

# Cook County Multi- Jurisdictional All Hazards Mitigation Plan

## INSTRUCTIONS FOR COMPLETING MUNICIPALITY ANNUAL REPORT TEMPLATE

**This document provides instructions for city and county governments participating in the Cook County Multi-Jurisdictional Hazard Mitigation Plan (HMP). These instructions are intended for municipalities writing their annual progress report.**

The Department of Homeland Security and Emergency Management (DHSEM) will prepare and assume the responsibility of initiating the annual progress reporting process. A template to guide planning partners is included and can be accessed via our website at

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### ***Municipality Annual Report Annex:***

This document provides instructions for completing the jurisdictional annex annual report template for city and county governments.

**Please refer all questions to:**

**Gene Ryan**

**312.603.8180** or

**Kim Nowicki**

**312.639.9683**

[kimberly.nowicki@cookcountyil.gov](mailto:kimberly.nowicki@cookcountyil.gov)

**Please complete and return by:**

**Tuesday, July 31, 2018**

**To access and download your annex please visit our website**

[www.cookcountyhomelandsecurity.org/annual-report-annex-template](http://www.cookcountyhomelandsecurity.org/annual-report-annex-template)

### **A NOTE ABOUT FORMATTING**

The template for the annex annual progress report is a **Adobe PDF** document in a format that will be used in the final plan. Partners are asked to use this template so that a uniform product will be completed for each partner. To save document, hit save as and please email document back in the same editable format that you received it.

### **Contact Information:**

Provide your current or updated primary and alternate point of contact name, title, address, phone number and email for the plan.

### **Summery Overview of the Plan's Progress:**

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View the Hazard Mitigation Action Plan Matrix Table in your Annex and determine which actions items have been completed, no action has been taken and action items reported ongoing. And then calculate the percentages. You cannot complete this step until you finalize the Review of Action Plan section towards the end of the report.

### **Natural Hazard Events within the Planning Area:**

Have your jurisdiction experienced natural hazard event within the reporting year? If so, provide a summary of the event. And the number (#) of natural hazards that has occurred?

### **Mitigation Success Stories**

Provide a brief overview of mitigation accomplishments since the adoption of the HMP. For example, major projects completed or grants granted.

### **Review of Action Plan:**

Review the Hazard Mitigation Action Plan Matrix Table in your annex and complete the following:

1. Transfer all action items from the plan to your template and add any new action items. Select the symbols for the following:
  - a. Project completed
  - b. No action taken
  - c. Action ongoing towards completion
  - d. New action item
  - e. Want removed from annex
  
2. Provide action item status update. Address the following:
  - a. Was any element of the action carried out during the reporting period?
  - b. If no action was completed, why?
  - c. Is the timeline (located in the table) for implementation or the action still appropriate?
  - d. If the action was completed, does it need to be changed or removed from the action plan?