

# Recommended Rhode Island Local Hazard Mitigation Plan Template

Updated with new FEMA guidance, April 2023

## 1. Cover Page

- Title (*City or Town of ... Rhode Island Local Hazard Mitigation Plan*)
- Jurisdiction info
  - Name(s) of participating jurisdiction(s)
  - New Plan or Update? Jurisdiction(s) previous FEMA approval date(s)
- Version (with submittal dates)

## 2. Table of Contents

## 3. Executive Summary [Brief Overview of Plan Updates]

- Assessment
  - Major Findings (Significant events since last plan update)
- Mitigation Strategy
  - Goals
  - Action Plan
  - Plan Adoption
  - Implementation and Plan Maintenance

## 4. Adoption Documentation [or space for new adoption document]

- Be sure that the name of the plan is the same in the adoption resolution.
- Plan must include in the name city/town, RI, as an identifier

## 5. Background

- Introduction to Hazard Mitigation and/or Plan Update
  - Purpose and Mission Statement
  - Location info & Geography
  - Demographics/Current Census & Housing

## 6. SECTION 1 – Element A - Planning Process

➤ *Use the Plan Review Checklist to address FEMA-specific questions*

*Overall Intent: The planning process section of the plan documents how the plan was developed, who was involved, and what data and information were used to build or update the plan.*

- Documentation of the planning process (how, time frame, and activities)
- Document how all stakeholders were invited to participate in the planning process
- Identify Roles and Responsibilities:
  - Local Government
  - Local Agencies (DPW, Emergency Management, GIS, Floodplain Mgrs.)
  - Planning Team (zoning, planning, community/economic development)
  - Representatives of businesses, non-profits, and academia (utility companies)
  - Non-profits (community-based that work directly with underserved populations)
  - Neighboring Communities
  - Public Involvement (meeting, surveys, solicited feedback)
- Incorporate the review of current plans and use of studies, reports & technical reports

## 7. SECTION 2 – Element B – Risk Assessment

➤ *Use the Plan Review Checklist to address FEMA-specific questions*

*Overall Intent: The risk assessment identifies the hazards that can affect your area. It analyzes each of these hazards with respect to location, potential magnitude, previous occurrences, future probability, the parts of the community likely to be impacted, and potential consequences.*

- Hazard Identification (type, location, and extent of hazards)
  - Include omitted hazards and why
- History of previous hazards (if **no** hazard occurred, it must be stated in the update)
- Probability of future events, effects of future conditions, including climate change
- Summary of vulnerability and impacts on the community
  - Include NFIP insured structures
  - Instances of repetitive loss
- Include dams outside your area that may impact you if they fail

**Risk Assessments need to clarify the connection between the identified vulnerabilities and the actions they will take to mitigate losses to people and property.**

## 8. SECTION 3 – Element C – Mitigation Strategy

➤ *Use the Plan Review Checklist to address FEMA-specific questions*

*Overall Intent: The mitigation strategy serves as the long-term blueprint for reducing the potential losses identified in the risk assessment.*

- Examine existing capabilities, authorities, policies, programs, and resources
  - Include adoption of building codes
  - Include land use and development ordinances/regulations
- Identify each participant's ability to expand and improve the capabilities
- Include participation in NFIP and current standing and participation activities
  - *Simply stating, "The community will continue to comply with the NFIP is not sufficient to meet the requirement."*
  - Include information if you participate in the CRS
- Include goals to reduce vulnerabilities to identified hazards
- Identify mitigation actions and projects that would benefit the community
  - Emphasize reducing risk to existing buildings, structures & infrastructure
  - Include an action plan to mitigate the identified hazard
  - Focus on underserved communities & socially vulnerable populations
- Describe the criteria used for prioritizing the implementation of the actions
  - Identify expected time frames for completion of mitigation actions
  - Identify who is responsible for administering the action

**The mitigation strategy includes the development of goals and prioritized hazard mitigation actions.**

## 9. SECTION 4 – Element D – Plan Maintenance

➤ *Use the Plan Review Checklist to address FEMA-specific questions*

*Overall Intent: The mitigation plan is a living document that guides actions over time.*

*Having a process for maintaining the plan reflects the recognition that things change.*

- Describe how the public will be invited to participate in ongoing plan updates
- Include the method and schedule to keep the plan current
  - Describe how the plan will be implemented over the next 5 years
  - Identify how, when, and by whom the plan will be assessed for effectiveness
  - Describe the review process
- Describe how the plan will be integrated into other documents (e.g., capital plans)

## 10. SECTION 5 – Element E – Plan Update

➤ *Use the Plan Review Checklist to address FEMA-specific questions*

*Overall Intent: To continue effectively representing the community's overall strategy for reducing its risks from natural hazards, the mitigation plan must reflect the changes in current conditions since the last plan.*

- Describe if there were changes in development
  - Explain the changes and if they have increased or decreased vulnerabilities
- Identify if there were changes in the priorities and progress of mitigation efforts

## 11. SECTION 6 – Element F – Plan Adoption

➤ *Use the Plan Review Checklist to address FEMA-specific questions*

*Overall Intent: Adoption by the local governing body demonstrates the community's commitment to the hazard mitigation goals and actions outlined in the plan.*

- Describe if the local government has formally adopted the plan
  - Provide documentation of plan adoption
  - For multijurisdictional plans, all jurisdictions must adopt

## 12. SECTION 7 – Element G – High Hazard Potential Dams (HHPD)

➤ *Use the Plan Review Checklist to address FEMA-specific questions*

*Overall Intent: To be eligible for HHPD grants, local governments with jurisdiction over the area of an eligible dam must have an approved local hazard mitigation plan that includes all dam risks.*

- Include the incorporation of existing plans, studies, reports and technical info.
  - Describe how local government worked with dam owners & state dam safety agency
  - Include information on the location, size, and risks if it failed
- Make sure the HHPD is in the risk assessment
  - Describe the risks and vulnerabilities
  - Document limitations & how deficiencies will be addressed
- Describe the mitigation goals to reduce long-term vulnerabilities
  - The plan does not need to include a goal specific to HHPDs alone
- Include actions that address HHPDs and prioritize mitigation actions to reduce vulnerabilities

**Projects submitted for consideration for HHPD funding must be consistent with the goals and actions identified in the current, approved hazard mitigation plan.**

## **Appendices**

- Assessing Risk - Maps
- Element A - Planning Process Outreach Strategy & Materials
  - Meeting Summaries, Notes, Sign-In Sheets
  - Invites, Public Mtg Announcements, Web/Ad postings
  - Surveys, Questionnaires, Evaluations, etc.
- Element B – Risk Assessment [Additional documentation, if needed]
- Determining Technical and Financial Assistance for Mitigation and Climate Change Adaptation
- Emergency/Preparedness Strategy Actions **[Optional]**
- Final Local Mitigation Plan Review Tool from Approved Plan
- Glossary