

Disaster Preparedness And Response Manual

Carolinas Council
Of
Housing Redevelopment
And
Codes Officials

DISASTER PREPAREDNESS AND RESPONSE MANUAL

CONTENTS

INTRODUCTION

CHECKLIST

CONTACT INFORMATION

HURRICANE PREPAREDNESS PLAN

PUBLIC HOUSING RESIDENT PACKAGE

INTER-LOCAL AGREEMENT

DISASTER RECOVERY-DAILY TIME SHEET

DISASTER RECOVERY EQUIPMENT USAGE REPORT

DISASTER RECOVERY DAILY SUPPLIES USAGE REPORT

AGENCY CONTACT AND RESOURCES SHEETS AND PHA LOCATOR MAPS

INTRODUCTION

Included herein is a generic style Disaster Preparedness Manual and a Disaster Response Plan. The entire document is in MS Word format which is more universal and hopefully will have some compatibility with your operational software should you be able to integrate the two. The original plan was prepared in 1996 by Donald Cameron and the staff of the Charleston Housing Authority. Because of this staffing and equipment references might exceed the needs of smaller agencies, so you will need to modify this to meet your specific criterion. The plan serves as an excellent guideline and should be studied thoroughly.

The Disaster Preparedness Manual provides forms and instructions for your agency and your residents to enable the planning for forecast storm occurrences. You will want to go ahead and fill these out, which will effectively create a near custom plan for your agency. Recently HUD had provided a list of items that they are suggesting that our plans have in them and for the most part are included.

The Disaster Response portion of the document deals with helping out once a disaster has occurred. It is designed to direct resources from neighboring agencies to affected agencies as expediently as possible. This section of the manual will also provide the response for untracked events such as tornados, ice or flooding. Personal experience with this type of "out of the blue" event has taught that a pickup and two skilled chain handlers are worth their weight in gold.

A large amount of thanks goes to the 3 Executive Directors, boards and staff of our larger agencies in the two states. Gray Matthis of the Eastern Carolina Regional Housing Authority, Tina Aykers-Brown of the Greensboro Housing Authority, and Roy Johnson of the Spartanburg Housing Authority. They are providing the communication and resource backbone for this, and as such please extend your thanks when you see them.

There is no way we can stop or deter the forces of nature, but we can be prepared. We can assess our operations, inventory, and organize available resources, keep our communities informed and hopefully enlightened, and then meet the storm head on. The aftermath will not be pretty but through effective and planned preparedness it will be manageable.

Shelter (2) Location:

Phone

Contact

Shelter (3) Location:

Phone

Contact

Department of Social Services:

Contact

Phone

Other:

RECOVERY:

The Executive Director will contact the Eastern Carolina Regional Housing Authority for Assistance from other PHA's outside the probable disaster area to secure their agreement to provide equipment and materials to the HA, immediately, after the storm upon confirmation of need by the Executive Director.

CONTACT: L. Gray Matthis, Executive Director, Eastern Carolina Regional Housing Authority

Office: (919) 735-0435

Cell: (252) 916-0529

Once contacted, the Eastern Carolina Regional Housing Authority will notify the closest unaffected agencies of emergency needs for their response. For larger, material/equipment needs ECRHA will contact either Greensboro or Spartanburg Housing Authority for their response.

4 The Section 8, Tenant Selection and other support employees shall function as assigned during post-hurricane conditions.

ADMINISTRATION:

- 1 All non-essential staff will be assigned to various tasks that may arise.

G. RECOVERY

The Executive Director will contact Eastern Carolina Regional Housing Authority for assistance from other PHA's outside of the probable disaster area to secure their agreement to provide equipment and materials to the HA, immediately, after the storm upon confirmation of need by the Executive Director.

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Once contacted the Eastern Carolina Regional Housing Authority will notify the closest unaffected agencies of emergency needs for their response. For larger material/equipment needs ECRHA will contact either the Greensboro or Spartanburg Housing Authority for their response.

1. **Senior Staff** will meet each morning and at closing to assess progress and ascertain any special needs.
2. **The Executive Director** will brief the Mayor of _____ and within 24 hours of the recovery effort of the Authority's situation as it pertains to property in their jurisdictions
3. As soon as practicable, the Director as Secretary to the Board, will, with the consent of the Chairman call a Special Emergency Board meeting to brief members of the situation and to appraise the body of emergency decisions made arising from the storm and recovery process.
4. Notice to HUD shall be made the first working day following a storm, as communication permits to report damage, loss of life, and an initial estimate of needs.

THIS PREPAREDNESS PLAN IS A GUIDE AND IS NOT INTENDED TO BE ALL INCLUSIVE. AS SITUATIONS ARISE, IT WILL BE MODIFIED TO MEET THE UNIQUE CIRCUMSTANCES DUE TO THE NATURAL DISASTER.

DISASTER/EMERGENCY CHECKLIST

NAME OF OCCURRENCE _____

DATE _____

PROJECTED OR ACTUAL DATE OF OCCURANCE _____

NOTICES TO RESIDENTS (MINIMUM OF 2 DAYS IN ADVANCE)

€ CONTACT ELDERLY FAMILY MEMBERS IF AVAILABLE
(MINIMUM OF 2 DAYS IN ADVANCE)

€ CONTACT INFORMATION FOR APPLICABLE STAFF

CONTACT INFORMATION FOR SUPPORT SERVICES

- € FIRE DEPARTMENT
- € POLICE DEPARTMENT
- € EMERGENCY MEDICAL
- € MUNICIPAL
- € SHELTERS
- € DEPARTMENT OF SOCIAL SERVICES

€ VEHICLES – GAS AND SERVICED

- € TOOLS
- € TIRE INFLATOR/SEALANT
- € AXE, RAKE, SHOVEL, LIMB SAW
- € CHAIN SAW W/ FUEL
- € FIRST AIDE KIT

TOOLS, EQUIPMENT AND MATERIALS

- € CELL PHONES CHARGED W/ VEHICLE CHARGERS

EMERGENCY SUPPLIES FOR AFFECTED STAFF

- € FIRST AIDE
- € WATER
- € FOOD
- € CLOTHING/GEAR

- € SOFTWARE BACKUP
- € FILE PROTECTION

CONTACT INFORMATION:

Executive Director :

Office:
Home:
Mobile:
Email:

Administrative Staff (1):

Office:
Home:
Mobile:
Email:

Administrative Staff (1):

Office:
Home:
Mobile:
Email:

Administrative Staff (2):

Office:
Home:
Mobile:
Email:

Administrative Staff (3):

Office:
Home:
Mobile:
Email:

Maintenance Supervisor :

Office:
Home:
Mobile:
Email:

Maintenance Staff (1):

Office:
Home:
Mobile:
Email:

Maintenance Staff (2):

Office:
Home:
Mobile:
Email:

Maintenance Staff (3):

Office:
Home:
Mobile:
Email:

Maintenance Staff (4):

Office:
Home:
Mobile:
Email:

Police Department:

Chief:
Phone:

Fire Department:

Chief:
Phone

City Administrator

Phone

Chairperson:

Office:
Home:
Mobile:
Email:

Mayor:

Office:
Home:
Mobile:
Email:

Shelter (1) Location;

Phone
Contact

HURRICANE PLAN

In the event of a natural disaster or the warning of the potential, the Authority will implement its Preparedness Plan, the Senior Staff, by applicable sections, will ensure that all employees prepare in accordance with the established plan.

The Executive Director, as a member of the Emergency Coordination Team, will obtain listings of shelters, evacuation routes, timetables and coordinate the Authority's integration of response with that of other city departments. This coordination will begin prior to the disaster when warning exists through the recovery period.

A. DEFINITIONS

By international agreement, Tropical Cyclone is the general term for cyclonic circulations originating over tropical water classified by form and intensity as follows:

1. **Tropical Disturbance/Wave** – A moving area of heavy thunderstorms in the tropics which maintain its identity for 24 hours or more.
2. **Tropical Depression** – A storm with a rotary circulation at the surface and constant wind speed of 38 miles per hour.
3. **Tropical Storm** – A storm with a rotary circulation and constant wind speed ranging from 39 to 73 miles per hour.
4. **Hurricane** – A storm with a pronounced rotary circulation and a constant wind speed of 74 miles per hour or more.
 - (A) **Category I:** Hurricane with a maximum sustained winds between 74 miles per hour and 95 miles per hour.
 - (B) **Category II:** Hurricane with maximum sustained winds between 96 miles per hour and 110 miles per hour.
 - (C) **Category III:** Hurricane with maximum sustained winds between 111 miles per hour and 130 miles per hour.
 - (D) **Category IV:** Hurricane with maximum sustained winds between 131 miles per hour and 155 miles per hour.
 - (E) **Category V:** Hurricane with maximum sustained winds above 155 miles per hour.

5. **Hurricane Watch** – A preparatory condition for a coastal area where there is a threat of hurricane conditions with 24 to 36 hours.
6. **Hurricane Warning** – A warning issued when hurricane conditions are expected in a specific coastal area in 24 hours or less. Hurricane conditions include winds of 74 miles per hour or more and dangerously high tides and waves.
7. **Tropical Storm/Hurricane Emergency** – A condition during a warning situation when expected severity of a tropical storm/hurricane makes it necessary to make final preparation for the protection of life and property.

In the event of a '**HURRICANE WATCH**' is for the _____, the following procedures shall be implemented by the Executive Director in order to protect life and property.

1. Personal responsibilities should disaster occur:
 - (A) **Executive Director** will maintain a channel of communication with agencies outside of the probable effected area(s) for assistance in providing equipment, material and possible repair crews for use during the recovery phase.
 - (B) **Director of Maintenance** will establish Recovery Teams as Maintenance personnel return to work following the disaster.
 - (C) **Maintenance Department Office** shall be established and maintained as the Headquarters for the recovery Phase. (_____ will be the alternate Headquarters if the Maintenance Department office is damaged, or loses all ability for power, etc)
 - (D) **The Maintenance Department Office** will continuously update the emergency Notification Plan and associated documents.

B. 72-HOURS PRIOR TO HURRICANE MAKING LANDFALL

HOUSING MANAGEMENT:

1. **Public Housing Managers** will notify all residents of the possibility of the storm and expected water levels and advise them to take precautions to protect their household furnishings and other items. (Water levels shall be based upon Hurricane Hugo experiences.)
2. **Public Housing Managers** will solicit support from the Office of Community Involvement in assisting the elderly, handicapped or disabled residents, coordinating with family members and social service agencies for necessary services as required.

3. Public Housing Managers will familiarize themselves with enclosures of this plan.

C. 48 HOURS PRIOR TO HURRICANE MAKING LANDFALL

1 Inventory Coordinator shall ensure adequate supplies are on hand, to include items listed below.

- Medical Supplies
- Batteries for flashlights (two) (2) changes per flashlight are minimum).

2 Service Coordinator shall ensure that all vehicles assigned as “Emergency response Vehicles” (Attachment 1) have a spare tire, jack and lug wrench.

HOUSING MANAGEMENT:

4 Staff shall identify safe storage space for records and equipment and make preparations to either raise such above water level experience or relocate them.

5 Public Housing Managers shall require all residents in low elevation sites to notify the Authority of their intended whereabouts during and after the hurricane. This notification shall include name of contact person, telephone number and address.

(This requirement must be met regardless of beneficiary listed in file).

ADMINISTRATION:

1 Update the Authority’s list of employee names, addresses and telephone numbers.

2 Check for availability of temporary hotel and housing accommodations for possible volunteer help.

3 Staff shall prepare boxes for packing and essential office supplies and small equipment.

4 Charge and distribute cellular phones.

5. Purchasing Agent shall purchase three skids of plywood for the purpose of boarding windows as required and a quantity of 30 pounds or heavier felt and heavy plastic.

D. 36-HOURS PRIOR TO HURRICANE MAKING LANDFALL

MAINTENANCE:

- .3 **Carpentry Foreman** shall ensure all window air-conditioner units are removed from windows and shutters are closed and secure at
- 4 **All Crew Foreman** shall ensure that their crew members have properly stowed any loose items or equipment in the warehouse yard and empty vehicles of all trash and items not required for emergency response.

E. 24-HOURS PRIOR TO HURRICANE MAKING LANDFALL

MAINTENANCE:

5 Grounds crew Supervisor shall ensure that a trash run is made through all projects and any bulk items which may cause a hazard due to wind or flood are removed from the site.

6 Plumbing, Gas, Electric and Refrigeration Foreman shall ensure that all portable generators and gas powered water pumps are operating properly.

7 Service Coordinator shall ensure that vehicles are assigned and equipment placed in vehicles per vehicles assignment list, Attachment 1, and all vehicles shall have full tanks of fuel.

HOUSING MANAGEMENT:

6 Staff shall safeguard all HA records and equipment. (shall make special efforts to adhere to this provision.)

7 Public Housing Managers shall request all residents at low elevation sites to evacuate to the nearest designated shelter or to high ground. A checklist of items, etc. shall be provided to the residents and the residents should bring the list with them to the shelter.

ADMINISTRATION:

8 Sufficient funds from petty cash will be made available and kept by the accountant. (Not less than \$2,000.00) Credit cards should also be available

9 Safeguard all permanent records.

10 Set aside blocks of checks from the various accounts.

11 Backup, shutdown and disconnect central computer system.

- 12 **The Executive Director** will determine if a member of Senior Staff is needed at City Hall for communication purposes during the storm as a resource to the Mayor.

F. POST-HURRICANE

All employees, when practicable, based upon their own personal situation, are to report to which is the Emergency Command Center for Recovery Operations, Employees reporting at should identify themselves to the highest member of Senior Staff present and await instructions for assignment unless the plan, as written, designates a predetermined activity. Additionally, the normal Organizational Chart lines of authority and responsibility remains unchanged in the recovery period.

MAINTENANCE:

- 1 **The Director of Maintenance and Service Coordinator** shall tour housing sites and prioritize repair activities in the following order: Life safety; Health considerations; Safety of property; comfort and aesthetics.
- 2 If is without electrical power, the Electrical Foreman will trip the main circuit breaker and back feed the building with generator power. If the mobile radios are without electrical power, the Electrical Foreman will go to the Repeaters on And install a generator to two repeater units inside the building marked HA. Key to the building is in the key box at
- 3 All personnel shall work continuously until safety and health considerations are satisfied. Matters of comfort and aesthetics will be resolved during normal hours.
 - A) Upon satisfactory assessment that safety is assured personnel will work 7-day work weeks, 7:30 a.m. – 6:00 p.m. until the emergency is considered by senior management at a controllable state.
- 1 **Public Housing Managers** shall inspect his/her respective office for damage and complete a walking tour of each development upon returning to work.
- 2 **Within twenty-four (24) hours** of the hurricane, each management team shall complete and maintain a survey of water levels and flood damage to each unit under its jurisdiction which has been identified as flood prone.
- 3 **Within seventy-two (72) hours** after the hurricane, each management team shall identify those families who have not returned to their unit and will begin to make contact utilizing the “whereabouts” information obtained prior to the hurricane.

Date:

To: Public Housing Residents

From:

Subject: HURRICANE _____

This letter is to advise you that Hurricane _____ is potentially a serious threat to the City of _____. As such, it is highly possible that your unit will receive six inches or more of water.

A **HURRICANE WARNING** has been issued for the _____ area. What this means is that conditions may include winds of _____ miles per hour or more and dangerously high tides within the next 24 hours.

At this time, it is necessary that you take precautions to protect you household furnishing and other items. I have attached a list of apartments that sustained damages during other storms. If you unit is on this list, you should remove all items from the floor that could be damaged by water. **If you plan to leave home during the hurricane, please contact your Manager immediately to notify him/her of you intended whereabouts during and after the hurricane. (Your notification should include the name, telephone number and address of the contact person). Please see the emergency contact listing form. Make sure that all perishable food in your unit and your refrigerator is disposed of prior to leaving.**

Should a hurricane emergency arise out of this storm, you should make final preparation for the protection of life and property, and go to the nearest designated shelter or to high ground. Preparation should include making sure all trash cans and outdoor items are secured and brought inside before you leave.

You should take special care to carry the necessary items to the shelter with you. We have attached a sample list of items of importance. These are not all inclusive, but represent some of the basic things required for emergency shelter living arrangements.

The Housing Authority will monitor conditions of this storm, and be in touch. However, in the meantime, you should stay tuned to the media and take any precautions necessary to protect your family and your belongings.

If you have any questions, please do not hesitate to contact you Housing Manager.

cc: Tenant File

ITEMS TO BRING TO THE SHELTER IN CASE OF THE HURRICANE.

SHELTER LOCATION:

BED ROLL, BLANKET AND PILLOW,
TOWEL AND WASH CLOTH

FLASHLIGHT AND BATTERIES

FIRST AID KIT

ANY PRESCRIBED MEDICATION

NON-PERISHABLE ITEMS SUCH AS CAN GOODS FOR 2-3 DAYS

PAMPERS, BABY FOOD AND FORMULA
IF YOU HAVE AN INFANT

PERSONAL ITEMS SUCH AS SOAP, TOOTHPASTE, DEODORANT

ONE GALLON OF WATER

NO FIREARMS, NO ALCOHOL/DRUGS
NO SMOKING WILL BE PERMITTED AT THE SHELTER

BEFORE LEAVING YOUR HOME:

PLEASE MAKE SURE ALL TRASH CANS AND OUTDOOR ITEMS ARE
SECURED OR STORED INSIDE

ELDERLY/DISABLED EMERGENCY CONTACT LISTING

NAME _____
ADDRESS _____
PHONE # _____
DESTINATION _____
CONTACT PERSON AND PHONE # _____

NAME _____
ADDRESS _____
PHONE # _____
DESTINATION _____
CONTACT PERSON AND PHONE # _____

NAME _____
ADDRESS _____
PHONE # _____
DESTINATION _____
CONTACT PERSON AND PHONE # _____

NAME _____
ADDRESS _____
PHONE # _____
DESTINATION _____
CONTACT PERSON AND PHONE # _____

ATTACHMENT

1. **VEHICLE #** _____

EQUIPMENT LIST

1. 3" Centrifugal Pump w/25 ft. Suction and 50 ft. Discharge Hose
2. Shovels (2 ea.)
3. Flashlights (2 ea.)
4. Portable Radio (1 ea.)
5. Tool Box w/ Tools
6. Full Parts Inventory
7. 5 Gallon Gas Can w/ Gas

2. **VEHICLE #** _____

EQUIPMENT LIST

1. 3" Centrifugal Pump w/25 ft Suction and 50 ft. Discharge Hose
2. Shovels (2 ea.)
3. Flashlights (2 ea.)
4. Portable Radio (1 ea.)
5. Tool Box w/ Tools
6. Full Parts Inventory
7. 5 Gallon Gas Can w/ Gas

3. **VEHICLE #** _____

EQUIPMENT LIST

1. Portable Generator
2. 100 ft. Extension Cord (1 ea.)
3. Flashlights (2 ea.)
4. 5 Gallon Gas Can w/ Gas
5. Portable Radio (1 ea.)
6. Tool Box w/ Tools
7. Full Parts Inventory

4. **VEHICLE #** _____

EQUIPMENT LIST

1. Portable Generator
2. 100 ft. Extension Cord (1 ea.)
3. Flashlights (4 e.)
4. 5 Gallon Gas Can w/ Gas
5. Portable Radio (1 ea.)
6. Tool Box w/ Tools
7. Full parts inventory

5. VEHICLE # _____

EQUIPMENT LIST

1. Hand Truck (1 ea.)
2. Flashlights (2 ea.)
3. Small Engine Repair Tools
4. Spark Plugs for Small Engine (6 ea.)
5. Tool Box w/tools
6. Portable Radio (1 ea.)

6. VEHICLE# _____

EQUIPMENT LIST

1. Shovels (2 ea.)
2. Chain Saw (3 ea.)
3. Tree Pruner (1 ea.)
4. Lobbing Shears (2 ea.)
5. Rakes (4 ea.)
6. Wheelbarrows (2 ea.)
7. Motor Oil (2 cases)
8. 5 Gallon Gas Can w/Mixed Fuel for Saws
9. Foul Weather Gear Boxes
10. Portable Radio

7. VEHICLE # _____

To be used as a first-aid vehicle to transport injured employees to medical facility.

EQUIPMENT LIST

1. Stretcher
2. Bandages
3. Tourniquets
4. Splints
5. Antiseptic Solution
6. Tape
7. Cotton Balls
8. Saline Solution
9. Portable Radio

(This document should be executed with the agency providing response services)

INTERLOCAL AGREEMENT

THIS AGREEMENT, entered into this _____ day of _____, 20____.
by The Housing Authority of the _____ of _____ (HA),
and _____ (Provider).

WHEREAS, each of the parties hereto desires to furnish mutual aid to each other in the event of a disaster, with which neither party might have sufficient equipment and personnel to cope: and

WHEREAS, a State of Emergency has been declared in _____ County due to Hurricane _____; and

WHEREAS, the Provider offered to help the HA provide housing to the thousands left homeless due to the hurricane; and

WHEREAS, The Housing Authority of the _____ of _____ accepts the offer of assistance from the Provider who has agreed to provide such assistance to HA; and

WHEREAS, such interlocal agreements are authorized by _____ law.

NOW, THEREFORE, the parties do mutually agree as follows:

ARTICLE 1 – TERM:

This agreement commences when executed and continues until terminated by HA subject to the right of each party to terminate sooner as provided herein.

ARTICLE II – SERVICES:

- a. The Provider agrees to lend the HA, personnel, including, but not limited to, supervisors, maintenance mechanics and construction workers.
 - b. Provider will provide, at its cost, transportation to _____ payment, and worker's compensation coverage.
-

ARTICLE II-SERVICES: (Contd.)

- c. Upon arrival at said location, the officer in charge of the said equipment and personnel shall report to the Housing Authority of the _____ of _____.
- d. All equipment and personnel loaned hereunder shall be returned upon demand of the Provider or when released by HA upon cessation of the emergency, or at the termination of this agreement.

ARTICLE III - PAYMENT:

The purpose of this agreement is to ensure that the Provider is reimbursed for all costs. The Provider shall maintain all records for personnel and equipment loaned to HA for submittal for payment. Payment shall be due to the Provider within sixty (60) days from receipt.

ARTICLE IV - WAIVER OF CLAIMS:

Each party hereto waives all claims against the other for compensation for any loss, damage, personal injury or death occurring in consequence of performance of either party, their agents or employees hereunder.

ARTICLE V - TERMINATION:

This agreement may be terminated by either party upon at least five (5) days prior written notice to the other.

ARTICLE VI - AMENDMENT:

This agreement may be amended by joint agreement in writing of both parties.

ARTICLE VII - INTEGRATION:

This agreement contains the entire understanding between the parties, and there are no understandings or representations not set forth or incorporated by reference herein.

ARTICLE VIII - COMPLIANCE WITH LAWS:

In the performance of this agreement, each party shall comply with all applicable federal, state and local laws, rules and regulations.

SIGNATURES OF AGREEMENT OFFICIALS

Attest by: _____

By: _____

Attest by: _____

Provider:

By: _____

This document should be executed with the agency providing response services)

Disaster Recovery

Instruction for Use of Daily Timesheet

The purpose of this form is to document employees' labor costs that may be eligible for reimbursement from FEMA in the event of a declared disaster such as a hurricane or earthquake. This form is our primary document and is crucial to the reimbursement process. It is mandatory that all departments fill out these forms for any labor that may be eligible may change from day to day. Therefore, we must document all potentially eligible labor costs from Day 1.

Please reproduce and keep on hand as part of your disaster plan enough of these forms to keep your department/division supplied for the initial period following a disaster. A two-week supply is suggested. If forms are required for a longer period of time, Purchasing will have them printed and distributed to the various departments.

The suggested procedure for the Daily Timesheets is to follow the normal payroll process for your department. The same persons responsible for turning in the weekly or biweekly payroll should be responsible for seeing that each employee completes a Daily Timesheet. These timesheets should then be turned into Finance along with the payroll. For those departments that have on-line payroll capabilities, disaster timesheets should be sent to Finance via interoffice mail.

Eligible labor costs for preparations begin 48 hours before a disaster is declared. For example, a hurricane strikes at 10 a.m. on Wednesday. If a disaster is declared by the President, emergency preparations that occurred from 10 a.m. on Monday until the time of disaster is eligible. If a disaster is eminent and your personnel are involved in preparations, then these Daily Timesheets must be filled out. If the disaster is declared, we have the documentation for reimbursement and we do not lose dollars that would have been eligible for reimbursement. If a disaster is not declared, then we've only lost the time we devoted to the paperwork.

It is crucial that, at minimum, the following items are completed on the Daily Timesheets:

WHO - Employee name, number (obtainable from payroll stubs or prepay registers), and department or division.

WHEN - Date the work is performed, including the number of hours.

WHAT - A detailed description of the work being performed, i.e. "Debris removal-drove dump truck" or "Supervision of crew - roof repairs". If equipment is used by the employee, the "equipment" box should be checked.

WHERE - A specific location must be provided so that the work performed can be matched to a Damage Survey Report (DSR). If the DSR number is not known, a detailed description of the location will allow Finance to match it later. In many instances, work will be done before a DSR has been written by FEMA to cover that

work. Also, we realize that workers in the field may not have access to DSR records. However, if the DSR number is known, please provide. Always provide a description such as a specific street address (i.e. 116 Meeting St.), building location (i.e. Cypress Gardens gift shop), facility (i.e. Martin Park), or other location (i.e. Meeting St. between Broad and Cumberland Streets).

(This document should be executed with the agency providing response services)

Disaster Recovery

Instructions - Equipment Usage Reports

Two forms are necessary to properly document any costs that may be eligible for reimbursement from FEMA for the use of equipment - "City Owned" or "Rented or Leased Equipment". Any equipment that is used for a disaster-related purpose must be recorded on the appropriate form. Equipment includes, but is not limited to, vehicles, heavy machinery and equipment, generators, chainsaws, chippers and grinders, as well as office equipment. It is very important that the distinction be made between equipment that we already own or purchase and equipment that we lease or rent, as the method for figuring the amount eligible for reimbursement is different.

Please reproduce and keep on hand as part of your disaster plan enough of these forms to keep your department/division supplied for the initial period following a disaster. A two-week supply is suggested. If forms are required for a longer period of time, purchasing will have them printed and distributed to the various departments.

Equipment that is used up to 48 hours before a disaster may also be eligible if used for disaster preparedness or emergency protective measures. Therefore, if a disaster is eminent, these forms should be completed for any equipment used for potentially eligible purposes.

Each piece of equipment should have its own form and that form should stay with that piece of equipment regardless of the user. For instance, for vehicles and heavy equipment, a folder containing a supply of forms with the headings also completed could be placed in the vehicle to be completed by the user, similar to the usage forms currently kept in motor pool vehicles. Each hour of each day should be accounted for on the form and any idle time during normal working hours should also be noted.

The minimum amount of information required to be completed on the form are noted by asterisks (*). The most crucial information needed to match the equipment usage with a Damage Survey Report (DSR) is "Specific Location/Work Performed." The employee name is also very important as FEMA may require equipment hours to correspond with labor hours on that employee's daily timesheet. A sample completed Form is attached for your reference.

The Garage/Fleet Manager and Warehouse Manager should make sure that all employees are instructed on the use of these forms when equipment is issued and should also be responsible for insuring that the forms are properly completed. Each department should assign a responsible person(s) to accumulate and check the equipment forms for completeness and to make sure that all time is accounted for.

The completed forms should be turned in to the Finance Division on a weekly basis, with all reports for a particular piece of equipment stapled together. Please note that the "City Owned Equipment" forms have a space for "Report No." The reports for a particular piece of equipment should be numbered consecutively beginning with "1" and continuing until the last report is completed.

The form is used to report usage of supplies that may be eligible for reimbursement by FEMA in the event of a disaster. Supplies are generally considered to be items with unit costs of less than \$250 and include items such as work gloves, rainsuits, flashlights, hand tools, paper products, boots, trash bags, plastic sheeting, plywood, tires, automotive parts, etc. Most of these items should be obtained by Purchasing and issued through Stores or Parts inventory.

Please reproduce and keep on hand as part of your disaster plan enough of these forms to keep your department/division supplied for the initial period following a disaster. A two-week supply is suggested. If forms are required for a longer period of time, Purchasing will have them printed and distributed to the various departments.

The person to whom the item is initially issued should report it on this form for the location and purpose for which it was initially issued. For instance, if employee John Doe was issued a shovel to use in clearing debris from Waterfront Park, he should report that on the form, even if the same shovel was used later by Jane Smith at Hampton Park. Each item should only be reported once, even if used multiple times. These items are reported at our purchase cost.

When obtaining supplies from Stores or Parts, please make sure that warehouse personnel are aware that the items are disaster related so they can also note that on their issuance reports. The Purchase Requisition (P.R.) number should be used on the Daily Supplies Usage Report as the reference number.

The minimum amount of information required to be completed on the form is noted by asterisks (*). The most crucial information needed to match the supplies usage with Damage Survey Report (DSR) is "Specific Location/Work Performed".

A sample completed form is attached for your reference. The completed forms should be turned in to Finance on a weekly basis.

(This document should be executed with the agency providing response services)

Disaster Recovery

Instructions - Daily Supplies Usage Report

(This document should be executed with the agency providing response services)

Disaster Recovery

Instructions - Daily Supplies Usage Report
