

Checklists and Flowcharts

The following pages have a checklist and several flowcharts to assist the reader in following the various steps necessary when a disaster event occurs and what actions need to occur to ensure the proper procedures, documentation, and forms are completed to ensure all appropriate issues are dealt with in the proper process.

FHWA Emergency Relief Package

To ensure consistent and necessary documentation is submitted to FHWA for emergency relief funding, please include the following three items in the initial request for eligibility:

- Detailed Damage Inspection Report (DDIR)
 - Use the current [DOT Form 300-001 EF](#) found in [Appendix 3](#).
 - Ensure there is a detailed breakdown of labor, equipment, materials, and other (LEMO).
- Map
 - Submit a vicinity map of the site location (e.g., Bing, Google).
 - Ensure that it has enough detail to allow a person unfamiliar with the area to be able to drive to the site.
- Photos
 - Essential to submit photos showing the damage before cleanup has begun.
 - If possible, place labels directly on the photos indicating route, milepost, date, and disaster maintenance work order authorization (state only). Ensure that this information is in the subject line of all email messages.

Additional items that may be included in the package to assist in clarification:

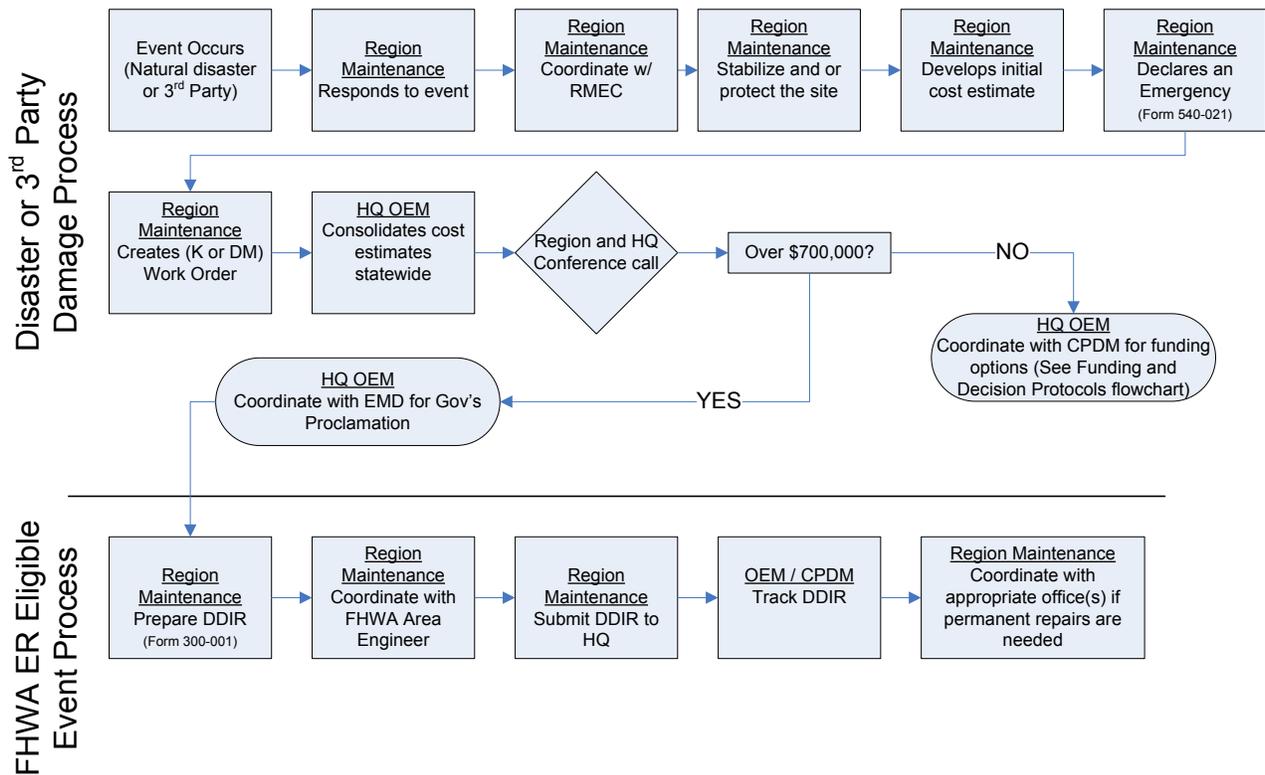
- Weather (charts, reports, maps)
- Geotech reports
- News releases
- Correspondence
- Letter of acknowledgement
- Letter of intent
- Letter of proclamation
- Governor's Declaration of Emergency
- DOT Declaration of Emergency ([DOT Form 540-021 EF](#))

If the work outlined in the DDIR changes in scope:

- DDIR
 - Ensure that an updated DDIR is completed outlining the new scope of work
 - Attach any additional information or documentation (e.g., geotech report, weather information) that justifies the change in the scope of work.
 - Add maintenance records if applicable (e.g., roadway was patched and stabilized repeatedly and now it is severely damaged)
- Photos
 - Send additional photos to demonstrate the reason for the change

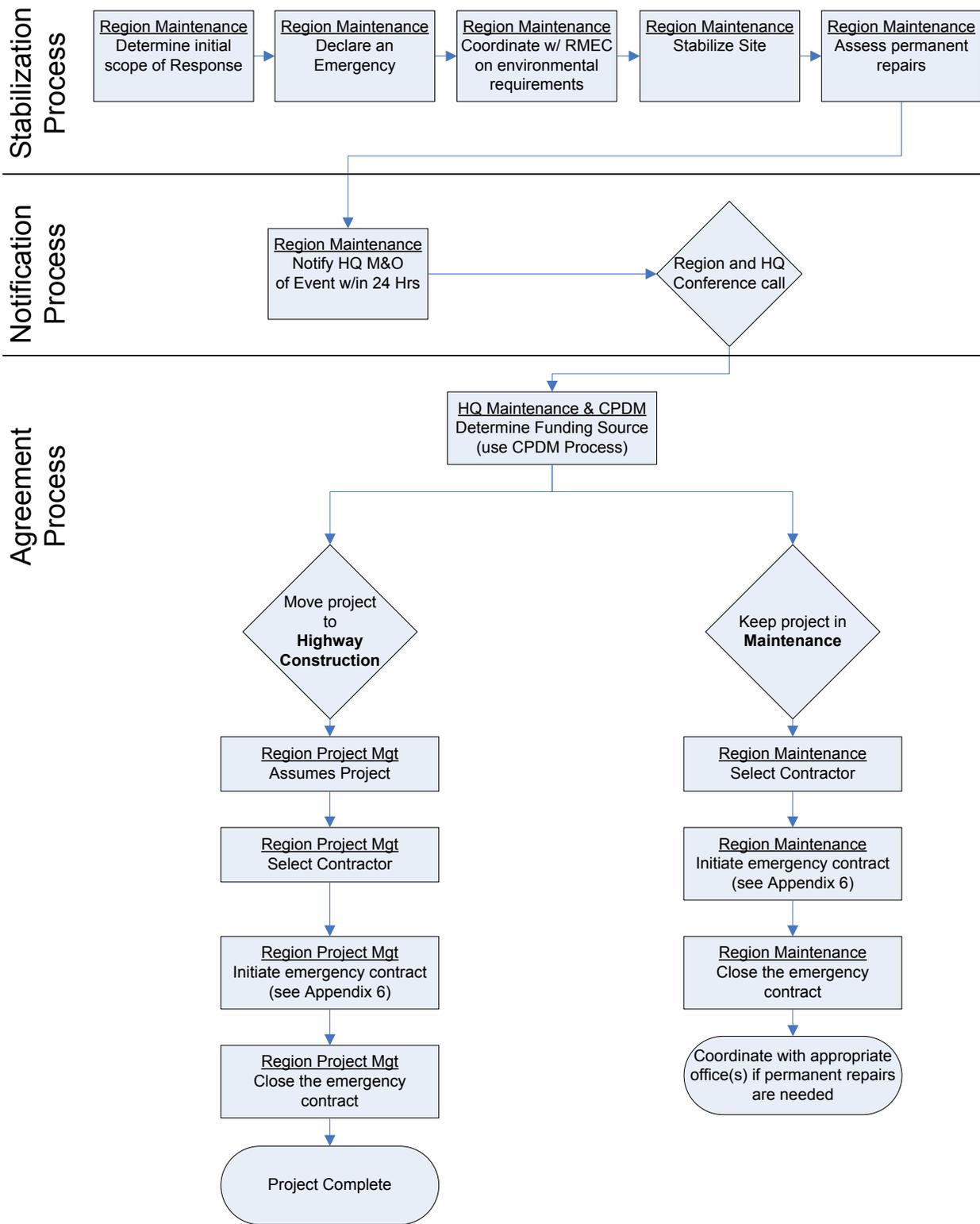
FHWA appreciates initial information coming to them even if WSDOT is unsure of site eligibility. Please place the route, milepost, date, and disaster maintenance (DM) number (state jobs only) in the subject line of all email messages.

Life Span of a Disaster Event



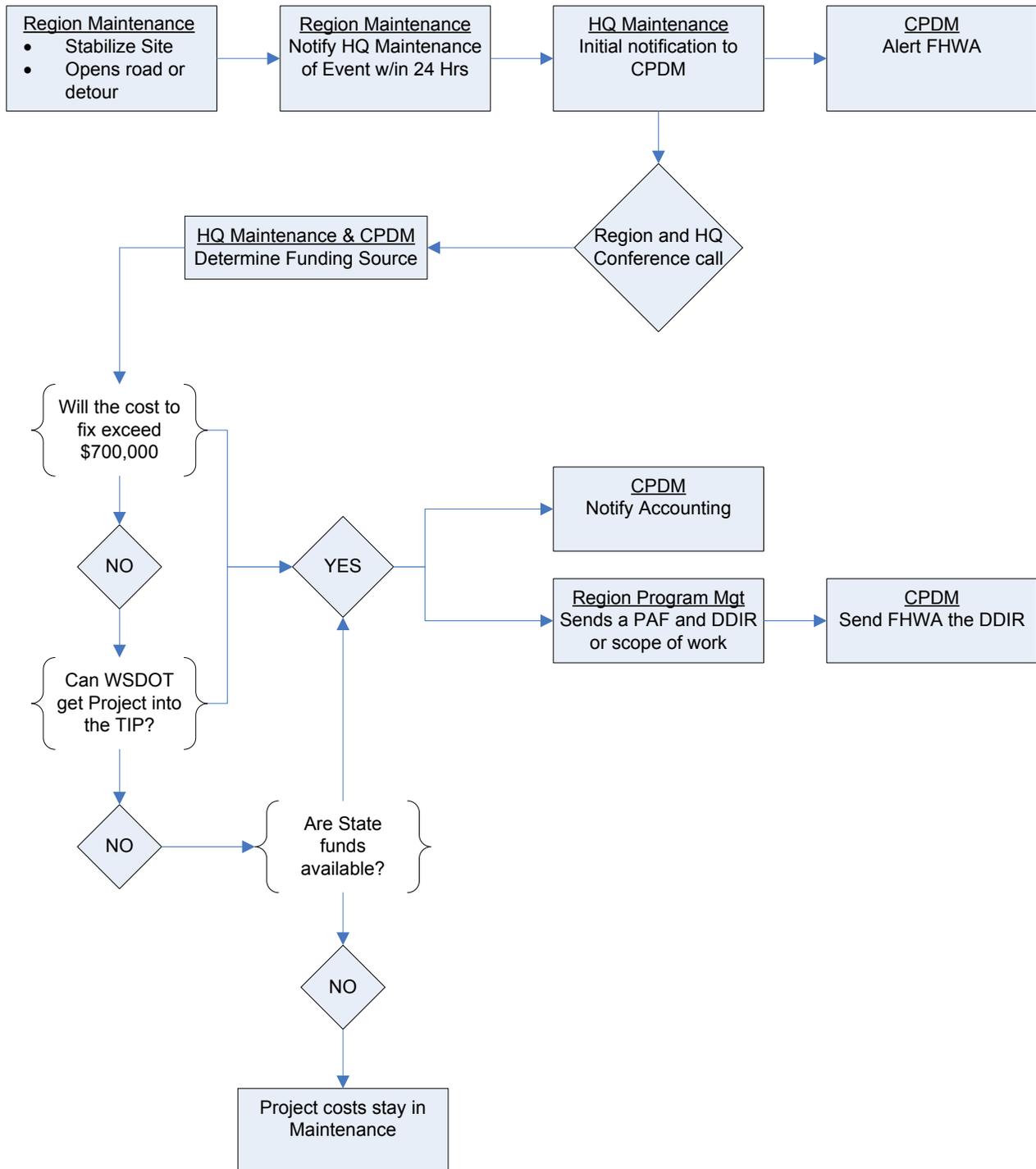
CPDM – Capital Program Development and Management
 DDIR – Detailed Damage Inspection Report
 EMD – Washington State Emergency Management Division
 OEM – WSDOT Office of Emergency Management (360.705.7973)
 RMEC – Regional Maintenance Environmental Coordinator

Funding and Project Decision Protocols



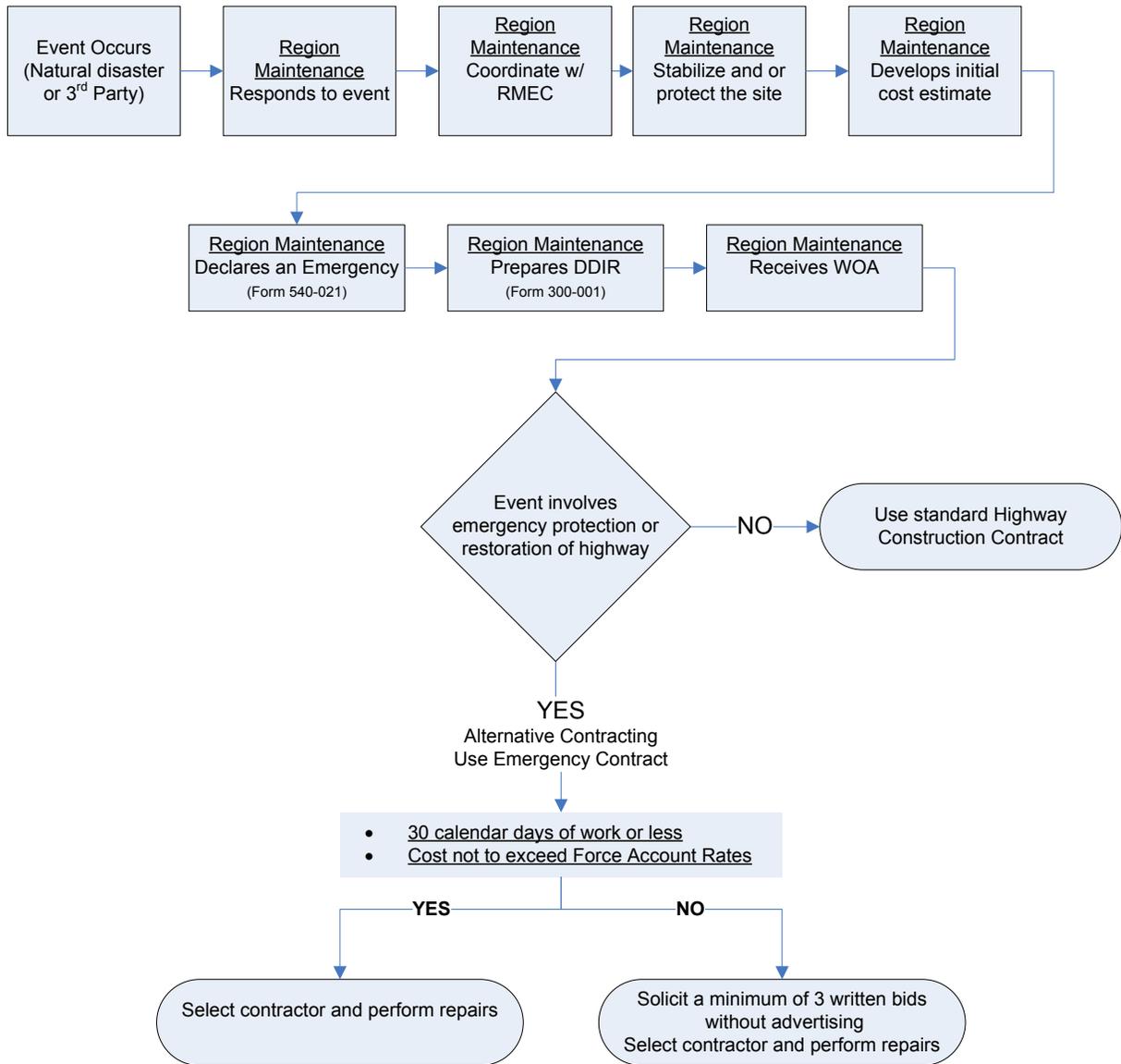
CPDM – Capital Program Development and Management
 RMEC – Regional Maintenance Environmental Coordinator

Capital Program: Disaster and Third Party Damage Programming and Recovery Process



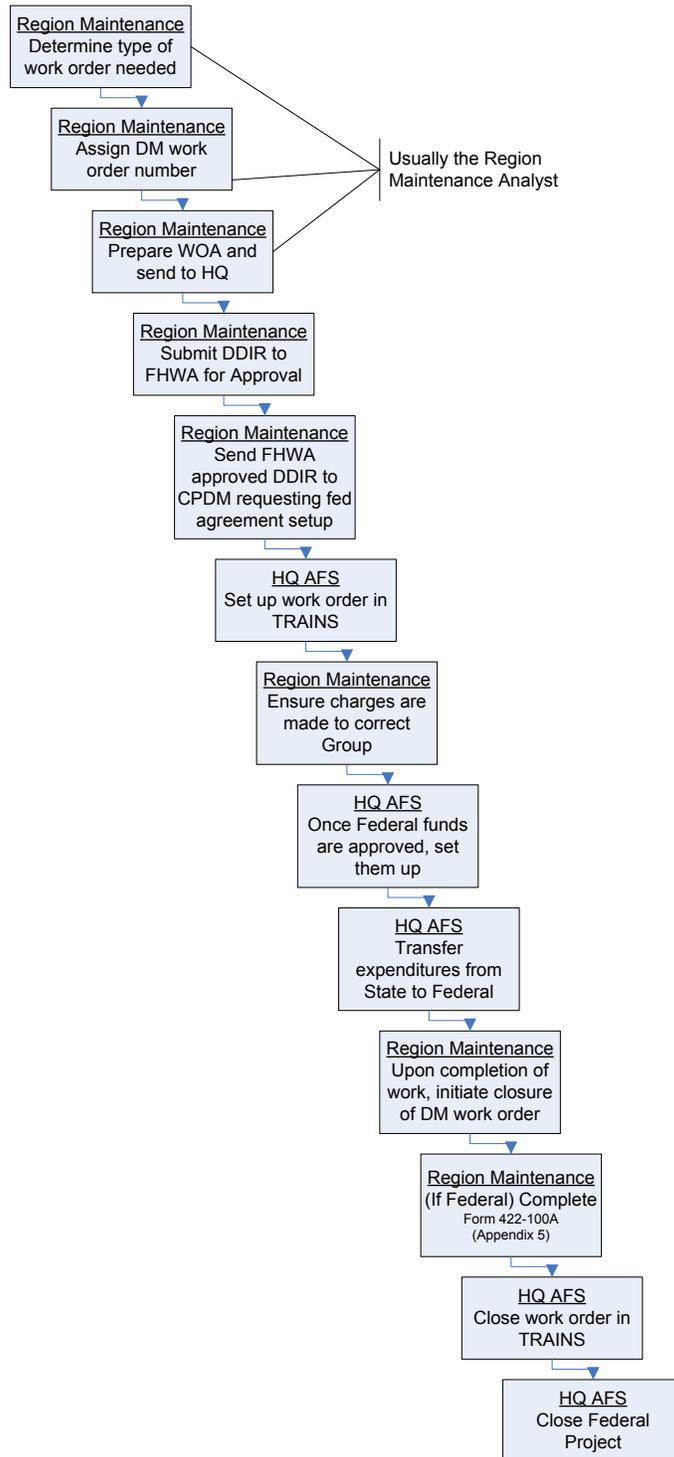
CPDM – Capital Program Development and Management
 DDIR – Detailed Damage Inspection Report
 TIP – Federal Transportation Improvement Plan
 PAF – Programming Approval Form

Disaster Site Contracting Process



DDIR – Detailed Damage Inspection Report: WSDOT Form 300-001
 WOA – Work Order Authorization

Disaster Work Order Process



AFS – Accounting and Financial Services
 CPDM – Capital Program and Development Management
 DDIR – Detailed Damage Inspection Report: WSDOT Form 300-001
 DM – Disaster Maintenance
 TRAINS - Transportation Reporting and Accounting Information System
 WOA – Work Order Authorization