

WORKSHEET # 1: Taskforce Membership

STEP 1, TASK A: Organize a taskforce that will be responsible for conducting the assess-

| Possible Taskforce Member Affiliations and Characteristics | | Represented? | |
|--|--|--------------|----|
| | | Yes | No |
| Agencies | Public Safety/ Emergency Management Office | | |
| | Department of Health (include Office of Aging) | | |
| | Department of Planning | | |
| | Department of Social Services | | |
| | Fire & Law enforcement | | |
| | School | | |
| | State agencies | | |
| | Other | | |
| | Other | | |
| Community groups | Community development corporations (CDCs) | | |
| | Faith-based organizations | | |
| | Other nonprofit groups | | |
| | Small business owners | | |
| | Private companies and organizations | | |
| | Other | | |
| | Other | | |
| Residents | Elderly | | |
| | Disabled | | |
| | Low income | | |
| | Non-English speakers | | |
| | Race/ethnic minorities | | |
| | Other | | |
| | Other | | |

WORKSHEET # 3: Community Demographics

STEP 1, TASK B: Identify vulnerable populations in the community

| Group | % of Community |
|---|----------------|
| <i>Physically Vulnerable Populations</i> | |
| Elderly (Aged 65 and over) | |
| Single head of household | |
| Physically disabled | |
| Institutionalized population | |
| <i>Economically Vulnerable Populations</i> | |
| Household income below state median | |
| Households living below the poverty line | |
| Vehicle availability | |
| <i>Culturally and Historically Vulnerable Populations</i> | |
| Non-English Speaking | |
| Ethnicity: | |
| Hispanic | |
| Non-Hispanic | |
| Race: | |
| African-American | |
| American-Indian | |
| Asian-American | |
| Native Hawaiian/ Pacific Islander | |
| White | |
| Two or more races | |
| Other | |
| <i>Structurally Vulnerable Populations</i> | |
| Residents living in mobile homes | |
| Other | |
| Other | |

WORKSHEET # 4: Existing Information

STEP 1, TASK C: Collect relevant plans, studies, reports, and technical information

| Document | Available? | |
|--|------------|----|
| | Yes | No |
| City or county comprehensive plans and reports | | |
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| Local or county emergency management plans | | |
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| Local Health Department reports or plans | | |
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| Office on Aging reports or plans | | |
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| Other relevant reports or documents | | |
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WORKSHEET # 5: Identifying Hazards

STEP 2, TASK A: List the hazards that may occur in the community

1. Review existing plans and reports.
2. Research newspapers and other historical records.
3. Talk to the local residents and experts in your community, state, or region.
4. Gather information on Internet Websites.
5. Put a check mark in the *Occur?* boxes beside all hazards that may occur in your community or county.

Occur?

Use this space to record information you find for each of the hazards you will be researching. Attach additional pages as necessary.

| | <input type="checkbox"/> | Hazard or Event Description (Type of hazard, date of event, number of injuries, cost and types of damage, etc.) | Source of Information | Map Available for this Hazard? | Scale of Map |
|---------------------|--------------------------|---|------------------------------|---------------------------------------|---------------------|
| Avalanche | <input type="checkbox"/> | | | | |
| Coastal Erosion | <input type="checkbox"/> | | | | |
| Coastal Storm | <input type="checkbox"/> | | | | |
| Dam Failure | <input type="checkbox"/> | | | | |
| Drought | <input type="checkbox"/> | | | | |
| Earthquake | <input type="checkbox"/> | | | | |
| Expansive Soils | <input type="checkbox"/> | | | | |
| Extreme Heat | <input type="checkbox"/> | | | | |
| Flood | <input type="checkbox"/> | | | | |
| Hailstorm | <input type="checkbox"/> | | | | |
| Hurricane | <input type="checkbox"/> | | | | |
| Land Subsidence | <input type="checkbox"/> | | | | |
| Severe Winter Storm | <input type="checkbox"/> | | | | |
| Tornado | <input type="checkbox"/> | | | | |
| Tsunami | <input type="checkbox"/> | | | | |
| Volcano | <input type="checkbox"/> | | | | |
| Wildfire | <input type="checkbox"/> | | | | |
| Windstorm | <input type="checkbox"/> | | | | |
| Other: | <input type="checkbox"/> | | | | |

Adapted from State and Local Mitigation Planning How-to-guide, August 2001)

WORKSHEET #7: Critical Facilities Inventory

| Critical Facilities Inventory | | | | |
|--------------------------------------|-------------------------|----------------|--------------------------------|-----------|
| Type of Facility | Name of Facility | Address | Located in Hazard Area? | |
| | | | Yes | No |
| School(s) | | | | |
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| Hospital(s) | | | | |
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| Police Station(s) | | | | |
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| Fire Station(s) | | | | |
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| Emergency Shelter(s) | | | | |
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| Daycare Center(s) | | | | |
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| Nursing Home(s) | | | | |
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| Other | | | | |
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WORKSHEET #8: Current Inventory of People and Property

STEP 4, TASKS B and C: Calculate the number and value of residential structures and people currently in hazard areas.

1. Determine the number and value of structures (homes, apartment complexes, mobile homes, etc.) that are currently located in hazard-prone areas.
2. Estimate the number of people who live in the residential structures using the multiplier table below.

| | Current Conditions | | |
|------------------------|--------------------|------------|------------|
| | Buildings (#) | People (#) | Value (\$) |
| Single-Family detached | | | |
| Single-Family attached | | | |
| Mobile Homes | | | |
| Multi-Family | | | |
| Other* | | | |
| Other* | | | |

Multiplier table to estimate population at risk

| Type of Structure | Number of structures | Number of people per structure | People at risk |
|------------------------|----------------------|--------------------------------|----------------|
| Single-Family detached | | | |
| Single-Family attached | | | |
| Mobile Homes | | | |
| Multi-Family | | | |

WORKSHEET #9: Future Inventory of People and Property

STEP 4, TASK D: Inventory People and Property Potentially at Risk in the Future

Estimate the number of people, structures, and the value of structures that will be located in harm's way at some time (e.g. 10 years) in the future.

| | Potential Future Conditions | | |
|------------------------|-----------------------------|------------|------------|
| | Buildings (#) | People (#) | Value (\$) |
| Single-Family detached | | | |
| Single-Family attached | | | |
| Mobile Homes | | | |
| Multi-Family | | | |
| Other* | | | |
| Other* | | | |

* Include critical facilities in Worksheet #7 and employment centers on Worksheet #10.

WORKSHEET # 10: Employment Center Inventory

STEP 6, TASK A: Employment Inventory

1. Prepare list of employers or employment centers in the community. Include the current and likely future employers.
2. Estimate the number of employees.
3. Include the physical address location of employers.
4. Indicate whether the employer is located in known natural hazard areas.

| Employer or employment center | Physical Address | Employees (#) | Located in Hazard Area? | |
|---------------------------------------|------------------|---------------|-------------------------|----|
| | | | Yes | No |
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| Future employers or employment center | Physical Address | Employees (#) | Located in Hazard Area? | |
| | | | Yes | No |
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