

Emergency Event Day 1 - Field

Emergency Event Day 1 - for Local Agencies

- Employee safety and the safety of the general public in the first priority in any emergency response.
- Set up methods to track expenses at each damage site per the funding types anticipated and your agency's processes and procedures in the event that the situation is declared an emergency or a disaster.
 - Roadways functionally classified as Major Collectors or above may be FHWA emergency sites. A link to the current approved functionally classified roadways is located here: http://www.dot.state.mn.us/roadway/data/functional_class.html
 - Roadways lower than major collectors may be FEMA eligible emergency sites.
 - Set up a method with your payroll department to track time, materials and equipment for each site.
- Document, document, document take notes and pictures.
 - Before, during and after pictures of the damage.
 - Photos for the media.
 - If using a smartphone or other device consider having the GPS setting enabled to pinpoint the location of the photo.
 - Have a common place within the agency to share photos.
- If hauling debris/material keep track of truck counts or weights for each site and breakdown the general location of the debris per debris outline.
 - What kind of debris is it?
 - Where on the roadway cross section was it?
 - If the event becomes FHWA and FEMA where the debris came from makes a difference.
- Alert your county emergency management officer and keep him/her posted on the amount of damage as well as the locations. They are the conduit to get a Governor's Emergency order.
- Be prepared, but if you need help, ask...District MnDOT maintenance, neighboring counties.
- Communicate with your DSAE.
 - Let him/her know of your damage locations, types, and severity.
- Breathe.
- Emergency Restoration is defined as work needed to get the roadway open to essential traffic. Document what that means on each particular roadway especially Major Collectors or higher.
- Read thorough all the documentation requirements the first day/night of the event so you understand what documentation is needed for each type of funding prior to spending resources and money on repair/restoration.
- Contact your community information officer or Administration (Mayor/Board or Council President) to coordinate press releases and to answer questions from the press. Assign a spokesperson for the event and provide periodic updates for dissemination.

Moving forward - Day 2 and beyond

- Consider generating a daily summary that will help others not directly involved, but who wish to be informed of significant events. Include those who need to know and those who want to know. The days and sites blend together quickly. After a few days you can hardly recall what happened when. Assign someone to type up all notes and meeting minutes every day.
- Assess and prioritize damage locations. Most agencies are not able to fix every damaged location all at once. Consider the following:
 - Safety of the public
 - Safety of workers
 - Emergency routes and service locations
 - Community asset locations
 - What repairs need engineering drawings and/or need to have construction repairs let.
- Assess the amount of damage at each site. If damage to a site may exceed \$150,000 then contact your DSAE to fill out a “request for Site Visit Form.”
- Begin filling out Detailed Damage Inspection Reports (DDIR) for all sites. A site is eligible if on a Major Collector or above and at least \$5,000 worth of damage. MnDOT currently uses a program for creating and submitting DDIRs, called MSAR.
 - Contact Bill Meinholz (william.meinholz@state.mn.us, 651-366-3832) for login information on using MSAR.
- If you are doing emergency restoration work or permanent work concurrent with emergency restoration contact the following for clearance:
 - MnDOT Cultural Resources if the roadway is a Major Collector or above.
Email: culturalresources.dot@state.mn.us
 - MnDOT Endangered Species expert especially if in the Missouri River Watershed or if tree removal is necessary. Contact: Chris Smith, christopher.e.smith@state.mn.us.
 - Your Army Corps of Engineers Liaison for guidance on required permits to complete repairs.
Contact: Ben Orne, benjamin.g.orne@usace.army.mil.
- Remember that the work in almost all cases needs to be authorized prior to repair, and if the work is done by outside contractors needs to be let per state and federal bidding requirements.
- Take pictures of the damage and the repairs.