


# Documentation During a Disaster !

Robin English



I am stuck in  
the ditch

Trees Down

Water  
Over  
Road

Road  
Impassable

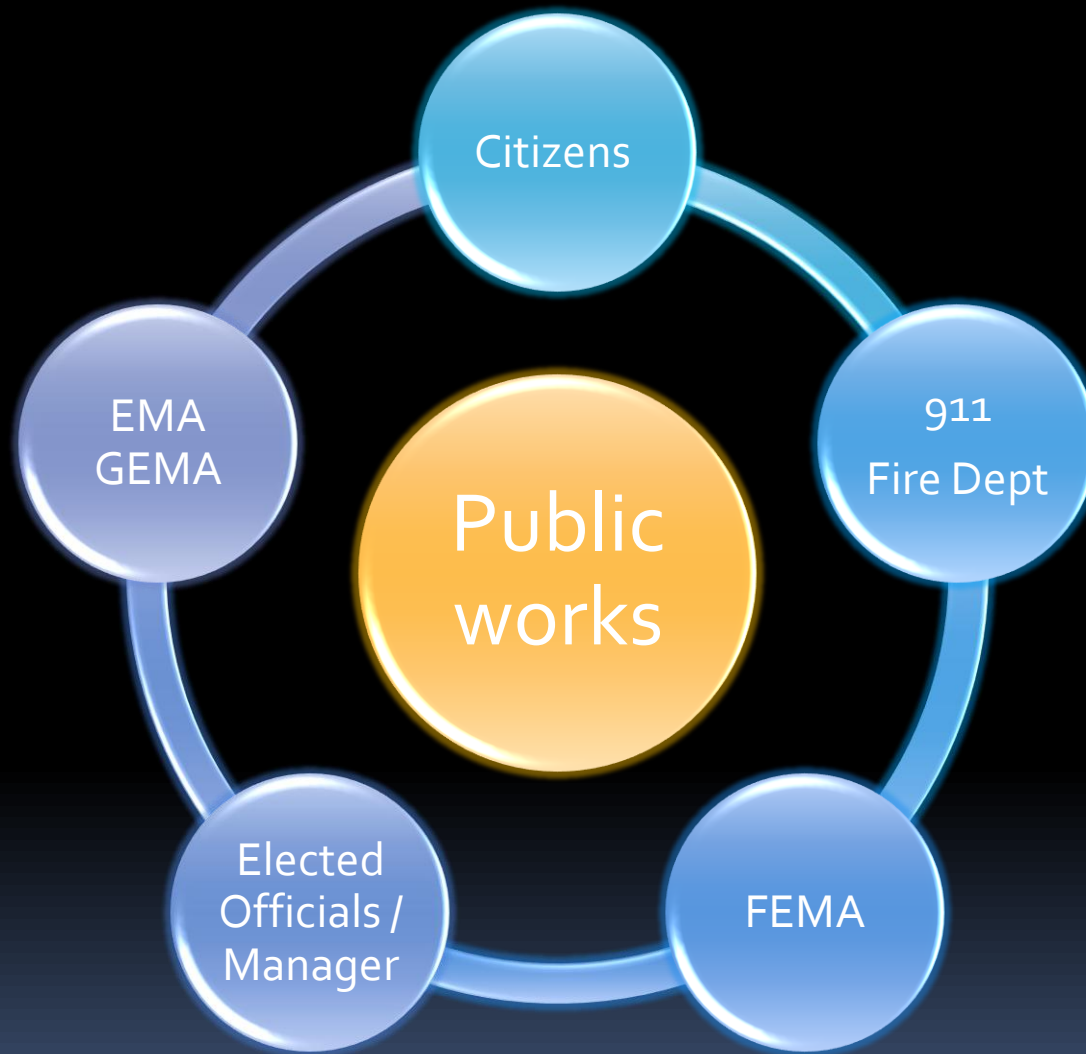
Pavement  
Undermining

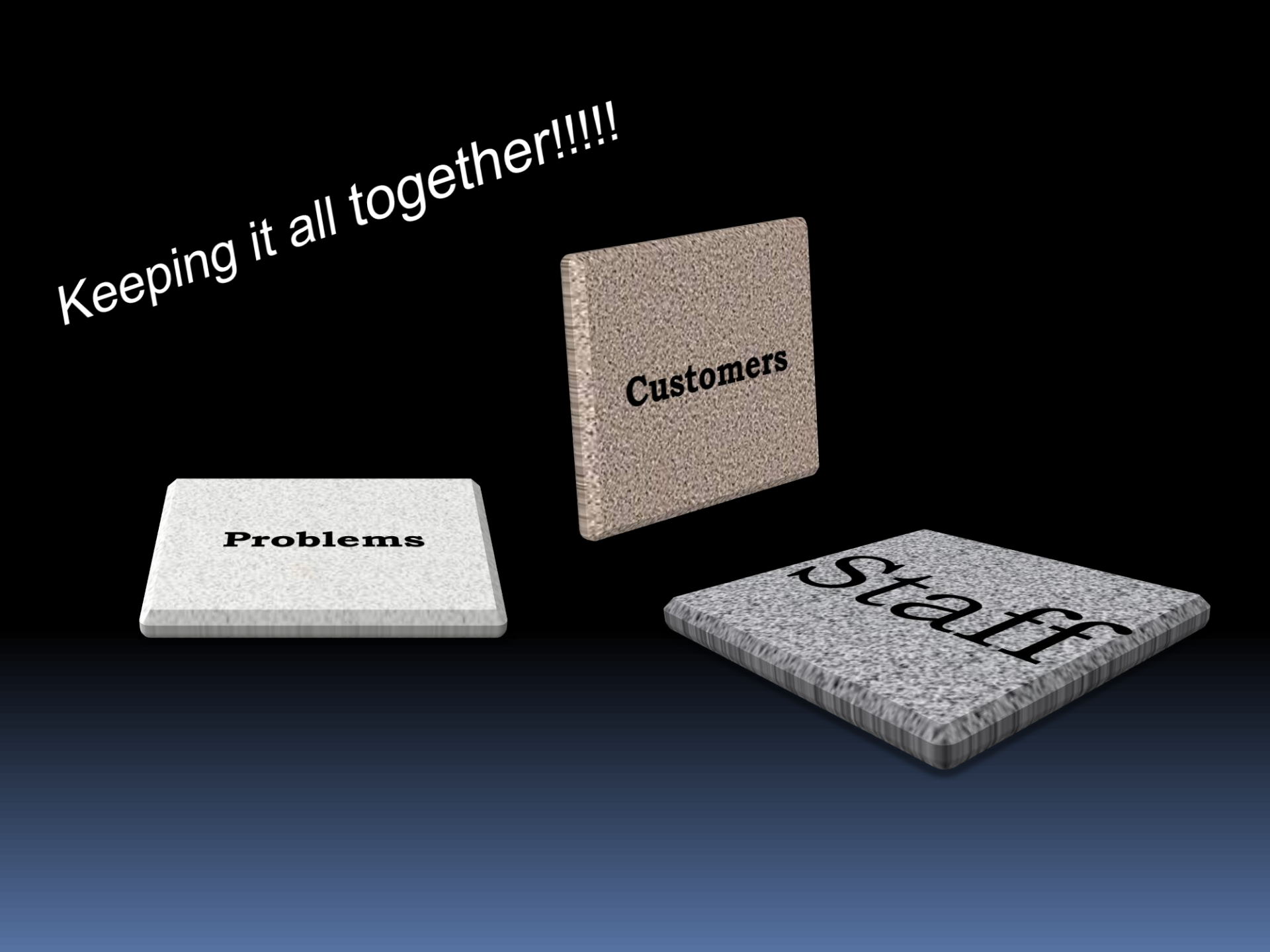
Shoulder  
Drop off

Bridge  
Out

Various Problems appear out of the blue

# People suddenly needing answers!





Keeping it all together!!!!

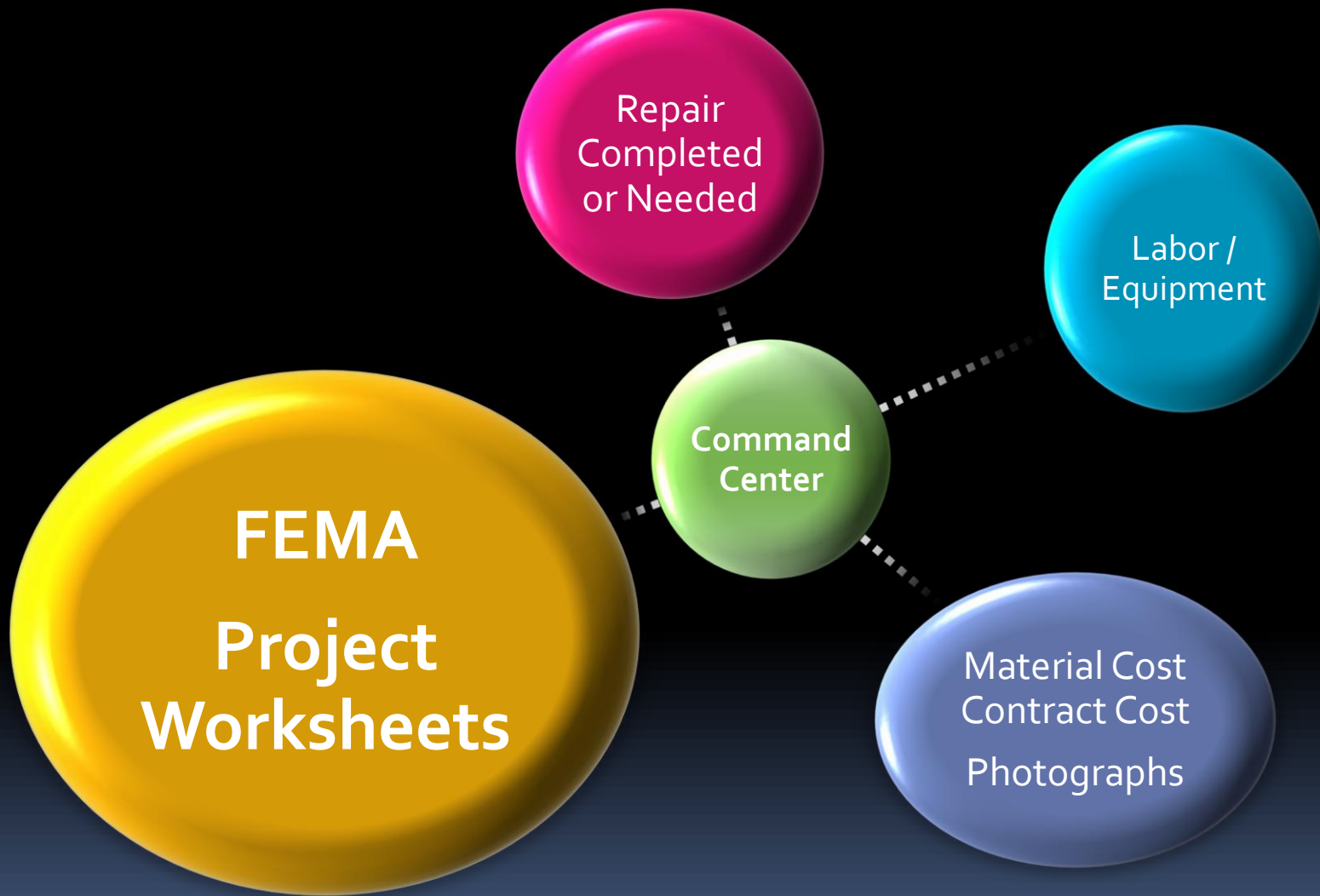
**Problems**

**Customers**

**Staff**

# 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
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Total Hours \_\_\_\_\_



# Material Transport

Date \_\_\_\_\_

Driver \_\_\_\_\_

Truck \_\_\_\_\_

Load \_\_\_\_\_

Location Hauling To \_\_\_\_\_

Taken From \_\_\_\_\_

## Project Types

Small Projects = under \$63,200

Large Project = Over \$63,200

### Category A

Grading & Pulling  
Ditches

Replace / Repair  
Drainage Structures

Rebuild Roads

### Category B

Emergency Work  
OVERTIME ONLY!

Barricades,  
Sandbagging

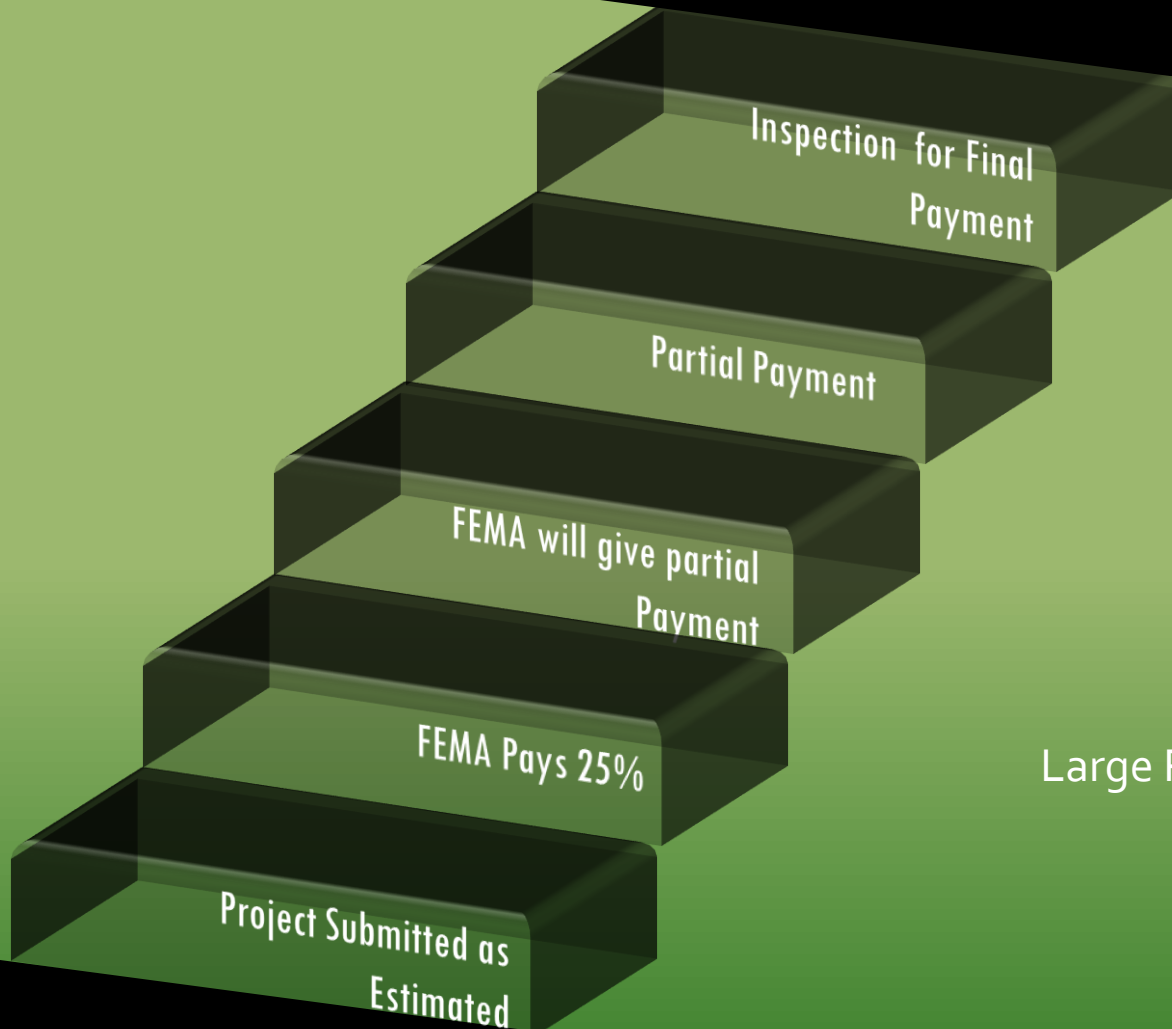
### Category C

Debris Removal  
OVERTIME ONLY!

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+

**TAKE NOTE!!!!!!**

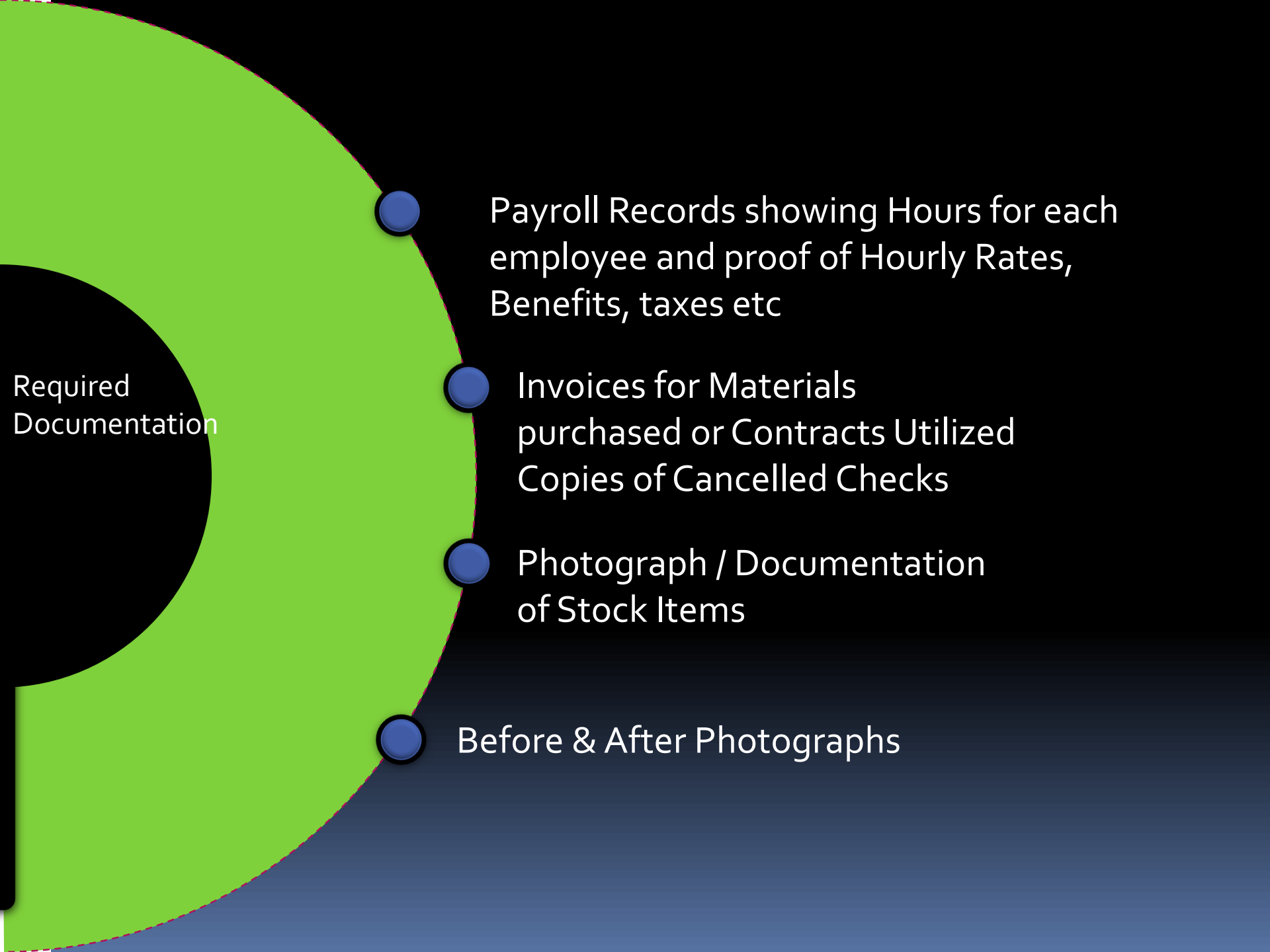
You will only be paid the estimated amount regardless of actual project Cost.

FEDERAL EMERGENCY MANAGEMENT AGENCY  
FORCE ACCOUNT LABOR RECORD

FORCE ACCOUNT LABOR PAGE 1 OF 2

FEDERAL EMERGENCY MANAGEMENT AGENCY  
**FORCE ACCOUNT EQUIPMENT RECORD**

APPLICANT		PROJECT NO.	CATEGORY	FIPS NO.		DISASTER #																								
			C			FEMA	1833	DR	GA																					
TYPE OF EQUIPMENT		DATES/HOURS USED EACH DAY																												
Include size, capacity, horsepower, make, model, etc.	HP	CAPACITY	EQUIP. CODE	OPERATOR'S NAME	Hrs	3/29	3/30	3/31	4/1	4/2	4/3	4/4	4/5	4/6	4/7	4/8	4/9	4/10	4/11	4/12	4/13	4/14	4/15	4/16	4/17	4/18	TOTAL HRS	EQUIP RATE	TOTAL COST	
63-17 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	\$ 43.00	\$ 4,902.00
63-13 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	\$ 43.00	\$ 5,031.00
63-15 GRADER	225		8332	Charlie Wolfe	Hrs									12.0	12.0	12.0	12.0				8.0	12.0						88.00	\$ 43.00	\$ 2,924.00
63-16 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
63-14 GRADER	225		8332	Althea 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
63-09 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	\$ 43.00	\$ 5,289.00
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63-17 GRADER	225		8332	Alexander Edwards	Hrs				13.0	12.0				10.0	10.0	10.0	10.0				10.0	10.0						85.00	\$ 43.00	\$ 3,655.00
63-13 GRADER	225		8332	Brian Luke	Hrs				13.0	12.0				10.0	10.0	10.0	10.0				10.0	10.0						85.00	\$ 43.00	\$ 3,655.00
63-15 GRADER	225		8332	Charlie Wolfe	Hrs				12.0	12.0				10.0	10.0	10.0	10.0				10.0	10.0						84.00	\$ 43.00	\$ 3,612.00
63-16 GRADER	225		8332	Willie Lane	Hrs				12.0	13.0				10.0	10.0	10.0	10.0				10.0	10.0						85.00	\$ 43.00	\$ 3,655.00
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## 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



# After





Before



After











## 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](http://www.fema.gov)

# Learn Something from Each Disaster

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

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