

Use this document as a checklist as you go through the planning process and write your plan.

Lessons from the 2009-2010 County HMPs
Section 2.5: Data Sources and Limitations Crosswalk Element 4E
<ul style="list-style-type: none"> • Use parenthetical notation of sources throughout the plan and compile sources in Appendix A: Bibliography. • Use the most recent data sources available. If older information is the best available, state this in the plan.
Sections 3.1, 4.1, 5.1, 6.1, and 7.1: Update Process Summaries Crosswalk Element 4F
<ul style="list-style-type: none"> • Include both an overview of the process used to update the plan and a discussion of specific changes in the process/procedures/stakeholders in each Update Process Summary section. If no specific changes were made, state so.
Section 3.2: The Planning Team Crosswalk Element 4B, 4D
<ul style="list-style-type: none"> • Invite a broad list of stakeholders for the HMPU planning team that includes neighboring communities/counties, businesses, academia, watershed groups, and non-profits to the planning process. • Provide documentation of invitations and detailed meeting minutes and demonstrate that a well-diversified planning team of more than just the local EMCs/planners was sought. Place documentation in Appendix B: Meeting and Other Participation Documentation. • If invited non-municipal entities choose not to participate, document the number and types of actions used to gain their participation in the plan. If these entities do participate, highlight their participation and note what information each group provided.
Section 3.3: Meetings and Documentation Crosswalk Element 2C
<ul style="list-style-type: none"> • Do not list meetings that have yet to take place in the plan. • If a meeting must take place after the plan's submission or adoption, state the conditions that must be met before the meeting can occur and that the plan will be updated later to reflect that the meeting occurred. Highlight any such statements in yellow to denote them.
Section 3.4: Public and Stakeholder Participation Crosswalk Element 3B, 4C
<ul style="list-style-type: none"> • Make every attempt to gain 100% municipal participation. • Provide clear language of attempts to engage jurisdictions that did not participate in the last plan as well as efforts to re-engage those already participating in the plan. • Note what the change in participation has been between the previous plan and the current plan. • Document that a public notice was put in the paper at least one week before the public meeting. • Document instances of advertising for public access of the plan for comment (ex: photos of flyers posted, legible images of newspaper advertisements or stories, screenshots of websites, etc). • Indicate whether any comments were received on the draft plan. If there were comments, demonstrate that you addressed them in the plan where appropriate. • Ensure that the comment period ends before the date of formal submission to PEMA/FEMA so that all comments can be incorporated into the plan.

Section 3.5: Multi-Jurisdictional Planning

Crosswalk Element 2A

- Provide documentation of participation outreach, participation compliance, and non-participating jurisdictions.
- If a jurisdiction is not participating in the plan, note in the plan, explain why they are not (and any attempts to engage), and remove future references to that jurisdiction(s) from the plan.

Section 4.1: Risk Assessment Update Process Summary

Crosswalk Element 5A

- Profile all hazards of concern to the county, not just those identified as high-hazard or high-priority in past plans.
- All hazards profiled in previous plans must either be profiled in the plan update, or adequate cause for omitting the hazard must be given. Caution: it is rare that a hazard can be removed from a plan!

Section 4.3: Hazard Profiles

Crosswalk Elements 5, 6, 8

- Ensure that all plan information and graphics focus on the county and/or the state, not the national level.
- Every Section 4.3.X.2: Range of Magnitude must include either a narrative of the worst-case hazard event from a past occurrence or should include a description of the worst-case scenario for each hazard.
- Include the full range of magnitude of a hazard, from the very minor to the severe.
- Define or explain all pejorative terms used, like "multiple injuries" or "catastrophic losses." Try to use terms with defined thresholds from a respected data source referenced in the plan, like using the definitions from the Modified Mercalli Scale to describe earthquake impacts.
- Include as many past occurrence events as possible going back as far in time data allows. If there are few details on past events, ask residents, search at the local library, or look through newspaper archives. Anecdotal past occurrence data is an acceptable option but should be clearly identified as anecdotal.
- Be consistent in language between hazard profiles and the risk factor table. The risk factor rankings should match the described probability, magnitude, impacts, and losses from each profile.
- Do not use the terminology "100-year flood" in the plan; instead use "1%-annual-flood chance flood." The exception to this is if you want to note that the 1%-annual-chance flood is erroneously called the 100-year flood.
- Include the number and type of RL and SRL properties in each jurisdiction in the flood profile Section 4.3.X.3: Past Occurrences. This data can be obtained from DCED. If there are no RL or SRL properties in the county, say so.
- If the county identifies Hurricane, Tropical Storm, and Nor'easter or Tornado and Windstorm as a hazard, note the number of mobile homes per jurisdiction (which can be extracted from HAZUS) along with any information on ordinances requiring anchoring of mobile homes in Section 4.3.X.6: Vulnerability Assessment.
- Include the number and type of structures impacted by each hazard when possible, especially flood hazards, in each profile's Section 4.3.X.6: Vulnerability Assessment.
- Always use FIRM maps in the HMP update; never use DEP flood maps.
- If there are changes in the number of vulnerable structures from the previous plan, explain them.

Section 4.4.2: Ranking Results

Crosswalk Element 12A

- Include a matrix to distinguish unique and varied risk among participating jurisdictions. For an

<p>example of the matrix, see the SOG.</p>
<p>Section 4.4.3: Potential Loss Estimates Crosswalk Element 10A, 10B</p> <ul style="list-style-type: none"> • Include loss estimates for hazards other than flooding, if possible. Add a description of potential dollar losses to vulnerable buildings, infrastructure, and critical facilities for each hazard, even if the description must be generalized. • Ensure that the plan notes which version of HAZUS was used to conduct loss analysis, and ensure that all results reports are included in an appendix.
<p>Section 4.4.4: Future Development and Vulnerability Crosswalk Element 11A</p> <ul style="list-style-type: none"> • Tie areas that are expected to see future development/growth to hazard areas. Future development must be discussed in the plan at a minimum through an analysis of population change. • If potential future growth areas are identified by the county, the plan should state which hazard areas growth areas fall into (SFHA, high-hazard wildfire areas, etc) as well as the expected vulnerability of future structures. • If possible, overlay hazard mapping with expected future development/growth areas to spatially show future risk.
<p>Section 5.2.2: Participation in the NFIP Crosswalk Element 15A</p> <ul style="list-style-type: none"> • Describe in more detail the PA model floodplain ordinance, noting areas in which it is more restrictive than the norm. • When information is available, discuss and/or list communities that have adopted more restrictive floodplain management ordinance, specifically in areas such as freeboard, hazardous materials in the floodplain, and hospitals, jails, and nursing homes in the floodplain. • Note if municipalities use the PA model floodplain ordinance or if they use a separate ordinance. • Note if which jurisdictions administer their own floodplain ordinance and which have the county do it on their behalf. • Do not discuss NFIP solely on a national basis.
<p>Section 6.1: Update Process Summary Crosswalk Element 13A, 16C</p> <ul style="list-style-type: none"> • All goals from previous plan(s) must be kept or incorporated into the plan. If a goal is no longer relevant, its omission must be explained. • A status update must be included for every action in the last plan's mitigation strategy. This includes a statement of whether each action was completed, deleted, or deferred, and why. • If an action/project was eliminated due to lack of time but the project is still desired, it should be placed in the current mitigation strategy.
<p>Section 6.3: Identification and Analysis of Mitigation Techniques Crosswalk Element 14C</p> <ul style="list-style-type: none"> • In order for each jurisdiction to be eligible for funding for all mitigation techniques, each of the six techniques must be discussed and tied to the mitigation strategy.
<p>Section 6.4: Mitigation Action Plan Crosswalk Element 16A, 16D</p> <ul style="list-style-type: none"> • Link to individual actions in the action plan to specific funding sources whenever possible. Be

<p>specific and avoid using “General fund” as the funding source.</p> <ul style="list-style-type: none"> • Show that each municipality has at least one action, and state how jurisdictions selected actions. • Always include an action or overarching goal or objective pertaining to structural projects or property protection including elevation and acquisition so that those types of projects can be funded after a disaster occurs should the county or municipality wish to implement a project of this nature.
<p>Section 7.2: Monitoring, Evaluating, and Updating the Plan Crosswalk Element 18A</p>
<ul style="list-style-type: none"> • Include the job title of the individual who will be responsible for updating the plan, in case there is a staff change. • Ensure that this section states that annual updates/periodic reviews the plan need to (and will) take place to show hazard mitigation activity progress. • State that annual reports or progress reports will be incorporated to the plan and included in the next update to assist in showing the progress of mitigation activities.
<p>Section 7.3: Incorporation into Other Planning Mechanisms Crosswalk Element 19A</p>
<ul style="list-style-type: none"> • State how other planning mechanisms have contributed into the HMP and also how the HMPU will be integrated into other planning mechanisms in the future. • For counties and municipalities with Act 167 Stormwater Management Plans, think about ways to utilize information pertaining to stormwater in the HMP. This should be covered in this section and in the Flood profile where appropriate.
<p>Section 7.4: Continued Public Involvement Crosswalk Element 20A</p>
<ul style="list-style-type: none"> • Try to have the approved HMP permanently posted to the county website. If this is possible, provide the link where the plan will be posted, and state how comments will be incorporated.
<p>Appendix C: Meeting and other Participation Documentation</p>
<ul style="list-style-type: none"> • Provide one letter/invitation along with the entire list of invitees in this appendix, rather than a copy of each letter.

In any section of the plan, if there are data or analysis limitations note them in the Data Sources and Limitation Section and add an action to the action plan to try to rectify the gaps.