Documentation During a Disaster!

Robin English
I am stuck in the ditch

Trees Down

Road Impassable

Pavement Undermining

Shoulder Drop off

Water Over Road

Bridge Out

Various Problems appear out of the blue
People suddenly needing answers!

Public works

- Citizens
- 911 Fire Dept
- FEMA
- EMA GEMA
- Elected Officials / Manager
Keeping it all together!!!!!

Problems

Customers

Staff
Public Works Command Center

Director
Deal with Higher Officials, GEMA & FEMA
Analyzing Situations/Data Collection

Employee
• Taking all Calls from Citizens
  Documenting

Employee
• Taking all calls Monitoring activity from 911/Fire

Dispatcher
• Directing Staff Activities collecting status & cost data
Need Landline
Flag Traffic
Close Road
Pipe Exposed
What’s your ETA
Who’s taking Photographs
Reduce excessive radio traffic
Haul Materials
Phone Battery Dead
What’s your 20
What trucks are available?
Can you work late?
Daily Activity Sheet for Work Performed

Date: ____________________

Location: _______________________________________________________

Task: ____________________________________________________________

<table>
<thead>
<tr>
<th>Employee</th>
<th>Equipment:</th>
<th>Hours</th>
<th>Material</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Total Hours  ____________
Material Transport

Date____________________

Driver____________________  Truck____________________

Load___________________________________________________

Location Hauling To_______________________________________

Taken From______________________________________________
Category A
Grading & Pulling Ditches
Replace / Repair Drainage Structures
Rebuild Roads

Category B
Emergency Work
OVERTIME ONLY!
Barricades, Sandbagging

Category C
Debris Removal
OVERTIME ONLY!

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

Group Small Completed Projects together and complete under 1 Worksheet

Projects Can be submitted based on Estimation if repairs have not been completed.
How do you get payment for Large Projects?

- Large Projects = $63,200+
- FEMA Pays 25%
- FEMA will give partial Payment
- Partial Payment
- Inspection for Final Payment
- Project Submitted as Estimated

TAKE NOTE!!!!!
You will only be paid the estimated amount regardless of actual project Cost.
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Dates &amp; Hours Worked Each Week</th>
<th>Rates &amp; Costs</th>
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</thead>
<tbody>
<tr>
<td>Edwards, Alexander</td>
<td>FT REG</td>
<td>10.0 10.0 10.0 10.0 8.0 8.0 8.0 8.0</td>
<td>$720.00 15.79 0.2447 19.65 1,415.07</td>
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<tr>
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<tr>
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<td>$510.00 22.21 0.2447 27.30 1,306.67</td>
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<td>$5.00</td>
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<tr>
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<tr>
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<td>Luna, Wile</td>
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<tr>
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<td>FT OT</td>
<td>2.0 3.0</td>
<td>$5.00 24.90 0.2447 30.23 151.14</td>
</tr>
</tbody>
</table>

**Notes:**
- TOTAL HOURS: 1,169.50
- REG TIME SUBTOTAL: $16,610.00
- GRAND TOTAL HOURS: 1,169.50
- OT SUBTOTAL: $7,656.72
- GET REG HOURS: 1,169.50
- REG GRAND TOTAL: $16,610.00
- HET OT HOURS: 1,169.50
- OT GRAND TOTAL: $7,656.72
- GRAND TOTAL: $24,266.72

Certify that the above information was obtained from Payroll reports, invoices, or other documents that are available for audit.
# Force Account Equipment Record

**Applicant**: [Redacted]

**Project No.**: FEMA 1833

**FPD No.**: DR GA

## Type of Equipment

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Model</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>53-17 Grader</td>
<td>8332</td>
<td>Alexander Edwards</td>
<td>Hrs 10.0, 10.0, 10.0, 8.0, 8.0, 12.0, 12.0, 12.0, 8.0, 12.0</td>
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<tr>
<td>53-13 Grader</td>
<td>8332</td>
<td>Brian Lake</td>
<td>Hrs 10.0, 10.0, 10.0, 8.0, 8.0, 12.0, 12.0, 12.0, 8.0, 12.0</td>
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<tr>
<td>53-15 Grader</td>
<td>8332</td>
<td>Charlie Wolfe</td>
<td>Hrs 12.0, 12.0, 12.0, 12.0</td>
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<tr>
<td>53-16 Grader</td>
<td>8332</td>
<td>Willie Lane</td>
<td>Hrs 12.0, 10.0, 10.0, 9.0, 8.0, 12.0, 12.0, 12.0, 8.0, 12.0</td>
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<tr>
<td>53-14 Grader</td>
<td>8332</td>
<td>Alfreda Simmons</td>
<td>Hrs 10.0, 10.0, 10.0, 10.0, 10.0, 12.0, 12.0, 12.0, 12.0, 8.0, 12.0</td>
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<td>Roger Keene</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date/Hours Used Each Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>53-17 Grader</td>
</tr>
<tr>
<td>53-13 Grader</td>
</tr>
<tr>
<td>53-15 Grader</td>
</tr>
<tr>
<td>53-16 Grader</td>
</tr>
<tr>
<td>53-14 Grader</td>
</tr>
<tr>
<td>53-09 Grader</td>
</tr>
</tbody>
</table>

**Total Hrs**: 1160.50

**Equipment Rate**: $10.00

**Total Cost**: $11,605.00

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I certify that the above information was obtained from payroll records, invoices, or other documents that are available for audit.

**Certified**

**Title**

**Date**

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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
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!