**Activity 610 Quick Check (not intended for submission)**

*This checklist is not meant to replace the January 2021 Checklist. It provides a means for the community to determine the status of the seven basic credit criteria needed to score any points in Activity 610 prior to the application. process. These seven items are required for the beginning of consideration for a credit score.*

**ITEM ONE.** Please ensure that the appropriate signatures and dates are provided on your application. The dates are important regarding evaluation of the credit criterion concerning the community’s annual EOC activation or water related exercise.

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|  | | **Emergency Manager** | | **CRS Coordinator** | |
| Name | |  | |  | |
| Title | |  | |  | |
| Address | |  | |  | |
|  | |  | |
|  | |  | |
| Phone | |  | |  | |
| E-mail | |  | |  | |
| Completed By: | | Date: | |
| Job Title: | |  | |
| Date of Visit: | |  | |

**ITEM TWO.** Please provide the four totals requested below, failure to do so will result in an automatic zero-credit assignment in Activity 610. The credit points for FTR, EWD and FRO are adjusted based on the number of buildings affected by the element. Determining these adjustments usually will require identifying the area affected and then counting the buildings within that area. Do not insert “all.” A total is required.

1. Number of buildings in the community’s Special Flood Hazard Area. The Community CRS Coordinator has this number in the Program Data Table.
2. Number of buildings that are covered by the flood threat recognition system.
3. Number of buildings that are covered by community flood emergency warnings.
4. Number of buildings that are covered by community flood response operations.

**ITEM THREE.** Please ensure that you have an inventory of the critical facilities that can be impacted by flood, which may include buildings outside of the Special Flood Hazard Area. These facilities are defined by your community’s adopted definition.

The credit criteria’s focus: the name of the facility, type of facility, physical address, the name of the contact person(s) and the phone number for the contact person. This list can be provided in a separate document that is not included in your publicly viewed plan.

An inventory of critical facilities and the expected impacts of flooding on health and safety, community functions, such as police and utility services and the potential for secondary hazards.

*[See Attachment        Pages        .]*

1. CFP1: The plan includes the contact information, including the names and phone numbers of the operators of all public and private critical facilities affected by flooding.

*[See Attachment*       *Pages*     *.]*

1. Arrangements for special warnings or early notifications directly to those critical facilities that need advanced warning.

*[See Attachment        Pages      .]*

1. CFP2: Provide an inventory of critical facilities listed under CFP1 that have their own flood warning and response plans which have been developed, reviewed or accepted by the community. This credit will be prorated based on the percentage of affected critical facilities that have creditable plans as indicated by the community.

*[See Attachment        Pages      .]*

**NOTE:** **A page of updated CFs previously credited must be provided during annual recertification.**

**ITEM FOUR.** Provide a copy of the flood inundation map(s) / flood stage forecast map(s) that your community has developed which ties in with your Flood Threat Recognition system and adopted plan. These maps may be included in your plan or found on a website.

If you have riverine floodplains, then at least three levels must be shown. The FIRM is not a creditable flood inundation map, but the 1% chance SFHA may be included in your map. If you are coastal, then the map must depict at least two levels of surge. Your community may include both flood hazards. If only impacted by flash flooding, then impact area maps based on cubic feet per second are acceptable.

The inundation map must show areas that are inundated by at least three different flood levels for each riverine area, two different flood or storm surge levels in coastal zones and/or a series of impact area maps for flash flooding.

*[See Attachment        Pages*        *.]*

**ITEM FIVE.** Provide a copy of the flood warning and response plan or flood annex to a CEMP that has been adopted by the community’s governing body. The plan must have specific flood response actions that are taken at the different flood levels that are credited under FRO. The FTR system must be correlated to the flood inundation map and plan.

*[See Attachment        Pages        .]*

**OR**

(If the community is included in another jurisdiction’s plan, which implements a multi-jurisdictional flood warning program, then):

A copy of a resolution or memorandum of agreement that specifies the community’s responsibilities must be included, **or**

*[See Attachment        Pages        .]*

A statement from the applicant community’s Emergency Manager or a similar community

program designee must be submitted which lists those flood warning and response activity elements that are undertaken by the applicant community and those activities that are undertaken by the jurisdiction on behalf of the applicant community.

*[See Attachment        Pages        .]*

**ITEM SIX.** There must be at least one exercise and evaluation of the flood warning and response plan each year that is compliant with the National Incident Management System (NIMS). This process is described in the Homeland Security Exercise Evaluation Program (HSEEP). The exercise can be for a flood, levee failure, dam failure or hurricane (water related missions/tasks described in the plan).

This criterion can be met if the plan is implemented in response to an actual flood-related event or threat of a levee or dam failure. In any case, there must be an evaluation of the performance of the plan and recommendations for any needed changes, as is usually documented in an After-Action Report/Improvement Plan. This criterion is part of the national emergency preparedness cycle.

*[See Attachment        Pages        .]*

**NOTE: If the community experienced a flood during the past year, it must submit an evaluation report on the flood warning program’s performance during annual recertification. The required annual exercise must also be submitted with After-Action Report/Improvement Plan documentation during annual recertification.**

**ITEM SEVEN.** Your ISO/CRS Specialist will evaluate outreach after the technical review is completed. Be aware that you can still “fail” Activity 610 if you don’t have creditable outreach projects, regardless of points assigned by the technical consultant.

The community must implement one or more annual outreach projects that tell its residents and businesses how they will be warned and the safety measures they should take during a flood. This can be done by using **one or more** of the following approaches.

Sending an outreach project (e.g., a brochure, letter, or newsletter) each year to all residents and businesses in the community.

Sending an outreach project each year to all residents and businesses in the floodplain where the warning program is in effect.

Developing an appropriate approach as part of a Program for Public Information (PPI).

A community with more than one source of flooding (e.g., coastal and riverine) may need to use different types of projects to reach different audiences.

A copy of the outreach material used to tell people how they will be warned and the safety measures they should take.

*[See Attachment        Pages        .]*

If the outreach material is also credited under Activity 330 (Outreach Projects), a separate submittal is not needed, if the other document (including a PPI, if used) is annotated to show where the Activity 610 outreach topics are covered.

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| **Reminder, this form is not used for submission purposes. Use it for “a first look” at those items you may need to prepare basic creditable documentation. (Information listed here can be transferred to the January 2021 Documentation Checklist.) Use the space below to list any missing documentation needed for the basic credit criteria required for Activity 610 credits.** **This Quick Check is only a FYI tool for your use in preparing your submission.** |
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