

Description of Mitigation Measure Form

1. Name of the Measure

A simple title for what you want to accomplish. Less than one line. For example:
Seismically Retrofit Second Avenue Clinic or Purchase, Wire and Install Emergency Generator for Primary Facility

2. Brief Description of Measure

Try to write a brief description of what you want to accomplish. It need only be two or three sentences, but if you need more that is OK too. Why are you doing this? What will you gain? Are there legal ramifications if you don't do this? Why is this necessary?

3. Hazards Addressed

This is a list of all hazards addressed in the Plan; and those you can choose from for this measure. You can check as many as apply and some will have all hazards. For example, seismically retrofitting a building is primarily for earthquake but could also be for severe weather. Installing a generator is an all hazard measure.

4. Goals Addressed

The listed goals are the ones we chose for this project. Take a look at these and check those that apply for this measure. You can check just one or several or all. The more, the better. For example, a generator at a public facility will Protect Life and Property, Ensure Continuity of Operations, Increase Public Preparedness for Disasters and Promote a Sustainable Economy.

5. Objectives

For this project, you can skip this item unless you have objectives that you can list for this measure.

6. Cost of Measure

Please do not use TBD. It is not something the State or FEMA likes to see although it is acceptable. A better approach is to estimate what the measure will cost even if you don't have an exact number. Or say something like: "Staff time, materials, special equipment and resources", or "\$5,000 for research, \$150,000 for project".

7. Funding Source and Situation

There are three choices, usually the first or second one are best. They can be combined. Do not use the third choice unless absolutely necessary.

8. Lead Jurisdiction (organization)

In most cases, the lead organization will be you. If this is a joint project, put your organization first and list the others who are partnering with you such as for an exercise. You should also list other agencies such as Tacoma-Pierce Health Dept and PC DEM.

9. Timeline

How long do you think it will be before you are able to complete this project, with or without funding. If it is something you already do each year, it is ongoing. If you think you will be able to accomplish this within the next two years it is short-term or if longer it is long-term. If you have exact timeline you can put 1-4 years or something similar.

10. Benefit

Direct benefit is to the organization but others will benefit such as citizens or patients, the community, first responders, staff and volunteers, etc.

11. Life Expectancy of Measure

In the case of equipment, it is the life of the equipment or an estimate such as 10-15 years for the generator or 50 years for a building that has been retrofitted. This does not have to be exact, just an estimate.

12. Community Reaction

In most cases the first item will be accurate. There are some measures that may cause political friction or be more controversial, but this is unusual for an organization.

In short, do the best you can to fill out one of these forms for each measure you are listing. It does not have to be perfect and we can talk about those items you are not sure about. Don't be intimidated by this form! It is meant to help you. This is just an outline and if you actually receive funding to do one of your projects, then you will need to have more specific information. In the meantime, this is just a way to describe an approximation of what you would like to accomplish.

MITIGATION MEASURE FORM

1. Name of Measure

Develop a unique name to identify measure? (Sample: Seismic Retrofit-City Water Reservoir.)

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2. Brief Description of Measure

Detail what will be done in the project in a few sentences? (Sample: See Mitigation Measures Samples.)

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3. Hazards Addressed

What hazards does the measure address? (Write "Yes"-all that apply.)

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|----------------------------|-------|----------------------------------|-------|
| • Avalanche | _____ | • Climate Change | _____ |
| • Earthquake | _____ | • Other | _____ |
| • Landslide | _____ | • Abandoned Mines | _____ |
| • Tsunami | _____ | • Civil Disturbance | _____ |
| • Volcanic Hazard | _____ | • Dam Failure | _____ |
| • Drought | _____ | • Epidemic | _____ |
| • Flooding | _____ | • Energy Emergency | _____ |
| • Severe Weather | _____ | • Pipelines | _____ |
| • WUI Fire | _____ | • Terrorism | _____ |
| • Transportation Accidents | _____ | • Hazardous Material Spill Other | _____ |

4. Goal(s) Addressed

What mitigation goals does the measure address? (Write "Yes"-all that apply.)

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|--|-------|
| • Protect Life and Property | _____ |
| • Ensure Continuity of Operations | _____ |
| • Establish and Strengthen Partnerships for Implementation | _____ |
| • Preserve or Restore Natural Resources | _____ |
| • Increase Public Preparedness for Disasters | _____ |
| • Promote A Sustainable Economy | _____ |

5. Objectives(s) Addressed

What mitigation objectives does the measure address? (Write in all objectives that apply.)

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6. Cost of Measure

How much will the measure cost to implement? (Include \$ amount or TBD.)

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7. Funding Source and Situation

What is the potential funding source and situation? (Choose the statement below that most accurately defines the funding situation for the proposal. Write "Yes" -all that apply. If funding source is Grant X or Fund Y, please indicate. *Sample: Yes-City Fire Department Budget.*)

- Funding could be obtained through local budgets or grants. _____
- Funding could be obtained through state or federal grants. _____
- No potential funding sources can be readily identified. _____

8. Lead Jurisdictional (Department/Agency/Organization/Entity)

Which lead within the Jurisdiction will be implementing the measure? (*Sample: City of Lakewood-Police Department.*)

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9. Timeline

How long will it take to implement? (Measures include ongoing, short-term, and long-term activities. Each measure includes an estimate of the timeline for implementation. Write "Yes" for one that applies.)

- Ongoing measures include activities already implemented. _____
- Short-term measures include activities implemented with existing resources and authorities within one to two years. _____
- Long-term measures may require new/additional resources or authorities, and may take between one and five years. _____

10. Benefit

Does it benefit all of a Jurisdiction and/or is it Infrastructure Specific? (Identify the people or infrastructure that the measure benefits directly and indirectly. *Sample: Direct-City Hall 10 Employees/ 25 Visitors Indirect-City of Buckley.*)

- Direct
- Indirect

11. Life Expectancy of Measure

How long will the measure last? (*Sample: 50 years, Perpetual, Varies.*)

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12. Community Reaction

Choose the statement(s) that most accurately describes how the community would react to the implementation of the proposal. Write "Yes" for one that applies.)

- The proposal is likely to be endorsed by the entire community. _____
- The proposal would benefit those affected, with no adverse reaction from others. _____
- The proposal would be somewhat controversial. _____
- The proposal would be strongly opposed by most. _____
- The proposal would be strongly opposed by nearly all. _____