

Roles- Responsibility Matrix

KEY DEFINITIONS
Responsible = R
Accountable = A
Consult = C
Inform = I

- Roles are in the column headers on the top right.
- Activities are described in each of the rows.
- Responsibilities are assigned by definitions.

The fields are highlighted for emergency action plan activities.

GO TEAM!

[Scenario: This is the example when community is not the levee sponsor.]		Partners in Flood Risk Management	Community staff	Community elected official	Levee District staff	Levee District director	Sheriff	State	FEMA	USACE	Public, property owner in leveed area
Example Activities											
1	PREPARATION AND TRAINING										
2	Maintain grass on the levee		C	I	R	A	I	I	I	I	I
3	Setup a floodplain ordinance for NFIP		R	A	I	I	I	C	C	I	C
4	Create an emergency action plan, identify action thresholds, establish evacuation routes		R	A	C	C	C	C	C	C	I
5	Get flood insurance under the NFIP		I	I	I	I	I	I	I	I	R, A
6	Understand risk drivers for the levee to inform emergency action plan and floodfighting		C	C	R	A	C	C	C	C	I
7	Create (in emergency action plan) risk communication and public messages by evacuation zones		R	A	R	C	C	C	C	C	I
8	RESPONSE										
9	Execute emergency action plan		R	A	R	C	C	C	C	C	I
10	Levee owner communicates incidents to community staff		C	C	R	A	C	C	C	C	I
11	Community conveys emergency messages to public		R	A	C	C	C	C	C	C	I
12	Give evacuation orders		C	C	C	C	R, A	C	C	C	I
13	Coordinate flood fighting		R	A	C	C	C	C	C	C	I
14	Do floodfighting, activate closure structures		C	C	R	A	C	I	I	C	I
15	RECOVERY										
16	Get recovery assistance per PL 84-99, pursuing federal funding		C	C	R	A	I	I	I	R	I
17	Work on disaster loans, assisting applicants		C	I	I	I	I	C	A	I	R
18	Provide rights-of-entry to USACE for PL 84-99 construction repairs		C	C	R	A	I	I	I	I	R
19	Repay disaster loans individual property owners (with interest)		I	I	I	I	I	C	C	I	R, A
20	MITIGATION										
21	Apply and pay for flood insurance		C	I	I	I	I	C	C	I	R, A
22	Assist in maintaining up to date phone calling tree in emergency action plan		R	I	R	A	C	C	C	C	I
23	Buyout flood prone structures, applying for FEMA grants		R	C	C	C	I	C	A	I	C
24	Fix recurring incidents at levee (nuissances, erosion, etc)		C	C	R	A	I	I	I	C	I
25	Develop understanding of measures, especially nonstructural measures		R	A	I	I	I	C	C	C	I
26	Understand opportunities to reduce and manage flood risk on your property		C	I	I	I	I	C	C	C	R, A
27	Elevate building structures, apply for federal funding in USACE CAP or GI Prg.		R	C	C	C	I	C	C	A	I
28	GENERAL										
29	Situational awareness is the responsibility of everyone		R, A	R, A	R, A	R, A	R, A	R, A	R, A	R, A	R, A
30	Property owner identifies a levee problem on their land		C	C	R	A	I	I	I	I	R
31	Maintaining levee's long term longevity		C	C	R	A	I	I	I	I	I