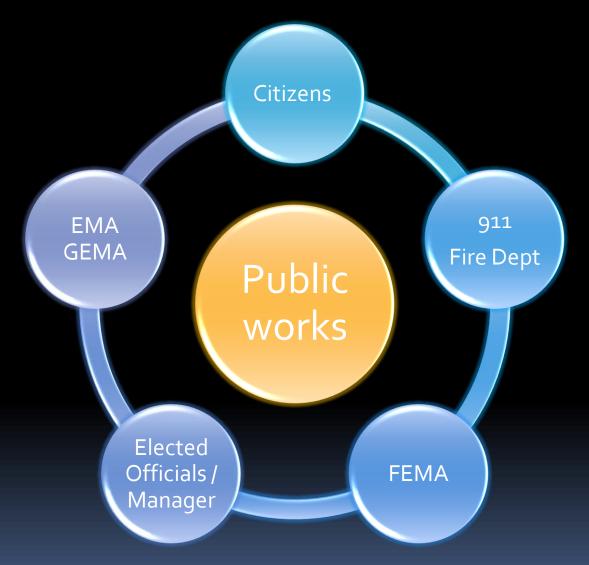
# Documentation During a Disaster !

Robin English



Various Problems appear out of the blue

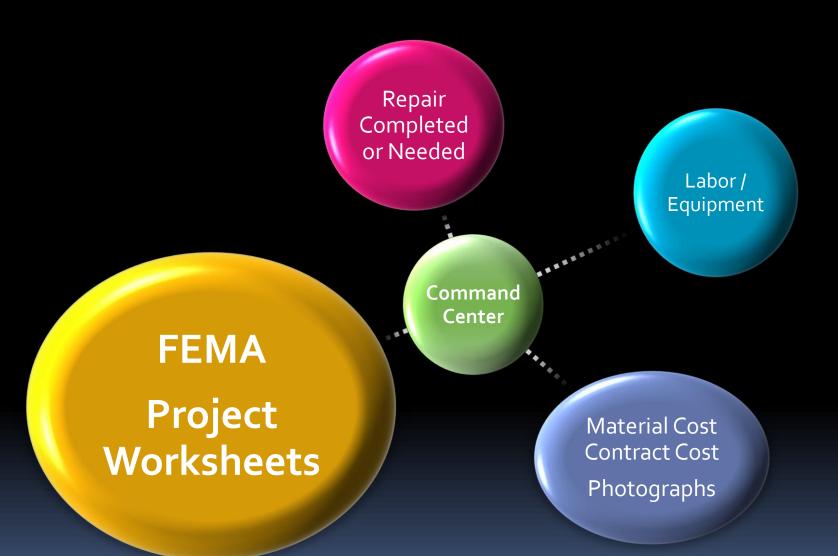
#### People suddenly needing answers!





#### Public Works Command Center





#### Phone Battery Dead

Need Landline

Reduce excessive radio traffic

Close Road

Haul Materials

Flag Traffic

Who's taking Photographs

Pipe Exposed

What's your ETA

What's your 20

What trucks are available ?

Can you work late?

#### **Daily Activity Sheet for Work Performed**

Date:				
Location:				
Task:				
Employee	Equipment:	Hours	Material	Quantity
		Total Hou	Jrs	

### **Material Transport**

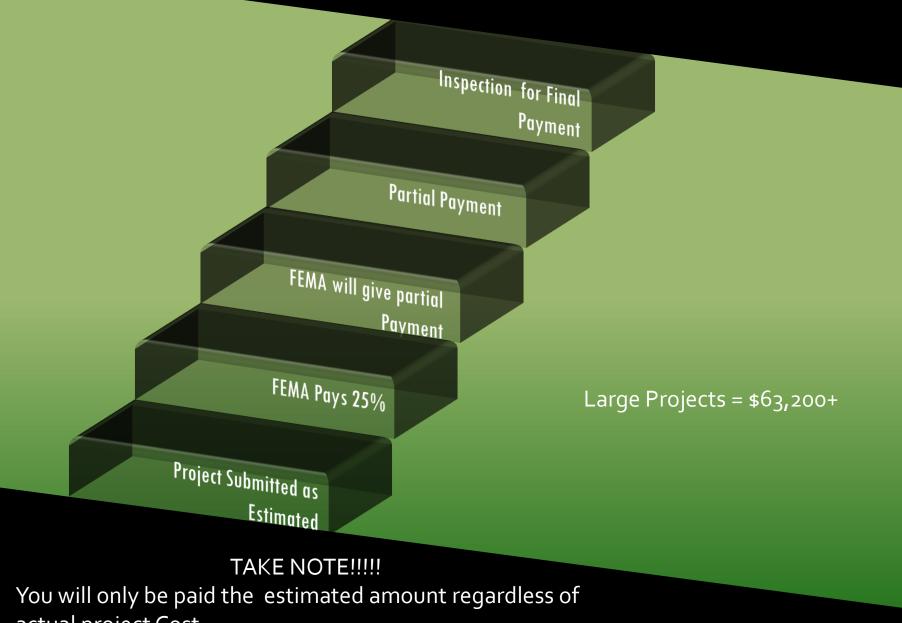
Date	
Driver	Truck
Load	
Location Hauling To	
Taken From	

Project Types Small Projects = under \$63,200 Large Project = Over \$63,200



Projects Can be submitted based on Estimation if repairs have not been completed.

#### How do you get payment for Large Projects?



actual project Cost.

											F	EDER	ALEN	ERGE	NCY M	ANAGE	EMENT	AGEN	ICY											
4.000 10	4 117										FO	RCE		_					OR	_	100 11						DIDA	STER #		
APPLICA NT PRO														JECT	NO.	CA	TEGO	жү	FIPS NO.								_			
┝──																	С							HE	MA	18	33	DR		GA
																									IS IS	STHISAPI	LOT PROG	RAM PW?		
		9	5	⊢	<u> </u>							TESA	HOUR	swo	RKEDE	ACH	VEEK										BAT	ES/COSTS		
		STATUS	REG/OT	3/29	3'30	3'31	41	4/2	4/3	4/4	4/5	4/6	47	4/8	4/9	***	4/11	440	4/13					1	TOTAL HRS	HOURLY BATE	FATE	TOTAL HOURLY		TOTAL COST
				324	330	arai			40		410					410	411	412				$\vdash$	$\rightarrow$							
Name	Edwards, Alexander	FT		├	├──	-	10.0	10.0	<u> </u>	<u> </u>		10.0	10.0	8.0	8.0	-	-		8.0	8.0	-	$\left  \right $	$\rightarrow$	-	72.00	\$ 15.79	0.2447	\$ 19.65	5 8	1,415.07
- Mile	GRADER	FT	στ	<u> </u>		<b> </b>			10.0	8.0	8.0	2.0	2.0	4.0	4.0	<u> </u>				4.0			$\rightarrow$	_	42.00	\$ 23.68	0.2447	\$ 29.47	\$	1,237.93
Name	Simmons, Altreddie	FT	REG		L		10.0	10.0				10.0	10.0	8.0	8.0				8.0	8.0		$\square$	$\rightarrow$		72.00	\$ 12.96	0.2447	\$ 16.13	\$	1,161.45
eli T	GRADER	FT	στ					6.0	8.0	11.0	10.5	2.0	2.0	4.0	4.0					4.0					51.50	\$ 19.44	0.2447	\$ 24.20	8	1.246.14
Name	Luke, Brian	FT	REG				10.0	10.0				10.0	10.0	8.0	8.0				8.0	8.0					72.00	\$ 15.41	0.2447	\$ 19.18	\$	1,381.02
Title	GRADER	FT	στ					3.0	10.0	8.0	8.0	2.0	2.0	4.0	4.0					4.0					45.00	\$ 23.12	0.2447	\$ 28.77	\$	1,294.71
Name	Wolle, Charles	FT	REG									10.0	10.0	8.0	8.0				8.0	8.0					52.00	\$ 16.59	0.2447	\$ 20.65	5 \$	1,073.78
-	GRADER	FT	στ									2.0	2.0	4.0	4.0					4.0					16.00	\$ 24.99	0.2447	s 30.97		495.59
Name	Keena, Roger	FT					10.0	10.0				10.0	10.0	8.0	8.0				8.0	8.0						\$ 14.67	0.2447	\$ 18.26	-	1,314.70
Title	GRADER	FT		$\vdash$	$\vdash$		2.0	4.0	9.0	8.0	12.0	2.0	2.0	4.0	4.0				0.0	4.0			-			\$ 22.01	0.2447	\$ 27.39	-	1,396,87
				$\vdash$	$\vdash$				9.0	8.0	12.0											$\left  \right $	$\rightarrow$	-					-	
Name	Lare, Wife	FT		-	+		10.0	10.0				10.0	10.0	8.0	8.0				8.0	8.0	-	$\left  \right $	$\rightarrow$	-	72.00	\$ 16.19	0.2447	\$ 20.15	5 8	1,450.92
Tille	GRADER	FT	στ				2.0		10.0	9.0	8.0	2.0	2.0	4.0	4.0	-				4.0		+	-+	-	45.00	\$ 24.29	0.2447	\$ 30.22	1	1.360.24
			<u> </u>	<u> </u>																		$ \vdash $	_						+-	
Name	Edwards, Alexander	FT	REG				10.0	10.0				10.0	10.0	10.0	10.0				10.0	10.0					80.00	\$ 15.79		\$ 15.79	3	1,263.20
Title	GRADER	FT	στ				3.0	2.0																	5.00	ş.		ş .	\$	
Name	Simmons, Altreddie	FT	REG				10.0	10.0				10.0	10.0	10.0	10.0				10.0	10.0					80.00	\$ 12.96	0.2447	\$ 16.12	\$	1,290.50
Title	GRADER	FT	στ				2.0	2.0																	4.00	\$ 19.44	0.2447	\$ 24.20	3	96.79
Name	Luke, Brian	FT	REG				10.0	10.0				10.0	10.0	10.0	10.0				10.0	10.0					80.00	\$ 15.41	0.2447	\$ 19.18	3 3	1,534.47
Title	GRADER	FT					3.0	2.0																	5.00		0.2447	\$ 28.77	T-	143.86
		FT		$\vdash$			10.0					40.0	40.0		10.0				40.0				-			-			T-	
Name	Wolle, Charles		REG					10.0				10.0	10.0	10.0	1000				10.0	10.0		┝─┤	$\rightarrow$		80.00		0.2447	\$ 20.65		1.651.97
Title	GRADER	FT	στ	-			2.0	2.0								-						┝─┤	$\rightarrow$		4.00		0.2447	\$ 30.97		123.90
Name	Keena, Roger	FT		-	-		10.0	10.0				10.0	10.0	10.0	10.0				10.0	10.0	-	┝─┤		-	80.00	\$ 14.67	0.2447	\$ 18.26	3	1,460.78
Title	GRADER	FT	στ				2.0	2.0														$ \vdash  $			4.00	\$ 22.01	0.2447	\$ 27.30	\$	109.58
Name	Lane, Wife	FT	REG		<u> </u>		10.0	10.0				10.0	10.0	10.0	10.0				10.0	10.0		$\square$	$ \rightarrow $		80.00	\$ 16.19	0.2447	\$ 20.15	5 \$	1,612.14
Title	GRADER	FT	στ				2.0	3.0																	5.00	\$ 24.29	0.2447	\$ 30.23	\$	151.14
																						тот	ALHO	URS	1169.50		REG 1	ME SUBTOTA	L <u>8</u>	16.610.00
														GRAN	ID TOT	AL HO	URS	1169.50		L <u>\$</u>	7,656.72									
															EETRI	EG HO	URS	892.00		L <b>S</b>	16,610.00									
															HEET	отно	URS	277.50		an	GRAND TOTA	L <u>\$</u>	7,658.72							
l certity 1	hat the above information was o	blaine	ed fram	Payr	ol reco	orcis, in	voices	, ar at	her do	oumer	its tha	tane ar	vailabi	e for a	udit.												GRAND 1	TOTAL	\$	24,266.72
																	0.000													

FORCE A CCOUNT LABOR PAGE 1 OF 2

FEDERAL ENERGENCY MANAGEMENT AGENCY FORCE ACCOUNT EQUIPMENT RECORD														NAGE			1														
								FC	RCI	EAC	co	UNT	EQ	JIPN	<b>N</b> EN	TR	ECO	RD													
APPLICANT	PPLICANT														'NO.	CA	TEGO	XRY		0.					DIS	AST	ER#				
															С								FE	MA	1	833		DR		GA	
TYPE OF EQ	TYPE OF EQUIPMENT											DATES/HOURS			USED EACH DAY			r													
Indicate size, capacity, horsepower, make, model, etc.	нр	GAMGITY	BCUP.	OPERATOR'S NAME		3/29	3'30	331	41	42	43	44	4/5	46	47	48	49	410	411	412	413	4'14	4'15	418	417	4'18	TOTAL HRS	80U	IP RATE	π	OTALCOST
53-17 GRADER	225		8332	Alexander Edwards	Hrs				10.0	10.0	10.0	8.0	8.0	12.0	12.0	12.0	12.0				8.0	12.0					114.00	\$	43.10	\$	4,902.00
53-13 GRADER	225		8332	Brian Luke	Hrs				10.0	13.0	10.0	8.0	8.0	12.0	12.0	12.0	12.0				8.0	12.0					117.00	\$	43.10	\$	5,031.00
53-15 GRADER	225		8332	Charlie Wolfe	Hrs									12.0	12.0	12.0	12.0				8.0	12.0					68.00	\$	43.00	\$	2,924.00
53-16 GRADER	225		8332	Willie Lane	Hrs				12.0	10.0	10.0	9.0	8.0	12.0	12.0	12.0	12.0				8.0	12.0					117.00	\$	43.00	\$	5,031.00
53-14 GRADER	225		8332	Alfredde Simmons	Hrs				10.0	16.0	8.0	11.0	10.5	12.0	12.0	12.0	12.0				8.0	12.0					123.50	\$	43.00	\$	5,310.50
53-09 GRADER	225		8332	Roger Keene	Hrs				12.0	14.0	9.0	8.0	12.0	12.0	12.0	12.0	12.0				8.0	12.0					123.00	5	43.10	\$	5,299.00
53-17 GRADER	225		8332	Alexander Edwards	Hrs				13.0	12.0				10.0	10.0	10.0	10.0				10.0	10.0					85.00	5	43.00	\$	3,855.00
53-13 GRADER	225		8332	Brian Luke	Hrs				13.0	12.0				10.0	10.0		10.0					10.0					85.00	5	43.10	\$	3,655.00
53-15 GRADER	225		8332	Charlie Wolfe	Hrs				12.0	12.0				10.0	10.0		10.0					10.0					84.00	5	43.10	\$	3,612.00
53-16 GRADER	225		8332	Willie Lane	Hrs				12.0	13.0				10.0	10.0		10.0					10.0					85.00		43.00	\$	3,655.00
53-14 GRADER	225		8332		Hrs				12.0	12.0				10.0	10.0		10.0				10.0						84.00		43.00		3.612.00
53-09 GRADER	225		8332	Roger Keene	Hrs				12.0	12.0				10.0	10.0	10.0	10.0				10.0	10.0					84.00	5	43.10	\$	3,612.00
					Hrs																							5		\$	-
					Hrs																							5	-	\$	
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												SHEET TOTA											TOTAL	1169.50	-	_		50,288.50			
												GRANDI													Ĺ	\$50,298.50					
I CERTIFY THAT THE ABOV	E INFO	RMATIO	WASC	STAINED FROM PAYR		ECOR	DS, IM	OCE	S, OR C	THE	DOCU	DOCUMENTS THAT ARE AVAILABLE FOR A UDIT.																			
CERTIFIED											TITLE																DATE	_			
														TITLE DATE DATE DATE													_	_	_		

FORCE ACCOUNT EQUIPMENT PAGE 1 OF 2

Required Documentation Payroll Records showing Hours for each employee and proof of Hourly Rates, Benefits, taxes etc

Invoices for Materials purchased or Contracts Utilized Copies of Cancelled Checks

Photograph / Documentation of Stock Items

Before & After Photographs

## Before



### Before









## Very Important!

You must be willing to do needed repairs before reimbursement.

Make Documentation a daily operation Even if its manual you can have good records without an expensive software application.

Do not wait until a disaster to try to create new operating procedures.

# Website to find all FEMA:

Reimbursable rates Sign Up for notification from New Mobile Website Forms required for Reimbursement And worlds of other info

# www.fema.gov

# Learn Something from Each Disaster

Disasters are great opportunities for you to put your operations to the test!

Robin English Lowndes County Public Works Director 229-671-2700 renglish@lowndescounty.com