

BOARD OF PUBLIC WORKS AND SAFETY (Form B-01-2012)
Agenda Request Form

Organizations and individuals are asked to submit a request form and supporting documents to be placed on the agenda. You will be contacted by the City confirming the date of the meeting in which your request will be heard. Please make sure that your contact information is accurate in case we need to get in touch with you. The Board of Works meets on the 1st and 3rd Monday of each month at 5:00 p.m. in City Hall located at 70 E. Monroe Street.

Date Submitted:	April 27, 2016	Meeting Date:	May 2, 2016
Contact Information:			
Requested by:	Joanna Myers, Senior Planner		
On Behalf of Organization or Individual:		City of Franklin	
Telephone:	317-736-3631		
Email address:	jmyers@franklin.in.gov		
Mailing Address:	70 E. Monroe Street, Franklin, IN 46131		
Describe Request:			
Flood Response Plan Agreement between IDHS & City of Franklin			
List Supporting Documentation Provided:			
1. Selection notification letter – IDHS			
2. Flood Response Plan Fact Sheet			
3. Flood Response Agreement			
Who will present the request?			
Name:	Mayor McGuinness & Joanna Myers	Telephone:	317-736-3631

In order for an individual and/or agency to be considered for new business on the Board of Works agenda, this reservation form and supporting documents must be received in the Mayor’s office no later than 4:00 p.m. on the Wednesday before the meeting.



MICHAEL R. PENCE, Governor
STATE OF INDIANA

INDIANA DEPARTMENT OF HOMELAND SECURITY
302 West Washington Street
Indianapolis, IN 46204

April 4, 2016

The Honorable Joe McGuinness
Mayor of Franklin
70 E Monroe Street
Franklin, IN 46131

Re: OCRA/IDHS Grant for Developing
Flood Response Plans for 20 flood-prone
Communities in Indiana

Dear Mayor McGuinness:

I have some good news to share with you. Through an initiative of the Indiana Silver Jackets, the Indiana Office of Community and Rural Affairs (OCRA) has recently provided a planning grant to the Indiana Department of Homeland Security (IDHS) to develop Flood Response Plans for 20 Indiana flood-prone communities within the next two years. We have selected the City of Franklin as one of those communities. IDHS has retained one of the most experienced flood risk management firms in Indiana, Christopher B. Burke Engineering, LLC (CBBEL), to interact with community officials and facilitate the development of such a plan.

The attached fact sheet provides more details about the plan as well as the roles and expectations from the project team and from the community. There is no cost to you for development of this plan and we hope that you take advantage of this unique opportunity to make your community more resilient to flooding by agreeing to participate in the development of the plan and commit to maintaining and exercising it in the future. Please signify your agreement to participate by simply filling out and signing the signature block below and by providing us with a point of contact in your community for CBBEL to coordinate these efforts with. Please email a copy of this letter (with your information and signature filled in) to smckinley@cbbel-in.com in your earliest convenience to start the process. Once we receive your agreement, Sheila will contact you and/or your designated staff member to discuss the expected schedule for the development of the City of Franklin Flood Response Plan.

IDHS is very excited to provide your community with this opportunity and look forward to working with you closely through this project. Thank you for your prompt attention to this matter. Please feel free to contact me at mmoran@dhs.in.gov or Sheila McKinley of CBBEL at smckinley@cbbel-in.com or (317) 266-8000 if you have any questions regarding this letter.

Sincerely,

A handwritten signature in cursive script that reads "Mary Moran".
Mary Moran

IDHS Recovery Director/Acting State Hazard Mitigation Officer

GRANT-FUNDED COMMUNITY FLOOD RESPONSE PLANS (FRP)

The Indiana Office of Community and Rural Affairs (OCRA) has provided a planning grant to the Indiana Department of Homeland Security (IDHS) to develop Flood Response Plans (FRPs) for 20 Indiana flood-prone communities. This project is an initiative of the Indiana Silver Jackets. IDHS has retained one of the most experienced flood risk management firms in Indiana, Christopher B. Burke Engineering, LLC (CBBEL), to interact with the community officials and facilitate the development of such a plan.

WHAT IS AN FRP?

Planning for flood emergencies reduces the risk to health and life and the damage caused by flooding. A FRP outlines the roles and responsibilities of all parties to be involved, actions to be taken, coordination among entities, and communication channels to be used prior to, during and after a flood event.

WHY IS AN FRP IMPORTANT?

With every major flood, there comes an overwhelming level of activity and a need for quick information and response. To minimize risks of property damage, injury and death during a flood, communities need to prepare and have a good plan for early warning, response, and recovery before, during, and after a flood event.

A FRP documents the flood response process, informs those involved in the chain of command, lists specific responsibilities and task assignments, and provides a schedule of activities tied to stages of the flood fight. A good plan helps prevent duplication of effort and wasted resources, and helps avoid gaps in response

and recovery. The plan is especially important in providing continuity during events where the most experienced staff are unavailable (on vacation, retired, or otherwise unavailable). The best plans are updated to include experiences and lessons learned after each flood event. This information is invaluable to identifying and reducing the risks to life, health, and property during future floods.

HOW IS AN FRP PREPARED?

A FRP provides advanced warning to emergency responders, local leaders and decision-makers about severity and potential impacts of an approaching storm as well as step-by-step protocols for effective flood response and post-flood recovery.

The typical process to prepare a FRP includes:

- Understand and document past flood events and flood fight efforts;
- Develop guidance on flood event detection, flood event level determination;
- Estimate the expected extent and severity of flooding;
- Develop protocols for notification and communication;
- Develop a list of actions that need to be taken to monitor data and conditions, conduct warning and evacuation, record observation and actions, and re-evaluate the situation as the conditions changes; and
- A tabletop training exercise to test the plan and train responders, local leaders and decision-makers.



ROLES, DUTIES & EXPECTATION OF PROGRAM PARTICIPANTS

COMMUNITY

- Assemble members of FRP Team and participate in two information gathering meetings and one tabletop exercise
- Provide historic flood data including local knowledge of flood depths in flood-prone areas and flood fight efforts as well as any previous experience on flood impacts to critical facilities and infrastructure
- Commit to future maintenance and updating of the completed FRP as well as conducting future periodic tabletop exercises.

OCRA / IDHS / CBBEL

- Collect, review, and consolidate available best available data on flood vulnerability, detailed mapping and building elevation information, critical facilities, and local knowledge on flood-prone areas
- Identify, based on best available flood information, impacted areas, road closures, flood-safe routes for various flood frequencies
- Develop guidance for flood event notification charts, specific actions during a flood fight, event termination, and follow-up protocols
- Assemble information in a report with supporting maps
- Facilitate two FRP Team meetings to gather and review information throughout the planning process and test the FRP during a table top exercise with the FRP Team

PROGRAM SCHEDULE

FRP TASK	MONTH							
	1	2	3	4	5	6	7	8
FORM / MEET WITH FRP TEAM								
DATA COLLECTION / ANALYSIS								
DEVELOP GUIDANCE / ASSEMBLE REPORT								
TABLETOP EXERCISE								



For more information contact:
 Sheila McKinley
 Christopher B. Burke Engineering, LLC
smckinley@cbbel-in.com
 317.266.8000



This is to confirm that the City of Franklin is willing to participate in the development of a Flood Response Plan for the community by IDHS and will commit to future long-term maintenance and exercise of the Plan after its completion:

Signature: _____
Printed: Joseph E. McGuinness
Title: Mayor - City of Franklin
Date: _____

Community's FRP Point of Contact: Joanna Myers (317)736-3631 jmyers@franklin.in.gov

Enclosures: OCRA/IDHS FRP Grant Fact Sheet