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
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
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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