

Appendix D: Plan Maintenance Forms

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Annual Mitigation Plan Progress Report

Mitigation Action/Project Progress Report	
Progress Report Period From (date):	To (date):
Project Title:	
Project Plan ID:	
Responsible Agency:	
Contact Name:	
Contact Number/E-mail:	
Project Status: Completed, Uncompleted, Ongoing?	
Anticipated Completion Date:	
Summary of Project Progress for this Reporting Period	
1. What was accomplished for this project during this reporting period?	
2. What obstacles, problems, or delays did the project encounter, if any?	
3. If uncompleted, is the project still relevant? Should the project be changed or revised?	
4. Other comments:	



Mitigation Plan Annual Review Questionnaire

Year Reviewed: _____

Plan Section	Considerations	Explanation
Planning Process	Should new jurisdictions and/or districts be invited to participate in future plan updates?	
	Have any internal or external agencies been invaluable to the mitigation strategy?	
	Can any procedures (e.g., meeting announcements, plan updates) be done differently or more efficiently?	
	Has the LPC undertaken any public outreach activities?	
	How can public participation be improved?	
	Have there been any changes in public support and/or decision-maker priorities related to hazard mitigation?	
Capability Assessment	Has Colorado Springs adopted new policies, plans, regulations, or reports that could be incorporated into this plan?	
	Are there different or additional administrative, human, technical, and financial resources available for mitigation planning?	
	Are there different or new education and outreach programs and resources available for mitigation activities?	
	Has NFIP participation changed in Colorado Springs?	
Risk Assessment	Has a natural and/or technical or human-caused disaster occurred?	
	Should the list of hazards addressed in the plan be modified?	
	Are there new data sources and/or additional maps and studies available? If so, what are they and what have they revealed? Should the information be incorporated into future plan updates?	



Plan Section	Considerations	Explanation
	Do any new critical facilities or infrastructure need to be added to the asset lists?	
	Have any changes in development trends occurred that could create additional risks?	
	Are there repetitive losses and/or severe repetitive losses to document?	
Mitigation Strategy	Is the mitigation strategy being implemented as anticipated? Were the cost and timeline estimates accurate?	
	Should new mitigation actions be added to the Mitigation Strategy (actions)? Should existing mitigation actions be revised or eliminated from the plan?	
	Are there new obstacles that were not anticipated in the plan that will need to be considered in the next plan update?	
	Are there new funding sources to consider?	
	Have elements of the plan been incorporated into other planning mechanisms?	
Plan Maintenance Procedures	Was the plan monitored and evaluated as anticipated?	
	What are needed improvements to the procedures?	



Plan Maintenance Checklist

Year Reviewed: _____

Action #	Mitigation Action Name and Brief Description	Objective	Responsible Agency	Current Status
Wildfire Actions				
W1	Wildland-Urban Interface (WUI) action - Formally define the WUI as a different polygon than the Hillside overlay. Make this distinction clear in the locally adopted codes and information materials.	A, C and E	Division of the Fire Marshal	
W2	Wildfire Mitigation Education and Outreach to Neighborhoods at Risk - Continue conducting wildfire presentations to neighborhoods in order to educate them on mitigation concepts. One consideration for project prioritization is based on the receptiveness of the community.	B, C and F	Division of the Fire Marshal	
W3	Wildfire Mitigation Fuel Reduction Activities - Continue fuels reduction activities to include neighborhood chipping, creating defensible around homes using residential stipends, prescribed burning in remote areas, and hazard fuel reduction projects in common areas and open spaces.	A and D	Division of the Fire Marshal	
W4	Wildfire Mitigation Outreach to the Business Community - Expand Business Education and Outreach about wildfire concerns, evacuation, and business continuity. Continue integration with the Division of the Fire Marshal's current efforts focused on businesses and healthcare facilities. Explore expanding outreach to adopt an all-hazards perspective in partnership with OEM.	B and C	Division of the Fire Marshal/ OEM	
W5	Enhance WHINFOE Risk Model - Enhance the Wildfire Hazard Information Extraction (WHINFOE) risk model to include adjacency of structures and urban conflagration potential.	A, B, C and E	Division of the Fire Marshal/ Colorado Springs IT Department	
Flood and Dam/Levee Failure Actions				
F1	Templeton Gap Floodway Accreditation - Obtain documentation regarding the floodway's accreditation status from USACE and FEMA. Determine if the City should seek accreditation.	A and E	City Public Works/ Stormwater	
F2	Assess Flood Risk for Critical Populations - Assess the risk for facilities with critical populations (schools, nursing homes, etc.). Consider the need for site-specific EAPs for locations.	A, B and D	City Planning/ Pikes Peak Regional Building Department	



Action #	Mitigation Action Name and Brief Description	Objective	Responsible Agency	Current Status
F3	Educate Critical Populations of Flood Risk - Educate critical populations (schools, nursing homes) of their flood risk and the need to take safety measures. Second step is to assess the risk for critical facilities.	C and F	OEM/ Fire Department Public Information Office (PIO)/ City Communications	
F4	Address Erosion and Sloughing on Stream Banks - Evaluate additional feasible and functional ways to reduce or eliminate erosion and sloughing on stream banks. Include long-term maintenance considerations in the evaluation.	A, B and D	Public Works/ Stormwater	
F5	Mitigation on Non-Burn Scar Streams - Implement mitigation actions on non-burn scar streams including in-channel improvements for stability, detention, and zero run-off increase from new development.	A, B and D	Public Works/ Stormwater	
F6	Emergency Action Plans for Streams in Monument Creek Watershed - Monument Creek is the downstream receiving water for many dams where a failure could affect Colorado Springs. Verify that Emergency Action Plans are available for all higher risk upstream dams.	A, B and C	Colorado Springs Utilities/ OEM/ City Parks and Recreation	
F7	Evaluation of Enhancements and Enforcement of the Flood Ordinance - Evaluate the potential of implementing code and/or regulations revisions to further limit or eliminate development in the 100-year floodplain. Enforce current code.	B and E	Planning/Public Works/ Pikes Peak Regional Building Department	
F8	Drainage Criteria Manual Update - Consider updating the Drainage Criteria Manual to provide specific guidelines for accommodating long-term maintenance (access, etc.) in the design requirements for storage (sediment catchment and stormwater detention) basins. Update the City of Colorado Springs Drainage Criteria Manual, Volume 1 & Volume 2, to provide for Sustainable and Resilient Stormwater.	A and E	Public Works	
F9	Public Awareness and Messaging about Dams - Implement public awareness campaign about dams which includes: develop a public relations plan to increase public awareness about the dams in Colorado Springs, develop Public Safety messages for Dam Failure; and target the spring time (2016) in preparation for the monsoon season.	A and C	OEM/ CSU/ City Parks and Recreation	
F10	Gauge-Adjusted Radar Rainfall System - Re-evaluate the cost/benefit of integrating the available rain gauges with the Gauge-Adjusted Radar Rainfall (GARR) System. Re-evaluate the feasibility and cost/benefit of improving the reporting speed of rain gauges already in place.	A and B	OEM	



Action #	Mitigation Action Name and Brief Description	Objective	Responsible Agency	Current Status
Severe Weather Actions				
SW1	Burial of Utilities - Continue to bury utilities underground as feasible.	A, B and D	CSU	
SW2	Tree Trimming and Vegetation Management - Continue to trim trees and vegetation along power line corridors and infrastructure. Evaluate whether the City can support vegetation trimming via cost-sharing methods.	A, B and D	CSU/City Forestry/ Parks and Recreation	
SW3	Severe Weather Public Outreach and Education - Provide more information and outreach to the public on hazardous weather risks and mitigation actions so they can better protect themselves and property.	C	City Communications/ NWS	
SW4	Evaluate Need for Severe Weather Protection in Building Codes - Influence building codes to mitigate for severe weather. Evaluate whether certain roof types could be required to mitigate the impacts of hail and damaging winds.	C and E	Pikes Peak Regional Building Department	
SW5	Public Messaging to Avoid Hazardous Areas - Purchase variable message signs for use at key locations to warn motorists of ice so they can avoid hazardous areas.	C	City Streets	
SW6	Evaluate Need to Modify Building Codes for Drought/Water Conservation - Review building codes to encourage xeriscape landscapes.	C and E	CSU	
Geologic Hazard Actions				
G1	Landslide Monitoring - The City should proactively monitor landslides with GPS or pendulum technology.	A and C	City Building Department/OEM	
G2	Earthquake Outreach and Education - Provide outreach to the public on earthquake risk and mitigation actions they can take to protect themselves and their property.	B and C	OEM	
G3	Landslide Building Codes – Evaluate the need to modify building codes for landslide susceptible locations within the City’s limits. Modify and enforce landslide mitigation requirements and work to ensure against building in areas identified as at-risk to landslides.	A and E	City Planning Department/Pikes Peak Regional Building Department	



Action #	Mitigation Action Name and Brief Description	Objective	Responsible Agency	Current Status
Human-Caused Hazard Actions				
H1	Terrorism Public Awareness - Continue Public Awareness on terrorism risk: <ul style="list-style-type: none"> o Promote public awareness campaign of shared responsibility and how the public should notify law enforcement of suspicious behavior (“See something, Say something”) o Sustain capability to use Integrated Public Alert and Warning System (IPAWS) o Continue support of Civil-Military Emergency Management Collaborative 	B and C	CSPD/ Communications/ PIO/OEM	
H2	Collaboration to Address Terrorism Risk - Enhance collaboration and coordination among Law Enforcement, Emergency Management and other intelligence-gathering agencies to address terrorism threats. <ul style="list-style-type: none"> o Increase participation in monthly Regional Threat Working Group meetings with CIAC which are focused on terrorist/criminal threat. CSU also has a monthly meeting. o Coordinate with Colorado DHS-EM security representative. 	A, B and C	CSPD/DHS-EM/ CIAC/CSU	
H3	Hazardous Materials Readiness and Warning Capabilities - Continue improving readiness and warning to appropriate officials and public for potential HAZMAT incidents for public safety and to reduce secondary impacts <ul style="list-style-type: none"> o Sustain capability of using IPAWS for public warning o Continue to plan HAZMAT exercises o Prepare pre-scripted messages for IPAWS o Consider ways to quickly inform public. Work with media. 	A, C, D and F	OEM/CSPD Communications/ CSFD	
H4	Sustain Tier II Reporting - Sustain Tier II facility reporting using the Hazardous Materials Management and Emergency Reporting System (HAMMERS).	A, B and F	LEPC/CSFD	
H5	Coordination with Railroad on Hazardous Materials Incidents - Continue to coordinate with the railroad industry to improve collaboration and response in case of large HAZMAT incident.	A, B, C and F	OEM/CSFD	



Action #	Mitigation Action Name and Brief Description	Objective	Responsible Agency	Current Status
H6	Enhance Public Education on Infectious Disease - Continue public education for infectious disease on several topics including vaccinations, emerging diseases, and things to avoid (e.g., animal carcasses). Raise awareness of El Paso County Health Department's website.	A, B, C and F	El Paso County Public Health/ Colorado Department of Public Health and Environment (CDPHE)	
H7	Evaluate Infectious Disease Response Operations - Review response operations to intervene and stop the spread of infectious disease <ul style="list-style-type: none"> o Maintain awareness of infectious disease response roles and responsibilities o Maintain a strong relationship with El Paso County Public Health o Participate in Public Health Exercises o Educate public on what would happen if they were quarantined and resources that can support them during it o Conduct an exercise for setting up Point of Dispensing locations 	A and F	EPCPH/OEM/ CDPHE/CSPD/El Paso County Sheriff's Office/El Paso County OEM	
H8	Cyber Threat Education and Awareness - Implement education and awareness activities for City of Colorado Springs employees to reduce cyber threats and hacking via phishing attacks. Formalize training program and Tabletop Cyber Scenarios.	C and F	IT/OEM	
H9	Continuity of Operations - Evaluate Continuity of Operations scenarios if technology is incapacitated (e.g., no phones, no computer) <ul style="list-style-type: none"> o Use of 800 megahertz, VHF, and ham radios, hardline phones, and courier services o Conduct exercises o Explore contracting with mobile companies that can help restore functionality to internet o Mobile telephone companies will provide some cellular service free of charge during an emergency 	A, B and F	OEM IT/OEM/ CSPD/CSFD/ Contracting	



Practice #	Hazard	Brief Description of Practice	Objective	Responsible Agency	Current Status
Ongoing Practices (Carried through from Mitigation Actions in 2010 Plan, See Table 6-1 in 2015 Plan)					
O1	All Hazards	Upgrade aging infrastructure such as transportation, drainage, utilities, and others that could be affected during a major natural disaster.	A	OEM/ Engineering	
O2	Flood	Evaluate repetitive loss properties and potential solutions to mitigate existing conditions.	A	OEM	
O3	All Hazards	Continue to expand the capabilities and participation of the Emergency Management Committee and Volunteer Committee.	B	OEM	
O4	Flood	Complete GIS and other automated inventories for stormwater, problem drainage areas, DFIRM and other City assets.	B	Engineering	
O5	Severe Weather	Coordinate with CSU to review its current water conservation and drought programs.	B	CSU/OEM	
O6	Flood	Achieve and maintain a Class 6 rating in the CRS for floodplain management.	B	PPRBD/ OEM	
O7	Dam & Levee Failure	Review the EAPs provided by CSU.	B	OEM/CSU	
O8	Dam & Levee Failure	Attend EAP exercises coordinated by CSU.	B	OEM/CSU	
O9	Wildfire	Continue to develop programs and allocate resources for the reduction of fuels in potential wildfire areas. This includes continuing the Wildfire Mitigation (WM) program as well as organizing and providing resources that can be used to reduce natural fuels.	B	WM-Division of FM	
O10	Wildfire	Continue to develop partnerships with other organizations to implement wildfire mitigation plans and other hazard reduction programs.	B	WM-Division of FM	
O11	Wildfire	Maintain the CWPP including the assessment of parcels identified in the Wildland Urban Interface.	B	WM-Division of FM	
O12	Dam & Levee Failure	Work with the State Division of Water Resources to evaluate the dams that are not managed by CSU to determine high or significant impact and current conditions.	B	OEM	



Practice #	Hazard	Brief Description of Practice	Objective	Responsible Agency	Current Status
O13	All Hazards	Collaborate with other stakeholders (public, businesses, non-profit organizations, government and regulatory agencies, and others) for public outreach efforts.	C	OEM	
O14	All Hazards	Restructure the public outreach strategy to share responsibilities amongst the citizens, federal, state, and local governments.	C	OEM	
O15	All Hazards	Continue to operate the City's OEM natural hazards website.	C	OEM	
O16	All Hazards	Pursue additional grants to implement risk reduction projects.	D	OEM	
O17	Geologic	Continue to involve the Colorado Geological Survey in land use reviews and hazard assessments.	E	Planning	
O18	All Hazards	Maintain Emergency Management Accreditation Program certification.	F	OEM	
O19	Flood, Wildfire	Ensure the effectiveness of large-scale evacuation plans through full-scale tests.	F	OEM	
O20	All Hazards	Maintain the programs and data outlined in the Special Needs Assessment and Plan.	F	OEM	
O21	All Hazards	Develop preparedness guides for Colorado Springs residents and businesses.	F	OEM	
O22	All Hazards	Continue to improve the communication of severe weather warnings, flood warning, and related information.	F	OEM	
O23	All Hazards	Continue the use of a resource management system to capture the financial data for natural hazard events.	F	OEM	