TOWN OF SHEFFIELD

All-Hazards Mitigation Plan

Town of Sheffield

P.O. Box 87
Sheffield, VT 05866
626-8922

July 24, 2005

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Prerequisites

Certificate of Local Adoption

Town of Sheffield

A Resolution Adopting the All-Hazards Mitigation Plan

WHEREAS, the Town of Sheffield has worked with the Northeastern Vermont Development Association to identify hazards, analyze past and potential future losses due to natural and human-caused disasters, and identify strategies for mitigating future losses; and

WHEREAS, the Sheffield All-Hazards Mitigation Plan contains recommendations, potential actions and future projects to mitigate damage from disasters in the Town of Sheffield; and

WHEREAS, a meeting was held by the Sheffield Selectboard to formally approve and adopt the Sheffield All-Hazards Mitigation Plan as an annex to the Northeastern Vermont Development Association's (NVDA) All-Hazards Mitigation Plan.

NOW, THEREFORE BE IT RESOLVED that the Sheffield Selectboard adopts The Sheffield All- Hazards Mitigation Plan Annex as well as the associated NVDA All-Hazards Mitigation Plan.

_____ _____
Date Selectboard Chair

_____
Selectboard Member

_____
Selectboard Member

_____
Selectboard Member

_____
Selectboard Member

_____
Attested to by Town Clerk

Section One - Planning Process

1.1 Introduction and Purpose

This Annex, when used with the appropriate sections of the basic NVDA All-Hazards Plan, is an All-Hazards Mitigation Plan for the Town of Sheffield. The purpose of this plan is to assist the Town of Sheffield to identify all hazards facing the community and identify strategies to begin reducing risks from identified hazards. A Pre-Disaster Mitigation Planning Grant to the Northeastern Vermont Development Association (NVDA) assisted the Town of Sheffield in preparing this plan.

The impact of expected, but unpredictable natural and human-causes events can be reduced through community planning. The goal of this plan is to provide all-hazards local mitigation strategies that make the communities in northeastern Vermont more disaster resistant.

Hazard Mitigation is any sustained action that reduces or eliminates long-term risk to people and property from natural and human-caused hazards and their effects. Based on the results of previous efforts, FEMA and state agencies have come to recognize that it is less expensive to prevent disasters than to get caught in a repetitive repair cycle after disaster have struck. This plan recognizes that communities have opportunities to identify mitigation strategies and measures during all of the other phases of Emergency Management – Preparedness, Response, and Recovery. Hazards cannot be eliminated, but it is possible to determine what they are, where they might be most severe and identify local actions that can be taken to reduce the severity of the hazards.

Hazard mitigation strategies and measures alter the hazard by eliminating or reducing the frequency of occurrence, avert the hazard by redirecting the impact by means of a structure or land treatment, adapt the hazard by modifying structures or standards or avoid the hazard by stopping or limiting development and could include projects such as:

1 Flood proofing structures
2 Tying down propane/fuel tanks in flood prone areas
3 Elevating structures
4 Identifying high accident locations
5 Monitor and protect drinking water supplies
6 Enlarge or upgrade culverts and road standards
7 Proactive local planning
8 Ensuring that critical facilities are safely located
9 Providing public information

1.2 About Sheffield

Population: 724
Median Housing Value: $58,029

Caledonia County
Chartered: October 25, 1793 (Vermont Charter)
Area: 21,003 Acres / 32.82 Square Miles
Coordinates (Geographic Center): 72°07'W 44°36'N
Altitude ASL: 99 feet
Population Density (persons per square mile): 22.2
Tax Rate: $2.057 ('03)
Equalized Value: $32,688,606 ('03)

1.3 Community Background and History

The Town of Sheffield is a rural town located in the northwestern part of Caledonia County in northern Vermont. It has many high and low elevations, along with large forest and wetland areas. Interstate 91 and Route 122 are high traffic areas and transport large amounts of hazardous materials to and from Canada. There is emergency access to the north lane of I91. There is very little industry in town. Sheffield has many agricultural and forestry businesses in town. Most dwellings are single-family residents, family farms and town buildings. Its' population is spread out over a large area. The town's roads consist of mostly Class 3 and 4 roads.

Students in grades K-8 in Sheffield go to the Miller's Run USD #37 school shared with the Town of Wheelock, with a combined population of 162 students. This school is also the main shelter for Sheffield and Wheelock. A large portable generator is needed to run the school.

There are three child care centers. The fire department checks on the elderly especially during power outages. The fire chief has a checklist of populations in need in the event of an evacuation, severe weather or massive power outage. Evacuation routes are Route 122 and Town Road 1 east and west.

The fire department operates in conjunction with Wheelock, which makes up the Sheffield/Wheelock Fire Department. There are three stations between the two towns, with the largest in Sheffield. Wheelock is adding a second bay onto the So. Wheelock Fire Station at an estimated cost of $12,000 - $15,000. The full-time St. Johnsbury Fire and Rescue Department would be used for any decontamination incidents as they are part of mutual aid district. There are two dry hydrants in Sheffield.

The closest health care facilities are located in St. Johnsbury. The only municipal water supply is for the school, although there are two private community water systems that serve several residents. All sewage disposal is by on-site septic systems.

Critical Facilities in Sheffield

Children Day Care	Margaret M Flanagan
Children Day Care	Millers Run School USD 37
Children Day Care	Aldrich's Village Day Care
Electric Utility	Vermont Electric Coop (VEC)
Electric Utility	Village of Lyndonville Electric

Emergency Shelter	Millers Run School USD 37
Emergency Shelter	Sheffield Town Hall
Emergency Shelter	Wheelock Offices
Emergency Shelter	Sheffield Town Office
Fire Department	Sheffield-Wheelock Fire Dept.
Hazardous Materials	Raymond Berry
Hazardous Materials	Town of Sheffield
Interstate Highway	Interstate - 91
Municipal Office	Sheffield Town Office
Schools	Millers Run School USD 37
State Highway	VT Route 122
Underground Tank (UST)	Millers Run School USD 37
Water Supply	Sheffield Village Water
Water Supply	Millers Run School USD 37
Water Supply	King George School II, Girls Dorm

Section Two - Risk Assessment

2.1 Identify Hazards

Meeting Date: 1/30/04
Meeting Attendees: Marc Brown

The Local Emergency Management Coordinator identified several hazards that are likely in Sheffield. This individual has a thorough knowledge of the town through many years of direct involvement in community issues and the volunteer fire department.

Table 2-A Hazard Inventory and Risk Assessment

Possible Hazard	Likelihood	Impact	Community Vulnerability	Most Vulnerable
Tornado	Low	Low	Low	Structures
Flood	Medium	Medium	Med/High	Infrastructure
Flash Flood	Low	Low	Low	Beaver Dams
Hazardous Materials	Medium	Medium	Medium	Roads, I91 & 122
Radiological Incident	Low	Low	Low	Residents if near village. HM could be H
Structure Fire	Medium	Medium	Medium	Residences
Power Failure	Med/High	Med/High	Low/Med	Residences, several hours, several days.
Winter Storm/Ice	Med/High	Medium	Low/Med	Residences
High Wind	High	Medium	Low/Med	Trees down, loss of power
Aircrash	Low	High	Low	Site specific (air flight path)
Water Supply Contamination	Low	n/a	n/a	N/a
Hurricane	Low	Low	Low	Power lines, residences
Earthquake	Low	Low	Low	Site specific
Dam Failures	n/a	n/a	n/a	Residences, businesses, infrastructure
Drought	Medium	Medium	Low	Water supply/Fire service
Chemical or Biological Incident	Low	High	Low	Site specific/Depends – store or Hazmat.
Highway Incidents	Medium	Med/High	Medium	Site specific. I91 & 122
Wildfire/Forest Fire	Low/Med	Medium	Low/Med	Farms, sugarbushes, residences, forest
Landslide	Low	Low	Low	Site specific
School Safety Issues	Shared with Wheelock			Students, teachers, hostage issues. Sheffield
Terrorism	Low	High	Low	Residents, businesses, local officials

2.2 Profiling Hazards

Only those hazards that are considered the greatest vulnerability or likely in Sheffield will be profiled below. While those not being profiled are still important, they are considered a lower threat to the community where damage would be minimal and unlikely.

2.2.1 Flood History

Sheffield has a recent history of flooding with three federal FEMA declarations between 1989 through 2004. The flooding that affected much of northern Vermont in 2002 created significant road damage in Sheffield. The flood maps show areas that are prone

to overrun the river banks. Sheffield has diligently replaced undersized culverts with larger culverts in the past several years and has recently adopted the Highway Codes and Standards that require upgrades for culverts and bridges when performing regular highway maintenance. Sheffield has taken advantage of the available bridge and culvert initiatives through the Vermont Local Roads Program.

Flooding does pose a threat to some buildings and roads. Because of some low areas, Sheffield builds roads to the Vermont Codes and Standards. When heavy rains and thaws raise concern, the flood prone areas are monitored and the Emergency Management Coordinator will contact the Selectboard and Road Foreman if needed. A few rivers have been banked with large rocks to reduce the chance of erosion. Rivers and streams are watched for ice jams and, if needed, a contractor will be brought in to break the ice. These operations will continue along with new strategies as needed.

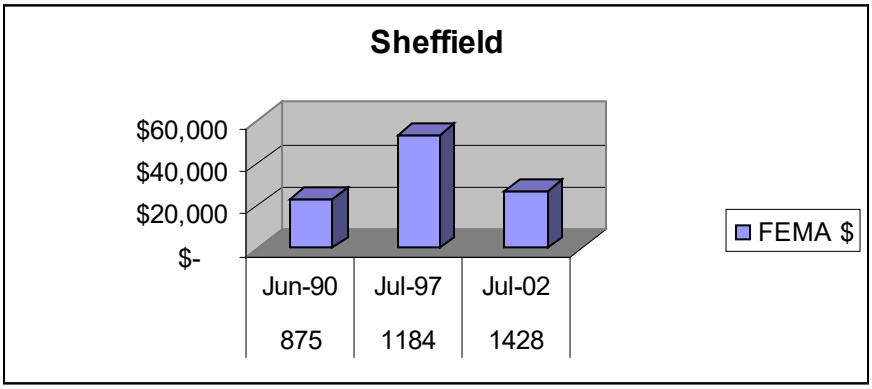
Sheffield is looking into the National Flood Insurance Program and is hoping to be enrolled sometime in 2005/2006. Flood areas designated on the FIRM maps are along Route 122 in the northern section of town.

Dirt road washouts are common in the entire area. Culvert washouts are much less since some new culverts have been installed. The road crew will continue to keep the culverts cleaned. Because of the many remote areas, road washouts have caused citizens to become stranded. Deeper ditching and better gravel has helped but because of the steep roads and many streams, it continues to be a problem. Erosion with flash flooding is common.

Road access permits will continue to be reviewed to assure proper size culverts are being installed. Flooding has caused damage.

Past FEMA Declarations and Funding

Town	NFIP Member	875 Jun-90	1184 Jul-97	1428 Jul-02	Totals by Town
Sheffield	NO	$ 23,201	$ 53,919	$ 27,132	$ 104,252



2.2.2 Hazardous Materials

Hazardous materials pose a risk to a large area of the town. Next to the forest fire and flooding, this could be the largest disaster Sheffield could face. It could affect a number

of towns in the area because of the materials that are being transported. I-91 runs close to the village and the area is susceptible to high winds and heavy rain and snow. Accidents are common and quite often involve commercial trucks. Route 122 has sharp curves and also has large amounts of hazardous materials traveling on it. The greatest concern for a fire hazard involves HazMat fires that involve commercial trucks and farms that stock fertilizer.

2.2.3 Power Failure

Vermont Electric Coop and Lyndonville Electric are the power suppliers for Sheffield. There are two generators at fire department for emergency needs. One is on a truck and one is portable and would need to be hooked up. Several people in town have generators. Reliability with Vermont Electric Coop is good, but Lyndonville Electric can be out 2-3 times per year for 2-3 days at a time. Some of Sheffield's residents are on Lifeline and are registered with the fire department. The utilities could trim trees for better power reliability.

2.2.4 Severe Weather

High winds, large snowstorms, heavy rains and thick ice storms are common in Sheffield. With high elevations and residents living in remote areas, this could be a very serious problem. With very cold winters and frequent power outages, local officials are on the alert for severe weather.

Sheffield officials have started talks with local utility companies and area currently discussing some ideas to reduce local power failures. One is to cut wider utility lines in the larger tree areas; another is to replace some of the older lines and poles.

2.2.5 Structure Fire

There is little concern of having a disaster that involves a structure fire. The local buildings are mostly single-family dwellings. There are a few 2-3 tenant buildings. The highest risk buildings are the school, the municipal building and the post office. Structure fires in Sheffield are not common, maybe one to two per year. The volunteer fire department is well equipped, response time is good, and the mutual aid system for back up assistance is very dependable.

Major fires that require disaster operations are very rare. There are very few multi-unit dwellings and no large industrial buildings.

Sheffield and Wheelock share their fire department resources. South Wheelock has a pumper with 1,000 gallons and a tanker holds 1,800. Wheelock just purchased a used tanker that holds 2,000 gallons, and is located at the west village town garage. Sheffield has 3 bays and holds 2 pumpers. The South Wheelock fire station is not heated.

2.2.5 Highway Incidents

Vermont Route 122 and Interstate 91 have their share of highway incidents as they are high speed through-roads in Sheffield. See discussion under Hazardous Materials Incident also.

2.2.6 Forest Fires/Wildfires

Forest fires are one of Sheffield's biggest threats because of the large forested area in town and the many camps and trails that are difficult to get to. Fires can escalate before the volunteer fire department can get into some areas. Multiple mutual aid departments and new lightweight water packs have improved response time, but more will be done. Sheffield will be looking for grant money to purchase a used forest fire vehicle or possibly find a surplus vehicle. The fire warden is active and has strict rules. Sheffield has received permission from many private pond owners to use their ponds for water sources if needed. Large equipment contractors are on call for the town if firebreaks or roads are needed. Wildfires are hazards and are caused by lightening and carelessness. There were eight volunteer fire department personnel for 7 hours on the backside of Stannard Mountain in W. Wheelock this in 2004 fighting a remote fire.

2.2.7 Terrorism

The Town of Sheffield is a very small town but cannot be guaranteed to be 100% terror free. The privately owned village water supply is very small and is located in the woods. There is a lock on it and it is checked for vandalism and water quality as regulations require. The Sheffield Emergency Manager is very active with other emergency organizations in preparing for a terrorist attack. Possible concerns have prompted emergency plans for the school, the church, the post office and the town hall.

2.3 Vulnerability: Overview

In terms of vulnerability, Sheffield rated flooding, hazardous materials incidents and forest fires as its greatest potential threats. Mitigation strategies are identified for the highest priority projects in Section Three. Only those hazards that were identified as likely risks to the town were profiled. While other types of hazards may cause smaller problems for the community, they are a lower risk.

2.4 Identifying Structures

It is difficult to estimate the total number of structures in the 100-year limit of the FIRM identified floodplain as those maps do not accurately match up to the E911 maps that are based on the structures' geographical location (latitude and longitude). However, it can be estimated that there are approximately 10 structures in or near the flood areas depicted on the NFIP maps.

2.5 Estimating Potential Losses

Future losses should be lessened through mitigation of the repetitively flooded properties, most of which are roads, bridges and culverts. The FIRM maps are not compatible with the GIS maps containing contour, rivers, roads and structures and it is not possible to estimate the amount of potential loss at this time. It is recommended that the NFIP maps be redone using the Vermont Geographic Information System standards based on orthophoto mapping. The Median Housing Value (MHV) for Sheffield in 2003 was

$58,029. The Equalized Value for all properties in Sheffield in 2003 was $32,688,606. If one percent (1%) of all properties in Sheffield were damaged, the value would be assessed at $32,689. The past FEMA damages amounted to $104,252 over 16 years.

2.6 Analyzing Development Trends

Sheffield experienced an estimated decrease of three persons or .04% from 2000 – 2003. Sheffield is not a member of the National Flood Insurance Program (NFIP). They do not have any zoning in place to guide future development.

Population Increase 2000 to 2003

Town	Estimated Pop 2003	Census Pop 2000	Decrease
Sheffield	724	727	-.4%

Section Three - Mitigation Strategy

Hazard Mitigation Strategies and Measures **avoid** the hazard by stopping or limiting new exposures in known hazard areas, **alter** the hazard by eliminating or reducing the frequency of occurrence, **avert** the hazard by redirecting the impact by means of a structure or land treatment, **adapt** to the hazard by modifying structures or standards and could include tools or projects such as:

1 **Town Plan** - this document contains goals and objectives for community growth, health, safety and welfare for public and private interests.

2 **Zoning Status** – This is a snapshot of the current zoning tools in effect. Note the progress listed above for some communities.

3 **NFIP** – National Flood Hazard Insurance Program.

4 **C & S = Highway Codes and Standards** – Most all Vermont communities have adopted the Vermont Transportation Agencies recommended Highway Codes and Standards. This is perhaps the one most beneficial mitigation program in Vermont and the NVDA region. By adopting these codes, all maintenance and new construction on roads, highways, bridges and culverts must be enhanced to meet the new standards to withstand large flood events.

5 **VTRC** – Sheffield does not have a Vermont Red Cross Shelter Pre-Agreement. When a Pre-Agreement is in effect, local representatives are trained to open a shelter if needed. This will allow for a more efficient use of the VT Red Cross if and when needed.

6 **Emergency Operation Plan (EOP)** – Sheffield is in the process of having its EOP updated to include all-hazards through a Homeland Security Grant to the NVDA. This plan will be substantially completed by July 2005 and will include this Plan as its risk assessment to all-hazards.

7 **Rapid Response Plan (RRP**) – Sheffield has updated its RRP as of August 4, 2004.

8 **Emergency Training -** Fire and rescue personnel continue to participate in training offered for its volunteers, particularly with the equipment upgrades through the Dept. of Homeland Security.

Table 3-A Development Tools

Town	Town Plan	Zoning	NFIP	Codes &Standards	Culvert Inv.	VT Red Cross	Maps FIRM
Sheffield	NO	NO	NO	YES	NO	NO	YES

3.1 Regional Hazard Mitigation Goals

- Reduce the loss of life and injury resulting from all hazards.
- Mitigate financial losses incurred by municipal, residential, industrial, agricultural and commercial establishments due to disasters.
- Reduce the damage to public infrastructure resulting from all hazards.
- Recognize the connections between land use, storm-water road design and maintenance and the effects from disasters.
- Ensure that mitigation measures are compatible with the natural features of community rivers, streams and other surface waters; historic resources; character of neighborhoods; and the capacity of the community to implement them.
- Encourage all-hazard mitigation planning as a part of the municipal planning process.

3.2 Community Preparedness Goals

Overall, Sheffield is working to decrease its risk to flooding, hazardous material incidents and forest fires through proactive planning, policies and mitigation actions. Other lesser risks are being addresses through the same procedures and policies.

- Review this plan with essential town government.
- Review and study the need for additional capacity and capability in the Fire Department to minimize the impact of a HAZMAT incident.
- Ensure that all emergency response and management personnel receive HAZMAT Awareness training as a minimum.
- #1 Become a member of the National Flood Insurance Program - Wheelock never joined when Federal Insurance Rate Maps (FIRM) were completed on 11/15/75
- Educate the public in liability of construction in flood zones
- Continue to work on riverbanks that pose threats
- Continue to build roads up in low-lying areas
- Continue to upgrade ditching along roads

- Continue to add more gravel to roads
- Continue to rebuild bridges and culverts stronger and larger
- Install dry hydrants with grant money
- Work with utility companies to widen utility lines and upgrade as necessary
- Continue getting the public involved in Community Emergency Response Team (CERT) program
- Continue to offer a free smoke detector program
- Add to the existing South Wheelock Fire Station
- Store sandbags
- Pre-agreement with the Vermont Red Cross is in the works
- Continue to secure fire-fighting equipment as grants become available. Wheelock has recently received $10,000 for radio equipment through Homeland Security Funds.

Contact for resources needed is Marc Brown, Local Emergency Management Director, (802) 626-3361 (w) or (802 626-7244 (h).

3.3 Existing Hazard Mitigation Programs

Sheffield has been proactive in planning its future as well as protecting its citizens from potential disasters. The fire department is well trained although there is a declining volunteer population.
The shelter has not been certified by the Vermont Red Cross but local officials are interested in doing so.

3.3.1 Emergency Management Planning

Sheffield has recently updated their Rapid Response Plan. The fire department has actively sought funds for upgrading their response equipment through recent Homeland Security grants.

3.3.2 Codes and Standards

Sheffield has adopted the recommended Highway Codes and Standards that require regular upgrades on bridges, highways, ditching and culverts to avoid flood damage. A number of culverts have already been upgraded.

3.3.3 Local Planning and Zoning, NFIP

Sheffield does not have a town plan or zoning. They are not a member of the National Flood Insurance Program. All development in or near the identified flood areas must conform to zoning standards.

3.3.4 Protection of Town Records

The Town office has a vault to protect public records from fire, damage or theft/vandalism.

3.3.5 School Drills

The K-8 Sheffield School practices regular evacuation drills.

3.4 Preparedness Tools

Public Awareness, Training, Education

- Conduct Emergency Drills involving all elements of the community to practice procedures associated with a simulated varies incidents.
- Use this plan for Hazard Identification and Mapping.

Public Protection

- Designate shelters.
- Emergency communications and information systems (NOAA weather receivers, Emergency Alert System (EAS)) are at the Command Center.
- Update Hazard Vulnerability Assessments as needed.
- Review and modify evacuation and sheltering plans based on the results of drills and exercises or procedures implemented in an actual incident.
- American Red Cross chapter may be contacted to assist with community education programs.
- Maintain current Rapid Response Plans and the Emergency Management Operations Plans.
- Regularly scheduled maintenance programs are ongoing (culvert survey & replacement, ditching along roadways, cutting vegetation to allow visibility at intersections).
- The town is proactive in preparing for potential disasters.
- Emergency response and management staff attend professional training sessions.

Financial and Tax Incentives.

- Use State and Federal funding for mitigation projects and activities.

Hazard Control and Protective Works.

- Utilize regular maintenance programs (culvert survey & replacement, ditching along roadways, cutting vegetation to allow visibility at intersections).

Insurance Programs.

- Participate in NFIP.

Land Use Planning/Management: Flood.

- Sheffield does not have a municipal plan or local zoning. They have not established Flood Hazard Areas through the NFIP.

Protection/Retrofit of Infrastructure and Critical Facilities.

- A map of Critical Facilities is attached.

3.5 Analysis of Mitigation Actions

Priority Actions:

Local officials in Sheffield have identified several mitigation actions to be included in the Hazard Mitigation Plan. Table 3-B, Implementation Strategy contains these actions, along with the responsible agency, the funding source, and implementation timeframe.

The Sheffield local officials have prioritized the actions using the STAPLE+E criteria, a planning tool used to evaluate alternative actions. The following table explains the STAPLE+E criteria.

S – Social	Mitigation actions are acceptable to the community if they do not adversely affect a particular segment of the population, do not cause relocation of lower income people, and if they are compatible with the community's social and cultural views.
T – Technical	Mitigation actions are technically most effective if they provide long-term reduction of losses and have minimal secondary adverse impacts.
A – Administrative	Mitigation actions are easier to implement if the jurisdiction has the necessary staffing and funding.
P – Political	Mitigation actions can truly be successful if all stakeholders have been offered an opportunity to participate in the planning process and if there is public support for the action.
L – Legal	It is critical that the jurisdiction or implementing agency have the legal authority to implement and enforce a mitigation action.
E – Economic	Budget constraints can significantly deter the implementation of mitigation actions. Hence, it is important to evaluate whether an action is cost-effective, as determined by a cost benefit review, and possible to fund.
E – Environmental	Sustainable mitigation actions that do not have an adverse effect on the environment, that comply with Federal, State, and local environmental regulations, and that are consistent with the community's environmental goals, have mitigation benefits while being environmentally sound.

3.6 Implementation of Mitigation Actions

Flooding, the potential for hazardous material incidents and forest fires, are the main threats to Sheffield. Local officials are proactive in preparing for the hazards for which they are most vulnerable. Their highest priority concern is the health safety and welfare of the local citizens and businesses. The mitigation action determined to have the highest priority was the most cost effective alternative to the community. Readiness and timeliness of project was also important.

The evaluating of the STAPLEE criteria is takes into consideration the best available information, any engineering evaluations, and best judgment. The action listed in Table 3-B is important to community, cost effective and feasibility to the community.

Table 3-B Mitigation Projects by Priority

Project/Priority	Mitigation Action	Who is Responsible	Time Frame and Potential Funding	Initial Implementation Steps
Consider becoming a member if the National Flood Insurance Program (NFIP) HIGH	Will provide insurance protection for residents and businesses.	The Selectboard	2005/6 – No funds needed	Contact NVDA for assistance to begin the flood hazard planning process. 802-748-5181.
Two generators for emergency shelters – one at school and one at Emergency Operations Center.	Will provide back-up power at shelter and EOC. Needed due to frequent power outages.	Selectboard and local emergency management coordinator.	2005/6 – Homeland Security Grants, HMPG, EMPG	Contact Vermont Emergency Management for grant information. 800-347-0488
Need a used four-wheel drive with pump and small tank for forest fire access	Will provide access to difficult terrain when forest fires break out.	Fire Chief/LEMC	2005/6 – Homeland Security Grants, Fire Grants	Seek appropriate grant source and apply for funds.
Red Cross Pre-Agreement	Will help with setting up shelters quickly and efficiently.	Selectboard and local emergency management coordinator.	2005/6 – No funds needed	Contact Vermont Red Cross - 800 - 660-9130
GIS mapping of NFIP areas	Identify flood areas with vulnerable structures consistent with Vermont GIS mapping effort.	Northeastern Vermont Development Association	2006/7 – FEMA FMA funds, HMGP or EMPG funds	Coordinated statewide NFIP mapping effort for all towns.

Section Four - Plan Maintenance Process

4.1 Initial Approval Process

In addition to public involvement in the initial development of the plan, opportunities for public comment will include a warned adoption to review the plan prior to final adoption. The fire chief has been instrumental in participating in the review of the document with the local officials.

After local review and comment, the draft local annex is presented to the State Hazard Mitigation Committee through the State Hazard Mitigation Officer (SHMO) for review and comment. The SHMO will issue a recommendation for forwarding the plan to the

FEMA Region I. After receipt of comments from FEMA Region I staff, final changes will be made and the resulting document adopted by the Sheffield Selectboard. The final plan will be returned to FEMA Region I for formal approval.

4.2 Routine Plan Maintenance

The Hazard Mitigation Plan is dynamic and changing. To ensure that the plan remains current it is important that it be updated periodically. The plan shall be updated every five years, pending ongoing financial resources, in accordance with the following procedure:

4.2.1 The Sheffield Selectboard will either act as the review committee or appoint a review committee.
4.2.2 The committee will discuss the process to determine if the evaluation criteria is still appropriate or modifications or additions are needed to the mitigation strategies based on changing conditions since the last update occurred. Data needs will be reviewed, data sources identified and responsibility for collecting information will be assigned to members.
4.2.3 A draft report will be prepared based on the evaluation criteria and in conformance with the FEMA Region I Local Hazard Mitigation Plan Crosswalk document.
4.2.4 The Selectboard will have the opportunity to review the draft report. Consensus will be reached on changes to the draft.
4.2.5 Changes will be incorporated into the document.
4.2.6 The plan will be reviewed by Vermont Emergency Management (SHMO) staff and then FEMA Region I staff.
4.2.7 VEM and FEMA comments will be incorporated into the plan.
4.2.8 The Selectboard will warn the plan for approval at its regular meeting.
4.2.9 The Selectboard will incorporate any community comments into the plan.
4.2.10 The Selectboard will finalize and adopt the plan and distribute to interested persons.

4.3 Programs, Initiatives and Project Review

Although the plan will be reviewed, pending ongoing financial resources, in its entirety every five years the town may review and update its programs, initiatives and projects more often based on the above procedure as changing needs and priorities arise.

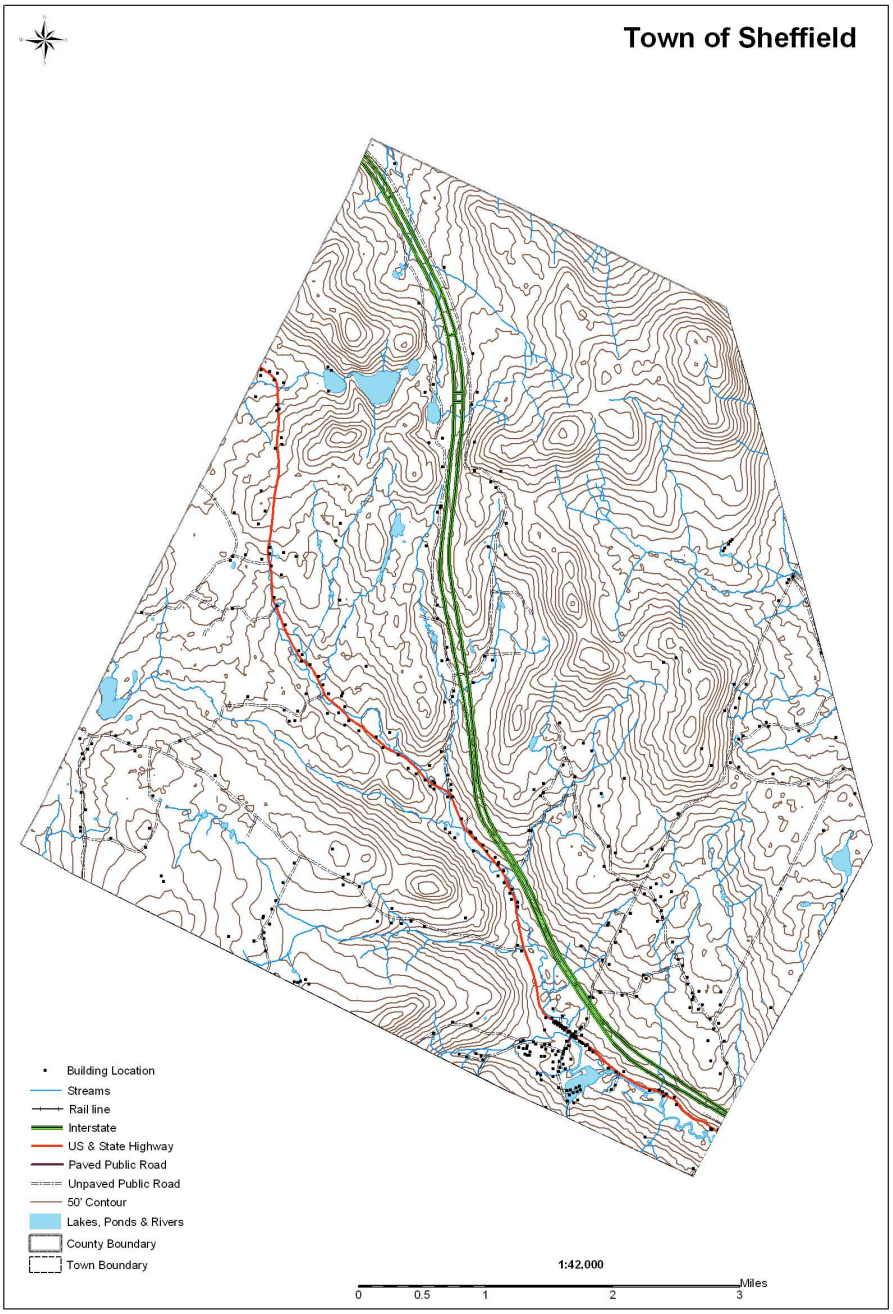
4.4 Post-Disaster Review Procedures

Should a declared disaster occur, a special review will occur in accordance with the following procedures:

1. Within six (6) months of a declared emergency event, the town will initiate a post-disaster review and assessment.
2. This post-disaster review and assessment will document the facts of the event and assess whether existing Hazard Modification Plans effectively addressed the hazard.
3. A draft report After Action Report of the assessment will be distributed to the Review/ Update Committee.
4. A meeting of the committee will be convened by the Selectboard to make a determination whether the plan needs to be amended. If the committee determines that NO modification of the plan is needed. Then the report is distributed to interested parties.
5. If the committee determines that modification of the plan IS needed, then the committee drafts an amended plan based on the recommendations and forwards it to the Selectboard for public input.
6. The Selectboard adopts the amended plan.

Section Five - Maps

Tab a - Critical Facilities and Local Areas of Concern Map


Town of Sheffield
Building Location
Streams
Rail line
Interstate
US & State Highway
Paved Public Road
Unpaved Public Road
50' Contour
Lakes, Ponds & Rivers
County Boundary
Town Boundary
1:42,000
0
0.5
1
2
3
Miles