STEP 1, TASK A: Organize a taskforce that will be responsible for conducting the assess-

Possible Taskfo	orce Member Affiliations and Characteristics	Represe	ented?
		Yes	No
Agencies	Public Safety/ Emergency Management Office		
	Department of Health (include Office of Aging)		
	Department of Planning		
	Department of Social Services		
	Fire & Law enforcement		
	School		
	State agencies		
	Other		
	Other		
Community groups	Community development corporations (CDCs)		
	Faith-based organizations		
	Other nonprofit groups		
	Small business owners		
	Private companies and organizations		
	Other		
	Other		
	Elderly		
	Disabled		
	Low income		
Residents	Non-English speakers		
	Race/ethnic minorities		
	Other		1
	Other		

STEP 1, TASK A: Organize a group of team that will lead the vulnerability assessment

Contact information for assessment taskforce				
Name	Phone number	Email address	Mailing address	

WORKSHEET # 3: Community Demographics

STEP 1, TASK B: Identify vulnerable populations in the community

Group	% of Community
Physically Vulnerable Populations	
Elderly (Aged 65 and over)	
Single head of household	
Physically disabled	
Institutionalized population	
Economically Vulnerable Populations	
Household income below state median	
Households living below the poverty line	
Vehicle availability	
Culturally and Historically Vulnerable Populations	
Non-English Speaking	
Ethnicity:	
Hispanic	
Non-Hispanic	
Race:	
African-American	
American-Indian	
Asian-American	
Native Hawaiian/ Pacific Islander	
White	
Two or more races	
Other	
Structurally Vulnerable Populations	
Residents living in mobile homes	
Other	
Other	

STEP 1, TASK C: Collect relevant plans, studies, reports, and technical information

Document		Available?	
	Yes	No	
City or county comprehensive plans and reports			
Local or county emergency management plans			
Local Health Department reports or plans			
Office on Aging reports or plans			
Other relevant reports or documents			

STEP 2, TASK A: List the hazards that may occur in the community

- 1. Review existing plans and reports.
- 2. Research newspapers and other historical records.
- 3. Talk to the local residents and experts in your community, state, or region.
- 4. Gather information on Internet Websites.

5. Put a check mark in the *Occur*? boxes beside all hazards that may occur in your community or county.

Occur. Use this space to record information you find for each of the hazards you will be researching. Attach additional pages as necessary. Hazard or Event Description Source of Map Available Avalanche Scale of (Type of hazard, date of event, number of Information for this Hazard? Map **Coastal Erosion** injuries, cost and types of damage, etc.) **Coastal Storm** Dam Failure Drought Earthquake **Expansive Soils** Extreme Heat Flood Hailstorm Hurricane Land Subsidence Severe Winter Storm Tornado Tsunami Volcano Wildfire Windstorm Other:

Adapted from State and Local Mitigation Planning How-to-guide, August 2001)

STEP 2, TASK B: Rank possible hazards based on frequency and severity of risk

1. Using the hazards from Task A, talk to state and local emergency management (EM) departments, the local fire department, and other experts in your community, state, or region about the frequency and severity of risks.

2. Talk to the local residents, nonprofits organizations and faith-based groups about their experiences with the hazards from Task A.

3. Gather information from Internet searches and newspaper archives.

4. Discuss the frequency and severity of the hazards identified in Task A and make a group determination of the frequency and severity of hazards in your community.

Frequency	Severity	Overall Ranking
Unlikely	Negligible	Low
Possible	Limited	Medium
Likely	Critical	High
Highly likely	Catastrophic	Very High

Hazard or Event	Frequency	Severity	Overall Ranking

WORKSHEET #7: Critical Facilities Inventory

	Critical Facilities Inventory				
Type of Facility	Name of Facility	lity Address Lo			
			Yes No		
School(s)					
Hospital(s)					
iiospitai(s)					
Police					
Station(s)					
Fire					
Station(s)					
Emergency					
Shelter(s)					
Daycare					
Center(s)					
Nursing					
Home(s)					
Other					

WORKSHEET #8: Current Inventory of People and Property

STEP 4, TASKS B and C: Calculate the number and value of residential structures and people currently in hazard areas.

- 1. Determine the number and value of structures (homes, apartment complexes, mobile homes, etc.) that are currently located in hazard-prone areas.
- 2. Estimate the number of people who live in the residential structures using the multiplier table below.

		Current Condition	S
	Buildings (#)	People (#)	Value (\$)
Single-Family detached			
Single-Family attached			
Mobile Homes			
Multi-Family			
Other*			
Other*			

Multiplier table to estimate population at risk

Type of Structure	Number of structures	Number of people per structure	People at risk
Single-Family detached			
Single-Family attached			
Mobile Homes			
Multi-Family			

WORKSHEET #9: Future Inventory of People and Property

STEP 4, TASK D: Inventory People and Property Potentially at Risk in the Future

Estimate the number of people, structures, and the value of structures that will be located in harm's way at some time (e.g. 10 years) in the future.

	Pot	ential Future Cond	itions
	Buildings (#)	People (#)	Value (\$)
Single-Family detached			
Single-Family attached			
Mobile Homes			
Multi-Family			
Other*			
Other*			

* Include critical facilities in Worksheet #7 and employment centers on Worksheet #10.

WORKSHEET # 10: Employment Center Inventory

STEP 6, TASK A: Employment Inventory

- 1. Prepare list of employers or employment centers in the community. Include the current and likely future employers.
- 2. Estimate the number of employees.
- 3. Include the physical address location of employers.
- 4. Indicate whether the employer is located in known natural hazard areas.

Employer or employment center	Physical Address	Employees (#)	Located in Hazard Area?	
			Yes	No
			Located in Hazard	
Future employers or employment center	Physical Address	Employees (#)	Haza	ard
Future employers or employment center	Physical Address			ard
Future employers or employment center	Physical Address		Haza Are	ard a?
Future employers or employment center	Physical Address		Haza Are	ard a?
Future employers or employment center	Physical Address		Haza Are	ard a?
Future employers or employment center	Physical Address		Haza Are	ard a?
Future employers or employment center	Physical Address		Haza Are	ard a?
Future employers or employment center	Physical Address		Haza Are	ard a?
Future employers or employment center	Physical Address		Haza Are	ard a?
Future employers or employment center	Physical Address		Haza Are	ard a?
Future employers or employment center	Physical Address		Haza Are	ard a?
Future employers or employment center	Physical Address		Haza Are	ard a?
Future employers or employment center	Physical Address		Haza Are	ard a?
Future employers or employment center	Physical Address		Haza Are	ard a?

WORKSHEET #11: Environmental Threat Inventory

STEP 7, TASK A: Environmental Threat Inventory

- A. Prepared list of all facilities that may pose a threat to the community. Include the physical address.
- B. Mark the location of these facilities on the base map and highlight those located in a hazard-prone areas.
- C. Determine the number of people that could be at risk if there were an accident or spill at one of the facilities.
- D. Rank the facilities in order of the severity of the threat.

Environmental Threat	Physical Address	Type of Hazard Material	Nat Haz	ted in ural card ea? N	People at risk (#)	Rank