
Appendix C3.
Annex Instructions and Templates for Fire Districts

INSTRUCTIONS FOR COMPLETING FIRE DISTRICT ANNEX TEMPLATE

This document provides instructions for fire districts participating in multi-partner hazard mitigation planning. These instructions are intended for districts that do not currently have a FEMA approved hazard mitigation plan.

Assistance in completing the template will be available in the form of a workshop for all planning partners in November and technical assistance as requested and as funding allows. Any questions on completing the template should be directed to:

Rob Flaner
208. 939.4391
Rob.Flaner@TetraTech.com

Fully completed templates must be completed and returned by:

Friday, January 17, 2014.

A NOTE ABOUT FORMATTING

The template for the jurisdiction annex is a Microsoft Word document in a format that will be used in the final plan. Partners are asked to use this template so that a uniform product will be completed for each partner. Partners who do not have Microsoft Word capability may prepare the document in other formats, and the planning team will convert it to the Word format.

Content should be entered within the yellow, highlighted text that is currently in the template, rather than creating text in another document and pasting it into the template. Text from another source will alter the style and formatting of the document.

The numbering in the document will be updated when completed annexes are combined into the final document. Please do not adjust any of the numbering.

CHAPTER NUMBER AND TITLE

In the chapter title at the top of page 1, type in the complete official name of your jurisdiction (West County Fire Protection District #1, Burgville Flood Protection District, etc.) replacing the yellow, highlighted text.

Fire District Annex:

This document provides instructions for completing the jurisdictional annex template for fire districts.

Please refer all questions to:

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208.939.4391

rob.flaner@tetratech.com

Please complete and return by:

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Please email completed template to:

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425.482.7801

kristen.gelino@tetratech.com

Associated Materials:

Along with the annex template and these instructions, you have been provided with other materials with information that is needed for completing the template. Be sure to review these materials before you begin the process of filling in the template:

- SHELDUS historical event data
- Summary-of-loss matrix for the hazard mitigation plan,
- Results from the hazard mitigation plan questionnaire,
- Catalog of funding programs
- Catalog of mitigation alternatives, and
- Fact sheet on Hazard Mitigation Grant Program (HMGP) and Pre-Disaster Mitigation Grant Program (PDM).

HAZARD MITIGATION PLAN POINT OF CONTACT

Please provide the name, title, mailing address, telephone number, and e-mail address for the primary point of contact for your jurisdiction. This should be the person responsible for monitoring, evaluating and updating the annex for your jurisdiction. This person should also be the principle liaison between your jurisdiction and the Steering Committee overseeing development of this plan.

In addition, designate an alternate point of contact. This would be a person to contact should the primary point of contact be unavailable or no longer employed by the jurisdiction.

JURISDICTION PROFILE

Narrative Profile

Please provide a brief summary to profile your jurisdiction. Include the purpose of the jurisdiction, the date of inception, the type of organization, the number of employees, the mode of operation (i.e., how operations are funded), the type of governing body, and who has adoptive authority. Describe who the jurisdiction's customers are (if applicable, include number of users or subscribers). Include a geographical description of the service area.

Provide information in a style similar to the example provided in the box at right. This should be information that was not provided in the overall mitigation plan document.

Please be sure to include who will assume responsibility for the adoption of the plan and who will oversee the implementation of the plan.

Example Jurisdiction Narrative Profile:

Humboldt Community Services District is a special-purpose district created in 1952 to provide water, sewer, and street lighting to the unincorporated area surrounding the City of Eureka known as Pine Hill & Cutten. The District's designated service areas expanded throughout the years to include other unincorporated areas of Humboldt County known as Myrtle town, Humboldt Hill, Fields Landing, King Salmon, and Freshwater. A five-member elected Board of Directors governs the District. The Board assumes responsibility for the adoption of this plan; the General Manager will oversee its implementation. As of April 30, 2007, the District serves 7,305 water connections and 6,108 sewer connections, with a current staff of 21. Funding comes primarily through rates and revenue bonds.

Summary Information

Complete the bulleted list of summary information as follows:

- **Population Served**—List the estimated population that your jurisdiction provides services to. If you do not know this number directly, create an estimate (e.g., the number of service connections times the average household size for the service area based on Census data).
- **Land Area Served**—Enter the service area of your jurisdiction in acres or square miles.
- **Value of Area Served**—Enter the approximate assessed value of your service area. If you do not have this information, the County should be able to provide a number using the County Assessor's database.
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- Fire Districts—Apparatus and equipment housed in a facility that is located in a natural hazard risk zone. This is the equipment that is essential for you to deliver services to this area should a natural hazard occur. It is not necessary to provide a detailed inventory of each engine and truck and its contents. A summary will suffice, such as “5 Engines, 2 ladders, and their contents”. Do not list reserve equipment.
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- **Total Value of Critical Facilities**— Enter total replacement-cost value of the critical facilities listed above.
- **Current and Anticipated Service Trends**— Enter a brief description on how your jurisdiction’s services are projected to expand in the foreseeable future and why. Note any identified capital improvements needed to meet the projected expansion. Examples are as follows:
 - For a Fire District: Portions of the jurisdiction have experienced a 13 percent growth over the last five years. Land use designations allow for an increase in light commercial and residential land uses within the service area. This increase in density of land uses will represent an increase in population and thus a projected increase in call volume. Our District is experiencing an average annual increase in call volume of 13 percent.

APPLICABLE REGULATIONS AND PLAN

List any federal, state, local or district laws, ordinances, codes and policies that govern your jurisdiction that include elements addressing hazard mitigation. Describe how these laws may support or conflict with the mitigation strategies of this plan. List any other plans, studies or other documents that address hazard mitigation issues for your jurisdiction or may allow you to support or enhance actions identified in this plan. Note whether the documents could have a positive or a negative impact on the mitigation strategies of this plan. Some examples of plans that may be relevant include Emergency Response Plan, Continuity of Operations Plan, Recovery Plan, and Capital Improvement Program. “None applicable” is a possible answer for this section.

CLASSIFICATION IN HAZARD MITIGATION PROGRAMS

If you know your jurisdiction’s Public Protection number, please enter it under the “Classification” column in Table 1-1. If you do not know if your jurisdiction participates in this program or do not know the number, please leave it blank and the Planning Team will provide this information for you. No entries are needed for the other items in Table 1-1.

JURISDICTION-SPECIFIC NATURAL HAZARD EVENT HISTORY

In Table 1-2, list in chronological order (most recent first) any natural hazard event that has caused damage to your jurisdiction since 1975. Include the date of the event and the estimated dollar amount of damage it caused. Please refer to the SHELDUS historical event data included on your dvd. Potential sources of damage information include:

- Preliminary damage estimates your jurisdiction filed with the county or state
- Insurance claims data
- Newspaper archives

- Other plans/documents that deal with emergency management (safety element of a comprehensive plan, emergency response plan, etc.)
- Citizen input.

HAZARD RISK RANKING

The risk ranking performed for the overall planning area is presented in the risk assessment section of the overall hazard mitigation plan. However, each jurisdiction has differing degrees of risk exposure and vulnerability and, therefore, needs to rank risk for its own area, using the same methodology as used for the overall planning area. The risk-ranking exercise assesses two variables for each hazard: its probability of occurrence; and its potential impact on people, property and operations. A detailed discussion of the concepts associated with risk ranking is provided in the overall hazard mitigation plan. The instructions below outline steps for assessing risk in your jurisdiction in order to develop results that are to be included in the template.

Determine Probability of Occurrence for Each Hazard

A probability factor is assigned based on how often a hazard is likely to occur. In Table 1, list the probability of occurrence for each hazard as it pertains to your jurisdiction, along with its probability factor, as follows:

- **High**—Hazard event is likely to occur within 25 years (Probability Factor = 3)
- **Medium**—Hazard event is likely to occur within 100 years (Probability Factor = 2)
- **Low**—Hazard event is not likely to occur within 100 years (Probability Factor = 1)
- **None**—If there is no exposure to a hazard, there is no probability of occurrence (Probability Factor = 0)

Hazard Type	Probability	Probability Factor

The probability of occurrence of a hazard event is generally based on past hazard events in an area. For example, if your jurisdiction has experienced two damaging floods in the last 25 years, the probability of occurrence is high for flooding and scores a 3 under this category. If your jurisdiction has experienced no damage from landslides in the last 100 years, your probability of occurrence for landslide is low, and scores a 1 under this category.

Determine Potential Impacts of Each Hazard

The impact of each hazard was divided into three categories: impacts on people, impacts on property, and impacts on your jurisdiction’s operations. These categories were also assigned weighted values. Impact on people was assigned a weighting factor of 3, impact on property was assigned a weighting factor of 2 and impact on operations was assigned a weighting factor of 1. Steps to assess each type of impact are described below.

Impacts on People

To assess impacts on people, values are assigned based on the percentage of the total *population exposed* to the hazard event. The degree of impact on individuals will vary and is not measurable, so the calculation assumes for simplicity and consistency that all people exposed to a hazard because they live in a hazard zone will be equally impacted when a hazard event occurs. In Table 2, list the potential impact of each hazard on people in your jurisdiction, along with its impact factor, as follows:

- **High Impact**—30% or more of the population is exposed to a hazard (Impact Factor = 3)
- **Medium Impact**—15% to 29% of the population is exposed to a hazard (Impact Factor = 2)
- **Low Impact**—14% or less of the population is exposed to the hazard (Impact Factor = 1)
- **No Impact**—None of the population is exposed to a hazard (Impact Factor = 0)

Hazard Type	Impact	Impact Factor	Weighted Impact Factor (Unweighted Factor x 3)

Impacts on Property

To assess impacts on property, values are assigned based on the percentage of the total *value of buildings, equipment and infrastructure that is exposed* to the hazard event. In Table 3, enter the cost estimates for potential damage to the jurisdiction’s exposed buildings, equipment and infrastructure, taken from the “Summary of Loss” matrix provided with these instructions.

TABLE 3. COST ESTIMATES FOR POTENTIAL DAMAGE TO STRUCTURES	
Hazard type	Estimate of Potential Dollar Losses to Jurisdiction- Owned Facilities Exposed to the Hazard

In Table 4, list the potential impact of each hazard on property in your jurisdiction, along with its impact factor. Determine impact based on damage estimates from Table 3, as follows:

- **High Impact**—30% or more of the total assessed property value of facilities, equipment and infrastructure is exposed to a hazard (Impact Factor = 3)
- **Medium Impact**—15% to 29% of the total assessed property value of facilities, equipment and infrastructure is exposed to a hazard (Impact Factor = 2)
- **Low Impact**—14% or less of the total assessed property value of facilities, equipment and infrastructure is exposed to the hazard (Impact Factor = 1)
- **No Impact**—None of the total assessed property value of facilities, equipment and infrastructure is exposed to a hazard (Impact Factor = 0)

TABLE 4. HAZARD IMPACT ON PROPERTY			
Hazard Type	Impact	Impact Factor	Weighted Impact Factor (Unweighted Factor x 2)

Impacts on the Jurisdiction's Operations

Impact on operations is assessed based on estimates of *how long it will take your jurisdiction to become 100-percent operable* after a hazard event. The estimated functional downtime for critical facilities has been estimated for most hazards within the planning area. In Table 5, list the potential impact of each hazard on the operations of your jurisdiction, along with its impact factor, as follows:

- High = functional downtime of 365 days or more (Impact Factor = 3)
- Medium = Functional downtime of 180 to 364 days (Impact Factor = 2)
- Low = Functional downtime of 180 days or less (Impact Factor = 1)
- No Impact = No functional downtime is estimated from the hazard (Impact Factor = 0)

TABLE 5. HAZARD IMPACT ON OPERATIONS			
Hazard Type	Impact	Impact Factor	Weighted Impact Factor (Unweighted Factor x 1)

You will need to consult the risk assessment for this task. The critical facilities exposed to each hazard have been identified, and the impacts on operability have been estimated for most of the hazards within the planning area. If the functional downtime component has not been provided for a hazard in the risk assessment, consider the impact on operability of that hazard to be low.

Determine Risk Rating for Each Hazard

A risk rating for each hazard is determined by multiplying the assigned probability factor by the sum of the weighted impact factors for people, property and operations:

- Risk Rating = Probability Factor x Weighted Impact Factor {people + property + operations}

Using the results developed in Tables 1, 2, 4 and 5, complete Table 6 to calculate a risk rating for each hazard of concern.

TABLE 6. HAZARD RISK RATING			
Hazard Type	Probability Factor (P)	Sum of Weighted Impact Factors on People, Property & Operations (I)	Risk Rating (P x I)

Complete Risk Ranking in Template

Once Table 6 has been completed above, complete Table 1-3 in your template. The hazard with the highest risk rating in Table 6 should be listed at the top of Table 1-3 and given a rank of 1; the hazard with the second highest rating should be listed second with a rank of 2; and so on. Two hazards with equal risk ratings should be given the same rank.

It is important to note that this exercise should not override your subjective assessment of relative risk based on your knowledge of the history of natural hazard events in your jurisdiction. If this risk ranking exercise generates results other than what you know based on substantiated data and documentation, you may alter the ranking based on this knowledge. If this is the case, please note this fact in the comments at the end of the template. Remember, one of the purposes of this exercise is to support the selection and prioritization of initiatives in your plan. If you identify an initiative with a high priority that mitigates the risk of a hazard you have ranked low, that project will not be competitive in the grant arena.

HAZARD MITIGATION ACTION PLAN

Action Plan Matrix

Identify the initiatives your jurisdiction would like to pursue with this plan. Refer to the mitigation catalog for mitigation options you might want to consider. Be sure to consider the following factors in your selection of initiatives:

- Select initiatives that are consistent with the overall goals, objectives and guiding principles of the hazard mitigation plan.
- Identify projects where benefits exceed costs.
- Include any project that your jurisdiction has committed to pursuing regardless of grant eligibility.
- Know what is and is not grant-eligible under the HMGP and PDM (see fact sheet provided). Listing HMGP or PDM as a potential funding source for an ineligible project will be a red flag when this plan goes through review. If you have projects that are not HMGP or PDM grant eligible, but do mitigate part or all of the hazard and may be eligible for other grant programs sponsored by other agencies, include them in this section.

- Although you should identify at least one initiative for your highest ranked risk, a hazard-specific project is not required for every hazard. If you have not identified an earthquake related project, and an earthquake occurs that causes damage in your jurisdiction, you are not discounted from HMGP project grant eligibility.

Complete Table 1-4 for all the initiatives you have identified:

- Enter the initiative number and description.
- Indicate whether the initiative mitigates hazards for new or existing assets.
- Identify the specific hazards the initiative will mitigate.
- Identify by number the mitigation plan objectives that the initiative addresses. Approved objectives have been included in your tool kit.
- Indicate who will be the lead in administering the project. This will most likely be your governing body.
- Identify funding sources for the project. If it is a grant, include the funding sources for the cost share.
- Indicate the time line as “short term” (1 to 5 years) or “long term” (5 years or greater).

Technical assistance will provided upon request.

Prioritization of Mitigation Initiatives

Complete the information in Table 1-5 as follows:

- **Initiative #**—Indicate the initiative number from Table 1-4.

Wording Your Initiative Descriptions:

Descriptions of your initiatives need not provide great detail. That will come when you apply for a project grant. Provide enough information to identify the project’s scope and impact. The following are typical descriptions for an action plan initiative:

- **Initiative 1**—Address Repetitive Loss properties. Through targeted mitigation, acquire, relocate or retrofit the five repetitive loss structures in the County as funding opportunities become available.
- **Initiative 2**—Perform a non-structural, seismic retrofit of City Hall.
- **Initiative 3**—Acquire floodplain property in the Smith subdivision.
- **Initiative 4**—Enhance the County flood warning capability by joining the NOAA "Storm Ready" program.

- **# of Objectives Met**—Enter the number of objectives the initiative will meet.
- **Benefits**—Enter “High,” “Medium” or “Low” as follows:
 - High: Project will have an immediate impact on the reduction of risk exposure to life and property.
 - Medium: Project will have a long-term impact on the reduction of risk exposure to life and property, or project will provide an immediate reduction in the risk exposure to property.
 - Low: Long-term benefits of the project are difficult to quantify in the short term.
- **Costs**—Enter “High,” “Medium” or “Low” as follows:
 - High: Would require an increase in revenue via an alternative source (i.e., bonds, grants, fee increases) to implement. Existing funding levels are not adequate to cover the costs of the proposed project.
 - Medium: Could budget for under existing work-plan, but would require a reapportionment of the budget or a budget amendment, or the cost of the project would have to be spread over multiple years.
 - Low: Possible to fund under existing budget. Project is part of, or can be part of an existing ongoing program.

If you know the estimated cost of a project because it is part of an existing, ongoing program, indicate the amount.

- **Do Benefits Equal or Exceed the Cost?**—Enter “Yes” or “No.” This is a qualitative assessment. Enter “Yes” if the benefit rating (high, medium or low) is the same as or higher than the cost rating (high benefit/high cost; high benefit/medium cost; medium benefit/low cost; etc.). Enter “No” if the benefit rating is lower than the cost rating (medium benefit/high cost, low benefit/medium cost; etc.)
- **Is the Project Grant-Eligible?**—Enter “Yes” or “No.” Refer to the fact sheet on HMGP and PDM.
- **Can Project Be Funded Under Existing Program Budgets?**—Enter “Yes” or “No.” In other words, is this initiative currently budgeted for, or would it require a new budget authorization or funding from another source such as grants?
- **Priority**— Enter “High,” “Medium” or “Low” as follows:
 - High: Project meets multiple plan objectives, benefits exceed cost, funding is secured under existing programs, or is grant eligible, and project can be completed in 1 to 5 years (i.e., short term project) once funded.
 - Medium: Project meets at least 1 plan objective, benefits exceed costs, requires special funding authorization under existing programs, grant eligibility is questionable, and project can be completed in 1 to 5 years once funded.
 - Low: Project will mitigate the risk of a hazard, benefits exceed costs, funding has not been secured, project is not grant eligible, and time line for completion is long term (5 to 10 years).

This prioritization is a simple review to determine that the initiatives you have identified meet one of the primary objectives of the Disaster Mitigation Act. It is not the detailed benefit/cost analysis required for HMGP/PDM project grants. The prioritization will identify any projects whose probable benefits will not exceed the probable costs.

Analysis of Mitigation Actions

Complete Table 1-6 summarizing the mitigation actions by hazard of concern and the following six mitigation types:

- **Prevention**—Government, administrative or regulatory actions that influence the way land and buildings are developed to reduce hazard losses. Includes planning and zoning, floodplain laws, capital improvement programs, open space preservation, and stormwater management regulations.
- **Property Protection**—Modification of buildings or structures to protect them from a hazard or removal of structures from a hazard area. Includes acquisition, elevation, relocation, structural retrofit, storm shutters, and shatter-resistant glass.
- **Public Education and Awareness**—Actions to inform citizens and elected officials about hazards and ways to mitigate them. Includes outreach projects, real estate disclosure, hazard information centers, and school-age and adult education.
- **Natural Resource Protection**—Actions that minimize hazard loss and preserve or restore the functions of natural systems. Includes sediment and erosion control, stream corridor restoration, watershed management, forest and vegetation management, and wetland restoration and preservation.
- **Emergency Services**—Actions that protect people and property during and immediately after a hazard event. Includes warning systems, emergency response services, and the protection of essential facilities.
- **Structural Projects**—Actions that involve the construction of structures to reduce the impact of a hazard. Includes dams, setback levees, floodwalls, retaining walls, and safe rooms.

This exercise demonstrates that the jurisdiction has selected a comprehensive range of actions.

FUTURE NEEDS TO BETTER UNDERSTAND RISK/VULNERABILITY

In this section, identify any future studies, analyses, reports, or surveys your jurisdiction needs to better understand its vulnerability to identified or currently unidentified risks. These could be needs based on federal or state agency mandates such as EPA's Bio-terrorism assessment requirement for water districts.

ADDITIONAL COMMENTS

Use this section to add any additional information pertinent to hazard mitigation and your jurisdiction not covered in this template.

As you complete your template, please forward it to:

Kristen Gelino, Tetra Tech, Inc.
425.482.7801
Kristen.Gelino@TetraTech.com

CHAPTER 1.

INSERT JURISDICTION NAME ANNEX

1.1 HAZARD MITIGATION PLAN POINT OF CONTACT

Primary Point of Contact

Name, Title
Street Address
City, State ZIP
Telephone: Phone #
e-mail Address: email address

Alternate Point of Contact

Name, Title
Street Address
City, State ZIP
Telephone: Phone #
e-mail Address: email address

1.2 JURISDICTION PROFILE

Insert Narrative Profile Information, per Instructions

The following is a summary of key information about the jurisdiction:

- **Population Served**—Insert Population as of Insert Date of Population Count
- **Land Area Served**—Insert Area
- **Value of Area Served**—The estimated value of the area served by the jurisdiction is Insert Total Value
- **Land Area Owned**—Insert Area
- **List of Critical Infrastructure/Equipment Owned by the Jurisdiction:**
 - Insert Description of Item Insert Value of Item
 - Insert Description of Item Insert Value of Item
 - Insert Description of Item Insert Value of Item
- **Total Value of Critical Infrastructure/Equipment**—The total value of critical infrastructure and equipment owned by the jurisdiction is Insert Total Value
- **List of Critical Facilities Owned by the Jurisdiction:**
 - Insert Description of Item Insert Value of Item
 - Insert Description of Item Insert Value of Item
 - Insert Description of Item Insert Value of Item
- **Total Value of Critical Facilities**—The total value of critical facilities owned by the jurisdiction is Insert Total Value
- **Current and Anticipated Service Trends**—Insert Summary Description of Service Trends

1.3 APPLICABLE REGULATIONS AND PLANS

The following existing codes, ordinances, policies or plans are applicable to this hazard mitigation plan:

- Insert Name of Code, Ordinance, Policy or Plan

1.6 HAZARD RISK RANKING

Table 1-3 presents the ranking of the hazards of concern.

Rank	Hazard Type	Risk Rating Score (Probability x Impact)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

1.7 HAZARD MITIGATION ACTION PLAN AND EVALUATION OF RECOMMENDED INITIATIVES

Table 1-4 lists the initiatives that make up the jurisdiction’s hazard mitigation plan. Table 1-5 identifies the priority for each initiative. Table 1-6 summarizes the mitigation initiatives by hazard of concern and the six mitigation types.

TABLE 1-4. HAZARD MITIGATION ACTION PLAN MATRIX						
Applies to new or existing assets	Hazards Mitigated	Objectives Met	Lead Agency	Estimated Cost	Sources of Funding	Timeline
Initiative #—Description						
Initiative #—Description						
Initiative #—Description						
Initiative #—Description						
Initiative #—Description						
Initiative #—Description						
Initiative #—Description						
Initiative #—Description						

**TABLE 1-6.
ANALYSIS OF MITIGATION INITIATIVES**

Hazard Type	Initiative Addressing Hazard, by Mitigation Type ^a					
	1. Prevention	2. Property Protection	3. Public Education and Awareness	4. Natural Resource Protection	5. Emergency Services	6. Structural Projects
Avalanche						
Dam Failure						
Drought						
Earthquake						
Flood						
Landslide						
Severe Weather						
Tsunami						
Volcano						
Wildfire						

a. See Chapter 1 for explanation of mitigation types.

**1.8 FUTURE NEEDS TO BETTER UNDERSTAND RISK/
VULNERABILITY**

Insert text, if any; delete section if not used

1.9 ADDITIONAL COMMENTS

Insert text, if any; delete section if not used

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- **Total Value of Critical Facilities**— Enter total replacement-cost value of the critical facilities listed above.
- **Current and Anticipated Service Trends**— Enter a brief description on how your jurisdiction’s services are projected to expand in the foreseeable future and why. Note any identified capital improvements needed to meet the projected expansion. Examples are as follows:
 - For a Fire District: Portions of the jurisdiction have experienced a 13 percent growth over the last five years. Land use designations allow for an increase in light commercial and residential land uses within the service area. This increase in density of land uses will represent an increase in population and thus a projected increase in call volume. Our District is experiencing an average annual increase in call volume of 13 percent.

APPLICABLE REGULATIONS AND PLAN

List any federal, state, local or district laws, ordinances, codes and policies that govern your jurisdiction that include elements addressing hazard mitigation. Describe how these laws may support or conflict with the mitigation strategies of this plan. List any other plans, studies or other documents that address hazard mitigation issues for your jurisdiction or may allow you to support or enhance actions identified in this plan. Note whether the documents could have a positive or a negative impact on the mitigation strategies of this plan. Some examples of plans that may be relevant include Emergency Response Plan, Continuity of Operations Plan, Recovery Plan, and Capital Improvement Program. “None applicable” is a possible answer for this section.

CLASSIFICATION IN HAZARD MITIGATION PROGRAMS

If you know your jurisdiction’s Public Protection number, please enter it under the “Classification” column in Table 1-1. If you do not know if your jurisdiction participates in this program or do not know the number, please leave it blank and the Planning Team will provide this information for you. No entries are needed for the other items in Table 1-1.

JURISDICTION-SPECIFIC NATURAL HAZARD EVENT HISTORY

In Table 1-2, list in chronological order (most recent first) any natural hazard event that has caused damage to your jurisdiction since 1975. Include the date of the event and the estimated dollar amount of damage it caused. Please refer to the SHELDUS historical event data included on your cd.. Potential sources of damage information include:

- Preliminary damage estimates your jurisdiction filed with the county or state
- Insurance claims data
- Newspaper archives

- Other plans/documents that deal with emergency management (safety element of a comprehensive plan, emergency response plan, etc.)
- Citizen input.

HAZARD RISK RANKING

The risk ranking performed for the overall planning area is presented in the risk assessment section of the overall hazard mitigation plan. However, each jurisdiction has differing degrees of risk exposure and vulnerability and, therefore, needs to rank risk for its own area, using the same methodology as used for the overall planning area. The risk-ranking exercise assesses two variables for each hazard: its probability of occurrence; and its potential impact on people, property and operations. A detailed discussion of the concepts associated with risk ranking is provided in the overall hazard mitigation plan. The instructions below outline steps for assessing risk in your jurisdiction in order to develop results that are to be included in the template.

Determine Probability of Occurrence for Each Hazard

A probability factor is assigned based on how often a hazard is likely to occur. In Table 1, list the probability of occurrence for each hazard as it pertains to your jurisdiction, along with its probability factor, as follows:

- **High**—Hazard event is likely to occur within 25 years (Probability Factor = 3)
- **Medium**—Hazard event is likely to occur within 100 years (Probability Factor = 2)
- **Low**—Hazard event is not likely to occur within 100 years (Probability Factor = 1)
- **None**—If there is no exposure to a hazard, there is no probability of occurrence (Probability Factor = 0)

Hazard Type	Probability	Probability Factor

The probability of occurrence of a hazard event is generally based on past hazard events in an area. For example, if your jurisdiction has experienced two damaging floods in the last 25 years, the probability of occurrence is high for flooding and scores a 3 under this category. If your jurisdiction has experienced no

damage from landslides in the last 100 years, your probability of occurrence for landslide is low, and scores a 1 under this category.

Determine Potential Impacts of Each Hazard

The impact of each hazard was divided into three categories: impacts on people, impacts on property, and impacts on your jurisdiction’s operations. These categories were also assigned weighted values. Impact on people was assigned a weighting factor of 3, impact on property was assigned a weighting factor of 2 and impact on operations was assigned a weighting factor of 1. Steps to assess each type of impact are described below.

Impacts on People

To assess impacts on people, values are assigned based on the percentage of the total *population exposed* to the hazard event. The degree of impact on individuals will vary and is not measurable, so the calculation assumes for simplicity and consistency that all people exposed to a hazard because they live in a hazard zone will be equally impacted when a hazard event occurs. In Table 2, list the potential impact of each hazard on people in your jurisdiction, along with its impact factor, as follows:

- **High Impact**—30% or more of the population is exposed to a hazard (Impact Factor = 3)
- **Medium Impact**—15% to 29% of the population is exposed to a hazard (Impact Factor = 2)
- **Low Impact**—14% or less of the population is exposed to the hazard (Impact Factor = 1)
- **No Impact**—None of the population is exposed to a hazard (Impact Factor = 0)

Hazard Type	Impact	Impact Factor	Weighted Impact Factor (Unweighted Factor x 3)

Impacts on Property

To assess impacts on property, values are assigned based on the percentage of the total *value of buildings, equipment and infrastructure that is exposed* to the hazard event. In Table 3, enter the cost estimates for potential damage to the jurisdiction’s exposed buildings, equipment and infrastructure, taken from the “Summary of Loss” matrix provided with these instructions.

TABLE 3. COST ESTIMATES FOR POTENTIAL DAMAGE TO STRUCTURES	
Hazard type	Estimate of Potential Dollar Losses to Jurisdiction- Owned Facilities Exposed to the Hazard

In Table 4, list the potential impact of each hazard on property in your jurisdiction, along with its impact factor. Determine impact based on damage estimates from Table 3, as follows:

- **High Impact**—30% or more of the total assessed property value of facilities, equipment and infrastructure is exposed to a hazard (Impact Factor = 3)
- **Medium Impact**—15% to 29% of the total assessed property value of facilities, equipment and infrastructure is exposed to a hazard (Impact Factor = 2)
- **Low Impact**—14% or less of the total assessed property value of facilities, equipment and infrastructure is exposed to the hazard (Impact Factor = 1)
- **No Impact**—None of the total assessed property value of facilities, equipment and infrastructure is exposed to a hazard (Impact Factor = 0)

TABLE 4. HAZARD IMPACT ON PROPERTY			
Hazard Type	Impact	Impact Factor	Weighted Impact Factor (Unweighted Factor x 2)

Impacts on the Jurisdiction’s Operations

Impact on operations is assessed based on estimates of *how long it will take your jurisdiction to become 100-percent operable* after a hazard event. The estimated functional downtime for critical facilities has been estimated for most hazards within the planning area. In Table 5, list the potential impact of each hazard on the operations of your jurisdiction, along with its impact factor, as follows:

- High = functional downtime of 365 days or more (Impact Factor = 3)
- Medium = Functional downtime of 180 to 364 days (Impact Factor = 2)
- Low = Functional downtime of 180 days or less (Impact Factor = 1)
- No Impact = No functional downtime is estimated from the hazard (Impact Factor = 0)

Hazard Type	Impact	Impact Factor	Weighted Impact Factor (Unweighted Factor x 1)

You will need to consult the risk assessment for this task. The critical facilities exposed to each hazard have been identified, and the impacts on operability have been estimated for most of the hazards within the planning area. If the functional downtime component has not been provided for a hazard in the risk assessment, consider the impact on operability of that hazard to be low.

Determine Risk Rating for Each Hazard

A risk rating for each hazard is determined by multiplying the assigned probability factor by the sum of the weighted impact factors for people, property and operations:

- Risk Rating = Probability Factor x Weighted Impact Factor {people + property + operations}

Using the results developed in Tables 1, 2, 4 and 5, complete Table 6 to calculate a risk rating for each hazard of concern.

TABLE 6. HAZARD RISK RATING			
Hazard Type	Probability Factor (P)	Sum of Weighted Impact Factors on People, Property & Operations (I)	Risk Rating (P x I)

Complete Risk Ranking in Template

Once Table 6 has been completed above, complete Table 1-3 in your template. The hazard with the highest risk rating in Table 6 should be listed at the top of Table 1-3 and given a rank of 1; the hazard with the second highest rating should be listed second with a rank of 2; and so on. Two hazards with equal risk ratings should be given the same rank.

It is important to note that this exercise should not override your subjective assessment of relative risk based on your knowledge of the history of natural hazard events in your jurisdiction. If this risk ranking exercise generates results other than what you know based on substantiated data and documentation, you may alter the ranking based on this knowledge. If this is the case, please note this fact in the comments at the end of the template. Remember, one of the purposes of this exercise is to support the selection and prioritization of initiatives in your plan. If you identify an initiative with a high priority that mitigates the risk of a hazard you have ranked low, that project will not be competitive in the grant arena.

STATUS OF PREVIOUS PLAN INITIATIVES

In this section, provide a status report of actions recommended in your previous hazard mitigation plan. You must be able to reconcile your original action plan to meet FEMA requirements for plan updates. Enter all the recommended actions from your previous plan in Table 1-4 and put a ✓ in one of the following three columns for each action to indicate its status:

- Completed**—If the action has been completed, place a check mark in this column and enter a brief explanation in the “Comments” column (e.g., “Action #WC31 was completed by the Public Works Department on 3/12/2009”). Ongoing actions, such as annual outreach projects or maintenance activities, should also be indicated as “Completed,” with a statement about the ongoing nature of the action provided in the “Comments” column (e.g., “Ongoing action, implemented annually by Community Development Department”).
- Carry Over to Plan Update**—If you did not complete an action and want to carry it over to your updated action plan, place a check mark in this column, and enter an explanatory statement in the comment section (e.g., “Action carried over as Action #WC14 in updated action plan”).

- **Removed; No Longer Feasible**—If you want to remove an action because you have determined that it is no longer feasible, place a check mark in this column. “No longer feasible” means that you have determined that you do not have the capability to implement the action or that the action does not serve the best interest of your jurisdiction. Lack of funding does not mean that it is no longer feasible, unless the sole source of funding for an action is no longer available. Place a comment in the comment section explaining why the action is no longer feasible (e.g., “Action no longer considered feasible due to lack of political support to complete it.”)

HAZARD MITIGATION ACTION PLAN

Action Plan Matrix

Identify the initiatives your jurisdiction would like to pursue with this plan. Refer to the mitigation catalog for mitigation options you might want to consider. Be sure to consider the following factors in your selection of initiatives:

- Select initiatives that are consistent with the overall goals, objectives and guiding principles of the hazard mitigation plan.
- Identify projects where benefits exceed costs.
- Include any project that your jurisdiction has committed to pursuing regardless of grant eligibility.
- Know what is and is not grant-eligible under the HMGP and PDM (see fact sheet provided). Listing HMGP or PDM as a potential funding source for an ineligible project will be a red flag when this plan goes through review. If you have projects that are not HMGP or PDM grant eligible, but do mitigate part or all of the hazard and may be eligible for other grant programs sponsored by other agencies, include them in this section.
- Although you should identify at least one initiative for your highest ranked risk, a hazard-specific project is not required for every hazard. If you have not identified an earthquake related project, and an earthquake occurs that causes damage in your jurisdiction, you are not discounted from HMGP project grant eligibility.

Complete Table 1-5 for all the initiatives you have identified:

- Enter the initiative number and description.
- Indicate whether the initiative mitigates hazards for new or existing assets.
- Identify the specific hazards the initiative will mitigate.
- Identify by number the mitigation plan objectives that the initiative addresses. Approved objectives have been included in your tool kit.
- Indicate who will be the lead in administering the project. This will most likely be your governing body.
- Identify funding sources for the project. If it is a grant, include the funding sources for the cost share.

Wording Your Initiative Descriptions:

Descriptions of your initiatives need not provide great detail. That will come when you apply for a project grant. Provide enough information to identify the project’s scope and impact. The following are typical descriptions for an action plan initiative:

- **Initiative 1**—Address Repetitive Loss properties. Through targeted mitigation, acquire, relocate or retrofit the five repetitive loss structures in the County as funding opportunities become available.
- **Initiative 2**—Perform a non-structural, seismic retrofit of City Hall.
- **Initiative 3**—Acquire floodplain property in the Smith subdivision.
- **Initiative 4**—Enhance the County flood warning capability by joining the NOAA "Storm Ready" program.

- Indicate the time line as “short term” (1 to 5 years) or “long term” (5 years or greater).

Technical assistance will provided upon request.

Prioritization of Mitigation Initiatives

Complete the information in Table 1-6 as follows:

- **Initiative #**—Indicate the initiative number from Table 1-5.
- **# of Objectives Met**—Enter the number of objectives the initiative will meet.
- **Benefits**—Enter “High,” “Medium” or “Low” as follows:
 - High: Project will have an immediate impact on the reduction of risk exposure to life and property.
 - Medium: Project will have a long-term impact on the reduction of risk exposure to life and property, or project will provide an immediate reduction in the risk exposure to property.
 - Low: Long-term benefits of the project are difficult to quantify in the short term.
- **Costs**—Enter “High,” “Medium” or “Low” as follows:
 - High: Would require an increase in revenue via an alternative source (i.e., bonds, grants, fee increases) to implement. Existing funding levels are not adequate to cover the costs of the proposed project.
 - Medium: Could budget for under existing work-plan, but would require a reappropriation of the budget or a budget amendment, or the cost of the project would have to be spread over multiple years.
 - Low: Possible to fund under existing budget. Project is part of, or can be part of an existing ongoing program.

If you know the estimated cost of a project because it is part of an existing, ongoing program, indicate the amount.

- **Do Benefits Exceed the Cost?**—Enter “Yes” or “No.” This is a qualitative assessment. Enter “Yes” if the benefit rating (high, medium or low) is the same as or higher than the cost rating (high benefit/high cost; high benefit/medium cost; medium benefit/low cost; etc.). Enter “No” if the benefit rating is lower than the cost rating (medium benefit/high cost, low benefit/medium cost; etc.)
- **Is the Project Grant-Eligible?**—Enter “Yes” or “No.” Refer to the fact sheet on HMGP and PDM.
- **Can Project Be Funded Under Existing Program Budgets?**—Enter “Yes” or “No.” In other words, is this initiative currently budgeted for, or would it require a new budget authorization or funding from another source such as grants?
- **Priority**— Enter “High,” “Medium” or “Low” as follows:
 - High: Project meets multiple plan objectives, benefits exceed cost, funding is secured under existing programs, or is grant eligible, and project can be completed in 1 to 5 years (i.e., short term project) once funded.
 - Medium: Project meets at least 1 plan objective, benefits exceed costs, requires special funding authorization under existing programs, grant eligibility is questionable, and project can be completed in 1 to 5 years once funded.

- Low: Project will mitigate the risk of a hazard, benefits exceed costs, funding has not been secured, project is not grant eligible, and time line for completion is long term (5 to 10 years).

This prioritization is a simple review to determine that the initiatives you have identified meet one of the primary objectives of the Disaster Mitigation Act. It is not the detailed benefit/cost analysis required for HMGP/PDM project grants. The prioritization will identify any projects whose probable benefits will not exceed the probable costs.

Analysis of Mitigation Actions

Complete Table 1-7 summarizing the mitigation actions by hazard of concern and the following six mitigation types:

- **Prevention**—Government, administrative or regulatory actions that influence the way land and buildings are developed to reduce hazard losses. Includes planning and zoning, floodplain laws, capital improvement programs, open space preservation, and stormwater management regulations.
- **Property Protection**—Modification of buildings or structures to protect them from a hazard or removal of structures from a hazard area. Includes acquisition, elevation, relocation, structural retrofit, storm shutters, and shatter-resistant glass.
- **Public Education and Awareness**—Actions to inform citizens and elected officials about hazards and ways to mitigate them. Includes outreach projects, real estate disclosure, hazard information centers, and school-age and adult education.
- **Natural Resource Protection**—Actions that minimize hazard loss and preserve or restore the functions of natural systems. Includes sediment and erosion control, stream corridor restoration, watershed management, forest and vegetation management, and wetland restoration and preservation.
- **Emergency Services**—Actions that protect people and property during and immediately after a hazard event. Includes warning systems, emergency response services, and the protection of essential facilities.
- **Structural Projects**—Actions that involve the construction of structures to reduce the impact of a hazard. Includes dams, setback levees, floodwalls, retaining walls, and safe rooms.

This exercise demonstrates that the jurisdiction has selected a comprehensive range of actions.

FUTURE NEEDS TO BETTER UNDERSTAND RISK/VULNERABILITY

In this section, identify any future studies, analyses, reports, or surveys your jurisdiction needs to better understand its vulnerability to identified or currently unidentified risks. These could be needs based on federal or state agency mandates such as EPA's Bio-terrorism assessment requirement for water districts.

ADDITIONAL COMMENTS

Use this section add any additional information pertinent to hazard mitigation and your jurisdiction not covered in this template.

As you complete your template, please forward it to:

Kristen Gelino, Tetra Tech, Inc.

425.482.7801

Kristen.Gelino@TetraTech.com

CHAPTER 1.

INSERT JURISDICTION NAME UPDATE ANNEX

1.1 HAZARD MITIGATION PLAN POINT OF CONTACT

Primary Point of Contact

Name, Title
Street Address
City, State ZIP
Telephone: Phone #
e-mail Address: email address

Alternate Point of Contact

Name, Title
Street Address
City, State ZIP
Telephone: Phone #
e-mail Address: email address

1.2 JURISDICTION PROFILE

Insert Narrative Profile Information, per Instructions

The following is a summary of key information about the jurisdiction:

- **Population Served**—Insert Population as of Insert Date of Population Count
- **Land Area Served**—Insert Area
- **Value of Area Served**—The estimated value of the area served by the jurisdiction is Insert Total Value
- **Land Area Owned**—Insert Area
- **List of Critical Infrastructure/Equipment Owned by the Jurisdiction:**
 - Insert Description of Item Insert Value of Item
 - Insert Description of Item Insert Value of Item
 - Insert Description of Item Insert Value of Item
- **Total Value of Critical Infrastructure/Equipment**—The total value of critical infrastructure and equipment owned by the jurisdiction is Insert Total Value
- **List of Critical Facilities Owned by the Jurisdiction:**
 - Insert Description of Item Insert Value of Item
 - Insert Description of Item Insert Value of Item
 - Insert Description of Item Insert Value of Item
- **Total Value of Critical Facilities**—The total value of critical facilities owned by the jurisdiction is Insert Total Value
- **Current and Anticipated Service Trends**—Insert Summary Description of Service Trends

1.3 APPLICABLE REGULATIONS AND PLANS

The following existing codes, ordinances, policies or plans are applicable to this hazard mitigation plan:

- Insert Name of Code, Ordinance, Policy or Plan

1.6 HAZARD RISK RANKING

Table 1-3 presents the ranking of the hazards of concern.

TABLE 1-3. HAZARD RISK RANKING		
Rank	Hazard Type	Risk Rating Score (Probability x Impact)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

1.8 HAZARD MITIGATION ACTION PLAN AND EVALUATION OF RECOMMENDED INITIATIVES

Table 1-5 lists the initiatives that make up the jurisdiction’s hazard mitigation plan. Table 1-6 identifies the priority for each initiative. Table 1-7 summarizes the mitigation initiatives by hazard of concern and the six mitigation types.

TABLE 1-5. HAZARD MITIGATION ACTION PLAN MATRIX							
Applies to new or existing assets	Hazards Mitigated	Objectives Met	Lead Agency	Estimated Cost	Sources of Funding	Timeline	Included in Previous Plan?
Initiative #—Description							
Initiative #—Description							
Initiative #—Description							
Initiative #—Description							
Initiative #—Description							
Initiative #—Description							
Initiative #—Description							
Initiative #—Description							

**TABLE 1-7.
ANALYSIS OF MITIGATION INITIATIVES**

Hazard Type	Initiative Addressing Hazard, by Mitigation Type ^a					
	1. Prevention	2. Property Protection	3. Public Education and Awareness	4. Natural Resource Protection	5. Emergency Services	6. Structural Projects
Avalanche						
Dam Failure						
Drought						
Earthquake						
Flood						
Landslide						
Severe Weather						
Tsunami						
Volcano						
Wildfire						

a. See Chapter 1 for explanation of mitigation types.

**1.9 FUTURE NEEDS TO BETTER UNDERSTAND RISK/
VULNERABILITY**

Insert text, if any; delete section if not used

1.10 ADDITIONAL COMMENTS

Insert text, if any; delete section if not used