

Implementation Status Worksheet



Jurisdiction/Agency: _____

In order to secure funding for hazard mitigation, jurisdictions must demonstrate that they made an effort to implement mitigation measures they agreed to in previous Hazard Mitigation Plans. The Implementation Status Worksheet is a tool to assess the status of the measures by jurisdiction from the last update.

The worksheet states the mitigation measure, who was the lead responsibility to carry out the measure, if the measure was completed or not, if it was not completed – why it was not completed, and if it was completed – the estimated cost and funding source.

Please complete the worksheet as completely as possible. The table has been sorted by Lead Responsibility in order to aid you in obtaining the information from the individuals in charge of the different measures.

Goals, Objectives and Mitigation Measures

Each measure that the jurisdiction chose to try to implement is listed in the table. Please read the description and answer the questions in reference to the measure.

Lead Responsibility for Carrying Out Measure

During the writing of the previous update a person, department or agency was listed as taking the lead on implementing a measure. Some measures have multiple people/departments listed. Each person/department listed on a measure has the measure listed under their designation. If a lead responsibility is listed wrong, please correct the listing and have them state if the measure was completed.

Completed Yes/No

State whether the measure was completed or not. It is possible the measure is one that does not end – therefore ongoing. In that instance mark it not complete. In the next cell under Reason Not Complete you can put OM for ongoing measure.

Reason Not Completed

Sometimes when the measures are chosen during the planning stage, individuals think some measures are possible, but they are not implemented for a variety of reasons. Either the person did not realize the technical expertise was not available, money had to be spent elsewhere, someone left a position and the position was not filled, etc. In order to decide if a measure is worth pursuing in the next five years, we must know why the measure was not completed in the last five years. Provide justification for why a measure was not implemented. On-going Measure (OM), Lack of Funding(LOF), Administrative Shortage (AS), Lack of Political Support (LOPS), Not Technically Feasible (NTF), or No Legal Authority (NLA). You may use the reason's abbreviation when filling out the form.

If Completed

Provide the estimated cost and funding source if the measure was completed. If there was no additional cost for the measure, put N/A.

2020 - 2025 Albertville Community Action Program Implementation Status

Goal, Objectives and Mitigation Measures		Lead Responsibility for Carrying Out Measure	Completed Yes/No	Reason Not Completed	If completed	
				Ongoing Measure (OM), Lack of Funding (LOF), Administrative Shortage (AS), Lack of Political Support (LOPS), Not Technically Feasible (NTF), No Legal Authority (NLA)	Estimated Cost	Funding Source
5.1.4	Collaborate with ALDOT in addressing drainage issues along state roadways.	Administration				
1.1.3	Prepare a five-year capital improvements plan (CIP) to include capital projects that implement the natural, human-caused, and technological hazard element of the community's comprehensive plan or projects identified in the Community Mitigation Action Program of this multi-hazard mitigation plan.	Administration				
2.6.6	Encourage the planting of species that are less susceptible to damage and ensure that trees are planted far from above ground utility lines and buildings.	Administration & "Keep Albertville Beautiful" Board				
2.8.2	Review existing public shelters and safe rooms and recommend new locations if and where there are coverage gaps. Include evaluations on ADA compliance and sheltering of animals.	Administration/ Building Department				
3.8.11	Expand or participate in expanding traditional disaster exercises involving city and county emergency personnel to include airport and port personnel, infrastructure providers, hospitals, schools, and major employers.	Administration/ Public Safety				
3.9.3	Upgrade critical communications infrastructure.	Administration/ Public Safety				
3.9.4	Enter in agreements with surrounding jurisdictions to upgrade communications to the Project 25 Radio system.	Administration/ Public Safety				

2020 - 2025 Albertville Community Action Program Implementation Status

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3.5.1	Through local libraries, maintain and distribute free and current publications from FEMA, NWS, USGS, and other federal and state agencies.	Albertville Public Library				
1.1.1	Maintain up-to-date comprehensive plan.	Building Department				
1.1.2	Integrate the findings and recommendations of this hazard mitigation plan into comprehensive plan amendments for jurisdictions with active comprehensive planning programs.	Building Department				
1.2.3	Identify problem drainage areas, conduct engineering studies, evaluate feasibility, and construct drainage improvements to reduce or eliminate localized flooding.	Building Department				
1.3.2	Update zoning regulations to include maximum impervious surface standards for non-residential developments.	Building Department				
1.4.1	Promote good construction practices and proper code enforcement to mitigate structural failures during disaster events.	Building Department				
1.4.2	Establish and enforce minimum property maintenance standards that reduce or eliminate unsafe structures.	Building Department				
1.4.3	Evaluate and revise as appropriate, building codes for roof construction to maximize protection against wind damage from hurricanes, tornadoes, and severe storms; encourage installation of "hurricane clips."	Building Department				

2020 - 2025 Albertville Community Action Program Implementation Status

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1.4.4	Through local subdivision and land development regulations require the placement of all new utility lines underground for large residential subdivisions and commercial developments.	Building Department				
1.7.1	Promote the adoption/enforcement of storm water management regulations that maintain pre-development runoff rates.	Building Department				
1.7.2	Develop, adopt, and implement subdivision regulations that require proper stormwater infrastructure design and construction.	Building Department				
1.10.1	Perform vulnerability assessments of critical facilities to identify retrofit projects to improve the safety of occupants and mitigate damages from hazards.	Building Department				
2.2.3	Acquire and relocate or demolish structures located in Landslide Hazard Areas and enforce permanent restrictions after land acquisition and structure removal.	Building Department				
2.8.4	Determine how to accommodate individuals with special needs both in the emergency operations plan for the shelter or safe room and in the design of the shelter or safe room, including compliance with the American with Disabilities Act (ADA).	Building Dept				

2020 - 2025 Albertville Community Action Program Implementation Status

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2.8.6	Construct new community safe rooms in accessible locations and add safe rooms within new and existing public and institutional buildings, such as schools, colleges and universities, senior centers, community centers, hospitals, and government buildings.	Building Dept				
2.8.8	Encourage the construction of safe rooms in new and existing homes and buildings.	Building Dept				
3.3.1	Publicize the availability of FIRM information to real estate agents, builders, developers, and homeowners through local trade publications, newspaper announcements and other media related outreach events.	Building Dept				
3.3.2	Inform builders and property owners about complying with the latest NFIP standards.	Building Dept				
3.5.2	Distribute FEMA Publication 320 - Taking Shelter from the Storm: Building a Safe Room in Your House - through building permit and inspection offices.	Building Dept				
3.5.3	Distribute awareness materials to citizens, builders and business owners inquiring about flood problems or other flood related questions.	Building Dept				
3.5.7	Provide emergency preparedness information about the protection and care of animals during extended periods of extreme heat or cold.	Building Dept				
3.5.8	Provide awareness materials regarding the appropriate actions to take in the event of a hazardous material release.	Building Dept				

2020 - 2025 Albertville Community Action Program Implementation Status

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1.2.1	Carry out detailed planning and engineering studies for sub-basins in critical flood hazard areas to determine watershed-wide solutions to flooding.	City Civil Engineer				
1.2.2	Evaluate elevation and culvert sizing of existing roadways in flash flood prone areas to ensure compliance with current standards for design year floods and develop a program for construction upgrades as appropriate.	City Civil Engineer				
4.2.1	Protect wetlands by preventing unsound development that would change their natural condition.	City Civil Engineer				
4.2.2	Keep builders and developers informed of Federal wetlands permitting requirements of the Corps of Engineers.	City Civil Engineer				
4.2.3	Adopt and/or enforce regulations prohibiting dumping and littering within river and stream corridors.	City Civil Engineer				
3.10.4	Promote the use of weather radios in households and businesses.	Communications/ Public Safety				
3.11.1	Maintain appropriate media relationships to ensure the public is informed of hazard threats and means to mitigate property damages and/or loss of life.	Communications/ Public Safety				
3.7.10	Enhance public safety through awareness and outreach materials to the public with regards to pandemics.	Communications/ Public Safety				

2020 - 2025 Albertville Community Action Program Implementation Status

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3.6.2	Distribute material via the internet and other Media, and other outreach activities and workshops to encourage families and individuals to implement hazard mitigation measures in their homes.	Communications/ Public Safety				
3.7.8	Educate the citizens about proper procedures for sheltering in place.	Communications/ Public Safety				
3.7.11	Educate the public about existing flood warning systems such as Everbridge	Communications/ Public Safety				
3.11.3	Expand the use of city-sponsored websites to disseminate hazard mitigation information.	Communications/ Public Safety				
1.2.7	Assist the Alabama Forestry Commission with their Community Wildfire Plan for Marshall County and its jurisdictions.	FD				
1.4.5	Review fire safety ordinances to ensure they properly regulate open burning.	Fire Dept				
2.8.3	Work with the American Red Cross (ARC) in developing "Memorandums of Understanding" (MOUs) with facility owners that serve as shelters.	Fire Dept				
3.9.8	Establish procedures to warn facilities storing hazardous materials when a hazard event is likely to impact the facility to ensure safety procedures are enacted.	Fire Dept				
1.11.7	Maintain a listing of locations of special needs groups, including the elderly and those with Alzheimer's. Disseminate that information to emergency personnel.	Fire Dept				

2020 - 2025 Albertville Community Action Program Implementation Status

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2.8.4	Determine how to accommodate individuals with special needs both in the emergency operations plan for the shelter or safe room and in the design of the shelter or safe room, including compliance with the American with Disabilities Act (ADA).	Fire Dept				
1.5.1	Assist the state in promoting the adoption of a uniform flood hazard prevention ordinance among all NFIP communities.	Floodplain Manager				
1.5.2	Develop guidelines for management of development around flood prone areas and other areas of high flood mitigation values, such as, wetlands, floodplain corridors, upland storage, closed depressional basins and areas of high filtration potential.	Floodplain Manager				
1.5.3	Improve flood risk assessment by monitoring flood events and damages, documenting high water marks post event, verification of FEMA's repetitive loss inventory and revising and updating regulatory floodplain maps.	Floodplain Manager				
1.5.4	Train local floodplain managers through programs offered by the State Floodplain Coordinator and FEMA's training center in Emmitsburg, Maryland.	Floodplain Manager				
1.5.5	Maintain membership for locally designated floodplain managers in the Association of State Floodplain Managers and the Alabama Association Floodplain Managers and encourage active participation.	Floodplain Manager				

2020 - 2025 Albertville Community Action Program Implementation Status

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1.5.6	Maintain a library of technical assistance and guidance materials to support the local floodplain manager.	Floodplain Manager				
1.5.8	Update local floodplain ordinance for compliance with current NFIP standards.	Floodplain Manager				
1.5.9	Continue ongoing relations with the State NFIP Coordinator in relation to floodplain management.	Floodplain Manager				
1.6.1	Apply for membership in the CRS Program; continue to upgrade rating.	Floodplain Manager				
2.1.1	Relocate buildings out of hazardous flood areas, with emphasis on pre-FIRM residential buildings, where deemed more cost effective than property acquisition or building elevation.	Floodplain Manager				
2.2.1	Utilize the most recent NFIP repetitive loss property list, and other appropriate sources, to create and maintain a prioritized list of acquisition mitigation projects based on claims paid.	Floodplain Manager				
2.2.2	Acquire and demolish flood prone or substantially damaged structures and replace with permanent open space.	Floodplain Manager				
2.3.1	Elevate certain buildings in flood prone areas where acquisition or relocation is not feasible, with emphasis on Pre-FIRM buildings.	Floodplain Manager				
2.5.1	Flood proof pre-FIRM non-residential buildings, where feasible.	Floodplain Manager				

2020 - 2025 Albertville Community Action Program Implementation Status

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2.5.2	Examine use of minor structural projects (small berm or floodwalls) in areas that cannot be mitigated through non-structural mitigation techniques.	Floodplain Manager				
2.6.11	Monitor inflow/outflow of network activity on computer systems in critical facilities to protect against cyberterrorism.	IT				
2.6.12	Utilize the DHS' free assessment tool for cybersecurity for local governments to find weak areas in cybersecurity and address the issues found.	IT				
3.7.9	Educate employees in critical facilities about cybersecurity.	IT				
1.10.5	Encourage water suppliers to assess vulnerability of existing supply systems and share that information with local governments.	Mayor & Council				
2.6.1	Retrofit critical facilities and infrastructure against potential damages from hazards.	Mayor & Council				
2.6.2	Encourage the relocation of existing utility lines underground, where feasible and cost effective.	Mayor & Council				
2.6.7	Encourage the enhancement of the security of areas surrounding public facilities. Such measures include replacing or removing landscaping that provides cover for attacks, installing motion activated lighting, secure parking lots through fencing and adequate lighting.	Mayor & Council				

2020 - 2025 Albertville Community Action Program Implementation Status

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2.6.8	Encourage structural changes to secure the buildings, i.e., replace vulnerable doors, install automatic door locks for after hours, install alarms and panic alarms, install CCTVs throughout facilities	Mayor & Council				
2.6.9	Install a public address system throughout public buildings for hazard warnings and shelter-in-place announcements.	Mayor & Council				
2.6.10	Minimize visitors' access to buildings and provide badges.	Mayor & Council				
2.6.3	Install lightning and/or surge protection on existing critical facilities.	Mayor & Council				
1.11.1	Maintain a hazards and risk assessment database that is accessible to local planners and emergency management personnel, including such data as, flood zones, geohazards, tornado tracks, disaster events and their extents, major drainage structures and a comprehensive inventory of critical facilities, including points of distribution within all jurisdictions. If applicable, add to GIS mapping.	Mayor & Council in partnership with Marshall County EMA				
2.7.1	Install or encourage the installation of backup power generators for critical facilities, including radio stations, and fuel stations.	Mayor & Council/ Administration				
2.8.1	Work with city and county leaders in developing standardized procedures for identifying shelters as pre-disaster and post-disaster shelters or safe rooms.	Mayor & Council/ Administration				

2020 - 2025 Albertville Community Action Program Implementation Status

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3.8.6	Promote training and attendance by employees at conferences and webinars sponsored by agencies such as FEMA, DHS, APHD, AEMA and the Marshall County EMA.	Mayor & Council/ Administration				
2.6.5	Conduct tree trimming programs along utility lines.	MUB				
2.6.4	Require lightning and/or surge protection on new critical facilities.	MUB				
1.10.5	Encourage water suppliers to assess vulnerability of existing supply systems and share that information with local governments.	MUB (municipal utilities board)				
1.1.1	Maintain up-to-date comprehensive plan.	Planning Dept				
1.1.2	Integrate the findings and recommendations of this hazard mitigation plan into comprehensive plan amendments for jurisdictions with active comprehensive planning programs.	Planning Dept				
1.2.3	Identify problem drainage areas, conduct engineering studies, evaluate feasibility, and construct drainage improvements to reduce or eliminate localized flooding.	Planning Dept				
1.3.2	Update zoning regulations to include maximum impervious surface standards for non-residential developments.	Planning Dept				
1.4.1	Promote good construction practices and proper code enforcement to mitigate structural failures during disaster events.	Planning Dept				

2020 - 2025 Albertville Community Action Program Implementation Status

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1.4.2	Establish and enforce minimum property maintenance standards that reduce or eliminate unsafe structures.	Planning Dept				
1.4.3	Evaluate and revise as appropriate, building codes for roof construction to maximize protection against wind damage from hurricanes, tornadoes, and severe storms; encourage installation of "hurricane clips."	Planning Dept				
1.4.4	Through local subdivision and land development regulations require the placement of all new utility lines underground for large residential subdivisions and commercial developments.	Planning Dept				
1.7.1	Promote the adoption/enforcement of storm water management regulations that maintain pre-development runoff rates.	Planning Dept				
1.7.2	Develop, adopt, and implement subdivision regulations that require proper stormwater infrastructure design and construction.	Planning Dept				
1.10.1	Perform vulnerability assessments of critical facilities to identify retrofit projects to improve the safety of occupants and mitigate damages from hazards.	Planning Dept				
2.2.3	Acquire and relocate or demolish structures located in Landslide Hazard Areas and enforce permanent restrictions after land acquisition and structure removal.	Planning Dept				

2020 - 2025 Albertville Community Action Program Implementation Status

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2.8.2	Review existing public shelters and safe rooms and recommend new locations if and where there are coverage gaps. Include evaluations on ADA compliance and sheltering of animals.	Planning Dept				
2.8.4	Determine how to accommodate individuals with special needs both in the emergency operations plan for the shelter or safe room and in the design of the shelter or safe room, including compliance with the American with Disabilities Act (ADA).	Planning Dept				
1.11.7	Maintain a listing of locations of special needs groups, including the elderly and those with Alzheimer's. Disseminate that information to emergency personnel.	Public Safety				
1.14.1	Maintain and update emergency operations plans.	Public Safety				
2.8.9	Determine which areas at important facilities such as schools and daycare centers are the best locations for occupants during a disaster. Identify and provide directions to the designated "safe place."	Public Safety				
3.1.1	Distribute the 2020 plan to local officials, stakeholders, and interested individuals through internet download.	Public Safety				
3.9.5	Create a backup site with communications equipment for 911 services.	Public Safety				
3.9.6	Develop the capability to re-route communications from one jurisdiction's 911 communication tower to another jurisdiction's in the event of tower failure.	Public Safety				

2020 - 2025 Albertville Community Action Program Implementation Status

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3.9.7	Coordinate with utilities and transportation authorities to improve rapid communications between emergency services and the private sector when basic services might be disrupted during extended periods due to disasters.	Public Safety				
3.10.3	Distribute weather radios and emergency response instructions to municipal residents and businesses.	Public Safety				
3.10.1	Continue to promote the purchase and usage of NOAA weather radios in all schools, assisted living facilities, hospitals, nursing homes, day care facilities, churches, businesses, industries, and the general public, especially in homes with no outdoor warning siren coverage.	Public Safety/ Communications				
2.8.11	Establish mutual agreements with other jurisdictions and agencies to help with sheltering of animals during disasters.	Public Safety/Animal Control				
2.8.12	Evaluate existing public shelters and safe places for areas for sheltering pets.	Public Safety/Animal Control				
2.8.13	Evaluate future plans for public shelters and safe places for sheltering pets.	Public Safety/Animal Control				
5.1.4	Collaborate with ALDOT in addressing drainage issues along state roadways.	Public Safety				
1.2.4	Identify existing culturally or socially significant structures within participating jurisdictions that have the most potential for losses from disaster events and identify needed structural upgrades.	Public Works				

2020 - 2025 Albertville Community Action Program Implementation Status

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1.8.1	Examine regulatory options and feasibility of requiring open space areas for drainage control, recreation, and landscaping.	Public Works				
1.11.8	Establish a uniform damage reporting procedure for Albertville with the Marshall County Emergency Management Agency as the clearinghouse for damage assessment data following disaster events.	Public Works				
3.9.11	Explore options for improving the ability of local units of government to report flooding and flash flooding events, receive information, respond and request assistance.	Public Works				
5.1.1	Prepare and implement standard operating procedures and guidelines for drainage system maintenance. Ensure storm drains and ditches are not blocked and are able to receive water.	Public Works				
5.2.1	Construct drainage improvements to reduce or eliminate localized flooding.	Public Works				
5.1.4	Collaborate with ALDOT in addressing drainage issues along state roadways.	Public Works				