

HAZARD MITIGATION PLAN DEVELOPMENT PROCESS

1. Form Planning Committee

Each jurisdiction has a group of people from the community who are willing to contribute their time and knowledge. A hazard mitigation planning committee typically includes:

- County, city, or district management staff
- Elected officials
- Public works or maintenance staff
- Emergency management, fire, safety, and emergency medical personnel
- Engineers
- Interested residents

If a jurisdiction has planning or engineering staff or staff who participates in a watershed management authority, those people are highly encouraged to participate in the planning committee, too. The committee will attend a community planning meeting, review the plan, and provide feedback.

2. Host a Community Planning Meeting

For most jurisdictions, one meeting that is 60–90 minutes is necessary. The meeting will include the planning committee and be open to the public. The agenda for a planning meeting generally includes:

- Identification and assessment of risks in community
- Identification of vulnerable populations and critical facilities
- Development and prioritization of hazard mitigation strategy

The planning consultant will facilitate the meeting. Jurisdiction staff will need to coordinate with the consultant to schedule the meeting, post notices, and collect initial information about the jurisdiction.

3. Participate in Comment Period

After the meeting, the planning consultant will prepare a draft of the jurisdiction's information for the planning committee to review and provide feedback. When a full draft of the plan is complete, there will be a 30-day public comment period for final review and feedback.

4. Adopt Plan

Each jurisdiction must officially adopt the plan after the public comment period. The planning consultant will provide a resolution. Concurrently, the plan will be submitted for official review and approval. The jurisdiction will be notified when the plan is approved, and a final copy will be provided.