

Building Your Planning Team

1. Identify Mitigation Planning Team Members

To build your mitigation planning team, start with existing committees and community organizations, if possible. If this is an update, reconvene the team from the previous planning process, if possible. Then, select members from each of the following columns:

Mitigation planning team base	Agencies involved in hazard mitigation activities	Agencies with the authority to regulate development	Other agencies and offices that may be affected
<ul style="list-style-type: none"> • Comprehensive Planning • Land Use • Transportation • Public Facilities • Local Emergency Planning Committee 	<ul style="list-style-type: none"> • Building Code Enforcement • Emergency Management • Fire Departments/ Districts • Floodplain Administration • Geographic Information Systems • Parks And Recreation • Public Information Office • Public Works • Stormwater Management • Transportation (Roads/Bridges) • CalOES • ABAG 	<ul style="list-style-type: none"> • City Council/ Board Of Commissioners • Planning Commission • Planning/ Community Development • Special Districts 	<ul style="list-style-type: none"> • Economic Development • Housing • Health and Social Services • Infrastructure • Natural and Cultural Resources

2. Engage Local Leadership

Solicit leadership from local elected officials to provide visibility for the planning process and to encourage stakeholder participation. Also select a team leader or chairperson to oversee and help manage the planning process and to act as a strong advocate or local champion for mitigation and adaptation.

3. Promote Participation And Buy-In

Determine what planning team members are expected to contribute throughout the process (see ABAG *Meeting Roadmap* for key internal meetings). Recruiting potential team members, who have competing

priorities for their time and energy, may be difficult. Provide personal attention to potential team members to explain the importance of the process and to answer questions, send invitation letters signed by the mayor, an elected official, or a department head, and ensure that the initial meeting is at a convenient time and location and that you provide food and beverages for participants.

4. Plan Kickoff Meeting For Planning Team

Once your team is assembled, plan the initial meeting. The initial kickoff meeting should:

- Confirm the plan purpose and establishing outcomes
- Refine plan scope and schedule, based on ABAG's *Meeting Roadmap*
- Review the current mitigation plan to identify ideas for improvement and areas that may require more time and resources
- Establish team roles and responsibilities, and identify potential gaps or shortfalls in resources
- Develop an outreach strategy to identify stakeholder groups and how to engage them

Multi-Jurisdictional Planning Teams

If you're developing a multi-jurisdictional plan, you need a team structure that allows for coordination and accountability among and within jurisdictions. This includes:

- A multi-jurisdictional planning team, comprised of representatives from each jurisdiction
- A jurisdictional sub-team, led by the representative that participates in the multi-jurisdictional team

For more information on building your planning team, refer to FEMA's *Local Mitigation Planning Handbook*, Chapter 2 – Building the Planning Team

Download the Handbook at http://www.fema.gov/media-library-data/20130726-1910-25045-9160/fema_local_mitigation_handbook.pdf

Mitigation Planning Team Worksheet

Use this worksheet to identify partner organizations to invite to participate on the planning team. Some organizations do not need to be involved in every decision of the planning process but are stakeholders that require outreach and involvement during the planning process. Revise the list of general partners below to reflect the organizations in your community. Mark which organizations will be invited to participate on the planning team and which will be involved through stakeholder outreach activities.

Planning Team – The core group responsible for making decisions, guiding the planning process, and agreeing upon the final contents of the plan

Stakeholders – Individuals or groups that affect or can be affected by a mitigation action or policy

Partner Organization	Planning Team	Stakeholder	Notes
Local Agencies			
Building Code Enforcement			
City Management/County Administration			
Emergency Management			
Fire Department/District			
Floodplain Administration			
Geographic Information Systems			
Parks and Recreation			
Planning/Community Development			
Public Works			
Stormwater Management			
Transportation (Roads and Bridges)			
City Council/Board of Commissioners			
Planning Commission			
Planning/Community Development			
Regional/Metropolitan Planning Organization(s)			
City/County Attorney's Office			
Economic Development Agency			
Local Emergency Planning Committee			
Police/Sheriff's Department			
Sanitation Department			
Tax Assessor's Office			
Special Districts and Authorities			
Airport, Seaport Authorities			
Fire Control District			
Flood Control District			
School District(s)			
Transit Authority			
Utility Districts			

Worksheet 2.1

Mitigation Planning Team Worksheet

Partner Organization	Planning Team	Stakeholder	Notes
Non-Governmental Organizations			
American Red Cross			
Chamber of Commerce			
Community/Faith-Based Organizations			
Environmental Organizations			
Homeowners Associations			
Neighborhood/Community Organizations			
Utility Companies			
State Agencies			
State Emergency Management Agency			
State Dam Safety			
State Department of Transportation			
State Fire and Forestry Agency			
State Geological Survey			
State Water Resources Agency			
State National Flood Insurance Program Coordinator			
State Planning Office			
Federal Agencies			
Federal Emergency Management Agency			
Land Management Agencies (USFS/NPS/BLM)			
National Weather Service			
US Army Corps of Engineers			
US Department of Housing and Urban Development			
US Department of Transportation			
US Environmental Protection Agency			
US Geological Survey			
Other			
Tribal Officials			
Colleges/Universities			
Land Developers and Real Estate Agencies			
Major Employers and Businesses			
Professional Associations			
Neighboring Jurisdictions			

Note: Multi-jurisdictional planning teams require at least one representative for each participating jurisdiction. This worksheet can be used by each jurisdiction to identify their local sub-team.