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

**Disaster or 3rd Party Damage Process**

1. **Event Occurs (Natural disaster or 3rd Party)**
2. **Region Maintenance Responds to event**
3. **Region Maintenance Coordinate with RMEC**
4. **Region Maintenance Stabilize and or protect the site**
5. **Region Maintenance Develops initial cost estimate**
6. **Region Maintenance Declares an Emergency (Form 540-021)**
7. **Region and HQ Conference call**
   - **Over $700,000?**
     - **NO**
       - **HQ OEM Coordinate with EMD for Gov’s Proclamation**
     - **YES**
       - **HQ OEM Coordinate with CPDM for funding options (See Funding and Decision Protocols flowchart)**

**FHWA ER Eligible Event Process**

1. **Region Maintenance Prepare DDIR (Form 300-001)**
2. **Region Maintenance Coordinate with FHWA Area Engineer**
3. **Region Maintenance Submit DDIR to HQ**
4. **OEM / CPDM Track DDIR**
5. **Region Maintenance Coordinate with appropriate office(s) if permanent repairs are needed**

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**Abbreviations:**
- 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

Stabilization Process:
- Region Maintenance: Determine initial scope of Response
- Region Maintenance: Declare an Emergency
- Region Maintenance: Coordinate w/ RMEC on environmental requirements
- Region Maintenance: Stabilize Site
- Region Maintenance: Assess permanent repairs

Notification Process:
- Region Maintenance: Notify HQ M&O of Event w/in 24 Hrs
- Region and HQ Conference call

HQ Maintenance & CPDM: Determine Funding Source (use CPDM Process)

Agreement Process:
- Move project to Highway Construction
- Keep project in Maintenance

Region Project Mgt: Assumes Project
- Region Project Mgt: Select Contractor
- Region Project Mgt: Initiate emergency contract (see Appendix 6)
- Region Project Mgt: Close the emergency contract

Region Maintenance: Select Contractor
- Region Maintenance: Initiate emergency contract (see Appendix 6)
- Region Maintenance: Close the emergency contract
- Coordinate with appropriate office(s) if permanent repairs are needed

Project Complete

CPDM – Capital Program Development and Management
RMEC – Regional Maintenance Environmental Coordinator
Capital Program: Disaster and Third Party Damage Programming and Recovery Process

- Region Maintenance
  - Stabilize Site
  - Opens road or detour
- Region Maintenance Notify HQ Maintenance of Event w/in 24 Hrs
- HQ Maintenance Initial notification to CPDM
- CPDM Alert FHWA

HQ Maintenance & CPDM
Determine Funding Source

Region and HQ Conference call

Will the cost to fix exceed $700,000

NO

Can WSDOT get Project into the TIP?

NO

Are State funds available?

NO

Project costs stay in Maintenance

YES

CPDM Notify Accounting

Region Program Mgt Sends a PAF and DDIR or scope of work

CPDM Send FHWA the DDIR

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

Event Occurs (Natural disaster or 3rd Party) -> Region Maintenance Responds to event -> Region Maintenance Coordinate w/ RMEC -> Region Maintenance Stabilize and or protect the site -> Region Maintenance Develops initial cost estimate

Region Maintenance Declares an Emergency (Form 540-021) -> Region Maintenance Prepares DDIR (Form 300-001) -> Region Maintenance Receives WOA

Event involves emergency protection or restoration of highway

YES -> Alternative Contracting Use Emergency Contract

- 30 calendar days of work or less
- Cost not to exceed Force Account Rates

YES -> Select contractor and perform repairs

NO -> Use standard Highway Construction Contract

NO -> Solicit a minimum of 3 written bids without advertising

Select contractor and perform repairs

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

Region Maintenance
Determine type of work order needed

Region Maintenance
Assign DM work order number

Region Maintenance
Prepare WOA and send to HQ

Region Maintenance
Submit DDIR to FHWA for Approval

Region Maintenance
Send FHWA approved DDIR to CPDM requesting fed agreement setup

HQ AFS
Set up work order in TRAINS

Region Maintenance
Ensure charges are made to correct Group

HQ AFS
Once Federal funds are approved, set them up

HQ AFS
Transfer expenditures from State to Federal

Region Maintenance
Upon completion of work, initiate closure of DM work order

Region Maintenance
(If Federal) Complete Form 422-100A (Appendix 5)

HQ AFS
Close work order in TRAINS

HQ AFS
Close Federal Project

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