**STEP 1: FORM A COLLABORATIVE PLANNING TEAM**

**Template 1-1: Forming a Collaborative Planning Team (Action 1-2)**

|  |
| --- |
| **Table 1-1: Local Government Stakeholders Who Could Be Included on Planning Team (Action 1-2)** |
| * Complete, revise, and add to the table below to list local government stakeholders and their potential role on the planning team.
* The portion of the left column that is filled out are examples.
 |
| **Local Government Stakeholders** | **Potential Role on Planning Team** |
| Office of the Chief Executive (e.g., Mayor) |  |
| City Council or Board of Supervisors |  |
| Building Department |  |
| Public Works Department |  |
| Fire Department |  |
| Parks and Recreation, Debris Management |  |
| Public Utilities Commission |  |
| Planning Department |  |
| Emergency Management Agency and Emergency Operations Center (EOC) |  |
| Board of Education, Trustees and Regents, School District, Education Department |  |
| Human Services Department, Public Health Department  |  |
| Housing Department, Housing Authority |  |
| Economic Development Agencies |  |
| Local/Regional/Metropolitan Planning and Development Agencies |  |
|  |  |
|  |  |

|  |
| --- |
| **Table 1-1 (Example): Local Government Stakeholders Who Could Be Included on Planning Team (Action 1-2)** |
| Office of the Chief Executive (e.g., Mayor) | Provides leadership, encourages collaboration among departments, and serves as the link to stakeholders in organizing, compiling, and vetting the plan throughout the community. Also serves as the point of contact for interactions with neighboring communities within the region and the state. A Chief Resilience Officer or other leader within the office should be considered for leading the effort as the Community Resilience Leader.  |
| City Council or Board of Supervisors | Represents the diversity of community opinion, adopts the needed plans, and enacts legislation for needed mandatory mitigation efforts. |
| Building Department | Identifies appropriate codes and standards for adoption (where state codes are not mandated); reviews building plans and provides inspection services to assure proper construction and post-event inspection services aimed at restoring functionality as soon as possible. The department also may develop and maintain a geographic information system (GIS)-based mapping database of community physical infrastructure and social institutions, and relationships between the two. The tax/assessment department also may be a resource. |
| Public Works Department, Facilities, Plant Operations, General Services | Responsible for planning, constructing, and maintaining publicly owned buildings, many roads, and infrastructure, and identifies emergency response and recovery routes. |
| Fire Departments/Districts/Fire Marshal | Responsible for codes and enforcement of construction standards related to fire safety and brings expertise related to urban fires, wildfires, and fires following hazard events. |
| Parks and Recreation, Debris Management | Identifies open spaces available for emergency or interim use for housing and other neighborhood functions. Plans to handle large volumes of debris after hazard events occur. |
| Public Utilities Commission | Responsible for overseeing private and public owned utility systems, setting rates and service levels, and assisting in developing recovery goals. |
| Planning Department | Identifies pre-event land use and mitigation opportunities and post-event recovery opportunities that will improve the city’s layout and reduce vulnerabilities through repair and reconstruction projects and future development. |
| Emergency Management Agency and Emergency Operations Center (EOC) | Identifies what is needed from the physical infrastructure to streamline response and recovery of social functions and institutions within the community. |
| Board of Education, Trustees and Regents, School District, Education Department | Represents all levels of education and clarifies the system’s tolerance for disruptions and its ability to operate under temporary conditions. |
| Human Services Department, Public Health Department (or equivalent) | Identifies services vital to support community member needs, including senior, youth, people with disabilities, and family services and programs (including childcare). Provides and/or oversees delivery of health services. |
| Housing Department, Housing Authority | Provides demographic information about housing, special accommodation needs, and impact of proposed solutions. |

|  |
| --- |
| **Table 1-2: Possible Business and Service Professionals for the Collaborative Planning Team (Action 1-2)** |
| * Complete, revise, and add to the table below to list possible business and service professionals and their potential role on the planning team.
* The portion of the left column that is filled out are examples.
 |
| **Business and Service Professionals** | **Potential Role on Planning Team** |
| Chamber of Commerce and Industry Associations |  |
| Community Business Districts |  |
| Building Owners and Managers |  |
| Utility Providers |  |
| Health, Healthcare Coalitions |  |
| Architects and Urban Planners |  |
| Engineers |  |
| Developers and Construction Professionals |  |
| News Media |  |
| Weather and Climate Experts |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |
| --- |
| **Table 1-2 (Example): Possible Business and Service Professionals for the Collaborative Planning Team (Action 1-2)** |
| Chamber of Commerce and Industry Associations | Represents business and industry interests and includes leaders who will bring a clear perspective on the economic impacts of potential disasters as well as resilience plans. |
| Community Business Districts | Represents large and small businesses that support the neighborhoods, provide jobs, and play a key role in community recovery. |
| Building Owners and Managers | Provides building and housing owners’ perspective on resilience and recovery in terms of their needs for labor, buildings, utilities, and other infrastructure systems, as well as how their needs influence the performance levels selected. |
| Utility Providers | Includes communications, power, transportation, and water, wastewater providers. They are key to rapid recovery of functionality and will bring perspective on changes needed in current regulations and rate limitations. |
| Health, Healthcare Coalitions | Includes public health officials, providers of acute, sub-acute, rehabilitation, mental health, behavioral, and end-of-life care. Brings clarity to healthcare services provided before, and those needed immediately after, a significant event and throughout the recovery period. |
| Architects and Urban Planners | Brings a vision and expertise for a stronger community that supports transit, housing, vibrant and livable neighborhoods, and improved quality of life. |
| Engineers | Determines design and performance capabilities for the built environment and assists in developing suitable standards and guidelines. Can help establish desired performance goals and the likely performance anticipated from the existing built environment. |
| Developers and Construction Professionals | Provides perspective on the feasibility and consequences of changing building and housing design and construction practices. |
| News Media | Reflects the needs of a key player in disseminating important information about response and recovery efforts, as well as the resilience process and progress, to the community. |
| Weather and Climate Experts | Informs planners about trends and vulnerabilities related to meteorological and climate events and patterns. |

|  |
| --- |
| **Table 1-3: Possible Community and Volunteer Organizations for the Collaborative Planning Team (Action 1-2)** |
| * Complete, revise, and add to the table below to list possible business and service professionals and their potential role on the planning team.
* The portion of the left column that is filled out are examples.
 |
| **Community and Volunteer Organizations** | **Potential Role on Planning Team** |
| Non-Governmental Organizations (NGOs) |  |
| Voluntary Organizations Active in Disaster (VOADs) |  |
| Community Associations |  |
| Community Service Organizations (CSOs) and Religious/Cultural Groups |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |
| --- |
| **Table 1-3 (Example): Possible Community and Volunteer Organizations for the Collaborative Planning Team (Action 1-2)** |
| Non-Governmental Organizations (NGOs) | Brings members’ concerns to governments, advocates for and monitors policies, and encourages participation in resilience-related efforts. Includes voluntary groups organized on a local, national, or international level, May include performing humanitarian functions that support other social institutions, especially those that provide services to vulnerable and at-risk populations. |
| Voluntary Organizations Active in Disaster (VOADs) | Serves as a primary forum where organizations share knowledge and resources throughout the disaster preparedness cycle to help survivors and their communities. These are non-profit, non-partisan, membership-based organizations at the national, state, and local levels that help to build resiliency in communities. |
| Community Associations | Provides neighborhood and resident views, including homeowners, renters, and vulnerable populations. |
| Community Service Organizations (CSOs) and Religious/Cultural Groups | Offers insights as volunteer, membership-based groups that provide services to the community’s members and frequently play an important role in the post-disaster environment. |

|  |
| --- |
| **Table 1-4: Government Leaders and Community (Action 1-2)** |
| * Complete the table below to organize the team members from Tables 1-1 to 1-3 into task groups, as appropriate
* An example is provided on the following page.
 |
| **City Council** | **Planning Team** | **Hazard Task Group** |
|  |  |  |
| **Social Dimensions Task Group** | **Buildings Task Group** | **Transportation Task Group** |
| * See Table 1-5
 |  |  |
| **Energy Task Group** | **Communications Task Group** | **Water and Wastewater Task Group** |
|  |  |  |

|  |
| --- |
| **Table 1-5: Social Dimensions Task Group by Social Institutions** |
| * Complete the table below to organize the social dimensions task group team members by social institution.
* An example is provided on the following page.
 |
| **Family and Kinship** | **Economic** | **Government** | **Health** |
|  |  |  |  |
| **Education** | **Community Service Organizations** | **Religious and Cultural** | **Media** |
|  |  |  |  |

**Table 1-4 (Example): Government Leaders and Community (Action 1-2)**

|  |  |  |
| --- | --- | --- |
| **City Council** | **Planning Team** | **Hazard Task Group** |
| * Mayor
* Commissioners
 | * Resilience lead
* City Manager
* Public Works Department
* Planning Office
* Office of Emergency Management
* Building Permits Office
* Finance Agency
* Community outreach/ external affairs/ public information
* Representative from each task group
 | * State geological survey
* University hazard specialist(s)
* Flood plain manager
* U.S. Army Corps of Engineers
* Environmental Protection Department
* National Weather Service local weather forecast office
 |
| **Social Dimensions Task Group** | **Buildings Task Group** | **Transportation Task Group** |
| * See Table 1-5 for typical representatives
 | * Building Permits Office
* Building owners and managers
* Critical facility managers (hospitals, schools)
* Local industry facility managers
* General contractors
* Real estate representatives
* Engineers
* Construction firms
* Fire and rescue department
* Land and building developers
 | * State and County/City Transportation and Public Works Departments
* Railroad/subway, bus/bridge/tunnel authority representatives
* Office of Emergency Management
 |
| **Energy Task Group** | **Communications Task Group** | **Water and Wastewater Task Group** |
| * Energy generation representatives
* Distribution system providers (load serving entity)
* Office of Emergency Management/Services
* Liquid fuel distributors
* State Public Utility Commission (PUC)
* State/County Energy Department
 | * State PUC
* Telecommunication service providers
 | * Public Works Department
* Municipal Water Authority
* Emergency Services/Fire and rescue
* Environmental Protection Department
 |

**Table 1-5 (Example): Social Dimensions Task Group by Social Institutions**

|  |  |  |  |
| --- | --- | --- | --- |
| **Family and Kinship** | **Economic** | **Government** | **Health** |
| * Neighborhood representatives
* Citizens groups
 | * Chamber of Commerce/large and small retailers
* Gas station managers
* Banking and finance sector
* Local major industries
 | * Police and Fire/Emergency Medical Services
* Department of Parks and Recreation
* Senior living centers

Aging and people with disabilities services* Courts
 | * Public Health Department
* Hospitals
* Urgent care/primary care providers
* Behavioral health care providers
 |
| **Education** | **Community Service Organizations** | **Religious and Cultural** | **Media** |
| * Public schools
* Private schools
* Community college /higher education
* Pre-schools
 | * Shelters
* Food banks/distributors
* American Red Cross and other Voluntary Organizations Active in Disasters
* Recreational/civic clubs or groups
 | * Local faith-based, cultural, or belief groups
 | * Local news media outlets
 |