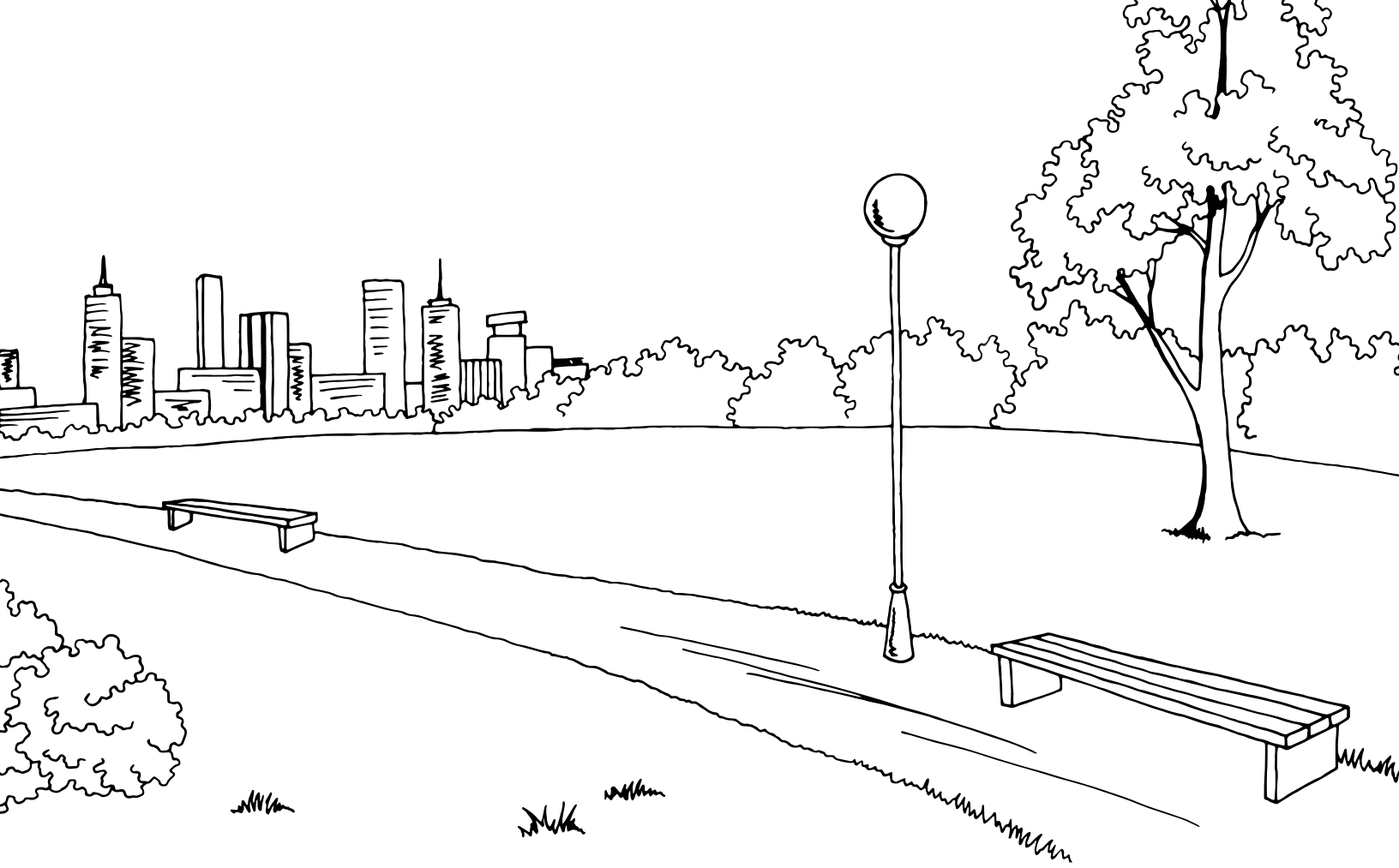


Community Forest Storm Mitigation Planning: A GUIDE FOR NEW YORK STATE COMMUNITIES (Template)



Department of
Environmental
Conservation



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This template was originally developed by the Georgia Forestry Commission and adapted to use for New York by Dan Gaidasz and Erin Brady.

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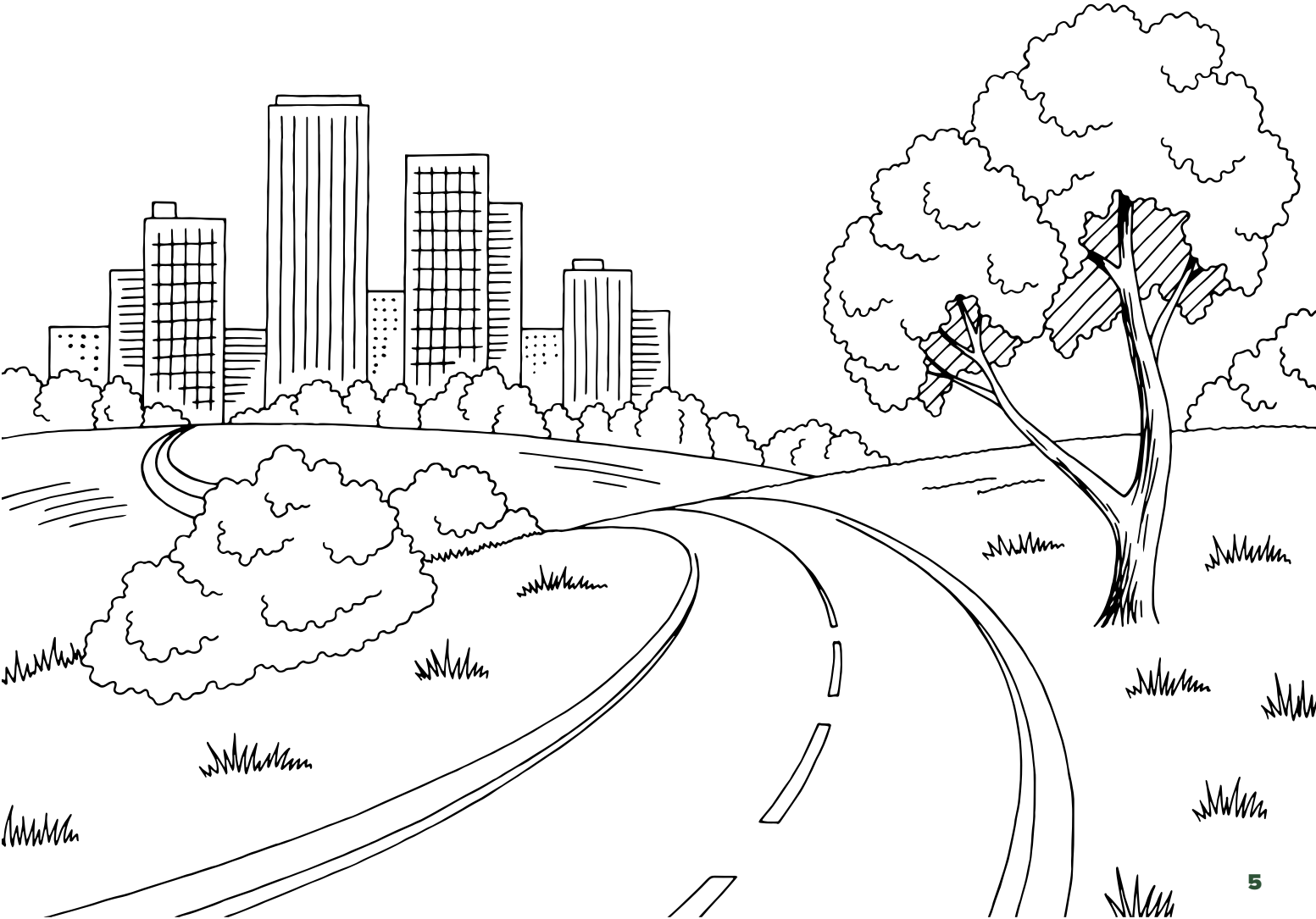
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How to Use This Template

This template is intended as a tool for guiding a community through the development of a community forest storm mitigation plan and as a basic plan framework. The Community Forest Storm Mitigation Planning Workbook that accompanies this template includes step-by-step instructions for completing the template. Both the workbook and template are available on the New York Department of Environmental Conservation's (NYSDEC) website at www.dec.ny.gov.

As you fill in the blanks, check off completed activities, and circle the appropriate selections within brackets, you will begin the assessment of your storm readiness and the development of your plan. You can address the gaps in information, activities, and programs that become apparent as you go through the template and then begin to further develop your community forest management program with storm mitigation in mind.

If you have received this template as a paper copy, you can download a fillable PDF version of the template from the NYSDEC website. Your completed template or plan should be distributed to and implemented by the storm mitigation team you've assembled during the process. As community forest and storm mitigation program elements are further developed and changes are made in programs and procedures, you can revise your plan to keep it up to date. An annual review is recommended.

For further information on how to use this template, please contact the NYSDEC Urban and Community Forestry (UCF) Forester for your area. Visit www.dec.ny.gov/lands/4957.html for a listing of program personnel and for more information on trees and community forests.



Part I. Community Setting

A. Community Geography and Size

This storm mitigation plan has been developed for: _____, New York

Date of adoption: _____ Date of last update: _____

Our community is located in this physiographic area of New York:

- | | |
|----------------------|---------------------|
| Adirondack Mountains | Hudson Valley |
| Appalachian Plateau | Manhattan Hills |
| Catskill Mountains | Mohawk Valley |
| Champlain Valley | Newark Lowlands |
| Coastal Lowlands | St. Lawrence Valley |
| Great Lakes Plain | Taconic Highlands |
| Hudson Highlands | Tug Hill Plateau |

Our jurisdiction encompasses an area of _____ square miles and has _____ miles of public roadways.

Our community has a population of _____ as of the last official census _____ (date).

B. Storm History and Exposure

1. Potential Storms and Emergency Events

The primary weather and catastrophic events that have occurred or are likely to occur in our community that can affect trees include:

Earthquake

Salt intrusion

Flood

Snow

Hail

Tornado

Hurricane

Tropical storm

Ice storm

Wildfire

Pest infestation (list type)

Wind/microburst

Other (describe) _____

2. Snow and Ice Storms

Snow and ice storms are most likely to occur during the months where freezing temperatures are possible, including the following months in our area:

1. _____

4. _____

2. _____

5. _____

3. _____

6. _____

The largest snow amounts (single-event snow totals) are most likely to occur during the following months in our area:

1. _____

4. _____

2. _____

5. _____

3. _____

6. _____

3. Rainfall and Flooding

The months of the year in our area with the highest average annual precipitation are:

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

The months of the year in our area with the lowest average annual precipitation are:

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

4. Droughts and Fires

The warmest months of the year in our area are:

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

The months of the year with the most frequent wildfire activity in our area are:

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Our community participates in the Firewise Communities Program through the National Fire Protection Association.

Note: New York Opening Burning Law § 6 CRR-NY III A 215 is in effect from March 16 through May 14 of each year, and no open burning is permitted. A full description of Part 215 can be found at www.dec.ny.gov/chemical/32060.html.

5. Other Significant Conditions

Other significant geographic, climatological, and meteorological conditions that predispose our community to storms or catastrophic events include:

- | | |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

C. Community Forest Resource Management

1. Tree Care Manager

The primary tree care manager for the community is the:

Community Arborist

Community Urban Forester

Traffic Engineer

Public Works Director

Tree Board Chairperson

Tree Board Member

Citizen volunteer

City Manager

County Administrator

Other _____

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

Our tree care manager: Is an ISA Certified Arborist Is qualified to conduct tree risk assessment

2. Tree City USA

Our community is designated a Tree City by the National Arbor Day Foundation.

Our community was first designated a Tree City USA in _____ (year).

As a Tree City, our community has:

A public tree ordinance, OR private tree ordinance (include copy of ordinance in the appendix)

Total annual tree program expenditures of \$_____ in calendar year _____

A Tree Board with _____(number) members (include list in the appendix).

An annual Arbor Day celebration and proclamation:

Our last Arbor Day celebration was held on _____ (date),

3. Management Plan

We have a community forest management plan in place (include copy in the appendix).

Our community forest management plan was first adopted on _____ (date).

Our community forest management plan was last revised on _____ (date).

The person responsible for administering and updating our community forest management plan is:

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

Part II. Storm Preparation

A. Storm Mitigation Team

1. Emergency Management Personnel

Local Emergency Management Director

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

NYS Office of Emergency Management (OEM) Regional Coordinator

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

Federal Emergency Management Agency (FEMA) Region II Regional Administrator

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

2. Government Staff

City Manager/County Administrator/Designee

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

Public Information Officer

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

Public Safety Officer (Police Chief/County Sheriff)

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

Fire Chief

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

Public Works Director

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

Streets Superintendent/Traffic Engineer

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

Tree Care Manager/Urban Forester/Arborist

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

Parks and Recreation Director

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

Planning Director

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

GIS Manager

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

Additional government staff

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

3. Utility Companies and Departments

Electric utility

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

Gas utility

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

Telephone/cable/fiber optic utilities

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

Water and sewer utility

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

Other utility companies

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

4. State Agencies

NYSDEC Division of Lands and Forests – Regional UCF Forester

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

Cornell Cooperative Extension Service

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

Other state agencies

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

5. Contractors

Debris removal contractors

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

Tree service contractors

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

Landscape contractors

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

6. Equipment and Materials Vendors

Equipment rental vendor

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

Tree nursery vendors

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

7. Volunteer Organizations

Tree Board Chairperson

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

Local agencies and nonprofit organizations

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

8. Community Forest Management Program Sponsors

Reforestation sponsors

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

9. Additional Team Members and Emergency Contacts

Name: _____ Radio #: _____
Title: _____
Department: _____
Primary Phone No.: _____ Alt. Phone No.: _____
Email Address: _____

Name: _____ Radio #: _____
Title: _____
Department: _____
Primary Phone No.: _____ Alt. Phone No.: _____
Email Address: _____

Name: _____ Radio #: _____
Title: _____
Department: _____
Primary Phone No.: _____ Alt. Phone No.: _____
Email Address: _____

Name: _____ Radio #: _____
Title: _____
Department: _____
Primary Phone No.: _____ Alt. Phone No.: _____
Email Address: _____

B. Community Forest Resource Assessments

Our community has made the following assessments of the tree resource and has available the information indicated below for use in storm preparation, response, and mitigation. This information is available from the tree care manager.

1. Tree Canopy Assessment

We have completed a tree canopy assessment, and _____% of our community is covered with tree canopy as of _____ (year).

The method used for determining our tree canopy is: _____

Previous tree canopy assessments have been made.

_____ % in _____ (year)

_____ % in _____ (year)

_____ % in _____ (year)

Our tree canopy cover has: increased decreased over the past _____ (number of years of measurement) years.

Additional changes in our tree canopy cover over time are described below:

We have a community forest management plan with a tree canopy assessment goal of _____% set by the community.

2. Public Tree Inventory

An inventory of public trees was last completed in _____ (year) and the community has the number of public trees shown below growing on:

- Street rights-of-way: _____ (number of trees)
- Public parks: _____ (number of trees)
- Public cemeteries: _____ (number of trees)
- Public school campuses: _____ (number of trees)
- Yards around public offices and facilities: _____ (number of trees)
- Other: _____ (number of trees)
- Other: _____ (number of trees)

We have _____ (number of trees) street trees 24 inches DBH (diameter at breast height) and greater.

Our tree inventory information is available from the tree care manager in a(n):

- Excel spreadsheet
- GIS shape file
- Hard copy format

Our inventory includes the location of all street trees determined using GPS, and we have a GIS shape file of our street trees.

Our public tree inventory is included as a layer on our community’s geographic information system.

A map of the locations of street trees 24 inches DBH and greater is available from the tree care manager.

3. Tree Risk Assessment

Our community has on file in the tree care manager’s office a copy of the ANSI A300 Part 9 standards and best management practices (BMPs) for tree risk assessment.

Our community has a tree risk assessment program or plan.

A Level-1 tree risk assessment is conducted every _____ years.

The date of the most recent Level-1 tree risk assessment is _____ (date).

A Level-2 tree risk assessment is conducted every _____ years.

The date of the most recent Level-2 tree risk assessment is _____ (date).

4. Tree Benefits and Value

We have information on the dollar value of the benefits that our tree canopy provides.

The amount and dollar value of the benefits our tree canopy provides include:

Amount	Value (\$)	Benefit
_____	_____	Aesthetic and other benefits
_____	_____	Air quality benefits
_____	_____	Carbon sequestration benefits
_____	_____	Energy benefits
_____	_____	Stormwater interception benefits

The total dollar value of the annual benefits provided by our community trees, based on our tree canopy assessment, is \$ _____

We have information on the dollar value of the benefits that our street trees provide.

The amount and dollar value of the benefits our street trees provide include:

Amount	Value (\$)	Benefit
_____	_____	Aesthetic and other benefits
_____	_____	Air quality benefits
_____	_____	Carbon sequestration benefits
_____	_____	Energy benefits
_____	_____	Stormwater interception benefits

The total dollar value of the annual benefits provided by our public street trees, based on our tree inventory, is \$ _____

The average annual benefits per tree is \$ _____

5. Community Forest Management Costs

We have information on our annual community forest management costs.

The total annual cost of managing our public areas includes costs for (check all that apply):

Street	Park	Cemetery	School	Facility	Other: _____
\$ _____					Tree planting and initial care
\$ _____					Tree maintenance
\$ _____					Tree removals
\$ _____					Management/administration
\$ _____					Equipment/supplies
\$ _____					Contractual
\$ _____					Other costs (describe here) _____

Our annual community forestry program expenditures total \$ _____.

Street trees represent _____ % of our total public tree population.

The prorated cost of managing our street tree population is \$ _____.

(multiply total annual community forestry program expenditures by the percentage of the tree population represented by street trees)

6. Benefit-to-Cost Ratio of Community Forestry Management

The total value of the benefits provided by our tree canopy is \$ _____ (A).

The total value of the benefits provided by our street trees is \$ _____ (B).

The total cost of our annual community forest management program is \$ _____ (C).

The total cost of our annual tree risk assessment program is \$ _____ (D).

For every \$1 our community spends on community forest management, we receive

\$ _____ back in benefits from our tree canopy (A divided by C).

For every \$1 our community spends for tree risk assessment, we receive

\$ _____ back in benefits from our public street trees (B divided by D).

C. Storm Mitigation Map

A storm mitigation map has been developed and is included as part of our plan.

Copies of the storm mitigation plan are available in the office(s) of the:

Emergency Response Manager

Tree Care Manager

Public Works Director/Traffic Engineer

Other

The storm mitigation map can also be accessed online at:

Our storm mitigation map includes the following information:

1. Critical Facilities

Hospitals

Other critical health care facilities (list below)

Fire stations

Police stations

Communications networks and facilities

Electric utilities

Other utility networks and facilities (list below)

Water system

Sanitary sewer system

2. Transportation Network

- Emergency evacuation routes
- Street network
- Priority streets to critical facilities (highlighted)

3. Trees

- All public trees
- Large canopy public trees (highlighted)
- Tree canopy density
- Trees at risk

4. Emergency Response Sites

- Emergency Management Centers
- Homeland Security offices
- Personnel and equipment staging areas
- Debris staging areas
- Debris storage areas

The person responsible for developing and updating our storm mitigation map is:

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

D. Tree Risk Mitigation

1. Short-Term Tree Risk Mitigation

We have a short-term tree risk mitigation program in place.

The number of trees identified during our tree risk assessment with partial or whole tree failure that require mitigation total _____, including:

- _____ that require risk-reduction pruning
- _____ that require supplemental support (cabling/bracing)
- _____ that require lightning protection systems
- _____ that require pest management, and
- _____ that require removal.

The number of trees scheduled to be pruned for risk mitigation each year is _____.

The number of trees scheduled to be cabled/braced for risk mitigation each year is _____.

The number of trees scheduled for lightning protection system installation each year is _____.

The number of trees scheduled for pest management each year is _____.

The number of trees scheduled to be removed for risk mitigation each year is _____.

The number of trees scheduled to be planted to replace trees removed for risk mitigation each year is _____.

2. Long-Term Tree Risk Mitigation

The additional routine community forest management activities and program components that are in place in our community to further mitigate tree risk and storm damage on a long-term basis are:

- Tree care standards and BMPs
- Tree ordinance updates
- Ongoing training program for tree care personnel
- Established tree-care budget
- Alternate program funding mechanisms
- Tree bank
- Routine street-tree inspection program
- Routine large-tree inspection program
- Routine pruning program
- Routine tree planting program
- Routine tree mulching, irrigation, and soil aeration
- Recommended tree species list
- Species selection guidelines
- Site selection guidelines
- Tree planting guidelines
- Minimum rooting area and soil volume requirements
- Growing-space protection requirements
- Critical root-zone protection requirements
- Public information and education program
- Program analysis and feedback
- Species to avoid or not permitted list

E. Equipment and Services

The available equipment for storm mitigation, response, and recovery, along with the department or other source committed to supply the equipment (equipment rental vendor, contractor, or another government entity) are:

Equipment Description	Number of Units Needed/Available	Department/Source of Supply
Supervisor vehicles	/	
Crew vehicles	/	
Aerial lift trucks	/	
Loaders	/	
Chippers	/	
Refuse packers	/	
Dump trucks	/	
Barricades	/	
Traffic safety cones	/	
Lighting equipment	/	
Chain saws	/	
Hand saws	/	
Pole pruners	/	
Cell phones	/	
Portable radios	/	
Computers/tablets	/	
GPS units	/	
Cameras	/	
Clipboards	/	
Data sheets	/	
DBH tapes	/	
Safety vests	/	
Hard hats	/	
Chain saw chaps	/	

Equipment Description	Number of Units Needed/Available	Department/Source of Supply
Ear protection	/	
Eye protection	/	
First aid kits	/	
Other	/	
	/	
	/	
	/	
	/	
	/	
	/	
	/	
	/	
	/	
	/	
	/	
	/	
	/	
	/	
	/	
	/	

F. Memoranda of Understanding and Advanced Readiness Contracts

1. Memoranda of Understanding

Copies of existing MOUs are included in the template appendix.

Memoranda of understanding (MOUs) for storm preparation, response, and recovery have been executed by the local government with the following communities, agencies, organizations, groups, and individuals:

Neighboring communities

Local agencies

Nonprofit organizations

Other groups and individuals

Mulch grinding contractors

Tree service contractors

Tree suppliers

Landscape contractors

G. Communication, Information, Education, and Awareness

1. Communication

We have a designated call center established for notification of fallen and hazardous trees and tree damage.

The contact information for the call center is:

Name of Call Center: _____

Address: _____

Phone No.: _____

Fax No.: _____

Website: _____

Email Address: _____

Call Center Director/Contact: _____

2. Information and Education

Internal Information Sharing

During storm preparation, information will be shared internally by:

Phone calls

Emails

Predetermined and set up cloud-based storage site

Meetings (notices, agendas, minutes)

Quarterly Annual Semi-annual

The person responsible for coordinating internal information sharing about community forest storm damage mitigation planning, preparation, response, and recovery is:

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

External Information Sharing

Government websites _____

Community forest management program website _____

Neighborhood association website _____

Facebook page _____

Twitter account _____

Phone (see storm mitigation team contact list) _____

Email (see storm mitigation team contact list) _____

Cloud-based storage site _____

Pamphlets and brochures _____

Meetings: Quarterly Semi-annual Annual

Scripts and recorded public service announcements

Press releases and newspaper articles

The person responsible for coordinating external information sharing and education about storm preparation, response, and recovery is:

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

Information and Education Topics

The community has information readily available to disseminate to the public on storm preparation, response, and recovery.

The information available by topic and format is indicated in the following chart:

Topic	Written Script	Recorded PSA	Article/Press Release	Website/Social Media	Brochure/Handout
Benefits of trees					
Tree maintenance standards and BMPs					
When and how to hire an arborist					
Chain saw safety					
Storm severity and damage magnitude					
Debris pick-up schedule and procedures					
Type of debris to be collected					
Expected clean-up time					
Post-storm hazards (hangers, leaning trees, downed power lines)					
Caring for storm-damaged trees					
Tree selection and planting BMPs					
Public park closures					

The media outlets that will be used for disseminating information on storm preparation, response, and recovery include:

Websites

Social media

Radio stations

Television stations

Newspapers

Public meetings

The person responsible for distributing written information, press releases, and public service announcements to the public and the media is:

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

The person responsible for coordinating educational opportunities for the public is:

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

3. Awareness

The community coordinates the dissemination of storm preparation information during statewide and national weather and emergency awareness programs.

The dates of upcoming statewide and national weather and emergency awareness weeks and days that will be the focus of information dissemination are:

Air Quality Awareness Week _____

Fire Prevention Week _____

Hurricane Preparedness Week _____

Severe Weather Preparedness Week _____

Tsunami Awareness Week _____

Flood Awareness Week _____

Heat Awareness Day _____

Lightning Safety Awareness Week _____

H. Preparation Record Keeping

The following records are maintained and kept in the tree care manager's office and online in a cloud-based storage service as appropriate:

- Storm mitigation team contact information

- Storm mitigation team meeting announcements, agendas, and minutes

- Community forest storm mitigation plan

- Storm mitigation map

- Memoranda of understanding

- Advance readiness contracts

- Data and cost information for:

 - Program administration (personnel and overhead)

 - Tree canopy assessments

 - Tree canopy assessments

 - Tree inventory assessments

 - Tree pruning

 - Cabling and bracing

 - Lightning protection

 - Tree removal

 - Other tree maintenance

- Date, amount, and source of volunteer hours for program activities

- Public information scripts, public service announcements, and press releases

Part III. Storm Response

A. Mobilization

Crews will be mobilized to clear fallen trees and woody debris from the highest priority areas as identified on the storm mitigation map. These priority areas will include:

- Priority roads
- Priority facilities
- Emergency evacuation routes
- Buildings, vehicles, or other situations with a personal injury
- Buildings and vehicles without injured persons
- Utility repair
- Remaining rights-of-way, public buildings, and public facilities

The person responsible for mobilizing resources to respond to storm damage and dispatching crews to remove fallen trees and woody debris is:

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

B. Debris Management

1. Debris Staging and Storage

One or more debris storage sites that will accommodate large volumes of woody debris and logs have been established.

Debris storage sites have been established in the following locations:

The person responsible for coordinating debris staging and storage is:

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

2. Debris Estimation

The person responsible for debris estimation is:

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

C. Tree Risk and Damage Assessments

Tree risk and damage assessments will be performed within 30 days of the storm event by one or more of the following groups or individuals:

Government staff

Consultants

Urban forest strike teams

Trained volunteers

The person responsible for coordinating tree risk and damage assessment crews is:

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

Trees with the following conditions and structural defects should be pruned or removed to reduce further damage potential:

Hangers (detached limbs hanging in the crown; remove limb only)

Splitting limbs (prune or remove)

Splitting trunks (cable or remove)

Leaning trunk with soil broken and heaved opposite the lean (remove)

Exposed heartwood

Other conditions (list below)

We have a policy in place that trees that do not pose an imminent risk of failure will not be removed until a tree damage assessment has been completed, to avoid the removal of trees that are still viable and valuable to the community.

The person responsible for determining which standing trees should be removed is:

Name: _____ Radio #: _____
Title: _____
Department: _____
Primary Phone No.: _____ Alt. Phone No.: _____
Email Address: _____

D. Information

The person responsible for providing information to the public during a storm event is:

Name: _____ Radio #: _____
Title: _____
Department: _____
Primary Phone No.: _____ Alt. Phone No.: _____
Email Address: _____

E. Response Record Keeping

During initial storm response, the following records will be retained:

- Tree and debris removal call log
- Debris removal costs
- Debris volume estimates
- Number and location of trees removed
- Number and location of trees pruned
- Number and location of stumps removed
- Hazardous tree, limb, and stump removal costs
- Contractor invoices
- Staff hours by person
- Equipment hours by piece of equipment
- Volunteer hours by person and activity
- Volunteer contact information
- Tree damage assessment data and costs

F. FEMA Public Assistance Grants

1. Hazardous Trees Documentation

Documentation retained for hazardous tree removal includes:

Spreadsheet showing the number of trees removed and size and location of each tree

Location of hazardous trees removed, including the street/road name and GPS coordinates of each tree removed along public rights-of-way, and the property address and GPS coordinates of each tree removed from private property

Photographs of trees cut flush with the ground along with a certification that the trees were 6 inches or larger in diameter

2. Hazardous Limbs Documentation

Documentation retained for hazardous limb removal includes:

Spreadsheet showing the location of the trees and number of limbs cut on each tree (information on number of hazardous limbs removed per tree is not necessary if removal was contracted for on a per-tree basis)

Certification that the limbs were 2 inches or larger in diameter

Locations of hazardous limb removals, including the street/road name and GPS coordinates of each tree with hazardous limbs removed along public rights-of-way, and the property address and GPS coordinates for trees with hazardous limbs removed on private property

Photographs showing the number of limbs cut

3. Hazardous Stumps Documentation

Documentation retained for hazardous stump removal includes:

Number of hazardous stumps removed, locations, and sizes

Quantity of fill material required to fill the remaining hole

Photographs of the stumps removed

The person responsible for documenting the hazardous trees, limbs, and stumps removed is:

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

Part IV. Storm Recovery

A. Post-storm Mitigation Analysis

The activities that contributed most to the mitigation of tree-related damage during the most recent storm(s) are:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

The greatest areas of need identified during the most recent storm(s) for preparation and mitigation for future storms are:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

D. Tree Species Selection

Our community has adopted an official list of trees recommended for planting in our area that is used as a guide for selecting trees for planting on public property.

In our area, fast-growing, weak-wooded species and other species to be avoided include:

Bradford pear

Norway maple

American elm

Ash

Hemlock

Other _____

E. Tree Replacement Plan

To replace trees lost after a storm event, a public tree replacement plan will be developed that takes into account the number of tree losses, number of available planting sites inventoried, and available resources. We will adopt a goal of planting a specific number of trees per year and an appropriate number of years.

We have developed a written 3-year maintenance plan that includes mulching, watering, pest management, structural pruning, and inspection of all newly planted trees.

The person responsible for developing and coordinating the community's tree replacement plan is:

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

The person responsible for new tree maintenance is:

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

F. Tree Replacement Partners

The person(s) responsible for soliciting financial, labor, and material assistance for tree replacement are:

1. Tree Care Manager/Storm Mitigation Team Members

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

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Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

2. Tree Replacement Program Partners

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

Name: _____ Radio #: _____

Title: _____

Department: _____

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Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

G. Ongoing Tree Risk Mitigation

We have an ongoing tree risk mitigation program that focuses on:

- Improvement of tree health
- Routine tree pruning
- Quality tree species, tree, and site selection
- Routine tree maintenance including watering, mulching, pest management, and inspections
- Tree protection

The person responsible for coordinating ongoing tree risk mitigation is:

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

H. Information and Education

We have a program in place to identify the individuals, organizations, and companies that deserve recognition for their efforts in storm response and recovery.

The person responsible for coordinating the recognition program for response and recovery is:

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

During long-term responses, our community forest information and education program will continue and will focus on the following topics:

- Tree and tree canopy loss results
- Tree health maintenance
- Tree planting programs and grants
- Crown restoration pruning
- Availability of assistance and materials, including volunteer labor, replacement trees, and mulch
- Recommended species for planting
- When and how to hire an ISA Certified Arborist
- Tree planting techniques
- Ongoing tree risk assessment
- Tree benefits

Information and education programs that will be utilized during long-term recovery to communicate with the public will include:

- Recognition programs for responders
- Field demonstrations
- Neighborhood workshops
- Website content
- Newspaper articles
- Public service announcements

I. Recovery Record Keeping

Data and records that will be collected and maintained during the recovery phase will include:

- Staff hours
- Equipment hours
- Volunteer hours
- Contractor invoices
- Donations by source and value with contact information
- Tree purchase data (nursery source, number purchased by species and cultivar) and costs
- Tree planting data (species, location, date) and costs
- Tree survival data (annual results)

The person(s) responsible for maintaining long-term recovery records are:

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

Name: _____ Radio #: _____

Title: _____

Department: _____

Primary Phone No.: _____ Alt. Phone No.: _____

Email Address: _____

Appendices

Additional supplemental information and documents included as part of our community forest storm mitigation plan are located in the appendices that follow.

Appendix A _____

Appendix B _____

Appendix C _____

Appendix D _____

Appendix E _____

Appendix F _____

Appendix G _____

Appendix H _____

Appendix I _____

Appendix J _____

Appendix K _____

Appendix L _____

Appendix M _____

Appendix N _____

Appendix O _____

Appendix P _____

Appendix Q _____

Appendix R _____

Appendix S _____

