

# APPENDIX B

## PLANNING TOOLS

This appendix includes the following:

1. List of Recommended Stakeholders
2. Blank Public Participation Survey
3. GIS Data Inventory Sheet
4. Scoring Criteria for Capability Assessment
5. Blank Mitigation Action Worksheet
6. Mitigation Action Progress Report Form
7. Plan Update Evaluation Worksheet

*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

## PUBLIC PARTICIPATION SURVEY FOR HAZARD MITIGATION PLANNING

**We need your help! Please take a few minutes to complete this survey.**

The Counties of Coahoma, DeSoto, Grenada, Panola, Quitman, Tallahatchie, Tate, Tunica, and Yalobusha are working together to become less vulnerable to natural hazards, such as winter storms, tornadoes, and floods, and your participation is important to us!

The counties, along with local jurisdictions and other partners, are working to prepare a multi-jurisdictional *Hazard Mitigation Plan*. This Plan will identify and assess our community's natural hazard risks and determine how to best mitigate, or minimize and manage, those risks.

This survey is an opportunity for you to share your opinions and participate in the mitigation planning process. The information you provide will help us better understand your hazard concerns and can lead to mitigation activities that should help lessen the impacts of future hazard events.

**Please help us by completing this survey by August 15, 2016 and returning it to:**

Ryan Wiedenman, Atkins  
1616 E Millbrook Road, Suite 310  
Raleigh, NC 27609

Surveys can also be faxed to: (919) 876-6848 c/o Ryan Wiedenman or scanned and emailed to:  
Ryan Wiedenman at [ryan.wiedenman@atkinsglobal.com](mailto:ryan.wiedenman@atkinsglobal.com).

If you have any questions regarding this survey or would like to learn about more ways you can participate in the development of the *MEMA District 1 Regional Hazard Mitigation Plan*, please contact Atkins, planning consultant for the project. You may reach Ryan Wiedenman (Atkins) at 919-431-5295 or by email at [ryan.wiedenman@atkinsglobal.com](mailto:ryan.wiedenman@atkinsglobal.com).

### 1. Where do you live?

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Unincorporated Coahoma County      | <input type="checkbox"/> Como           | <input type="checkbox"/> Oakland       |
| <input type="checkbox"/> Unincorporated DeSoto County       | <input type="checkbox"/> Courtland      | <input type="checkbox"/> Olive Branch  |
| <input type="checkbox"/> Unincorporated Grenada County      | <input type="checkbox"/> Crenshaw       | <input type="checkbox"/> Pope          |
| <input type="checkbox"/> Unincorporated Panola County       | <input type="checkbox"/> Crowder        | <input type="checkbox"/> Sardis        |
| <input type="checkbox"/> Unincorporated Quitman County      | <input type="checkbox"/> Falcon         | <input type="checkbox"/> Senatobia     |
| <input type="checkbox"/> Unincorporated Tallahatchie County | <input type="checkbox"/> Friars Point   | <input type="checkbox"/> Sledge        |
| <input type="checkbox"/> Unincorporated Tate County         | <input type="checkbox"/> Glendora       | <input type="checkbox"/> Southaven     |
| <input type="checkbox"/> Unincorporated Tunica County       | <input type="checkbox"/> Grenada (city) | <input type="checkbox"/> Sumner        |
| <input type="checkbox"/> Unincorporated Yalobusha County    | <input type="checkbox"/> Hernando       | <input type="checkbox"/> Tunica (town) |
| <input type="checkbox"/> Batesville                         | <input type="checkbox"/> Horn Lake      | <input type="checkbox"/> Tutwiler      |
| <input type="checkbox"/> Charleston                         | <input type="checkbox"/> Jonestown      | <input type="checkbox"/> Walls         |
| <input type="checkbox"/> Clarksdale                         | <input type="checkbox"/> Lambert        | <input type="checkbox"/> Water Valley  |
| <input type="checkbox"/> Coahoma (town)                     | <input type="checkbox"/> Lula           | <input type="checkbox"/> Webb          |
| <input type="checkbox"/> Coffeeville                        | <input type="checkbox"/> Lyon           | <input type="checkbox"/> Other: _____  |
| <input type="checkbox"/> Coldwater                          | <input type="checkbox"/> Marks          |  |

**2. Is your home located in a floodplain?**

- Yes
- No
- I don't know

**3. Do you have flood insurance for your home/personal property?**

- Yes
- No
- I don't know

**a. If "No," why not?**

- Not located in floodplain
- Too expensive
- Not necessary because it never floods
- Not necessary because my property is elevated or otherwise protected
- Never really considered it
- Other (please explain): \_\_\_\_\_

**4. Have you ever experienced or been impacted by a natural disaster?**

- Yes
- No

**a. If "Yes," please explain:**

**5. On a scale of 1 to 5, how concerned are you about the possibility of your community being impacted by a natural disaster?**

- 1 – Not at all
- 2 – Slightly
- 3 – Moderately
- 4 – Very
- 5 – Extremely

**6. Please select the three hazards you think pose the *greatest concern* to your community:**

- |   |  |
|---|--|
| <input type="checkbox"/> Dam / Levee Failure        | <input type="checkbox"/> Land Subsidence / Sinkholes     |
| <input type="checkbox"/> Drought                    | <input type="checkbox"/> Landslide                       |
| <input type="checkbox"/> Earthquake                 | <input type="checkbox"/> Lightning                       |
| <input type="checkbox"/> Erosion                    | <input type="checkbox"/> Severe Thunderstorm / High Wind |
| <input type="checkbox"/> Extreme Heat               | <input type="checkbox"/> Tornado                         |
| <input type="checkbox"/> Flood                      | <input type="checkbox"/> Wildfire                        |
| <input type="checkbox"/> Hailstorm                  | <input type="checkbox"/> Winter Storm / Freeze           |
| <input type="checkbox"/> Hurricane / Tropical Storm |  |

**7. Is there another hazard not listed above that you think is a wide-scale threat to your community?**

- Yes (please explain): \_\_\_\_\_
- No

**8. On a scale of 1 to 5, how prepared do you feel if a natural disaster were to occur?**

- 1 – Not at all
- 2 – Slightly
- 3 – Moderately
- 4 – Very
- 5 – Extremely

**9. Have you taken any actions to make your home, neighborhood, or family safer from hazards?**

- Yes
- No

**a. If “Yes,” please explain:**

**10. Are you interested in making your home, neighborhood, or family safer from hazards?**

- Yes
- No

**11. On a scale of 1 to 5, how informed do you feel about the risks and potential impacts of natural disasters?**

- 1 – Not at all
- 2 – Slightly
- 3 – Moderately
- 4 – Very
- 5 – Extremely

**12. Do you know which government department or agency to contact regarding your risks from hazards in your area?**

- Yes
- No

**13. Please select the way(s) you prefer to receive information about how to make your home, neighborhood, or family safer from hazards:**

- Newspaper
- Television
- Radio
- Internet
- Social media
- Email
- Mail
- Public workshops/meetings
- School meetings
- Other (please explain): \_\_\_\_\_

**14. Please select the way(s) you prefer to receive alerts or warnings about impending hazard events or dangerous conditions:**

- Television
- Radio
- Landline phone
- Cell phone
- Text message
- Facebook
- Twitter
- Other (please explain): \_\_\_\_\_

**15. In your opinion, what are some steps your local government could take to reduce the risk of future hazard damages in your community?**

**16. A number of community-wide activities can reduce vulnerability to hazards. In general, these activities fall into one of the following six broad categories. Please tell us how important you think each category is for your community to consider.**

Category	Very Important	Somewhat Important	Not Important
<p><b><u>1. Prevention</u></b>            Administrative or regulatory actions that influence the way land is developed and buildings are built. Examples include planning and zoning, building codes, open space preservation, and floodplain regulations.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b><u>2. Property Protection</u></b>            Actions that involve modification of existing buildings to protect them from a hazard or removal from the hazard area. Examples include acquisition, relocation, elevation, structural retrofits, and storm shutters.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b><u>3. Natural Resource Protection</u></b>            Actions that, in addition to minimizing hazard losses, also preserve or restore the functions of natural systems. Examples include floodplain protection, habitat preservation, slope stabilization, riparian buffers, and forest management.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b><u>4. Structural Projects</u></b>            Actions intended to lessen the impact of a hazard by modifying the natural progression of the hazard. Examples include dams, levees, detention/retention basins, channel modification, retaining walls, and storm sewers.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b><u>5. Emergency Services</u></b>            Actions that protect people and property during and immediately after a hazard event. Examples include warning systems, evacuation planning, emergency response training, and protection of critical emergency facilities or systems.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b><u>6. Public Education and Awareness</u></b>            Actions to inform citizens about hazards and the techniques they can use to protect themselves and their property. Examples include outreach projects, school education programs, library materials, and demonstration events.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**THANK YOU FOR YOUR PARTICIPATION!**

**GIS Data Request Sheet**  
**MEMA District 1 Regional Hazard Mitigation Plan**

<b>Data requested</b>	<b>Available?</b>	<b>Received?</b>	<b>Potential Sources</b>
Tax Parcel Data			Tax Assessor
<i>including replacement value</i>			
Building Footprints			Tax Assessor/GIS office
Critical Facilities (in GIS or list form with addresses)			Tax Assessor/GIS office
examples include:			
government buildings			
hospitals			
senior care			
police/fire/EMS/EOC			
locally significant buildings			
schools			
Local hazard studies			public works, natural resources, planning
examples include:			
Flood Studies (HEC-RAS, Risk MAP)			
Local Hazard History Articles			
Areas of Concern Studies			

If you have any questions, please contact:

Ryan Wiedenman

[ryan.wiedenman@gmail.com](mailto:ryan.wiedenman@gmail.com)

919-431-5295



## Points System for Capability Ranking

**0-24 points = Limited overall capability**  
**25-49 points = Moderate overall capability**  
**50-86 points = High overall capability**

### I. Planning and Regulatory Capability (Up to 48 points)

*Yes = 3 points*

*Under Development = 1 point*

*Included under county plan/code/ordinance/program = 1 point*

*No = 0 points*

- Hazard Mitigation Plan
- Threat Hazard and Identification and Risk Assessment (THIRA)
- Comprehensive Land Use Plan
- Floodplain Management Plan/Flood Mitigation Plan
- National Flood Insurance Program (NFIP)
- NFIP Community Rating System (CRS Program)

*Yes = 2 points*

*Under Development = 1 point*

*Included under county plan/code/ordinance/program = 1 point*

*No = 0 points*

- Open Space Management Plan/Parks & Recreation Plan/Greenways Plan
- Stormwater Management Plan/Ordinance
- Natural Resource Protection Plan
- Flood Response Plan
- Emergency Operations Plan
- Emergency Management Accreditation Program (EMAP Accreditation)
- Continuity of Operations Plan
- Evacuation Plan
- Disaster Recovery Plan
- Flood Damage Prevention Ordinance
- Post-disaster Redevelopment/Reconstruction Plan/Ordinance

*Yes = 1 point*

*No = 0 points*

- Capital Improvements Plan
- Economic Development Plan
- Historic Preservation Plan
- Zoning Ordinance
- Subdivision Ordinance
- Unified Development Ordinance

- Building Code
- Fire Code

**II. Administrative and Technical Capability  
(Up to 15 points)**

*Yes = 2 points*

*Service provided by county = 1 point*

*No = 0 points*

- Planners with knowledge of land development and land management practices
- Engineers or professionals trained in construction practices related to buildings and/or infrastructure
- Planners or engineers with an understanding of natural and/or human-caused hazards
- Emergency manager
- Floodplain manager

*Yes = 1 point*

*No = 0 points*

- Land surveyors
- Scientist familiar with the hazards of the community
- Staff with education or expertise to assess the community's vulnerability to hazards
- Personnel skilled in Geographical Information Systems (GIS) and/or Hazus
- Resource development staff or grant writers

**III. Fiscal Capability  
(Up to 20 points)**

*Yes - used to implement mitigation = 2 points*

*Yes - available = 1 point*

*No = 0 points*

- Capital Improvement Programming
- Community Development Block Grants (CDBG)
- Special Purpose Taxes (or tax districts)
- Gas/Electric Utility Fees
- Water/Sewer Fees
- Stormwater Utility Fees
- Development Impact Fees
- General Obligation/Revenue/Special Tax Bonds
- Partnering arrangements or intergovernmental agreements
- Other

**IV. Political Capability**  
**(Up to 3 points)**

*High = 3 point*

*Moderate = 2 points*

*Limited = 1 point*

- Degree of support by local elected officials in terms of adopting/funding mitigation

## MITIGATION ACTION WORKSHEETS

Mitigation Action Worksheets are used to identify potential hazard mitigation actions that participating jurisdictions in MEMA District 1 will consider to reduce the negative effects of identified hazards. The worksheets provide a simple yet effective method of organizing potential actions in a user-friendly manner that can easily be incorporated into the Region's Hazard Mitigation Plan.

The worksheets are to be used as part of a strategic planning process and are designed to be:

- a.) completed electronically (worksheets and instructions will be e-mailed to members of the Regional Hazard Mitigation Council following the Mitigation Strategy Workshop);
- b.) reviewed with your department/organization for further consideration; and
- c.) returned according to the contact information provided below.

**Please return all completed worksheets no later than September 16, 2016 to:**

Ryan Wiedenman, Project Manager Atkins

Electronic copies may be e-mailed to: [ryan.wiedenman@atkinsglobal.com](mailto:ryan.wiedenman@atkinsglobal.com)

Hard copies may be faxed to: 919-876-6848 (Attn: Ryan Wiedenman)

## INSTRUCTIONS

Each mitigation action should be considered to be a separate local project, policy or program and each individual action should be entered into a separate worksheet. By identifying the implementation requirements for each action, the worksheets will help lay the framework for engaging in distinct actions that will help reduce the community's overall vulnerability and risk. Detailed explanations on how to complete the worksheet are provided below.

**Proposed Action:** Identify a specific action that, if accomplished, will reduce vulnerability and risk in the impact area. Actions may be in the form of local policies (i.e., regulatory or incentive-based measures), programs or structural mitigation projects and should be consistent with any pre-identified mitigation goals and objectives.

**Site and Location:** Provide details with regard to the physical location or geographic extent of the proposed action, such as the location of a specific structure to be mitigated, whether a program will be citywide, countywide or regional, etc.

**History of Damages:** Provide a brief history of any known damages as it relates to the proposed action and the hazard(s) being addressed. For example, the proposed elevation of a repetitive loss property should include an overview of the number of times the structure has flooded, total dollar amount of damages if available, etc.

**Hazard(s) Addressed:** List the hazard(s) the proposed action is designed to mitigate against.

**Category:** Indicate the most appropriate category for the proposed action as discussed during the Mitigation Strategy Workshop (Prevention; Property Protection; Natural Resource Protection; Structural Projects; Emergency Services; Public Education and Awareness).

**Priority:** Indicate whether the action is a "high" priority, "moderate" priority or "low" priority based generally on the following criteria:

1. Effect on overall risk to life and property
2. Ease of implementation / technical feasibility
3. Project costs versus benefits
4. Political and community support
5. Funding availability

**Estimated Cost:** If applicable, indicate what the total cost will be to accomplish this action. This amount will be an estimate until actual final dollar amounts can be determined. Some actions (such as ordinance revisions) may only cost “local staff time” and should be noted so.

**Potential Funding Sources:** If applicable, indicate how the cost to complete the action will be funded. For example, funds may be provided from existing operating budgets or general funds, a previously established contingency fund, a cost-sharing federal or state grant program, etc.

**Lead Agency/Department Responsible:** Identify the local agency, department or organization that is best suited to implement the proposed action.

**Implementation Schedule:** Indicate when the action will begin and when the action is expected to be completed. Remember that some actions will require only a minimal amount of time, while others may require a long-term or continuous effort.

**Comments:** This space is provided for any additional information or details that may not be captured under the previous headings.

<b>MITIGATION ACTION</b>	
<b>Proposed Action:</b>	
<b>BACKGROUND INFORMATION</b>	
<b>Site and Location:</b>	
<b>History of Damages:</b>	

<b>MITIGATION ACTION DETAILS</b>	
<b>Hazard(s) Addressed:</b>	
<b>Category:</b>	
<b>Priority (High, Moderate, Low):</b>	
<b>Estimated Cost:</b>	
<b>Potential Funding Sources:</b>	
<b>Lead Agency/Department Responsible:</b>	
<b>Implementation Schedule:</b>	

<b>COMMENTS</b>

## Mitigation Action Progress Report Form

Progress Report Period	From Date:	To Date:
Action/Project Title		
Responsible Agency		
Contact Name		
Contact Phone/Email		
Project Status	<input type="checkbox"/> Project completed <input type="checkbox"/> Project canceled <input type="checkbox"/> Project on schedule <input type="checkbox"/> Anticipated completion date: _____ <input type="checkbox"/> Project delayed Explain _____	

### Summary of Project Progress for this Report Period

1. What was accomplished for this project during this reporting period?

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2. What obstacles, problems, or delays did the project encounter?

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3. If uncompleted, is the project still relevant? Should the project be changed or revised?

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4. Other comments

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## Plan Update Evaluation Worksheet

Plan Section	Considerations	Explanation
Planning Process	Should new jurisdictions and/or districts be invited to participate in future plan updates?	
	Have any internal or external agencies been invaluable to the mitigation strategy?	
	Can any procedures (e.g., meeting announcements, plan updates) be done differently or more efficiently?	
	Has the Planning Team undertaken any public outreach activities?	
	How can public participation be improved?	
	Have there been any changes in public support and/or decision-maker priorities related to hazard mitigation?	
Capability Assessment	Have jurisdictions adopted new policies, plans, regulations, or reports that could be incorporated into this plan?	
	Are there different or additional administrative, human, technical, and financial resources available for mitigation planning?	
	Are there different or new education and outreach programs and resources available for mitigation activities?	
	Has NFIP participation changed in the participating jurisdictions?	
Risk Assessment	Has a natural and/or technical or human-caused disaster occurred?	
	Should the list of hazards addressed in the plan be modified?	
	Are there new data sources and/or additional maps and studies available? If so, what are they and what have they revealed? Should the information be incorporated into future plan updates?	
	Do any new critical facilities or infrastructure need to be added to the asset lists?	
	Have any changes in development trends occurred that could create additional risks?	
	Are there repetitive losses and/or severe repetitive losses to document?	

# Worksheet 7.2

## Plan Update Evaluation Worksheet

Plan Section	Considerations	Explanation
Mitigation Strategy	Is the mitigation strategy being implemented as anticipated? Were the cost and timeline estimates accurate?	
	Should new mitigation actions be added to the Action Plan? Should existing mitigation actions be revised or eliminated from the plan?	
	Are there new obstacles that were not anticipated in the plan that will need to be considered in the next plan update?	
	Are there new funding sources to consider?	
	Have elements of the plan been incorporated into other planning mechanisms?	
Plan Maintenance Procedures	Was the plan monitored and evaluated as anticipated?	
	What are needed improvements to the procedures?	