

## 28 Instructions – Disaster Field Unit - Incident Work Report

The purpose of this worksheet is to document the labor, equipment and materials used in disaster field response activities. Proper use of this form will provide all the field response data needed to provide the documentation to support Project Worksheets for state and Federal disaster cost recovery. Use of the worksheet will also provide documentation to monitor departmental disaster operations for the agency's internal reporting requirements.

The most important benefit of using this form is to provide complete documentation to support the disaster cost recovery process. Additional agency benefits are: 1) more rapid data entry; 2) more error free data entry; and 3) the standardization of work reporting to monitor and manage disaster response activities.

Furthermore, use of the cross-tab capability of Excel will provide powerful capabilities to track and compile the data collected in the reports to summarize the cost information for individual projects, work done by specific crews; and by the categories of FEMA damage.

The worksheet uses some conventions to simplify use and provide for error checking.

- The white cells are for free data entry, some of which is formatted, such as the date, time and GPS coordinate entries.
- The yellow shaded fields indicate that the cell uses a drop down function to seed up data entry, filter entries, and provide consistency of data entry.
- The orange shaded cells represent either a look-up function or a calculated cell.
- When cells turn red or yellow-red there is insufficient data entered to support the documentation requirements, such as zero hours worked; neither hours nor miles entered for equipment use; a zero quantity for materials used; or a lack of assignment of an operator to a piece of equipment that was used.

The drop down cells, C2 and C3 can be customized by the end user to suit the specific requirements of the agency, the department and the nature of the response to the individual disaster. This is done by creating specific problem descriptions and descriptions of work done, in column "AK". Different departments may want to create departmental versions of the worksheet with specific tasks performed by their personnel to facilitate more rapid data entry by limiting the number of problem and task selections. That is, so fire personnel don't have to sift through tasks performed only by public works staff or law enforcement officers.

In the spreadsheet, columns "N" through "AI" are hidden. These hidden columns are where the lookup functions for personnel and equipment are set up. Review and add more information here. Columns "N", "P", "T", and "AC" through "AI" are dark gray in color. These columns contain programming information for the error checking functions contained in the worksheet. **DO NOT change any information in these columns. Changing data in these columns will cause the error checking functions to fail.**

Once a spreadsheet has been set up for a specific disaster, or a specific department, then the spreadsheet should be saved as a “read only” with each successive file saved with a unique file name that will enable easy recall. One method would be to create a sub-folder for each different location or work site, with the individual worksheets saved by the date and the creator’s name.

The drop down cells, C8-16, derive their data from the spreadsheet “9 Labor, Equipment and Materials Summary.”

The drop down cells, B18-25, also derive their data from the spreadsheet “9 Labor, Equipment and Materials Summary.”

Instructions for setting up and using the data for these fields is available within the instruction sheet for that spreadsheet.

Cells B8-16 require an entry to match up each listed piece of equipment (in cells B18-25) with an operator. Without a matching entry, the cells (B8-16) will change to yellow-red to indicate missing data.

If the number of personnel, pieces of equipment or quantities of materials used exceeds the spaces available, simply add another new spreadsheet with the same header information, i.e. the information in cells C1-6, cells E4-5, cell H4-5 and cell K4. Enter “Yes” in cell K6 to indicate that the worksheet is a continuation spreadsheet.

At the bottom of the form, in columns A-K, rows 39-40, there is a built-in review function, referred to as “3DC” or Department Disaster Document Coordinator. These cells provide space for each department to have a review function of each document before the document is finalized and entered into the project file.

The end user may also choose to add “look-up” programming for cell C-1 by creating a list of incident addresses. This would reduce the possibility of confusion because of variations in the manner of entering addresses and locations, because in some cases users could enter the incident name without an address, just the address, or a combination of both address and incident name, which would then all show up as three or more different locations.

As a general note, not all fields in the “Equipment” and “Materials” categories need to be filled in immediately. They can be filled in at a later time to complete the worksheet when the data is available.

Many of the spreadsheet cells are mandatory, such as a location, date, time, problem description, work done, etc. Failure to enter data will result in red “error check” formatting which indicates missing information that is minimally required for proper documentation for cost recovery.

### **Cell-by-cell data entry:**

This electronic version of the Disaster Field Unit – Incident Work Report is designed to be filled out by the leader of each work crew or team and should include the names of all the workers on a given crew or team. The crew or team leader must also enter the data for all equipment and materials used by the crew or team at a given incident each day.

For cell C1, enter the address of the incident location.

If longitude and latitude are used, enter the data in cells H1 and K1. Cells H1 and K1 are formatted and error checked to ensure that the latitude and longitude numbers are entered in the appropriate cells and are within the possible range of latitude and longitude within the continental United States. Enter the numbers as 6 or 7 consecutive digits without any spacing or other punctuation marks.

If cells C1 and cell H1 and K1 are blank, these cells will be red to indicate missing data.

For cell C2, select the description of the disaster related problem from the drop down list. Ideally this list should be pre-populated with common disaster problems, i.e. building flooding to 2 feet or less, or building flooding to 4 feet or less, etc., and then updated as new problems are discovered.

For cell C3, select the description of the disaster response task, i.e., sandbagging levee, or sandbagging to protect building, etc. Ideally this list should be pre-populated with common disaster response tasks, i.e. sand bagging, or “cut and push” debris clearance and then updated as new tasks may be required.

Cells C4 and C5, enter the date(s) the work was done. If the work is started and stopped on the same date, enter the same date in both cells. Only enter the next day when work is done during a night shift. If a crew is working on two or more successive days, a second worksheet must be filled out for the second day, and another worksheet for each additional day worked at the incident location.

In cell C6 enter the name of the crew leader’s supervisor from the drop down list of names. This should be the name of the supervisor who could provide additional information needed to complete the worksheet if the crew leader is not available.

In cell E4 and E5, enter the time the crew started work, and the time the work was ended for a given shift. If the crew returns to the same incident for another shift, they must create another report.

In cell H4, enter the incident name or number, if known, otherwise this cell can remain blank if the Incident Address is entered.

In cell H5 enter the FEMA Damage Category if known, otherwise this field can remain temporarily blank. It will need to be filled in at a later time.

In cell H6, enter Yes or No from the drop down list if damage photos were taken.

In cells 8 through 16 enter the names of the individual crew members. Cells D-E, 8 through 16 will be filled in by the look up function.

In cells F-G, 8 through 16, enter the regular and or overtime hours worked by each crew member. If hours are not entered for either regular time or overtime, the cells will turn red to indicate missing required data.

In cell J8, answer Yes or No to indicate if the crew included any Mutual Aid personnel.

In cell J10, if Mutual Aid personnel are involved, enter the providing agency's name.

In cell J12, if Mutual Aid personnel are involved, enter the Mission Number or Resource Request Number.

For cell J14, if Mutual Aid personnel are involved, enter the phone number or radio frequency by which those personnel can be contacted, if needed.

For cell J16, if Mutual Aid personnel are involved, enter the name of their department within their agency. This is needed for tracking purposes later if we need additional information in order to document their work, their personnel, their equipment or the materials they may have used during the response.

In cells B18 through 25, enter the equipment the crew used. Select from the options available from the drop down list. Cells C18 through 25 and D18 through 25 will be automatically filled in by the look up function.

Once a piece of equipment is entered, cells B8 through 16 will change to yellow-red until each piece of equipment is assigned to a specific operator in cells C8 through 16. If one employee operates two or more pieces of equipment, then that employee's name must be entered two or more times in cells C8 through 16 so each additional piece of equipment can be assigned to an operator. Alternatively, a piece of equipment may be assigned to someone other than the actual operator. However, if this is done, the listed equipment operator must be licensed or certified for that piece of equipment, if required by law.

For materials, in cell B27 through 36, enter the name/description of the materials and supplies used by this crew at the incident. Some agencies may want to create a drop down list function if they have a fixed list of supplies. This will speed up data entry and make the tracking of supplies easier and more accurate.

In cells C27 through 36, enter the quantity of each item used. If an item is entered in cell B27 through 36, then a quantity used must also be entered or the respective cells will turn red. If a quantity is entered and no name/description is entered, the cell will also turn red to indicate a data entry error.

In cells D27 through 36, enter the unit cost, if known. If the cost is not known, it can be entered later, possibly by the 3DC during the quality control check. Once a unit cost<sup>1</sup> is entered, cells E27 through 36 will calculate the cost for each of the materials used. Cell E37 will show the grand total for all the materials used. If there is a supplemental worksheet that lists additional materials, be sure to include those costs, using cell E36 to transfer those other costs to the primary worksheet. In cell B36 enter the words "See supplemental sheet." In cell C36 enter the quantity of "1." In cell B36 enter the total of the additional materials from the supplemental sheet.

In cells F27 through 36, indicate if the materials used came from inventory or were purchased specifically for the work done.

If the materials were purchased, show the vendor name and purchase order. If the vendor name and purchase order number are not included, those cells will turn red to indicate missing information that will need to be filled in later

In cells K26 through 37, data can be entered if there are special fees involved for the work done. These special fees include tolls, dump fees, and parking. The drop down list can be modified to add any other special fees if necessary.

In cell D38, enter the name of the person filling out the form from the drop down list

In cell G38, enter their phone number.

In cell I38 enter their email address.

Once the form is printed, the individual must sign each form. This is a Federal requirement and each form must be signed.

Cells B-K, rows 39 and 40 are for the 3DC function, if this process is used. Enter the appropriate data in each of the cells, D39, F39, D40, and F40. The 3DC must also sign the form. However, the 3DC function is not a Federal requirement. But using the 3DC function will increase the accuracy of the record keeping process and significantly contribute to the disaster cost recovery process.

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<sup>1</sup> The unit cost entered should be the "landed cost." That is, the cost of the item, plus any taxes, delivery or other charges associated with acquiring the item, in other words, the total item cost, not the list cost.