

the hazard mitigation planning process

Hazard mitigation planning is the process of determining how to reduce or eliminate the loss of life and property damage resulting from natural and human-caused hazards. Four basic phases are described for the hazard mitigation planning process as shown in this diagram.

For illustration purposes, this diagram portrays a process that appears to proceed sequentially. However, the mitigation planning process is rarely a linear process. It is not unusual that ideas developed while assessing risks should need revision and additional information while developing the mitigation plan, or that implementing the plan may result in new goals or additional risk assessment.

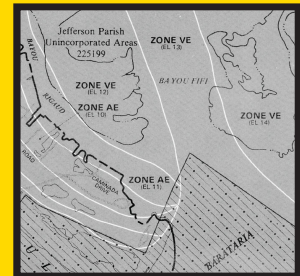
organize resources

From the start, communities should focus on the resources needed for a successful mitigation planning process. Essential steps include identifying and organizing interested members of the community as well as the technical expertise required during the planning process.



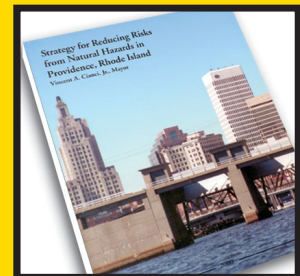
assess risks

Next, communities need to identify the characteristics and potential consequences of hazards. It is important to understand how much of the community can be affected by specific hazards and what the impacts would be on important community assets.



develop a mitigation plan

Armed with an understanding of the risks posed by hazards, communities need to determine what their priorities should be and then look at possible ways to avoid or minimize the undesired effects. The result is a hazard mitigation plan and strategy for implementation.



implement the plan and monitor progress

Communities can bring the plan to life in a variety of ways ranging from implementing specific mitigation projects to changes in the day-to-day operation of the local government. To ensure the success of an on-going program, it is critical that the plan remains relevant. Thus, it is important to conduct periodic evaluations and make revisions as needed.



foreword

foreword

The Federal Emergency Management Agency (FEMA) has developed this series of mitigation planning "how-to" guides to assist states, communities, and tribes in enhancing their hazard mitigation planning capabilities.

These guides are designed to provide the type of information state and local governments need to initiate and maintain a planning process that will result in safer communities. These guides are applicable to states and communities of various sizes and varying ranges of financial and technical resources.

This how-to series is not intended to be the last word on any of the subject matter covered; rather, it is meant to provide easy to understand guidance for the field practitioner. In practice, these guides may be supplemented with more extensive technical data and the use of experts when necessary.



mit-i-gate\ 1: to cause to become less harsh or hostile; 2: to make less severe or painful.

As defined by DMA 2000- hazard mitigation: any sustained action taken to reduce or eliminate the long-term risk to human life and property from hazards.

plan-ning\: the act or process of making or carrying out plans; *specif:* the establishment of goals, policies, and procedures for a social or economic unit.



The Disaster Mitigation Act of 2000

In the past, federal legislation has provided funding for disaster relief, recovery, and some hazard mitigation planning. The Disaster Mitigation Act of 2000 (DMA 2000) is the latest legislation to improve this planning process and was put into motion on October 10, 2000, when the President signed the Act (Public Law 106-390). The new legislation reinforces the importance of mitigation planning and emphasizes planning for disasters before they occur. As such, this Act establishes a pre-disaster hazard mitigation program and new requirements for the national post-disaster Hazard Mitigation Grant Program (HMGP).

Section 322 of the Act specifically addresses mitigation planning at the state and local levels. It identifies new requirements that allow HMGP funds to be used for planning activities, and increases the amount of HMGP funds available to states that have developed a comprehensive, enhanced mitigation plan prior to a disaster. States and communities must have an approved mitigation plan in place prior to receiving post-disaster HMGP funds. Local and tribal mitigation plans must demonstrate that their proposed mitigation measures are based on a sound planning process that accounts for the risk to and the capabilities of the individual communities.

State governments have certain responsibilities for implementing Section 322, including:

- Preparing and submitting a standard or enhanced state mitigation plan;
- Reviewing and updating the state mitigation plan every three years;
- Providing technical assistance and training to local governments to assist them in applying for HMGP grants and in developing local mitigation plans; and
- Reviewing and approving local plans if the state is designated a managing state and has an approved enhanced plan.

DMA 2000 is intended to facilitate cooperation between state and local authorities, prompting them to work together. It encourages and rewards local and state pre-disaster planning and promotes sustainability as a strategy for disaster resistance. This enhanced planning network will better enable local and state governments to articulate accurate needs for mitigation, resulting in faster allocation of funding and more effective risk reduction projects.

To implement the new DMA 2000 requirements, FEMA prepared an Interim Final Rule, published in the Federal Register on February 26, 2002, at 44 CFR Parts 201 and 206, which establishes planning and funding criteria for states and local communities.



The how-to guides cover the following topics:

- Getting started with the mitigation planning process, including important considerations for how you can organize your efforts to develop an effective mitigation plan (FEMA 386-1);
- Identifying hazards and assessing losses to your community or state (FEMA 386-2);
- Setting mitigation priorities and goals for your community or state and writing the plan (FEMA 386-3);
- Implementing the mitigation plan, including project funding and maintaining a dynamic plan that changes to meet new developments (FEMA 386-4);
- Evaluating potential mitigation measures through the use of benefit-cost analysis and other techniques (FEMA 386-5);
- Incorporating special considerations into hazard mitigation planning for historic structures and cultural resources (FEMA 386-6);
- Incorporating considerations for human-caused hazards into hazard mitigation planning (FEMA 386-7);
- Using multi-jurisdictional approaches to mitigation planning (FEMA 386-8); and
- Finding and securing technical and financial resources for mitigation planning (FEMA 386-9).

Why should you take the time to read these guides?

- It simply costs too much to address the effects of disasters only after they happen;
- State and federal aid is usually insufficient to cover the extent of physical and economic damages resulting from disasters;
- You can prevent a surprising amount of damage from hazards if you take the time to anticipate where and how they occur;
- You can lessen the impact and speed the response and recovery process for both natural and human-caused hazards; and



- The most meaningful steps in avoiding the impacts of hazards are taken at the state and local levels by officials and community members who have a personal stake in the outcome and/or the ability to follow through on a sustained program of planning and implementation.

The guides focus on showing how mitigation planning:

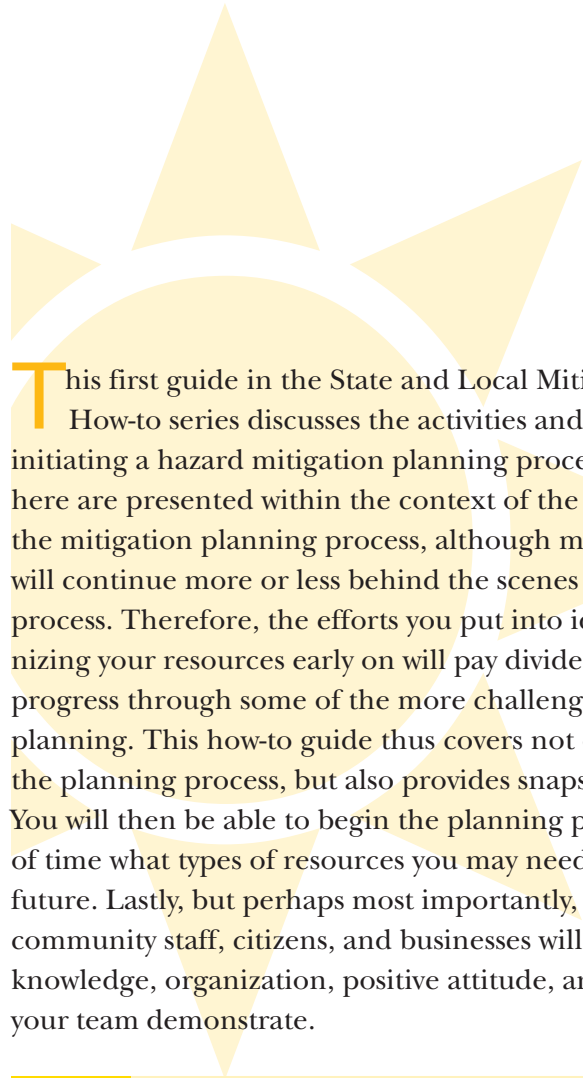
- Can help your community become more *sustainable and disaster-resistant* through selecting the most appropriate mitigation measures, based on the knowledge you gain in the hazard identification and loss estimation process;
- Can be incorporated as an *integral component* of daily government business;
- Allows you to *focus your efforts on the hazard areas most important to you* by incorporating the concept of determining and setting priorities for mitigation planning efforts; and
- Can *save you money* by providing a forum for engaging in partnerships that could provide technical, financial, and/or staff resources in your effort to reduce the effects, and hence the costs, of natural and human-caused hazards.

These guides provide a range of approaches to preparing a hazard mitigation plan. There is no one right planning process; however, there are certain central themes to planning, such as engaging citizens, developing goals and objectives, and monitoring progress. Select the approach that works best in your state or community.





introduction



This first guide in the State and Local Mitigation Planning How-to series discusses the activities and issues involved in initiating a hazard mitigation planning process. The topics covered here are presented within the context of the beginning phase of the mitigation planning process, although many of these activities will continue more or less behind the scenes throughout the process. Therefore, the efforts you put into identifying and organizing your resources early on will pay dividends later as you progress through some of the more challenging tasks of mitigation planning. This how-to guide thus covers not only this first phase of the planning process, but also provides snapshots of later phases. You will then be able to begin the planning process knowing ahead of time what types of resources you may need to call upon in the future. Lastly, but perhaps most importantly, elected officials, community staff, citizens, and businesses will benefit from the knowledge, organization, positive attitude, and energy that you and your team demonstrate.



Communities that already participate in other FEMA programs

such as the Community Rating System (CRS), Flood Mitigation Assistance Program (FMA), and Hazard Mitigation Grant Program (HMGP), but are interested in updating current plans to account for additional hazards and current regulations, should skim through this guide to verify that they have a good framework in place for their (potentially multi-hazard) planning effort before starting the hazard identification and risk assessment work described in the second how-to guide, *Understanding Your Risks: Identifying Hazards and Estimating Losses (FEMA 386-2)*. You should also check with the State Hazard Mitigation Officer (SHMO) for any additional planning requirements that must be met within your particular state or region.

Using a planning approach in hazard mitigation

Hazard mitigation is any action that reduces the effects of future disasters. It has been demonstrated time after time that hazard mitigation is most effective when based on an inclusive, comprehensive, long-term plan that is developed before a disaster actually occurs. However, in the past, many communities have undertaken mitigation actions with good intentions but with little advance

Phases of Emergency Management

To better structure the way in which communities in the United States respond to disasters, the "four phases of emergency management" were introduced in the early 1980s after the similarities between natural disaster preparedness and civil defense became clear. This approach can be applied to all disasters.

Mitigation is defined as any sustained action taken to reduce or eliminate long-term risk to life and property from a hazard event. Mitigation, also known as prevention, encourages long-term reduction of hazard vulnerability. The goal of mitigation is to save lives and reduce property damage. Mitigation can accomplish this, and should be cost-effective and environmentally sound. This, in turn, can reduce the enormous cost of disasters to property owners and all levels of government. In addition, mitigation can protect critical community facilities, reduce exposure to liability, and minimize community disruption. Examples include land use planning, adoption of building codes, and elevation of homes, or acquisition and relocation of homes away from floodplains.

Preparedness includes plans and preparations made to save lives and property and to facilitate response operations.

Response includes actions taken to provide emergency assistance, save lives, minimize property damage, and speed recovery immediately following a disaster.

Recovery includes actions taken to return to a normal or improved operating condition following a disaster.

In 1996, FEMA estimated that Oregon had avoided

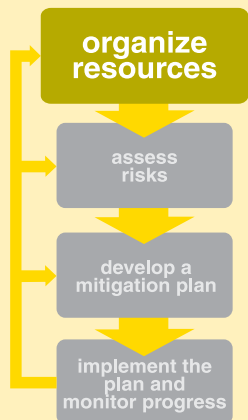
about \$10 million a year in flood losses because of strong land-use planning that considers natural hazards. This was not accomplished by accident but through the foresight of previous Oregon administrations to call for local plans to include inventories, policies, and ordinances to guide development in hazard-prone areas for the previous 25 years. Using a comprehensive approach to planning has resulted in reduced losses from flooding, landslides, and earthquakes.



Getting Started: Building Support for Mitigation Planning

is part of a series of guides that will help you identify, plan, and evaluate measures that can reduce the impacts of natural hazards in your community or state through a comprehensive and orderly process known as **Hazard Mitigation Planning**.

As detailed in the Foreword, the process consists of four basic phases as shown below. This guide, *Getting Started*, addresses the first phase of the planning process, which consists of creating a mitigation planning team that has broad representation, and developing public support for the planning process. The second phase, *Assess Risks*, explains identifying hazards and assessing losses. The third and fourth phases, *Develop a Mitigation Plan* and *Implement the Plan and Monitor Progress*, discuss establishing goals and priorities, selecting mitigation projects, and writing, implementing, and revisiting the mitigation plan, respectively.



planning. In some of these cases, decisions have been made "on the fly" in the wake of a disaster. In other cases, decisions may have been made in advance but without careful consideration of all options, effects, and/or contributing factors. The results have been mixed at best, leading to less than optimal use of limited resources.

Understandably, there is often pressure to do something tangible as quickly as possible, especially in the period immediately following a disaster. This type of response frequently occurs at the expense of working out which projects and policies would be the best ones to pursue through some sort of planning process.

The primary purpose of hazard mitigation planning is to identify community policies, actions, and tools for implementation over the long term that will result in a reduction in risk and potential for future losses community-wide. This is accomplished by using a systematic process of learning about the hazards that can affect your community or state, setting clear goals, identifying appropriate actions, following through with an effective mitigation strategy, and keeping the plan current.

Effective planning forges partnerships that will bring together the skills, expertise, and experience of a broad range of groups to achieve a common vision for the community or state, and can also ensure that the most appropriate and equitable mitigation projects will be undertaken. Hazard mitigation planning is most successful when it increases public and political support for mitigation programs, results in actions that also support other important community goals and objectives, and influences the community's or state's decision making to include hazard reduction considerations.

Communities with up-to-date mitigation plans will be better able to identify and articulate their needs to state and federal officials, giving them a competitive edge when grant funding becomes available. Planning also enables communities and states to better identify sources of technical and financial resources outside of traditional venues.

In general, the amount of effort that citizens put into planning often reflects the significance of the problems to members of the community. However, since many citizens are not even aware that vulnerability to hazards may be an issue within their community, hazard mitigation planning is often hindered by:

- Lack of understanding of the hazards and risks and that effective solutions to these issues are available;



What is Planning?

It is important to have a good understanding of what is meant by "planning" in this context. As a general practice, planning is a way that people figure out how to accomplish a goal or solve a problem. The methods for planning are quite varied, based on what people are trying to do. The following examples of planning in your personal life can be used to understand the different approaches to planning, including mitigation planning.

Sometimes people plan as they go, literally making it up along the way. For example, if you decide to take a weekend drive in the country with your family, the "plan" simply consists of deciding when to leave the house and the general direction you will take to get out of town. As you travel the roadways, your family makes decisions about where to stop, where to turn, and when to head back home, i.e., the plan continues to be developed as it occurs. This type of planning is fine when the desired result is simply to have an experience without a lot of specific expectations.

When there is a more specific goal in mind, a more thoughtful planning approach is required. For example, this time your family needs to visit relatives in a distant city. You research and evaluate your options for traveling, weighing the cost of various transportation alternatives (cars, trains, airplanes, etc.) versus the amount of time it requires for each mode of transport. You decide on a method and a time to travel that meets your needs and budget, make the necessary travel arrangements, and undertake the journey. In so doing, the planning process helps you realize the goal of visiting your relatives using your resources (in this case, time and money) in the most efficient manner. This approach only involves a few simple steps – researching and comparing options, and implementation – and works well to attain a single distinct result.

When the ultimate goal is more complex, however, the planning process required to reach a successful result must ac-

count for more issues and takes a little more effort. Suppose you want to plan for your eventual retirement so that you and your spouse will have enough funds to take care of your basic needs and to enjoy yourselves. You (perhaps with the help of a financial advisor) take stock of your resources and earning potential, your likely expenses over time, and options for saving and investing your money to provide different levels of return and security. As part of this process, you evaluate the risk that is inherent in different types of investments, the number of years you will be working and saving, and a host of other factors. During the planning process, you will probably refine and revise your retirement goals as you find out more about what you can realistically accomplish. Also, an important difference in this type of planning process, compared with the previous two examples, is that you will be making decisions about how to start your investment program, but if you are wise, you will revisit your financial plan from time to time to make sure it continues to fit your needs and capabilities.

In doing so, you will have embarked on a long-term planning process that:

- Has an overarching mission (in this example, "attaining financial security") but also allows for flexibility regarding specific actions to be taken as the plan develops;
- Accounts for the interactions of a number of dynamic factors that might influence your decision making; and
- Does not have a finite life span, i.e., ultimate success requires periodic attention through the years to make sure that your mission is attained.

You have also expanded your decision-making framework in such a way that all of the other decisions in your life will now have to consider your financial goals with respect to retirement. Your retirement goals have now become integrated into other important decisions in your life.



Why Follow a Planning Process?

The planning process is as important as the plan itself. A thorough planning process can help your community or state:

- Create a vision of what it wants to become in the future.
- See the big picture of how the economy, environment, and people will change.
- Select and agree on common goals.
- Involve as many people, local organizations, and businesses as possible.
- Find out how much time, money, and other resources are necessary to create positive change.
- Regularly evaluate the success of the plan in achieving your goals, and update the plan as needed to account for new information, changes in community goals, or new laws and regulations.
- Develop connections with organizations and institutions that will sustain your planning outcomes.



Guidelines for Community-Wide Planning

- Planning is not a product, but rather a process. Effective planning efforts result in high-quality and useful plans, but written plans are only one element in the process.
- Planning must be based on a realistic assessment of hazards and of the likely consequences of disaster events. Hazard and vulnerability assessments are integral to all community-wide planning efforts.
- Planning efforts should be based as much as possible on a community's disaster experience, information on the experiences of other communities, and research-based planning principles. Both experience and research help communities understand what to expect when disasters occur.
- No agency or organization should plan for disasters in isolation from other organizations whose efforts are required to make plans work. With this goal in mind, a critical initial task in all planning efforts is to identify and engage planning partners at the very start of the planning process.
- In addition to being multi-organizational, the planning process must also be inclusive – that is, it should involve governmental agencies at various levels, as well as private sector and community-based organizations.
- Planning efforts should seek to provide a range of benefits and incentives for those involved in the process – benefits that they will receive even if disasters do not occur.
- While planning is a long-term process, that process should involve tangible milestones and intermediate successes on which future efforts can build.

Source: Project Impact Evaluation Team, University of Delaware Disaster Research Center, 2002.

- Lack of readiness to begin or to invest in the process due to this lack of understanding; and
- Difficulty obtaining resources to undertake a planning process.

Elected officials have to balance many competing interests. Their efforts and resources are often consumed by what are considered more immediate concerns; e.g., finding solutions to congested roadways, fluctuating economic conditions, overcrowding in schools, etc. It is difficult sometimes to dedicate the limited resources of a community toward dealing with a problem such as hazard risk reduction, especially when the problem may be difficult to recognize on a daily basis.

When communities or states have not experienced significant disasters within recent memory, the true magnitude of the problem may not be recognized. Even if the basic threats are generally known, the descriptions often used to characterize the magnitude of events can mislead the public as to the inherent risk. For example, a "100-year flood" can sound like something you don't have to worry about in the short term, but in reality it can strike at any time.

If communities do not believe that they are at risk from potential hazards, efforts to initiate citizen involvement and partnerships may be for naught. Many residents assume that current building codes, zoning regulations, subdivision review processes, and/or permitting will adequately protect them, but this is not always the case. Education is a key part of the planning process, and overcoming a lack of awareness should be an integral part of the planning process.

A community self-assessment tool is provided in Step 1 of this guide to determine what issues may need to be tackled before any significant efforts in planning are initiated. This guide points you in the direction of a number of resources that can be used to help convince the right people that mitigation planning is worth the effort and is a good investment for the future of your community or state. This is particularly important early on to set the proper context for the initiation of partnerships and citizen involvement throughout the planning process. The results of your self-assessment can be folded into your capability assessment (Phase 3 of the planning process) to help define the appropriate mitigation actions your community will support. Furthermore, this guide provides information on various ways mitigation planning may be

integrated into existing community or state planning processes so that over time, hazard reduction becomes part of the fabric of planning for community growth and change, and is not seen as an additional or adjunct planning effort. This integration will also enable communities to seek out resources for mitigation planning that previously may have been overlooked as viable.

This introductory material assumes that you, the reader, have some knowledge of hazard mitigation but do not know much about mitigation planning. This guide also assumes you are uncertain about how much support you may have within your community or state to undertake such an effort. This guide provides you, and others like yourself, background information and basic steps to help you organize and initiate your planning effort.

How do you use this and other how-to guides?

Developing a plan is a first step toward an end or goal. This guide shows how to use the planning process to reach your goal(s) and to engage key people to buy in and create momentum toward that end.

The planning process is as individual as the jurisdiction that engages in it. Each community or state approaches growth and change in a unique way, and your planning process should fit your community's particular 'personality.' As a result, you should not consider the step-by-step sequence included in this and other how-to guides to be the only way to pursue mitigation planning. At the same time, the process illustrated here is based on certain steps common to successful planning. *Getting Started* provides detailed information on the first of four phases of the hazard mitigation planning process as described in the how-to guides.

Organize Resources. The first phase of the mitigation planning process includes assessing your readiness to plan, establishing a planning team, securing political support, and engaging the community.

Assess Risks. The second phase of the mitigation planning process involves identifying and evaluating natural hazards and preparing damage loss estimates. Knowing where hazards can affect your built environment and the likely outcome of damages and losses resulting from a hazard event will help you focus on your most important assets first. This will build the scientific and technical foundations of your mitigation strategy. This phase of the mitigation planning



If after reviewing

these materials, you feel you have completed all the steps in Phase 1 as a result of other related planning processes, then go to Phase 2, *Assess Risks – Understanding Your Risks* (FEMA 386-2).

process is explained in *Understanding Your Risks: Identifying Hazards and Estimating Losses* (FEMA 386-2).

Develop a Mitigation Plan. The third phase of the mitigation planning process builds on the risk assessment by developing the mitigation goals and objectives and ensuring that you are focusing on the identified risks and potential losses. This phase focuses on identifying mitigation measures to help achieve your goals and objectives and reduce future disaster-related losses, and then capture your efforts in a written plan document. This phase of the mitigation planning process will be explained in *Developing a Mitigation Plan: Identifying Mitigation Measures and Implementation Strategies* (FEMA 386-3).

Implement and Monitor Progress. The fourth phase of the mitigation planning process involves adopting, implementing, monitoring, and reviewing the plan to ensure that the plan's goals and objectives are met. Periodic review of the plan will help keep the plan current, reflecting the changing needs of the community or state. This phase of the mitigation planning process will be explained in *Bringing the Plan to Life: Assuring the Success of the Hazard Mitigation Plan* (FEMA 386-4).

The planning process outlined in this series of how-to guides will help you meet the basic planning requirements of FEMA's mitigation programs. You must keep in mind, however, that different FEMA mitigation programs, such as those in Table 1, sometimes have different planning requirements that must be met to be eligible for participation in these programs. Therefore, when submitting a plan, you can either tailor it according to the specific criteria of the program, or submit a comprehensive, multi-hazard plan that includes a "crosswalk," i.e., identify for the reviewer what sections of the plan address the program's requirements. For example, if you are completing a Flood Mitigation Assistance (FMA) program or Community Rating System (CRS) plan, it may need to be expanded to receive credit under DMA 2000, but if you complete a DMA plan, all other program requirements are likely to be met.

FEMA developed guidance

to meet planning criteria in DMA 2000 for communities with plans created under other FEMA programs. Some states may have criteria that meet or exceed the recommendations for planning found in this document. Contact your state emergency management office for additional guidance regarding the unique planning considerations within your state.

The Disaster Mitigation Act of 2000 is

also driving the strengthening of many pre-existing mitigation planning requirements for non-mitigation-related programs. For example, the Fire Management Assistance Grant Program was authorized by Section 420 of the Stafford Act and by DMA 2000, and provides for the amelioration, management, and control of any fire on publicly or privately owned forest or grassland that threatens such destruction as would constitute a major disaster. Assistance must be requested while the fire is still burning and constitutes the threat of a major disaster. Grants are provided through the Grantee to state and local governments and Indian tribal governments at a 75 percent federal cost-share **provided that fire hazards are addressed in an existing state mitigation plan.** Program regulations for the Fire Management Assistance Grant Program are located in 44 CFR Part 204.

DMA



Table 1. Hazard Mitigation Planning Process Local Planning Requirements By Program

FEMA How-to Series		Hazard Mitigation Grant and Pre-Disaster Mitigation Program (DMA 2000 Plan Criteria)	Flood Mitigation Assistance Program	Community Rating System Floodplain Management Planning (10-Step Process)
Planning Requirements	Phase 1 Organize Resources	Coordination among agencies	Coordination with other agencies or organizations.	Coordination with other agencies
		Integration with other planning efforts	Involve the public, including a description of the planning process. Public involvement may include workshops, public meetings, or public hearings.	Involve the public
		Involve the public throughout the planning process		Organize to prepare the plan
		State coordination of local mitigation planning		
	Phase 2 Assess Risks	Identify all hazards	Flood hazard area inventory that identifies the flood risk, including estimates of the number and types of structures at risk and repetitive loss properties.	Assess the flooding hazard
		Profile hazard events		
		Assess vulnerability	Problem identification, including a description of the existing flood hazard, the extent of flood depth and damage potential, and the applicant's floodplain management goals.	Assess the problem
		Estimate potential losses		
	Phase 3 Develop the Mitigation Plan	Documentation of planning process	Review of possible mitigation actions, including the identification and evaluation of cost-effective and technically feasible mitigation actions.	Set goals
		Capability assessment		Review possible activities
		Develop hazard mitigation goals		Draft an action plan
		Identification and analysis of mitigation measures		
		Funding sources		
	Phase 4 Implement and Monitor Progress	Adoption	Documentation of the formal plan adoption by the legal entity submitting the plan (e.g., Governor, mayor, county executive).	Adopt the plan
		Implementation of mitigation measures		Implement, evaluate, and revise the plan
		Implementation through existing programs		
		Monitoring, evaluation, and updating the plan		
		Continued public involvement		



Types of information found in the how-to series

The how-to series contains several types of information. Some information is highlighted with icons. Additional information can be found in Appendix B, *Library*. To illustrate how the how-to information is used, newspaper articles of the fictional town of Hazardville are provided.

Icons



Guidance focused solely on the role of "**states**" is identified as a sidebar with this icon. Although much of the information will be the same for local, tribal, and state governments, there are different requirements for state and local mitigation plans. Furthermore, states have additional responsibilities to assist local entities in their planning efforts. Guidance focusing on local governments applies to tribes as well.



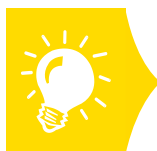
The "**DMA**" icon provides information relating to the mitigation planning requirements outlined in the Disaster Mitigation Act (DMA) of 2000.



The "**Caution**" icon alerts you to important information and ways to avoid sticky situations later in the planning process.



The "**Glossary**" icon identifies terms and concepts for which a detailed explanation is provided in the Glossary included in Appendix A.



The "**Tips**" icon identifies helpful hints and useful information that can be used in the planning process.

Library

A mitigation planning "**Library**" has been included in Appendix B. The library has a wealth of information, including Web addresses, reference books, and other contact information to help get you started. All of the Web sites and references listed in the how-to guide are included in the library.

Town of Hazardville Articles

Applications of the various steps in the mitigation planning process are illustrated through a fictional community, the Town of

The Hazardville Post

Vol. CXI No. 65

Thursday, January 22, 2002

Mayor Declares a New Way of Thinking for the Town of Hazardville

[Hazardville, EM] Mayor McDonald returned from the annual National Conference of Mayors last week seemingly a new man. "It all fits now, like finding a giant missing piece of a jigsaw puzzle!" Mayor McDonald excitedly proclaimed in a press conference yesterday. The Mayor attended several workshops focusing on communities that have incorporated sustainable development concepts into their city, county, and town planning. "These communities are now safer places to live, work and do business, and I want that for Hazardville as well," McDonald said.

A major component of this sustainable development is hazard

mitigation, which is any action that reduces or eliminates the loss of life or property damage resulting from hazards such as floods, earthquakes, hazardous material spills, and tornadoes. Mayor McDonald said, "Although we have a Floodplain Administrator, we really haven't considered the many other types of natural and human-caused hazards, which is surprising when you consider that we seem to be vulnerable to many different hazards. Our community has not been using the planning department to deal with risk reduction, and after a closer look, I feel our planning department should play a larger role in supporting risk reduction programs. The

planning department maintains a wealth of information on existing infrastructure, buildings, and population demographics, and keeps up with growth issues in and around Hazardville. It also manages the local planning process, and thus understands what is important to citizens as Hazardville grows and changes. They are in a pivotal position to help guide our mitigation planning process."

Mayor McDonald has been very busy meeting in closed-door sessions with members of the Town Council and several members of the town government this week. He has promised to release more information in the next few days.

Hazardville, located in the State of Emergency. Hazardville, a small community with limited resources and multiple hazards, is developing a multi-hazard mitigation plan. Newspaper accounts illustrate the various steps in the mitigation planning process.

Worksheet

Finally, to help track your progress, a worksheet has been developed to correspond with Step 2 of this guide. This worksheet is included at the end of Step 2 and also in Appendix C. Use this form to record your progress as you undertake the process of building support for mitigation planning.

