

# Getting Ready for the Worst



# STATE DOTD INFORMATION

- State contracts with sub-recipients for operating
- State conducts procurement and purchases vehicles on behalf of sub-recipients
- Vehicles are titled to recipient
- DOTD expects sub-recipients to establish working relationships and enter into MOU's with local emergency preparedness operations

# LOUISIANA'S APPROACH

- Four primary topics for today's discussion:
  - What role can State DOTD's play in helping sub-recipients respond to potential disasters?
  - What does Louisiana do to assist sub-recipients in protecting their vehicles?
  - How does DOTD staff stay safe so they are prepared to help?
  - What to document for reimbursement ?

# STATE DOTD'S ROLE IN HELPING SUBRECIPIENTS

- Communication before, during and after (Louisiana hurricanes and flood are predominant weather threats)
  - Talk about threats all year – Director's meetings, conferences, training workshops
  - Review policy and procedure as part of application process and annual compliance – ensure policy/safety plans include contact information for emergency personnel in parish and that procedure is part of their internal training

# STATE DOTD'S ROLE IN HELPING SUBRECIPIENTS (CONT.)

- Email when threat is eminent to ensure they are aware of potential weather conditions.
- Have emergency contact information readily available – LA DOTD has a web based reporting system – home access to cell phone numbers has been helpful and we also print the list prior to the event for Director and Assistant Director to keep during event.
- Email / call following – ensure that people are safe and property is in order. Request service data during event.

# PROTECTING VEHICLES

- Review policies/procedures and Safety and Security Plans annually
- Encourage participation in safety trainings and that safety is part of the regular cycle of driver training
- Discuss options with agencies on storage. Having various locations lessens total loss.
- Fleet is not titled to DOTD and all vehicles are the responsibility of the title holder

# KEEPING STAFF SAFE

- DOTD Emergency Response section provides employee notifications for planning, work closures, and emergency management information
- Public Transit staff assigned to Emergency Response as subject matter expert

# DOCUMENTATION

- FEMA is still a mystery, even with multiple FEMA involved events in Louisiana
- Local insurance claim on vehicle loss
- Confusion on whether the local reimbursement is submitted with local FEMA request or through DOTD emergency response section.
- Document days of service, number of rides, cost of emergency services, geographic region/area served, who requested emergency service. (driver salaries, fuel, etc.)
  - A driver journal may provide an additional resource for putting time lines together after the event. You never know what you will have to recall when presenting to FEMA.



# FOLLOWING EVENT

- Communicate early and often
  - DOTD
  - Emergency/Community leadership
  - Other agencies
  - Agency staff
- Build relationships before the threat
- Take care of people
- Document everything
- Be safe

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