	High	Low
EX-7	5	Medium	Low	Yes	No	Yes	High	Low
EX-8	4	Medium	Medium	Yes	Yes	No	Medium	High
EX-9	2	Medium	Low	Yes	No	Yes	High	Low

a. See the introduction to this volume for explanation of priorities

### Analysis of Mitigation Actions

Complete the table titled “Analysis of Mitigation Actions” summarizing the mitigation actions by hazard of concern and the following six mitigation types:

- ❖ **Prevention**—Government, administrative or regulatory actions that influence the way land and buildings are developed to reduce hazard losses. Includes planning and zoning, floodplain laws, capital improvement programs, open space preservation, and stormwater management regulations.
- ❖ **Property Protection**—Modification of buildings or structures to protect them from a hazard or removal of structures from a hazard area. Includes acquisition, elevation, relocation, structural retrofit, storm shutters, and shatter-resistant glass.
- ❖ **Public Education and Awareness**—Actions to inform citizens and elected officials about hazards and ways to mitigate them. Includes outreach projects, real estate disclosure, hazard information centers, and school-age and adult education.
- ❖ **Natural Resource Protection**—Actions that minimize hazard loss and preserve or restore the functions of natural systems. Includes sediment and erosion control, stream corridor restoration, watershed management, forest and vegetation management, and wetland restoration and preservation.
- ❖ **Emergency Services**—Actions that protect people and property during and immediately after a hazard event. Includes warning systems, emergency response services, and the protection of essential facilities.
- ❖ **Structural Projects**—Actions that involve the construction of structures to reduce the impact of a hazard. Includes dams, setback levees, floodwalls, retaining walls, and safe rooms.

This exercise demonstrates that the jurisdiction has selected a comprehensive range of actions.

Please see the example below based off the recommended initiatives, but please note that these recommendations are heavy on the prevention spectrum and light in other areas. Planning partners should aim to identify at least one action in each category:



**ANALYSIS OF MITIGATION ACTIONS**

Hazard Type	Action Addressing Hazard, by Mitigation Type <sup>a</sup>					
	1. Prevention	2. Property Protection	3. Public Education and Awareness	4. Natural Resource Protection	5. Emergency Services	6. Structural Projects
Dam Failure	EX-2, EX-3, EX-4, EX-5, EX-6, EX-8	EX-1, EX-6	EX-4, EX-6		EX-8	
Drought	EX-2, EX-3, EX-4, EX-5, EX-8	EX-1	EX-4,		EX-8	
Earthquake	EX-2, EX-3, EX-4, EX-5, EX-7, EX-8	EX-1, EX-7	EX-4		EX-8	
Flood	EX-2, EX-3, EX-4, EX-5, EX-6, EX-7, EX-8	EX-1, EX-6, EX-7	EX-4, EX-6	EX-9	EX-8	
Landslide	EX-2, EX-3, EX-4, EX-5, EX-7, EX-8	EX-1, EX-7	EX-4		EX-8	
Severe weather	EX-2, EX-3, EX-4, EX-5, EX-7, EX-8	EX-1, EX-7, EX-9	EX-4		EX-8, EX-9	
Tsunami	EX-2, EX-3, EX-4, EX-5, EX-7, EX-8	EX-1, EX-7	EX-4		EX-8	
Wildfire	EX-2, EX-3, EX-4, EX-5, EX-7	EX-1, EX-7, EX-9	EX-4, EX-9	EX-9		

### Future needs to better understand risk/vulnerability

In this section, identify any future studies, analyses, reports, or surveys your jurisdiction needs to better understand its vulnerability to identified or currently unidentified risks. These could be needs based on federal or state agency mandates. Please note that this section is optional.

### Additional comments

Use this section to add any additional information pertinent to hazard mitigation and your jurisdiction not covered in this template. Please note that this section is optional.



# Chapter 1.

## Special Purpose District Name

### 1.1 Hazard Mitigation Plan Point of Contact

#### Primary Point of Contact

Name, Title  
 Street Address  
 City, State ZIP  
 Telephone: xxx-xxx-xxxx  
 e-mail Address: xxx@xxx.xxx

#### Alternate Point of Contact

Name, Title  
 Street Address  
 City, State ZIP  
 Telephone: xxx-xxx-xxxx  
 e-mail Address: xxx@xxx.xxx

### 1.2 Jurisdiction Profile

#### 1.2.1 Overview

Insert Narrative Profile Information, per Instructions

**Commented [GK1]:** Be sure to include the following language in this section: The \_\_\_ assumes responsibility for the adoption of this plan; the \_\_\_\_\_ will oversee its implementation.

### 1.3 Planning and regulatory Capabilities

The following existing codes, ordinances, policies or plans are applicable to this hazard mitigation plan:

- ❖ name of code, ordinance, policy or plan
- ❖ name of code, ordinance, policy or plan
- ❖ name of code, ordinance, policy or plan
- ❖ name of code, ordinance, policy or plan

### 1.4 Fiscal, ADMINISTRATIVE and TECHNICAL Capabilities

The jurisdiction participates in the Public Protection Class Rating System and currently has a rating of X. This rating was achieved in MONTH, YEAR. An assessment of fiscal capabilities is presented in Table 1-2. An assessment of administrative and technical capabilities is presented in Table 1-3.

**Commented [GK2]:** If you are not a Fire District, please delete this sentence.

TABLE 1-2. FISCAL CAPABILITY

Financial Resources	Accessible or Eligible to Use?
Capital Improvements Project Funding	Yes/No
Authority to Levy Taxes for Specific Purposes	Yes/No
User Fees for Water, Sewer, Gas or Electric Service	Yes/No
Incur Debt through General Obligation Bonds	Yes/No
Incur Debt through Special Tax Bonds	Yes/No





Financial Resources	Accessible or Eligible to Use?
Incur Debt through Private Activity Bonds	Yes/No
State-Sponsored Grant Programs	Yes/No
Development Impact Fees for Homebuyers or Developers	Yes/No
Other	Yes/No (if yes, please specify)

TABLE 1-3. ADMINISTRATIVE AND TECHNICAL CAPABILITY

Staff/Personnel Resources	Available?	Department/Agency/Position
Planners or engineers with knowledge of land development and land management practices	Yes/No	Insert appropriate information
Engineers or professionals trained in building or infrastructure construction practices	Yes/No	Insert appropriate information
Planners or engineers with an understanding of natural hazards	Yes/No	Insert appropriate information
Staff with training in benefit/cost analysis	Yes/No	Insert appropriate information
Surveyors	Yes/No	Insert appropriate information
Personnel skilled or trained in GIS applications	Yes/No	Insert appropriate information
Scientist familiar with natural hazards in local area	Yes/No	Insert appropriate information
Emergency manager	Yes/No	Insert appropriate information
Grant writers	Yes/No	Insert appropriate information
Other	Yes/No	Insert appropriate information

## 1.5 Education and Outreach Capabilities

An assessment of education and outreach capabilities is presented in Table 1-4.

TABLE 1-6. EDUCATION AND OUTREACH

Criteria	Response
Do you have a Public Information Officer or Communications Office?	Yes/No (if yes, please specify)
Do you have personnel skilled or trained in website development?	Yes/No (if yes, please specify)
Do you have hazard mitigation information available on your website?	Yes/No
<ul style="list-style-type: none"> <li>If yes, please briefly describe.</li> </ul>	Insert appropriate information
Do you utilize social media for hazard mitigation education and outreach?	Yes/No
<ul style="list-style-type: none"> <li>If yes, please briefly describe.</li> </ul>	Insert appropriate information
Do you have any citizen boards or commissions that address issues related to hazard mitigation?	Yes/No
<ul style="list-style-type: none"> <li>If yes, please briefly specify.</li> </ul>	Insert appropriate information
Do you have any other programs already in place that could be used to communicate hazard-related information?	Yes/No
<ul style="list-style-type: none"> <li>If yes, please briefly describe.</li> </ul>	Insert appropriate information
Do you have any established warning systems for hazard events?	Yes/No
<ul style="list-style-type: none"> <li>If yes, please briefly describe.</li> </ul>	Insert appropriate information





## 1.6 Integration with Other Planning Initiatives

The following describe the jurisdiction’s process for integrating the hazard mitigation plan into existing plans and programs.

### 1.6.1 Existing Integration

The following plans and programs currently integrate the goals, risk assessment and/or recommendations of the hazard mitigation plan:

- ❖ Name of plan or program—Brief description of how the plan/program is integrated with the hazard mitigation plan
- ❖ Name of plan or program—Brief description of how the plan/program is integrated with the hazard mitigation plan

### 1.6.2 Opportunities for Future Integration

The following plans and programs do not currently integrate the goals, risk assessment and/or recommendations of the hazard mitigation plan, but provide an opportunity for future integration:

- ❖ Name of plan or program—Brief description of how the plan/program can be integrated with the hazard mitigation plan
- ❖ Name of plan or program— Brief description of how the plan/program can be integrated with the hazard mitigation plan

## 1.7 Jurisdiction-Specific Natural Hazard Event History

Table 1-5 lists all past occurrences of natural hazards within the jurisdiction.

TABLE 1-5. NATURAL HAZARD EVENTS

Type of Event	FEMA Disaster # (if applicable)	Date	Preliminary Damage Assessment
Insert event type		Date	\$
Insert event type		Date	\$
Insert event type		Date	\$
Insert event type		Date	\$
Insert event type		Date	\$
Insert event type		Date	\$
Insert event type		Date	\$
Insert event type		Date	\$
Insert event type		Date	\$
Insert event type		Date	\$
Insert event type		Date	\$
Insert event type		Date	\$
Insert event type		Date	\$
Insert event type		Date	\$
Insert event type		Date	\$

Commented [GK3]: Note: If you do not have \$ estimates, please include a description of the impacts from the hazard event.





Type of Event	FEMA Disaster # (if applicable)	Date	Preliminary Damage Assessment
Insert event type		Date	\$
Insert event type		Date	\$

**Commented [GK3]:** Note: If you do not have \$ estimates, please include a description of the impacts from the hazard event.

## 1.8 Jurisdiction-Specific Vulnerabilities

Noted vulnerabilities the jurisdiction include:

✦ Insert as appropriate.

## 1.9 Hazard Risk Ranking

Table 1-6 presents the ranking of the hazards of concern.

TABLE 1-6. HAZARD RISK RANKING

Rank	Hazard Type	Risk Rating Score (Probability x Impact)	Category
1	Insert hazard type		High/Medium/Low
2	Insert hazard type		High/Medium/Low
3	Insert hazard type		High/Medium/Low
4	Insert hazard type		High/Medium/Low
5	Insert hazard type		High/Medium/Low
6	Insert hazard type		High/Medium/Low
7	Insert hazard type		High/Medium/Low
8	Insert hazard type		High/Medium/Low
9	Insert hazard type		High/Medium/Low

## 1.10 Hazard Mitigation Action Plan and Evaluation of Recommended Actions

Table 1-7 lists the actions that make up the Municipal Jurisdiction Name hazard mitigation action plan. Table 1-8 identifies the priority for each action. Table 1-9 summarizes the mitigation actions by hazard of concern and the six mitigation types.

TABLE 1-7. HAZARD MITIGATION ACTION PLAN MATRIX

Applies to new or existing assets	Hazards Mitigated	Objectives Met	Lead Agency	Estimated Cost	Sources of Funding	Timeline
Action #—Description						
Action #—Description						
Action #—Description						





Applies to new or existing assets	Hazards Mitigated	Objectives Met	Lead Agency	Estimated Cost	Sources of Funding	Timeline
Action #—Description						
Action #—Description						
Action #—Description						
Action #—Description						
Action #—Description						
Action #—Description						
Action #—Description						
Action #—Description						

TABLE 1-8. MITIGATION STRATEGY PRIORITY SCHEDULE

Action #	# of Objectives Met	Benefits	Costs	Do Benefits Equal or Exceed Costs?	Is Project Grant-Eligible?	Can Project Be Funded Under Existing Programs/Budgets?	Implementation Priority <sup>a</sup>	Grant Priority <sup>a</sup>

a. See the introduction to this volume for explanation of priorities.



TABLE 1-9. ANALYSIS OF MITIGATION ACTIONS

Hazard Type	Action Addressing Hazard, by Mitigation Type <sup>a</sup>					
	1. Prevention	2. Property Protection	3. Public Education and Awareness	4. Natural Resource Protection	5. Emergency Services	6. Structural Projects

a. See the introduction to this volume for explanation of mitigation types.

### 1.11 Future Needs to Better Understand Risk/Vulnerability

Insert text, if any; otherwise, delete section

### 1.12 Additional Comments

Insert text, if any; otherwise, delete section



# Instructions for Completing Special District Annex Template

The jurisdictional annex templates for the 2016 San Mateo County Hazard Mitigation Plan will be completed in three phases. **This document provides instructions for completing all phases of the template for special districts.**

**If your jurisdiction completed and submitted Phase 1 and Phase 2**, Phase 3 has been added to the end of your annex to date. Any planning team comments, questions or suggestions have been included as blue highlighted notes and/or comments. Any yellow highlights indicate areas where missing information should be filled in. Phase 3 instructions begin on page 5.

**SPECIAL DISTRICT ANNEX:**

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This document provides instructions for completing **all phases** of the jurisdictional annex template for special districts. **Templates should be completed by <DATE>**.

---

**Associated Document:**

Phase3\_SpecialDistrictTemplate  
Jurisdictional Annex Tool Kit

**Any questions on completing the template should be directed to:**

**ADD CONTACT INFORMATION**

## PHASE 1 INSTRUCTIONS

### Chapter Title

In the chapter title at the top of Page 1, type in the complete official name of your district (e.g. West County Fire Protection District #1, Johnsonville Flood Protection District, etc.). Please do not change the chapter number. Revise only the jurisdiction name.

### Hazard Mitigation Plan Point of Contact

Please provide the name, title, mailing address, telephone number, and e-mail address for the primary point of contact for your jurisdiction. This should be the person responsible for monitoring, evaluating and updating the annex for your jurisdiction. This person should also be the principle liaison between your jurisdiction and the Steering Committee overseeing development of this plan.

**A NOTE ABOUT FORMATTING:**

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The template for the annex is a Microsoft Word document in a format that will be used in the final plan. Partners are asked to use this template so that a uniform product will be completed for each partner. Partners who do not have Microsoft Word capability may prepare the document in other formats, and the planning team will convert it to the Word format.

Content should be entered within the yellow, highlighted text that is currently in the template, rather than creating text in another document and pasting it into the template. Text from another source will alter the style and formatting of the document.

The numbering in the document will be updated when completed annexes are combined into the final document. Please do not adjust any of this numbering.



In addition, designate an alternate point of contact. This would be a person to contact should the primary point of contact be unavailable or no longer employed by the jurisdiction.

*Note: Both of these contacts should match the contacts that were designated in your jurisdiction's letter of intent to participate in this planning process. If you have changed the primary or secondary contact, please let the planning team know by inserting a comment into the document.*

## Jurisdiction Profile

### Overview

Please provide a brief summary description of your jurisdiction. Please be sure to include:

- ❖ the purpose of the jurisdiction,
- ❖ the date of inception,
- ❖ the type of organization,
- ❖ the number of employees,
- ❖ the mode of operation (i.e., how operations are funded),
- ❖ the type of governing body, and who has adoptive authority,
- ❖ a description of who the jurisdiction's customers are (if applicable, include number of users or subscribers), and
- ❖ a geographical description of the service area.

#### EXAMPLE JURISDICTION NARRATIVE PROFILE:

The Johnsonville Community Services District is a special district created in 1952 to provide water and sewer service to the unincorporated area east of the City of Smithburg known as Johnsonville. The District's designated service area expanded throughout the years to include other unincorporated areas of Jones County: Creeks Corner, Jones Hill, Fields Landing, King Salmon, and Freshwater. A five-member elected Board of Directors governs the District. The Board assumes responsibility for the adoption of this plan; the General Manager will oversee its implementation. As of April 30, 2014, the District serves 7,305 water connections and 6,108 sewer connections, with a current staff of 21. Funding comes primarily through rates and revenue bonds.

Provide information similar to the example provided in the box above. This should be information that is specific to your jurisdiction and will not be provided in the overall, county-wide mitigation plan document.

## Service Area and Trends

In the first paragraph, insert the following:

- ❖ **Population Served**—List the population that your jurisdiction provides services to. If you do not know this number directly, create an estimate (e.g., the number of service connections times the average service area household size based on Census data).
- ❖ **Land Area Served**—Enter the service area of your jurisdiction in acres or square miles.

Enter a brief description of how your jurisdiction's services are projected to expand in the foreseeable future and why. Note any identified capital improvements needed to meet the projected expansion. Examples are as follows:

- ❖ **For a Fire District**—Portions of the jurisdiction have experienced a 13-percent growth over the last five years. Land use designations allow for an increase in light commercial and residential land uses within the service

area. This increase in density will represent an increase in population and thus a projected increase in call volume. Our District is experiencing an average annual increase in call volume of 13 percent.

- ❖ **For Dike/Drainage/Flood Control District**—Portions of the jurisdiction have experienced a 13 percent growth over the last five years. Land use designations allow for an increase in light commercial and residential land uses within the service area. This increase in density of land use will result in an increase in impermeable surface within our service area and thus increase the demand on control facilities.
- ❖ **For a Water District**—Portions of the jurisdiction have experienced a 13 percent growth over the last five years. Land use designations allow for an increase in light commercial and residential land uses within the service area. This increase in density of land use will represent an increase in the number of housing units within the service area and thus represent an expansion of the district’s delivery network.

## Assets

Complete the table titled “Special District Assets” as follows (Please note: estimates on replacement value are perfectly acceptable):

- ❖ **Property**—Enter the area of property owned by the jurisdiction in acres or square miles and the assessed value of that property.
- ❖ **List of Critical Infrastructure and Equipment**—List all infrastructure and equipment owned by your jurisdiction that is critical to the jurisdiction’s operations. Briefly describe the item and give its estimated replacement-cost value. Examples are as follows:
  - Fire Districts— This is the equipment that is essential for you to deliver services to this area should a natural hazard occur. It is not necessary to provide a detailed inventory of each engine and truck and its contents. A summary will suffice, such as “5 Engines, 2 ladders, and their contents.” Do not list reserve equipment.
  - Dike/Flood Control Districts—Miles of levees, pump stations, retention/detention ponds, tide gates, miles of ditches, etc., within natural hazard risk zones.
  - Water Districts—Total length of pipe (it is not necessary to specify size and type), pump stations, treatment facilities, dams and reservoirs, within natural hazard risk zones.
  - Public Utility Districts—Miles of power line (above ground and underground), generators, power generating sub-stations, miles of pipeline, etc.
  - School Districts—Anything, besides school buildings, that is critical for you to operate (e.g., school buses if you own a fleet of school buses).
- ❖ **Total Value of Critical Infrastructure/Equipment**—Enter total replacement-cost value of the critical infrastructure and equipment listed above.
- ❖ **List of Critical Facilities Owned by the Jurisdiction**—List all buildings and other facilities that are critical to your jurisdiction’s operations. Briefly describe the facility and give its estimated replacement-cost value.
- ❖ **Total Value of Critical Facilities**— Enter total replacement-cost value of the critical facilities listed above.

## PHASE 2 INSTRUCTIONS

### Planning and Regulatory Capabilities

List any federal, state, local or district laws, ordinances, codes and policies that govern your jurisdiction that include elements related to hazard mitigation. Describe how these laws may support or conflict with the mitigation strategies of this plan. List any other plans, studies or other documents that address hazard mitigation issues for your jurisdiction. “None applicable” is a possible answer for this section.

### Fiscal, Administrative and Technical Capabilities

If your jurisdiction is a Fire District and participates in the Public Protection Class Rating System, please complete the first sentence in this section. If your jurisdiction is not a fire district, please delete the yellow highlighted sentence.

#### Fiscal Capability

Complete the table titled “Fiscal Capability” to identify what financial resources (other than the Hazard Mitigation Grant Program and the Pre-Disaster Mitigation Grant Program) are available to your jurisdiction for implementing mitigation actions. Indicate whether each of the listed financial resources is accessible to your jurisdiction. Enter “Yes” if the resource is fully accessible to your jurisdiction. Enter “No” if there are limitations or prerequisites that may hinder your eligibility for this resource.

Please note that some helpful comments are included in the template document.

#### Administrative and Technical Capability

This section requires you to take inventory of the staff/personnel resources available to your jurisdiction to help with hazard mitigation planning and implementation of specific mitigation actions.

Complete the table titled “Administrative and Technical Capability” by indicating whether your jurisdiction has access to each of the listed personnel resources. Enter “Yes” or “No” in the column labeled “Available?”. If yes, then enter the department and position title in the right-hand column.

Please note that if you have contract support staff with these capabilities you can still answer “Yes.” Please just indicate contract support in the department column.

### Education and Outreach Capabilities

Complete the table titled “Education and Outreach” to indicate your jurisdiction’s capabilities and existing efforts regarding natural hazard mitigation education and outreach.

### Integration with Other Planning Initiatives

After reviewing the plans, programs and ordinances identified in the above capability assessment, please identify those plans and programs where the goals and recommendations of the hazard mitigation plan have already been integrated

and those plans and programs that offer opportunities for future integration. It is important to describe the process by which these plans and programs are or will be integrated. Generally speaking, FEMA recommends integration through

- ❖ Integrating plan goals with community objectives (e.g. incorporating goals for risk reduction and safety into the policies of other plans)
- ❖ Using the risk assessment to inform plans and policies (e.g. incorporation into strategic plans)
- ❖ Implementing mitigation actions through existing mechanisms (e.g. including mitigation projects in the capital improvement plan)
- ❖ Thinking about mitigation pre- and post-disaster (e.g. building recovery planning on existing mitigation plans and goals).

## PHASE 3 INSTRUCTIONS

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### Jurisdiction-Specific Natural Hazard Event History

#### Chronological List of Hazard Events

In the table titled “Natural Hazard Events,” list in chronological order (most recent first) any natural hazard event that has caused damage to your jurisdiction. Include the date of the event and the estimated dollar amount of damage it caused. You are welcome to include any events, but special attention should be made to include major storms and federally declared disasters. Please refer to the SHELDTUS data and Federal Disaster Declarations included in the tool kit, and the summary of natural hazard events within risk assessment of the overall hazard mitigation plan. Potential sources of damage information include:

- ❖ Preliminary damage estimates your jurisdiction filed with the county or state
- ❖ Insurance claims data
- ❖ Newspaper archives
- ❖ Other plans/documents that deal with emergency management (safety element of a comprehensive plan, emergency response plan, etc.)
- ❖ Resident input.

If you do not have estimates for dollars of damage caused, please list “Not Available” in the appropriate column. You may also provide a brief description of damages if desired. Please note that tracking such damages, is a valid and useful mitigation action if your jurisdiction does not currently track such information.

### Jurisdiction-Specific NOTED VULNERABILITIES

#### Other Vulnerabilities

Please list any noted vulnerabilities in your jurisdiction related to hazard mitigation. This may include things such as the following:

- ❖ An urban drainage issue that results in localized flooding every time it rains.

- ❖ An area of the community that frequently loses power due to a lack of tree maintenance.
- ❖ A critical facility, such as a police station, that is not equipped with a generator.
- ❖ A neighborhood that has the potential to have ingress and egress cut off as the result of a hazard event, such as a flood or earthquake (e.g. bridge only access).
- ❖ Substantial number of buildings in one area of the community are unreinforced masonry.
- ❖ An area along the river is eroding and threatening public and/or private property.

## Hazard Risk Ranking

The risk ranking performed for the overall planning area is presented in the risk assessment section of the overall hazard mitigation plan. However, each jurisdiction has differing degrees of risk exposure and vulnerability and therefore needs to rank risk for its own area, using the same methodology as used for the overall planning area. The risk-ranking exercise assesses two variables for each hazard: its probability of occurrence; and its potential impact on people, property and the economy. The instructions below describe the methodology for how these rankings were derived.

***Please note that Tetra Tech will complete and distribute the hazard risk ranking results for each jurisdiction. Jurisdictions will simply need to review the risk ranking and transfer the results into the template. This information will be distributed at a later date.***

### *Complete Risk Ranking in Template*

Review the hazard risk ranking information that Tetra Tech has provided and complete the table titled “Hazard Risk Ranking” in your template. The hazard with the highest risk rating should be listed at the top of table titled “Hazard Risk Ranking” in your template and given a rank of 1; the hazard with the second highest rating should be listed second with a rank of 2; and so on. Two hazards with equal risk ratings should be given the same rank. After completing this, review the distribution of hazard scores and determine “High,” Medium,” and “Low” assignments for each hazard of concern. It is important to note, that this should be determined by the range of scores rather than assigning a certain number of hazards to each category.

It is also important to note that this exercise should not override your subjective assessment of relative risk based on your knowledge of the history of natural hazard events in your jurisdiction. If this risk ranking exercise generates results other than what you know based on substantiated data and documentation, you may alter the ranking based on this knowledge. If this is the case, please note this fact in your template. Remember, one of the purposes of this exercise is to support the selection and prioritization of actions in your plan. If you identify an action with a high priority that mitigates the risk of a hazard you have ranked low, that project may not be competitive in the grant arena.

### Risk Ranking Methodology

***The information that follows was completed for each jurisdiction using the Risk Ranking Worksheet and Loss Estimate Matrix developed by Tetra Tech. This information will be distributed to the planning partnership at a later date.***

**Note:** When reviewing the risk ranking results, it is important to remember that this exercise is about categorizing hazards into broad levels of risk (e.g. high, medium, low). It is not an exercise in precision.

### *Determine Probability of Occurrence for Each Hazard*

A probability factor is assigned based on how often a hazard is likely to occur. The probability of occurrence of a hazard event is generally based on past hazard events in an area, although some weight can be given to expected future probability of occurrence based on established return intervals. For example, if your jurisdiction has experienced two damaging floods in the last 25 years, the probability of occurrence is high for flooding and scores a 3 under this category. If your jurisdiction has experienced no damage from landslides in the last 100 years, your probability of occurrence for landslide is low, and scores a 1 under this category.

In **Table 1**, list the probability of occurrence for each hazard as it pertains to your jurisdiction. Simply write, “**High**,” “**Medium**,” “**Low**,” or “**None**” in the grey column in Table 1:

- ❖ High—Hazard event is likely to occur within 25 years (Probability Factor = 3)
- ❖ Medium—Hazard event is likely to occur within 100 years (Probability Factor = 2)
- ❖ Low—Hazard event is not likely to occur within 100 years (Probability Factor = 1)
- ❖ None—If there is no exposure to a hazard, there is no probability of occurrence (Probability Factor = 0)

### *Determine Potential Impacts of Each Hazard*

The impact of each hazard was divided into three categories: impacts on people, impacts on property, and impacts on the economy/operations. These categories were also assigned weighted values. Impact on people was assigned a weighting factor of 3, impact on property was assigned a weighting factor of 2 and impact on the economy/operations was assigned a weighting factor of 1.

Impact factors for each category (people, property, economy) are described below:

- ❖ **People**—Values are assigned based on the percentage of the total **population exposed** to the hazard event. The degree of impact on individuals will vary and is not measurable, so the calculation assumes for simplicity and consistency that all people exposed to a hazard because they live in a hazard zone will be equally impacted when a hazard event occurs. Impact factors were assigned as follows:
  - High—25 percent or more of the population is exposed to a hazard (Impact Factor = 3)
  - Medium—10 percent to 24 percent of the population is exposed to a hazard (Impact Factor = 2)
  - Low—9 percent or less of the population is exposed to the hazard (Impact Factor = 1)
  - No impact—None of the population is exposed to a hazard (Impact Factor = 0)
- ❖ **Property**—Values are assigned based on the percentage of the total **property value exposed** to the hazard event:
  - High—25 percent or more of the total replacement value is exposed to a hazard (Impact Factor = 3)
  - Medium—10 percent to 24 percent of the total replacement value is exposed to a hazard (Impact Factor = 2)
  - Low—9 percent or less of the total replacement value is exposed to the hazard (Impact Factor = 1)
  - No impact—None of the total replacement value is exposed to a hazard (Impact Factor = 0)

- ❖ Economy or Operations—Impact on operations is assessed based on estimates of *how long it will take your jurisdiction to become 100-percent operable* after a hazard event.
  - High = functional downtime of 365 days or more (Impact Factor = 3)
  - Medium = Functional downtime of 180 to 364 days (Impact Factor = 2)
  - Low = Functional downtime of 180 days or less (Impact Factor = 1)
  - No Impact = No functional downtime is estimated from the hazard (Impact Factor = 0)

The following sections provide information on completing the risk ranking for your jurisdiction.

### *Impacts on People*

The percent of the total population exposed to each hazard of concern with a defined extent and location (e.g. floodplain) can be found in the loss estimate matrix in the **green highlighted column**. It may be necessary for you to make estimates based on looking at the hazard maps and the populations that you serve. For those hazards that do not have a defined extent and location (e.g. severe weather) the entire population is generally considered to be exposed. For the drought hazard, it is common for jurisdictions to list “low” or “none,” because all people in the planning area would be exposed to drought, but impacts to the health and safety of individuals are expected to be minimal.

In the grey column in **Table 2**, please list the **percentage of the total population exposed** (e.g. 4.5 or 100). Remember, when you are estimating, the range limits are more important than the actual number (i.e. more than 25, between 25 and 10, and less than 10).

### *Impacts on Property*

Estimate the impacts on property for your jurisdiction by reviewing the critical facility exposure estimates provided in the loss estimate information. Estimate the percentage of your total assets that are exposed to each hazard of concern (note: review your assets table in phase 1 of your annex). You may also wish to review the maps. For the drought hazard, it is common for jurisdictions to list “low” or “none,” because all structures in the planning area would be exposed to drought, but impacts to structures are expected to be minimal.

In the grey column in **Table 4**, please list the **percentage of the total value exposed** (e.g. 4.5 or 100). Remember, when you are estimating, the range limits are more important than the actual number (i.e. more than 25, between 25 and 10, and less than 10).

### *Impacts on the Economy/Operations*

The loss estimates for each critical facility that was impacted for each hazard of concern that was modeled (i.e. dam failure, flood, earthquake) can be found in the critical facility vulnerability results in the **yellow highlighted column**. For those hazards that do not have modelled results, use your subjective judgement and institutional knowledge.

In the grey column in **Table 6**, please list the **functional downtime in days** (e.g. 1 or 300). Remember, when you are estimating, the range limits are more important than the actual number (i.e. more than 365, between 354 and 180, and less than 180).

### Determine Risk Rating for Each Hazard

A risk rating for each hazard is determined by multiplying the assigned probability factor by the sum of the weighted impact factors for people, property and the economy:

$$\text{Risk Rating} = \text{Probability Factor} \times \text{Weighted Impact Factor} \{ \text{people} + \text{property} + \text{economy/operations} \}$$

The risk ranking results will be automatically tabulated for you for each hazard of concern in **Table 7**.

## Hazard Mitigation Action Plan

### Action Plan Matrix

Identify the actions your jurisdiction would like to pursue with this plan. Refer to the mitigation catalog for mitigation options you might want to consider. Be sure to consider the following factors in your selection of actions:

- ❖ Select actions that are consistent with the overall purpose, goals, and objectives of the hazard mitigation plan.
- ❖ Identify projects where benefits exceed costs.
- ❖ Include any project that your jurisdiction has committed to pursuing regardless of grant eligibility.
- ❖ Know what is and is not grant-eligible under the HMGP and PDM (see fact sheet provided). Listing HMGP or PDM as a potential funding source for an ineligible project will be a red flag when this plan goes through review. If you have projects that are not HMGP or PDM grant eligible, but do mitigate part or all of the hazard and may be eligible for other grant programs sponsored by other agencies, include them in this section.
- ❖ You should identify at least one action for your highest ranked risk, but hazard-specific projects for every hazard are not required. If you have not identified an earthquake related project, and an earthquake occurs that causes damage in your jurisdiction, you are not discounted from HMGP project grant eligibility.

#### WORDING YOUR ACTION DESCRIPTIONS:

Descriptions of your actions need not provide great detail. That will come when you apply for a project grant. Provide enough information to identify the project's scope and impact. The following are typical descriptions for an action plan action:

- **Action 1**—Address repetitive-loss properties. Through targeted mitigation relocate or retrofit the nine pump stations that have been repetitively damaged.
- **Action 2**—Perform a non-structural, seismic retrofit of the administrative building.
- **Action 3**—Develop a schedule to underground overhead powerlines.

### Recommended Actions

We recommend that the following actions be included in every planning partners' annex. The specifics of these actions should be adjusted as needed for the particulars of each community.

- ❖ Where appropriate, support retro-fitting, purchase or relocation of structures located in high hazard areas and prioritize those structures that have experienced repetitive losses.
- ❖ Integrate the hazard mitigation plan into other plans and programs that support infrastructure investments choices, such as the capital improvement program.



- ❖ Develop and implement a program to capture perishable data after significant events (e.g. high water marks, preliminary damage estimates, damage photos) to support future mitigation efforts including the implementation and maintenance of the hazard mitigation plan.
- ❖ Support the County-wide initiatives identified in Volume I of the hazard mitigation plan.
- ❖ Actively participate in the plan maintenance protocols outlined in Volume I of the hazard mitigation plan.
- ❖ Consider the development of a post-disaster recovery plan and a debris management plan.

### Complete the Table

Complete the table titled “Hazard Mitigation Action Plan Matrix” for all the actions you have identified:

- ❖ Enter the action number and description .
- ❖ Indicate whether the action mitigates hazards for new or existing assets.
- ❖ Identify the specific hazards the action will mitigate.
- ❖ Identify by number the mitigation plan objectives that the action addresses (see Tool Kit).
- ❖ Indicate who will be the lead in administering the project. This will most likely be a department within your jurisdiction (e.g. planning or public works). If you wish to indicate more than one department, please ensure that it is clear who the lead agency will be (i.e note with an \*)
- ❖ Enter an estimated cost in dollars if known; otherwise, enter “High,” “Medium” or “Low” as determined for the prioritization process described in the following section.
- ❖ Identify funding sources for the project. If it is a grant, include the funding sources for the cost share. Refer to your fiscal capability assessment to identify possible sources of funding.
- ❖ Indicate the time line as “short term” (1 to 5 years) or “long term” (5 years or greater) or on-going (a continual program)
- ❖ Please see the table below for an example for the recommended initiatives above:

**ACTION ITEM NUMBERING:**

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Please use the following action item numbering conventions:

- Belmont Fire Protection District: BFPD-1
- Colma Fire: CF-1
- Highlands Recreation District: HRD-1
- Jefferson Union High School District: JUHS-1
- Pacifica School District: PSD-1
- San Mateo Community College District: SMCC-1
- Westborough Water District: WWD-1
- Woodside Fire District: WFD-1
- North Coast County Water District: NCCWD-1
- Mid-Peninsula Water District: MPWD-1

**EXAMPLE ACTION PLAN MATRIX**

Applies to new or existing assets	Hazards Mitigated	Objectives Met	Lead Agency	Estimated Cost	Sources of Funding	Timeline
Existing	All Hazards	4, 5, 7, 9, 10	Maintenance	High	HMGP, PDM, FMA, CDBG-DR	Short-term

**EX-2**— Integrate the hazard mitigation plan into other plans and programs that support infrastructure investments choices, such as the capital improvement program.

Applies to new or existing assets	Hazards Mitigated	Objectives Met	Lead Agency	Estimated Cost	Sources of Funding	Timeline
New and Existing	All Hazards	2, 4,	Board	Low	Staff Time, General Funds	On-going
<b>EX-3</b> —Develop and implement a program to capture perishable data after significant events (e.g. high water marks, preliminary damage estimates, damage photos) to support future mitigation efforts including the implementation and maintenance of the hazard mitigation plan.						
Existing	All Hazards	1, 2, 4, 12	Emergency Management	Medium	Staff Time, General Funds	Short-term
<b>EX-4</b> —Support the County-wide initiatives identified in Volume I of the hazard mitigation plan.						
New and Existing	All Hazards	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12	Lead Contact Department for Plan	Low	Staff Time, General Funds	Short-term
<b>EX-5</b> —Actively participate in the plan maintenance protocols outlined in Volume I of the hazard mitigation plan.						
New and Existing	All Hazards	1, 4	Lead Contact Department for Plan	Low	Staff Time, General Funds	Short-term
<b>EX-6</b> —Develop a post-disaster recovery plan and a debris management plan.						
Existing	All Hazards	1, 2, 4, 9	Emergency Management	Medium	EMPG	Long-term

\*Identified Lead Agency

## Prioritization of Mitigation Actions

Complete the information in the table titled “Mitigation Strategy Priority Schedule” as follows:

- ❖ **Action #**—Indicate the action number from the previous annex table (Hazard Mitigation Action Plan Matrix).
- ❖ **# of Objectives Met**—Enter the number of objectives the action will meet.
- ❖ **Benefits**—Enter “High,” “Medium” or “Low” as follows:
  - High: Project will have an immediate impact on the reduction of risk exposure to life and property.
  - Medium: Project will have a long-term impact on the reduction of risk exposure to life and property, or project will provide an immediate reduction in the risk exposure to property.
  - Low: Long-term benefits of the project are difficult to quantify in the short term.
- ❖ **Costs**—Enter “High,” “Medium” or “Low” as follows:
  - High: Would require an increase in revenue via an alternative source (i.e., bonds, grants, fee increases) to implement. Existing funding levels are not adequate to cover the costs of the proposed project.
  - Medium: Could budget for under existing work-plan, but would require a reapportionment of the budget or a budget amendment, or the cost of the project would have to be spread over multiple years.
  - Low: Possible to fund under existing budget. Project is or can be part of an existing ongoing program.

*If you know the estimated cost of a project because it is part of an existing, ongoing program, indicate the amount.*

- ❖ **Do Benefits Exceed the Cost?**—Enter “Yes” or “No.” This is a qualitative assessment. Enter “Yes” if the benefit rating (high, medium or low) is the same as or higher than the cost rating (high benefit/high cost; high benefit/medium cost; medium benefit/low cost; etc.). Enter “No” if the benefit rating is lower than the cost rating (medium benefit/high cost, low benefit/medium cost; etc.)
- ❖ **Is the Project Grant-Eligible?**—Enter “Yes” or “No.” Refer to the fact sheet on HMGP and PDM.
- ❖ **Can Project Be Funded Under Existing Program Budgets?**—Enter “Yes” or “No.” In other words, is this action currently budgeted for, or would it require a new budget authorization or funding from another source such as grants?
- ❖ **Implementation Priority**— Enter “High,” “Medium” or “Low” as follows:
  - High Priority—An initiative that meets multiple objectives, has benefits that exceed cost, has funding secured or is an ongoing project and meets eligibility requirements for a grant program. High priority initiatives can be completed in the short term (1 to 5 years). The key factors for high priority initiatives are that they have funding secured and can be completed in the short term.
  - Medium Priority—An initiative that meets multiple objectives, that has benefits that exceed costs, and for which funding has not yet been secured, but is eligible for funding. Initiative can be completed in the short term, once funding is secured. Medium priority projects will become high priority projects once funding is secured. The key factors for medium priority initiatives are that they are eligible for funding, but do not yet have funding secured, and they can be completed within the short term.
  - Low Priority—An initiative that will mitigate the risk of a hazard, that has benefits that do not exceed the costs or are difficult to quantify, for which funding has not been secured, that is not eligible for grant funding, and for which the time line for completion is long term (1 to 10 years). Low priority initiatives may be eligible for grant funding from other programs that have not yet been identified. Low priority projects are generally “blue-sky” or “wish-list.” projects. Financing is unknown, and they can be completed over a long term.
- ❖ **Grant Funding Priority**— Enter “High,” “Medium” or “Low” as follows:
  - High Priority—An initiative that has been identified as meeting grant eligibility requirements, assessed to have high benefits, is listed as high or medium priority, and where local funding options are unavailable or where dedicated funds could be utilized for projects that are not eligible for grant funding.
  - Medium Priority—An initiative that has been identified as meeting grant eligibility requirements, assessed to have medium or low benefits, is listed as medium or low priority, and where local funding options are unavailable.
  - Low Priority—An initiative that has not been identified as meeting grant eligibility requirements, or has low benefits.

This prioritization is a simple way to determine that your identified actions meet one of the primary objectives of the Disaster Mitigation Act. It is not the detailed benefit/cost analysis required for HMGP/PDM project grants. The prioritization will identify any projects whose probable benefits will not exceed the probable costs. Those initiatives identified as high-priority grant funding initiatives should be closely reviewed for consideration when grant funding opportunities arise.

**Note:** If a jurisdiction wishes to identify a project as high priority that is outside of the prioritization scheme for high priorities. A note indicating so should be inserted and a rationale should be provided.

Please see the example below based off the recommended initiatives:

**TABLE 1-9. MITIGATION STRATEGY PRIORITY SCHEDULE**

Action #	# of Objectives Met	Benefits	Costs	Do Benefits Equal or Exceed Costs?	Is Project Grant-Eligible?	Can Project Be Funded Under Existing Programs/Budgets?	Implementation Priority <sup>a</sup>	Grant Priority <sup>a</sup>
EX-1	5	High	High	Yes	Yes	No	Medium	High
EX-2	2	Medium	Low	Yes	No	Yes	High	Low
EX-3	4	Low	Medium	No	No	Maybe	Low	Low
EX-4	12	Low	Low	Yes	No	Yes	High	Low
EX-5	2	Low	Low	Yes	No	Yes	High	Low
EX-6	4	Medium	Medium	Yes	Yes	No	Medium	High

### Analysis of Mitigation Actions

Complete the table titled “Analysis of Mitigation Actions” summarizing the mitigation actions by hazard of concern and the following six mitigation types:

- ❖ **Prevention**—Government, administrative or regulatory actions that influence the way land and buildings are developed to reduce hazard losses. Includes planning and zoning, floodplain laws, capital improvement programs, open space preservation, and stormwater management regulations.
- ❖ **Property Protection**—Modification of buildings or structures to protect them from a hazard or removal of structures from a hazard area. Includes acquisition, elevation, relocation, structural retrofit, storm shutters, and shatter-resistant glass.
- ❖ **Public Education and Awareness**—Actions to inform citizens and elected officials about hazards and ways to mitigate them. Includes outreach projects, real estate disclosure, hazard information centers, and school-age and adult education.
- ❖ **Natural Resource Protection**—Actions that minimize hazard loss and preserve or restore the functions of natural systems. Includes sediment and erosion control, stream corridor restoration, watershed management, forest and vegetation management, and wetland restoration and preservation.
- ❖ **Emergency Services**—Actions that protect people and property during and immediately after a hazard event. Includes warning systems, emergency response services, and the protection of essential facilities.

- ❖ **Structural Projects**—Actions that involve the construction of structures to reduce the impact of a hazard. Includes dams, setback levees, floodwalls, retaining walls, and safe rooms.

This exercise demonstrates that the jurisdiction has selected a comprehensive range of actions.

Please see the example below based off the recommended initiatives, but please note that these recommendations are heavy on the prevention spectrum and light in other areas. Planning partners should aim to identify at least one action in each category:

**ANALYSIS OF MITIGATION ACTIONS**

Hazard Type	Action Addressing Hazard, by Mitigation Type <sup>a</sup>					
	1. Prevention	2. Property Protection	3. Public Education and Awareness	4. Natural Resource Protection	5. Emergency Services	6. Structural Projects
Dam Failure	EX-2, EX-3, EX-4, EX-5, EX-6	EX-1	EX-4		EX-6	
Drought	EX-2, EX-3, EX-4, EX-5, EX-6	EX-1	EX-4,		EX-6	
Earthquake	EX-2, EX-3, EX-4, EX-5, EX-6	EX-1	EX-4		EX-6	
Flood	EX-2, EX-3, EX-4, EX-5, EX-6	EX-1	EX-4		EX-6	
Landslide	EX-2, EX-3, EX-4, EX-5, EX-6	EX-1	EX-4		EX-6	
Severe weather	EX-2, EX-3, EX-4, EX-5, EX-6	EX-1	EX-4		EX-6	
Tsunami	EX-2, EX-3, EX-4, EX-5 EX-6	EX-1	EX-4		EX-6	
Wildfire	EX-2, EX-3, EX-4, EX-5, EX-6	EX-1	EX-4		EX-6	

### Future needs to better understand risk/vulnerability

In this section, identify any future studies, analyses, reports, or surveys your jurisdiction needs to better understand its vulnerability to identified or currently unidentified risks. These could be needs based on federal or state agency mandates. Please note that this section is optional.

### Additional comments

Use this section to add any additional information pertinent to hazard mitigation and your jurisdiction not covered in this template. Please note that this section is optional.