



Please complete the following two tables per **NEW action/project** with as much detail as possible, using the guidance beginning on page 3.

Name of Jurisdiction: _____

Name and Title Completing Worksheet: _____

Action Number: _____

Mitigation Action Name: _____

Assessing the Risk	
Hazard(s) addressed:	
Specific problem being mitigated:	
Evaluation of Potential Actions/Projects	
Actions/Projects Considered (name of project and reason for not selecting):	
Action/Project Intended for Implementation	
Description of Selected Action/Project	
Mitigation Action Type	
Goals Met	
Applies to existing and or new development, or not applicable	
Benefits (losses avoided)	
Estimated Cost	
Priority*	
Plan for Implementation	
Responsible Organization	
Local Planning Mechanism	
Potential Funding Sources	
Timeline for Completion	
Reporting on Progress	
Date of Status Report/ Report of Progress	Date: Progress on Action/Project:



Action Number: _____

Mitigation Action Name: _____

Criteria	Numeric Rank (-1, 0, 1)	Provide brief rationale for numeric rank when appropriate
Life Safety		
Property Protection		
Cost-Effectiveness		
Technical		
Political		
Legal		
Fiscal		
Environmental		
Social		
Administrative		
Multi-Hazard		
Timeline		
Agency Champion		
Other Community Objectives		
Total		
Priority (High, Med, or Low)		

Guidance to Complete the Mitigation Action Worksheet

The following provides additional guidance on how to complete the Mitigation Action Worksheet. If you have any questions, please contact: *Tony Subbio* (tony.subbio@tetratech.com or 717-545-3580) at Tetra Tech.

Assessing the Risk

Hazard(s) addressed: Please enter the hazard of concern you are mitigating. For this plan, the hazards of concern identified for the County are:

- Dam Failure
- Drought
- Earthquake
- Flooding
- Hazardous Materials Incidents
- Landslide
- Levee Failure
- Pandemic Disease
- Severe Storms (windstorms, thunderstorms, hail, lightning, and tornados)
- Severe Winter Storms (heavy snow, blizzards, ice storms)
- Terrorism
- Utility Failure (power, sewer, water, communications)
- Wildfire

Specific problem being mitigated: Please describe the specific problem being mitigated.

Evaluation of Potential Actions/Projects

Actions/Projects Considered: Please consider different options to mitigate the problem identified. One alternative is always to accept the current level or risk (tolerate the vulnerability/problem) by deciding to take no action at this time.

Please include the name of the action considered and a brief reason as to why the action was not selected. The reasoning documents the consideration of these alternatives.

Action/Project Intended for Implementation

Description of the Selected Project: Please provide a brief description of the selected project.

Mitigation Action Type:

- Local Plans and Regulations (LPR) – These actions include government authorities, policies or codes that influence the way land and buildings are being developed and built.
- Structure and Infrastructure Project (SIP) - These actions involve modifying existing structures and infrastructure to protect them from a hazard or remove them from a hazard area. This could apply to public or private structures as well as critical facilities and infrastructure. This type of action also involves projects to construct manmade structures to reduce the impact of hazards.
- Natural Systems Protection (NSP) – These are actions that minimize damage and losses, and also preserve or restore the functions of natural systems.



- **Education and Awareness Programs (EAP)** – These are actions to inform and educate citizens, elected officials, and property owners about hazards and potential ways to mitigate them. These actions may also include participation in national programs, such as StormReady and Firewise Communities.

Goals: Please insert the goals that would be met if the action/project is implemented.

Goal 1 – Prevent hazards from impacting life, property, and the environment.

Goal 2 – Protect life, property, the environment, and the economy from hazard impacts.

Goal 3 – Enhance disaster/emergency preparedness within the community

Goal 4 – Protect, preserve, and restore the functions of natural systems.

Benefits: Please describe the losses avoided when the project is implemented. This includes physical property damage; loss of function; road closing/detours; etc.

Estimated Cost:

Please provide the estimated cost or use the following ranges:

Low = < \$10,000

Medium = \$10,000 to \$100,000

High = > \$100,000

Priority: Please enter Tier I, II, or III. Refer to the prioritization exercise and table.

Plan for Implementation

Potential Funding Source: Please identify the anticipated funding source, which could be “Grant funding with local cost share”. Sources may include federal, state and local sources.

Timeline for Completion: Short = 1 to 5 years. Long Term= 5 years or greater. OG = On-going program.

Reporting on Progress

For the current planning effort, this section does not need to be filled out. Each jurisdiction will have to update this section for each of their actions on an annual basis, prior to the annual Planning Partnership update outlined in Section 7 (Plan Maintenance) of the HMP.

Please provide a status update on the selected action/project. Along with this description, please indicate if the action/project is completed or not completed.

Actions which are not complete may be dropped with a rationale provided (e.g., project deemed unfeasible...). Other incomplete actions should clearly be indicated as continuing; indicate percent complete, and identify any hurdles/obstacles/reasons for change in schedule. Even actions that have had no progress to date can be identified as continuing. For any action that is not yet complete and will continue, always consider modifying the action to promote implementation.



Guidance to Complete the Prioritization Table

Complete this table to help evaluate and prioritize each mitigation action being considered by your municipality. Please use these 14 criteria below to assist in evaluating and prioritizing new mitigation actions identified. Specifically, for each new mitigation action, assign a numeric rank (-1, 0, or 1) for each of the 14 evaluation criteria in the provided table, defined as follows:

- 1 = Highly effective or feasible
- 0 = Neutral
- -1 = Ineffective or not feasible

Use the numerical results of this exercise to help prioritize your actions as “Tier I”, “Tier II” or “Tier III” priority. Your municipality may recognize other factors or considerations that affect your overall prioritization; these should be identified in narrative in the Priority field of the worksheet.

1. Life Safety – How effective will the action be at protecting lives and preventing injuries?
2. Property Protection – How significant will the action be at eliminating or reducing damage to structures and infrastructure?
3. Cost-Effectiveness – Are the costs to implement the project or initiative commensurate with the benefits achieved?
4. Technical – Is the mitigation action technically feasible? Is it a long-term solution? Eliminate actions that, from a technical standpoint, will not meet the goals.
5. Political – Is there overall public support for the mitigation action? Is there the political will to support it?
6. Legal – Does the jurisdiction have the authority to implement the action?
7. Fiscal - Can the project be funded under existing program budgets (i.e., is this initiative currently budgeted for)? Or would it require a new budget authorization or funding from another source such as grants?
8. Environmental – What are the potential environmental impacts of the action? Will it comply with environmental regulations?
9. Social – Will the proposed action adversely affect one segment of the population? Will the action disrupt established neighborhoods, break up voting districts, or cause the relocation of lower income people?
10. Administrative – Does the jurisdiction have the personnel and administrative capabilities to implement the action and maintain it or will outside help be necessary?
11. Multi-hazard – Does the action reduce the risk to multiple hazards?
12. Timeline - Can the action be completed in less than 5 years (within our planning horizon)?
13. Local Champion – Is there a strong advocate for the action or project among the jurisdiction’s staff, governing body, or committees that will support the action’s implementation?
14. Other Local Objectives – Does the action advance other local objectives, such as capital improvements, economic development, environmental quality, or open space preservation? Does it support the policies of other plans and programs?