

**State Planning Standards Checklist for Hazard Mitigation
“Annex P and Mitigation Action Plan”**

Jurisdiction(s): Burnet County
Annex Date: June 01, 2017 **Date of most recent change, if any:** N/A
 (The date which appears on the signature page)

Note: The annex and the mitigation action plan will be considered Deficient if the *italicized* standards are not met. Criteria that exceed CFR-44 Part 201 requirements indicated by “**”.

This Annex shall:	Section/paragraph
I. Authority	
P-1. Identify local, state, and federal legal authorities pertinent to this annex that differ from those cited in the Basic Plan.	I; MAP Section 1
II. Purpose	
P-2. Include a purpose statement that describes the reason for development of the annex.	II
III. Explanation of Terms	
P-3. Define terms and explain acronyms and abbreviations used in the annex.	III
IV. Situation & Assumptions	
P-4. Include a situation statement related to the subject of the annex.	IV.A
P-5. Include a list of assumptions that influence hazard mitigation operations.	IV.B
V. Concept of Operations	
<i>P-6. Describe the mitigation process and pre and post-disaster operations of the local hazard mitigation program.</i>	V.B, C, D; Appendix 1, 2, 3, 5
<i>P-7. Describe the purpose, desired composition, and organization of the local hazard mitigation team.</i>	V.E; Appendix 1
<i>P-8. Describe the interaction and coordination between the local hazard mitigation team and the state hazard mitigation team.</i>	V.A, D, E
<i>P-9. Describe how the local hazard analysis will be developed, maintained, and distributed and how those who need access to it can obtain it.</i>	V.F
<i>P-10. Describe the relationship between the state and local hazard analysis and the uses of those documents.</i>	V.F
<i>P-11. Describe how the local Mitigation Action Plan will be developed, maintained, and distributed and how those who need access to it can obtain it.</i>	V.G
<i>P-12. Describe the relationship and consistency between the state and local hazard mitigation plans.</i>	V.G
<i>P-13. Describe the interaction and coordination between the local hazard mitigation team, the local hazard analysis, and the local hazard mitigation action plan.</i>	V.A-G
VI. Organization & Assignment of Responsibilities	
<i>P-14. Describe or depict the organization of the local hazard mitigation team, to include all agencies/organizations that provide representatives to the team.</i>	VI.A.2; Appendix 1
<i>P-15. Identify by position the individual responsible to serve as the local mitigation coordinator.</i>	VI.A; Appendix 1
<i>P-16. Identify the specific mitigation tasks and responsibilities of the Hazard Mitigation Coordinator.</i>	VI.A, B.2; Appendix 1
<i>P-17. Identify the mitigation tasks and responsibilities of team members.</i>	V.E.3, F
<i>P-18. Assign responsibility for the development, annual review, update, and distribution of the local Hazard Analysis.</i>	VI.B.2.A.3.c

P-19. <i>Assign responsibility for the development, annual review, update, and distribution of the local Mitigation Action Plan.</i>	V.E.3., G; VI.B.2.d, 3.a, 4
P-20. <i>Assign responsibility for coordinating with and assisting the state hazard mitigation team during post-disaster actions.</i>	V.E.4; VI.B.2.D, 3,.a, 4
VII. Direction & Control	
P-21. <i>Identify the lines of succession for the HMC and the HMT.</i>	VIII.B
IX. Administration & Support	
P-22. <i>Identify policies on reporting and the maintenance of records concerning mitigation actions.</i>	IX.A, B
X. Annex Development & Maintenance	
P-23. <i>Specify the individual(s) by position responsible for developing and maintaining the annex.</i>	V.E.3; VI.B.2.a, 3.c; X.A
XI. References	
P-24. <i>Identify hazard mitigation related reference materials and identify where they are maintained.</i>	XI
P-25. <i>Identify the current local Hazard Analysis.</i>	XI
P-26. <i>Identify the current local Mitigation Action Plan</i>	XI
Other	
P-27. <i>Include a list of agencies assigned to the HMT.</i>	Appendix 1
P-28. <i>Include a Hazard Mitigation Team Report format and instructions for filling out the report.</i>	Appendix 2; Appendix 3

FOR LOCAL GOVERNMENT USE	Signature	Date
This Checklist Completed By	<i>Jimmy L. Barho</i>	06/01/2017

FOR DEM USE	Initials	Date
DEM District Coordinator Review		
DEM Preparedness Section Processing		