

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 Guntersville 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
3.9.3	Upgrade critical communications infrastructure.	911				
3.9.4	Enter in agreements with surrounding jurisdictions to upgrade communications to the Project 25 Radio system.	911				
3.9.5	Create a backup site with communications equipment for 911 services.	911				
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.	911				
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.	911				
3.7.13	Educate staff members on proper mitigation measures of pandemic preparedness	All Dept				
3.7.14	Educate staff members for the utilization of virtual resources for virtual and/or remote learning or communications during closures due to pandemics or other hazards.	All Dept				
1.1.1	Maintain up-to-date comprehensive plan.	All Depts				
1.1.2	Integrate the findings and recommendations of this hazard mitigation plan into comprehensive plan amendments for jurisdictions with active comprehensive planning programs.	All Depts				

2020 - 2025 Guntersville Community Action Program Implementation Status

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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.	All Depts				
1.3.1	Require/encourage new subdivisions to implement fire reduction measures such as maintaining minimum intervals between structures, providing firebreaks, on-site water storage, wide roads and multiple accesses are measures to reduce fire risks.	Building Dept				
1.4.1	Promote good construction practices and proper code enforcement to mitigate structural failures during disaster events.	Building Dept				
1.4.2	Establish and enforce minimum property maintenance standards that reduce or eliminate unsafe structures.	Building 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."	Building 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.	Building Dept				
2.6.1	Retrofit critical facilities and infrastructure against potential damages from hazards. If a facility cannot be retrofitted, consider relocation of the facility; such as Fire Station #1.	Building Dept				
2.6.3	Install lightning and/or surge protection on existing critical facilities.	Building Dept				

2020 - 2025 Guntersville Community Action Program Implementation Status

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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."	Building Dept				
2.8.10	Ensure all public buildings have a refuge plan of where to send people during times of disasters. Encourage posting of the plan in places accessible to the public.	Building Dept				
3.2.1	Provide technical assistance to owners of vulnerable buildings to advise on available building retrofits to protect against hazards damages.	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				
3.7.7	Educate those in areas without building codes about safer building practices such as the use of fire-resistant materials in construction.	Building Dept				
3.10.2	Require/encourage the installation of weather radios in all public buildings and places of public assembly.	Building Dept				
1.4.6	Require the construction of safe rooms within new public buildings, such as new schools, libraries, community centers, and other public buildings by amending applicable ordinances and regulations.	Building Dept				
2.6.2	Encourage the relocation of existing utility lines underground, where feasible and cost effective.	Building Dept				
2.6.4	Require lightning and/or surge protection on new critical facilities.	Building Dept				

2020 - 2025 Guntersville Community Action Program Implementation Status

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3.1.1	Distribute the 2020 plan to local officials, stakeholders, and interested individuals through internet download.	City				
2.6.11	Monitor inflow/outflow of network activity on computer systems in critical facilities to protect against cyberterrorism.	City Admin				
2.8.3	Work with the American Red Cross (ARC) in developing "Memorandums of Understanding" (MOUs) with facility owners that serve as shelters.	City and School				
4.3.2	Increase overall green spaces in cities by planting disaster resistant trees with site and location taken into consideration.	City Horticulture				
1.12.1	Support legislation to establish a State dam safety program.	EMA				
2.7.1	Install or encourage the installation of backup power generators for critical facilities, including radio stations, and fuel stations.	EMA				
2.7.2	Deploy portable generators to serve as miniature sub-stations to help rapidly restore power to at-risk citizens after a hazard event.	EMA				
2.8.1	Work with city leaders in developing standardized procedures for identifying shelters as pre-disaster and post-disaster shelters or safe rooms.	EMA				
2.8.2	Review existing public shelters and safe rooms in public buildings including schools and recommend new locations if and where there are coverage gaps. Include evaluations on ADA compliance and sheltering of animals.	EMA				
2.9.1	Increase collaboration between government and community organizations regarding containment and response plans for epidemic events involving humans.	EMA				

2020 - 2025 Guntersville Community Action Program Implementation Status

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2.9.2	Continue to support the Area 2 Region Public Health Team in planning and training events such as the Drive-Thru-Flu clinic Exercise, Point of Distribution SNS Exercises and other MMRS activities.	EMA				
2.9.3	Identify and secure resources to build the appropriate medical stockpile of medicines and medical supplies to address sizable epidemics through the MMRS-SNS and Area 2 Public Health Plans	EMA				
3.7.5	Provide emergency preparedness information for extreme temperature events through an active educational outreach program with specific plans and procedures for senior citizens and people with special needs.	EMA				
3.7.12	Assist the State EMA with notifying the public about dam inundation areas and explaining the risks associated with dam or levee failure in Marshall County and the city.	EMA				
3.9.1	Review existing outdoor warning siren coverage and recommend new locations if and where there are coverage gaps. Install new warning sirens in accordance with the plan recommendations.	EMA				
3.9.2	Upgrade siren-warning systems.	EMA				
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.	EMA				
5.2.1	Construct drainage improvements to reduce or eliminate localized flooding, including retention and detention ponds.	Engineer				

2020 - 2025 Guntersville Community Action Program Implementation Status

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1.2.7	Assist the Alabama Forestry Commission with their Community Wildfire Plan for Marshall County and its jurisdictions.	FD				
1.2.5	Inventory and map existing fire hydrants and piping throughout the city and identify areas in need of new fire hydrants and/or areas of insufficient water pressure for fire suppression.	Fire Dept				
1.2.6	Update Wide Hazardous Flow Study, Fixed Site Tier II Reporting Facilities every 3 years.	Fire Dept				
1.4.5	Review fire safety ordinances to ensure they properly regulate open burning.	Fire Dept				
1.4.6	Require the construction of safe rooms within new public buildings, such as new schools, libraries, community centers, and other public buildings by amending applicable ordinances and regulations.	Fire Dept				
1.5.9	Continue ongoing relations with the State NFIP Coordinator in relation to floodplain management.	Fire Dept				
1.10.1	Perform vulnerability assessments of critical facilities to identify retrofit or relocation projects to improve the safety of occupants and mitigate damages from hazards. Included in the assessment should be Fire Station #1 that has been affected by flooding.	Fire Dept				
1.10.2	Conduct wildfire vulnerability assessments of critical facilities and other properties in these risk areas and prepare a comprehensive inventory to identify high and moderate wildfire risk areas.	Fire Dept				
1.11.3	Maintain a comprehensive inventory of dams and failure inundation areas within the city. If applicable, add to GIS mapping.	Fire Dept				
1.14.1	Maintain and update emergency operations plans.	Fire Dept				

2020 - 2025 Guntersville Community Action Program Implementation Status

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2.6.1	Retrofit critical facilities and infrastructure against potential damages from hazards. If a facility cannot be retrofitted, consider relocation of the facility; such as Fire Station #1.	Fire Dept				
2.6.4	Require lightning and/or surge protection on new critical facilities.	Fire Dept				
2.6.10	Minimize visitors' access to buildings and provide badges.	Fire Dept				
2.8.8	Encourage the construction of safe rooms in new and existing homes and buildings.	Fire Dept				
3.8.4	Enhance and expand training of fire departments in wildfire hazard areas.	Fire Dept				
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.	Fire Dept				
3.9.9	Evaluate the need for a unified fire advisory system to identify fire risk during extended periods of extreme heat.	Fire Dept				
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.	Fire Dept				
3.11.2	Increase media coverage of threat and evacuation procedures during peak wildfire times of the year; distribute informational packages in high and moderate wildfire risk areas.	Fire Dept				
3.11.3	Expand the use of city-sponsored websites to disseminate hazard mitigation information.	Fire Dept				

2020 - 2025 Guntersville Community Action Program Implementation Status

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1.3.1	Require/encourage new subdivisions to implement fire reduction measures such as maintaining minimum intervals between structures, providing firebreaks, on-site water storage, wide roads and multiple accesses are measures to reduce fire risks.	Fire Dept				
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."	Fire Dept				
2.8.10	Ensure all public buildings have a refuge plan of where to send people during times of disasters. Encourage posting of the plan in places accessible to the public.	Fire Dept				
3.8.7	Encourage completion of the online course FEMA IS-907 on active shooters by employees in critical facilities.	Fire Dept				
3.8.8	Encourage the participation of groups in programs offered by the Department of Homeland Security; such as courses on Targeted Violence and Terrorism Prevention.	Fire Dept				
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.	Fire Dept				
2.6.11	Monitor inflow/outflow of network activity on computer systems in critical facilities to protect against cyberterrorism.	Fire Dept				
3.7.7	Educate those in areas without building codes about safer building practices such as the use of fire-resistant materials in construction.	Fire Dept				

2020 - 2025 Guntersville Community Action Program Implementation Status

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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 Manger				
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 Manger				
1.5.4	Train local floodplain managers through programs offered by the State Floodplain Coordinator and FEMA's training center in Emmitsburg, Maryland.	Floodplain Manger				
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 Manger				
1.5.8	Update local floodplain ordinance for compliance with current NFIP standards.	Floodplain Manger				
1.6.1	Apply for membership in the CRS Program.	Floodplain Manger				
1.2.5	Inventory and map existing fire hydrants and piping throughout the city and identify areas in need of new fire hydrants and/or areas of insufficient water pressure for fire suppression.	Guntersville Water Bd				
1.10.5	Encourage water suppliers to assess vulnerability of existing supply systems and share that information with local governments.	Guntersville Water Bd				

2020 - 2025 Guntersville Community Action Program Implementation Status

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3.8.7	Encourage completion of the online course FEMA IS-907 on active shooters by employees in critical facilities.	Police Dept				
3.8.8	Encourage the participation of groups in programs offered by the Department of Homeland Security; such as courses on Targeted Violence and Terrorism Prevention.	Police Dept				
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.	Police Dept				
1.10.1	Perform vulnerability assessments of critical facilities to identify retrofit or relocation projects to improve the safety of occupants and mitigate damages from hazards. Included in the assessment should be Fire Station #1 that has been affected by flooding.	Schools				
1.10.3	Inspect security measures around critical facilities for areas of concern (i.e., cut away areas in security fencing, inoperable cameras) and develop a plan to address the concerns.	Schools				
1.10.4	Perform annual penetration and vulnerability assessments of log files and wire data.	Schools				
1.10.6	Establish Threat Assessment Teams on each campus.	Schools				
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.	Schools				

2020 - 2025 Guntersville 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	Schools				
2.6.9	Install a public address system throughout public buildings for hazard warnings and shelter-in-place announcements.	Schools				
2.6.10	Minimize visitors' access to buildings and provide badges.	Schools				
2.6.11	Monitor inflow/outflow of network activity on computer systems in critical facilities to protect against cyberterrorism.	Schools				
2.6.13	Ensure computer firewalls, virus protections, etc. are up-to-date.	Schools				
2.7.1	Install or encourage the installation of backup power generators for critical facilities, including radio stations, and fuel stations.	Schools				
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).	Schools				
2.8.5	Evaluate the need for severe weather plans and shelters in essential facilities and other establishments serving the public (e.g., schools, hospitals, and critical facilities).	Schools				

2020 - 2025 Guntersville 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.	Schools				
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."	Schools				
2.8.10	Ensure all public buildings have a refuge plan of where to send people during times of disasters. Encourage posting of the plan in places accessible to the public.	Schools				
2.8.14	Ensure all schools have a place of refuge plan for sporting events held outside and proper posting on where it is located.	Schools				
2.9.4	Educate the public about vaccines and immunizations.	Schools				
2.9.5	Require school systems to inform parents/guardians about illness at the schools	Schools				
2.9.6	Ensure school buses include air conditioning when purchasing replacements buses.	Schools				
3.7.1	Distribute hazard mitigation brochures to students through area schools.	Schools				
3.7.2	Educate students and the public about the "See Something, Say Something" program, including who to contact about suspicions.	Schools				
3.7.9	Educate employees in critical facilities about cybersecurity.	Schools				
3.7.13	Educate staff members on proper mitigation measures of pandemic preparedness	Schools				

2020 - 2025 Guntersville Community Action Program Implementation Status

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3.7.14	Educate staff members for the utilization of virtual resources for virtual and/or remote learning or communications during closures due to pandemics or other hazards.	Schools				
3.7.15	Upgrade technology devices for students and teachers for utilization during virtual and/or remote learning.	Schools				
3.8.7	Encourage completion of the online course FEMA IS-907 on active shooters by employees in critical facilities.	Schools				
3.9.12	Ensure first responders are aware of any chemicals stored at the school including those used in the science department.	Schools				
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.	Schools				
3.11.4	Include hazard information on school websites to disseminate hazard mitigation information with a focus on family safety.	Schools				
1.13.1	Support legislation to enact regulations for the timber industry to conduct prescribed burns after clearing land to lessen the possibility of wildfires.	State Forestry Commission				
1.13.2	Encourage programs to conduct prescribed burns of large undeveloped areas of downed trees from disaster events to lessen the possibility of wildfires.	State Forestry Commission				
3.6.5	Develop a fire safety, protection, and prevention outreach program for builders, developers, and the general public.	State Forestry Commission				

2020 - 2025 Guntersville Community Action Program Implementation Status

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3.6.6	Develop an educational public awareness campaign informing citizens of land management and landscaping options to limit wildfire spread.	State Forestry Commission				
3.6.7	Educate homeowners about the urban – wildland interface and proper plantings and landscaping practices to prevent wildfire destruction.	State Forestry Commission				
5.1.2	Employ prescribed burns of natural debris along streams and in ditches to enhance storm drainage.	State Forestry Commission				
4.3.3	Develop maintenance programs to clear dead and dry bushes or trees to mitigate wildfires.	Street Dept				