

FLOODPLAIN ADMINISTRATOR'S CHECK LIST



The purpose of this Floodplain Administrator's Check List is to provide guidelines for floodplain administrators to prepare for flooding events including what to do prior, during and after a flooding event. The check list was developed based on experience and input from floodplain administrators from throughout the State of Texas. It is the intent that this document be considered as a "living file" to be updated reflecting suggestions and comments floodplain administrators may find during its use.

Please note the following:

- The document is setup in two parts, Summary Version and a Detailed Version.
 - Summary Version - Lists the Check List topics
 - Detailed Version - Provides a description of Check List topics
- Sections of the document where local information should be inserted are shown in an *italic* font.
- Any suggested changes and or modifications to the document should be sent to TFMA. The document will then be updated, allowing for other floodplain administrators to learn from your experience using the file.

FLOODPLAIN ADMINISTRATOR'S CHECK LIST

BEFORE THE FLOOD – Summary Version

- Review TFMA's Quick Guide
 - Summarizes the National Flood Insurance Program (NFIP)
 - Floodplain Development Permits
 - Elevation Certificates
 - Regulations
 - Resources
- Floodplain Management Regulations
 - Federal
 - Local
- Coordination with Others
 - Federal
 - State
 - Regional
 - Local
- Emergency Response Plan
 - Identify plan
 - Understand protocol
- National Incident Command System
 - ICS Online Training
 - Advanced ICS Classroom Training
- Previous Flooding
 - Known flooding problem areas
 - Streams
 - Gauges
 - Inundation Mapping & Tables
- Permitting Process
 - Identify required permits
 - Permit review
 - How are applications processed
 - When can a permit be issued
 - Permit data
- Damage Assessments
 - Method to determine substantial damage
 - Substantial Damage Estimator (SDE)
 - Who performs
 - Collected Data
- Other
 - Mutual Aid Agreements
 - Flood Insurance Claim Process
 - Loan Process
 - Flood Debris Removal
 - Source of Information

FLOODPLAIN ADMINISTRATOR'S CHECK LIST

DURING THE FLOOD

- Emergency Response Plan protocol
- Stand-by

AFTER THE FLOOD

- Permitting
 - Start Process
- Damage Assessments
 - Substantial Damage (Yes / No)
 - Flooded Areas
 - Collected Data
- Lessons Learned
 - What worked well
 - What did no work well
 - What changes should be made

FLOODPLAIN ADMINISTRATOR'S CHECK LIST

BEFORE THE FLOOD – Detailed Version

- **Review TFMA's Quick Guide**
 - Summarizes the National Flood Insurance Program (NFIP)
 - Floodplain Development Permits
 - Elevation Certificates
 - Regulations
 - Resources
 - Executive Orders
 - House and Senate Bills
 - 44 CFR 60.3 A-E

- **Floodplain Management Regulations**

Identify your regulations including:

 - Federal
 - National Flood Insurance Program
 - Flood Insurance Rate Maps
 - Flood Insurance Studies
 - Local
 - Ordinances and Criteria
 - Floodplain Development Permit
 - Application / Form
 - Elevation Certificate
 - Application / Form

- **Coordination with Others**

Identify others including:

 - *Who are the contacts*
 - *What information they have that could help you*
 - *What information you have that could help them*
 - *The following is a listing of some of the "others"*

- Federal Agencies**
 - Federal Emergency Management Agency (FEMA) Region VI
 - Web Site: fema.gov/region-vi
 - Address & Phone
 - FRC 800 North Loop 288
 - Denton, Texas 76209-3698
 - 940-898-5399
 - Flood Mapping Questions
 - Phone: 877-336-2627
 - Email: FEMAMapSpecialist@riskmapcds.com
 - Flood Insurance Questions
 - Phone: 800-611-6122
 - Mitigation Division

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- Phone: 940-898-5127
 - Grants Management Division
 - Email: Grants-Inquiry@fema.dhs.gov
 - Phone: 940-383-7370
 - National Preparedness Division
 - Phone: 800-426-5460
- National Weather Service / National Oceanic Atmospheric Administration (NWS/NOAA)
 - Web site: weather.gov
 - Texas NWS Contacts phone and email, see
 - Weather.gov/stormready/tx-cwa
- US Geological Survey (USGS)
 - Web Site: tx.usgs.gov
 - Address and Phone
 - U.S. Geological Survey
 - Texas Water Science Center
 - 1505 Ferguson Lane
 - Austin, Texas 78754
 - Phone: 512-927-3500
- US Army Corps of Engineers (USACE)
 - Web Site: usace.army.mil
 - Southwestern Division
 - US Army Engineer District, Fort Worth
 - 819 Taylor Street
 - Fort Worth, Texas 76102-0300
 - Phone: 817-886-1306
 - US Army Engineer District, Galveston
 - Jadwin Building
 - 2000 Fort Point Road
 - Galveston, Texas 77553-1229
 - Phone: 409-766-3004
 - South Pacific Division
 - US Army Engineer District, Albuquerque
 - 4101 Jefferson Plaza NE
 - Albuquerque, New Mexico 87109-3435
 - Phone: 505-342-3171
- USDA – National Resources Conservation Service (NRCS)
 - Web Site: nrcs.usda.gov
 - Address and Phone
 - 101 South Main Street
 - Temple, Texas 76501
 - Phone: 254-742-9819

State Agencies

- Texas Water Development Board (TWDB)
 - Web Site: twdb.texas.gov
 - Address & Phone

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1700 North Congress Avenue
Austin, Texas 78701
Phone: 512-463-7847

- Flood Programs
 - Flood Mitigation Planning
 - National Flood Insurance Program
 - Flood Protection Grant Program
- Texas Division of Emergency Management
 - Web Site: dps.texas.gov/dem
 - Address & Phone
5805 North Lamar Blvd.
Austin, Texas 78752-4422
Phone: 512-424-2208
- Texas Department of Transportation (TxDOT)
 - Web Site: txdot.gov
 - See web site for contact information
txdot.gov/inside-txdot/district.html
Note - 25 Texas Districts & 32 Divisions
- Texas General Land Office
 - Web Site: glo.texas.gov
- Texas Parks & Wildlife Department
 - Web Site: tpwd.texas.gov
 - Address & Phone
4200 Smith School Road
Austin, Texas 78744
Phone: 512-389-4800
800-792-1112
- Texas Natural Resources Information System (TNRIS)
 - Web Site: tnris.org
 - Address & Phone
1700 North Congress Avenue
Room B-40
Austin, Texas 78701
Phone: 512- 463-8337
- **Regional Agencies**
Identify your regional agency and insert name and contact information
 - River Authority
 - *Name and contact information*
 - Drainage District
 - Levee District(s)
 - Upstream and Downstream Communities
- **Local Contacts**
Identify your local contacts and insert name and contact information
 - Emergency Management Coordinator

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- County Judge /Mayor
- County Commissioners / City Council
- County or City Manager / Administrator
- Engineering
 - County Engineer
 - City Engineer
 - Public Works Director
- Chiefs
 - Fire Chief
 - Sheriff / Police Chief
- Others
 - Health Director
 - Building Officials
 - Code Compliance
 - School Districts
 - Colleges /Universities
 - Economic Development
 - Utility Companies
 - Tourism Board
 - Private Companies (grocery, etc.)
- Elected Officials
 - County Commissioners
 - City Council
- **Emergency Response Plan**
 - Identify existing emergency response plan
 - Understand protocol
- **National Incident Command System - <https://training.fema.gov/nims/>**
The following are some sources of training
 - ICS Online Training
 - ICS 100 - Introduction to the Incident Command System, introduces the Incident Command System (ICS) and provides the foundation for higher level ICS training. This course describes the history, features and principles, and organizational structure of the Incident Command System. It also explains the relationship between ICS and the National Incident Management System (NIMS)
 - <https://training.fema.gov/is/courseoverview.aspx?code=IS-100.b>
 - ICS 200 – This is designed to enable personnel to operate efficiently during an incident or event within the Incident Command System (ICS). ICS-200 provides training on and resources for personnel who are likely to assume a supervisory position within the ICS.
 - <https://training.fema.gov/is/courseoverview.aspx?code=IS-200.b>
 - ICS 700 - This course introduces and overviews the National Incident Management System (NIMS). NIMS provides a consistent nationwide template

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to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents.

- <https://training.fema.gov/is/courseoverview.aspx?code=IS-700.a>
- ICS 800 - This course introduces participants to the concepts and principles of the National Response Framework.
 - <https://training.fema.gov/is/courseoverview.aspx?code=IS-800.b>
- Advanced ICS Classroom Training
 - Prerequisites: ICS 100, 200, 700 and 800
 - Typically requires approval of the Local Jurisdiction's Emergency Management Coordinator
 - ICS-300 provides training and resources for personnel who require advanced application of the ICS. The course expands upon information covered in the ICS-100 and ICS-200 courses. This course is intended for individuals who may assume a supervisory role in expanding incidents or Type 3 incidents
 - <https://training.fema.gov/emcourses/crsdetail.aspx?cid=E300&ctype=R>
 - ICS 400 - This course provides training and resources for personnel who require advanced application of the ICS. This course expands upon information covered in ICS-100 through ICS-300 courses. These earlier courses are prerequisites for ICS-400. While FEMA provides standard course materials, this course is typically coordinated and taught in the field by State or other agencies. It is intended for senior personnel who are expected to perform in a management capacity in an area command or multiagency coordination entity.
 - <https://training.fema.gov/emcourses/crsdetail.aspx?cid=E400&ctype=R>
- **Previous Flooding**
 - Identify known flooding problem areas
 - Identify your rivers and streams including:
 - Mapped - which streams have been mapped by FEMA
 - Studied - which streams have been studied
 - Models – which streams have hydrologic & hydraulic (H&H) models
 - Gauges
 - Identify local gauges including location and how to retrieve data*
 - Stream
 - Rain
 - Inundation Mapping & Tables
 - Information from previous flooding events*
 - Location
 - Depth of flooding
 - Dates
 - Floodplain

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- **Permitting Process**

- Understand the permitting process including:

- Identify required permits
 - Man made changes in the floodplain
 - Floodplain development permit
 - Elevation Certificate
 - Permit Review
 - Is site in the mapped floodplain and/or floodway
 - Have other local, state and federal permits been obtained (septic, water quality, wetland)
 - Is the site reasonably safe from flooding
 - Is substantial improvements of an older building proposed
 - Will new buildings and utilities require to be elevated
 - Will an Elevation Certificate be required
 - Inspections
 - How are applications processed
 - Walk-ins / Telephone / Online / Etc.
 - When can a permit be issued
 - Permit data
 - File (paper / digital)

- **Damage Assessments**

- Understand the damage assessment process

- Method to determine substantial damage
 - Use of a spreadsheet and identify
 - Cost to repair damages (estimated and or contractor)
 - Value of structure
 - FEMA'S Substantial Damage Estimator (SDE)
 - Substantial Damage Estimator (SDE)
 - The SDE tool was developed by FEMA to assist State & local officials in determining substantial damage for residential & non-residential structures in accordance with a local floodplain management ordinance meeting the requirements of the National Flood Insurance Program (NFIP). The tool can be used to assess flood, wind, wildfire, seismic, & other forms of damage. It helps communities provide timely substantial damage determinations so that reconstruction can begin following a disaster.
 - <http://www.fema.gov/media-library/assets/documents/18692>
 - Understand the SDE program
 - Required data to enter into program
 - Program output
 - Who performs SDEs
 - Data required to be collected at the site
 - Entering collected data into the SDE program
 - Collected Data
 - Where will data be stored

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- **Other**
 - Mutual Aid Agreements
 - Building Official of Texas (BOAT)
 - In any event, the Building Officials Association of Texas (BOAT) has the trained and certified personnel to effectively and efficiently perform damage assessment. BOAT has always supported proactive disaster and hazard mitigation all across Texas. The members of the BOAT Disaster Response Team are willing to respond to any size disaster to assist in the post-disaster building damage assessment as well as recovery support following the damage assessment. If you ever need assistance please do not hesitate to call **214-850-5077** to activate the BOAT Disaster Response Team.
 - <http://www.boatx.org/>
 - <http://www.boatx.org/about-boat/emergency-services/>
 - Flood Insurance Claim Process
 - Understand the process
 - Loan Process
 - Flood Debris Removal
 - Who performs
 - Source of Information
 - Websites
 - Facebook
 - Twitter

DURING THE FLOOD

- Emergency Response Plan protocol
- Stand-by

AFTER THE FLOOD

- Permitting
 - Start Process
 - Start the process to permitting process for damaged / flooded structures
- Damage Assessments
 - Substantial Damage (Yes / No)
 - Flooded Areas
 - Locations
 - Streets
 - Subdivisions
 - Highwater Marks

FLOODPLAIN ADMINISTRATOR'S CHECK LIST

- Location (GPS)
 - Depth
 - Description
 - Collected Data
 - Forms
 - Photos
- Lessons Learned
 - What worked well
 - What did no work well
 - What changes should be made