Report Template Instructions

Cover page:

- Complete each section of the cover page.
    - Enter the disaster name, and/or disaster number, and the date of the disaster: ex. Hurricane John / DR666 / 06-01-2006
    - Enter your utility name: ex. Anytown Department of Public Works
    - Enter the location of your utility: ex. Anytown, USA
    - Include a title for the report: ex. Report on Damage and Costs from the Hurricane John Disaster
    - Enter the date of the report

Purpose:

- Enter the purpose of the summary report in this section. Remember that this template of a utility damage report can be used to help inform utility management about the disaster and its associated damage, costs, and response actions. The report information also can support the pursuit of federal disaster funding. It is structured to encourage utility staff to begin documenting damage, response actions, and costs during the first hours and days of the disaster even before it is determined which disaster funding program may be applicable.
    - To help provide the content of the report, utility staff are provided with sample forms and spreadsheets. If preferred, the utility is welcome to use other forms or ways to present the damage information.
- Although the report will not be in the exact form necessary to apply for specific federal disaster funding programs, the report will be a starting point to work with state and federal officials to apply for such disaster funding opportunities. By starting early, the data necessary for the application process will not need to be recreated.

Table of Contents:

- Enter a table of contents for your summary report in this section. Below is a sample table of contents.

    I. Executive Summary of Disaster

    II. Executive Summary of Damage and Costs

    III. Reference Documents

    III. Documentation of Damage and Costs

Executive Summary of the Disaster:

- Develop an executive summary of the disaster in this section. Remember to describe the disaster in general with any measurable data (height flood stage, high winds, Richter scale). The executive summary should include the major highlights of the disaster.
    - Include information about any emergency declarations (local/state emergencies and/or Presidential disaster declarations).
    - If your utility already uses the Incident Command System (ICS) forms as part of its documentation process, consider attaching the ICS Form 201 Incident Briefing here or use text from it to write the executive summary. The Form 201 provides basic information regarding the incident situation and the resources allocated to the incident.

Executive summary of damage and costs:

- Develop an executive summary of the damage and costs associated with the disaster. Remember to describe the damage to the utility as a whole and the impacts to water/wastewater service (e.g., # people without water).
    - Quote highlights from the damage assessment forms. Also, cover damage by specific sites or specific processes (e.g., treatment plant disabled, pipeline breaks at roadway).
    - Review and describe information provided to local and/or state emergency management agencies, primacy agencies, or other status reports
    - Describe the actions of the response/repair teams, if utility Emergency Operations Center activated, if mutual aid implemented, emergency procurement actions (consistent with utility policies/procedures).
    - Describe the highlighted costs estimated by personnel or through spreadsheets.
    - Describe any ideas for mitigation measures to reduce/eliminate future damage.

Reference documents:

- Attach supporting materials, such as insurance policy information, maintenance records, applicable codes/construction standards for rebuilding, emergency procurement/finance policies/procedures, inventory of facility contents, etc).
- Below is sample information for demonstration purposes only:
    - Applicable codes/construction standards for rebuilding: Damaged water tower; code governed by CFR Part 1-4; and NFPA code 1828
    - Insurance policies: GEICO insurance policy #23234; utility contact Rich More at (666) 495-53473; insurance covers $10,000,000 for act of nature including floods
    - Inventory of facility contents damaged in disaster: Inventory of equipment/materials maintained by Saul Kid at (666) 495-53473. Facility included 3 pumps, 35k gallons of diesel fuel, etc.
    - Emergency procurement/finance policies/procedures: Govern approvals based on value of job. Include procurement procedures 101 – 104. Maintained by Ralph Cost at (666) 495-53473.
    - Maintenance records: For pipeline records, see David Cast (666) 495-53473; for treatment plant equipment, see Forest Hyde at (666) 495-53473.

Documentation of damage and costs:

- Attach your logs, forms, spreadsheets, and receipts. These could include:
    - Damage Assessment Forms
    - Photologs
    - Emergency Response/Repair Action Forms
    - Mutual Aid Forms
    - Cost Documentation
    - Timesheets
    - Equipment Used
    - Materials
    - Contractors Used/Invoices
    - Mutual Aid Costs
- Sample forms attached to the Report Template include:
    - WARN Water System Status Report
    - WARN Wastewater System Status Report
    - Suggested Questions for Water/Wastewater Utilities
    - Natural Disaster Incident Report
    - Photolog
    - Emergency Repair Form
- You may also attach FEMA Public Assistance forms, including:
    - Project Worksheet - FF 90-91

    - Force Account Labor Summary Record - FF 90-123
    - Materials Summary Record - FF 90-124
    - Rented Equipment Summary Record - FF 90-125
    - Contract Work Summary Record - FF 90-126
    - Force Account Equipment Summary Record - FF 90-127
    - Private – Non Profit Facility Questionnaire – FF 90-121
- The number and order of the forms will depend on the needs or the requirements of the funding program.