

appendix c
worksheet



Worksheet #1 Build the Planning Team



In establishing a planning team, you want to ensure that you have a broad range of backgrounds and experiences represented. Below are some suggestions for agencies to include in a planning team. There are many organizations, both governmental and community-based, that should be included when creating a local team. In addition, state organizations can be included on local teams, when appropriate, to serve as a source of information and to provide guidance and coordination.

Use the checklist as a starting point for forming your team. Check the boxes beside any individuals or organizations that you have in your community/state that you believe should be included on your planning team so you can follow up with them.

Task A. Create the planning team – Suggestions for team members. Date: _____

Local/Tribal

- Administrator/Manager's Office
- Budget/Finance Office
- Building Code Enforcement Office
- City/County Attorney's Office
- Economic Development Office
- Emergency Preparedness Office
- Fire and Rescue Department
- Hospital Management
- Local Emergency Planning Committee
- Planning and Zoning Office
- Police/Sheriff's Department
- Public Works Department
- Sanitation Department
- School Board
- Transportation Department
- Tribal Leaders

Special Districts and Authorities

- Airport and Seaport Authorities
- Business Improvement District(s)
- Fire Control District
- Flood Control District
- Redevelopment Agencies
- Regional/Metropolitan Planning Organization(s)
- School District(s)
- Transit/Transportation Agencies

Others

- Architectural/Engineering/Planning Firms
- Citizen Corps
- Colleges/Universities
- Land Developers
- Major Employers/Businesses
- Professional Associations
- Retired Professionals

State

- Adjutant General's Office (National Guard)
- Board of Education
- Building Code Office
- Climatologist
- Earthquake Program Manager
- Economic Development Office
- Emergency Management Office/State Hazard Mitigation Officer
- Environmental Protection Office
- Fire Marshal's Office
- Geologist
- Homeland Security Coordinator's Office
- Housing Office
- Hurricane Program Manager
- Insurance Commissioner's Office
- National Flood Insurance Program Coordinator
- Natural Resources Office
- Planning Agencies
- Police
- Public Health Office
- Public Information Office
- Tourism Department

Non-Governmental Organizations (NGOs)

- American Red Cross
- Chamber of Commerce
- Community/Faith-Based Organizations
- Environmental Organizations
- Homeowners Associations
- Neighborhood Organizations
- Private Development Agencies
- Utility Companies
- Other Appropriate NGOs

