

Hurricane Operations Checklist – Finance and Administration

The purpose of this exercise is to customize the hurricane operations checklist for Finance and Administration departments and personnel. Participants should consider additional tasks that might be performed by Finance and Administration staff during each phase of the incident and document these additional tasks in the space provided below. A brief description of Finance and Administration departments and personnel and their tasks is provided.

Departments		Sample Roles and Responsibilities
<ul style="list-style-type: none"> ▪ Finance ▪ Procurement ▪ Purchasing ▪ Human Resources ▪ Risk Management ▪ Legal services 		<ul style="list-style-type: none"> ▪ Negotiates and monitors contracts. ▪ Manages timekeeping and documentation. ▪ Provide cost analysis of debris operations. ▪ Investigates and facilitates compensation for injury or damage to property. ▪ Manages documentation for reimbursement.
Time	Task	Milestone
Preparedness		
H – 120	Activation of emergency plans, staff and facilities	<ul style="list-style-type: none"> ▪ Conduct internal planning meeting and begin preparations for mobilization ▪ Coordinate with stakeholders ▪ Compile data and GIS files
H – 96	Review capabilities and ensure adequate resources	<ul style="list-style-type: none"> ▪ Conduct daily meeting with stakeholders and contractors ▪ Identify available force account resources ▪ Determine resource requirements from debris forecasting models ▪ Review emergency policies, and contracts
H – 72	Execute responsibilities and activate contracts	<ul style="list-style-type: none"> ▪ Identify possible critical areas of concern, major transit systems, historic districts, environmental issues, critical infrastructure. ▪ Provide press release to public information officer ▪ Review private property, gated communities, and drop off sites ▪ Review DMS and contact TCEQ regional office for permitting procedures ▪ Estimate equipment requirements and debris management site capacity to haul and stage debris
H – 48	Monitor storm track and continue preparations	<ul style="list-style-type: none"> ▪ Mobilize staff ▪ Conduct daily meeting stakeholders and contractors ▪ Confirm staging location and begin mobilization of resources ▪ Review list of priority roads and the operational plan for documentation
H – 24	Prepare final reports	<ul style="list-style-type: none"> ▪ Save all critical documents and files to network drives, USB drive and laptop hard drives ▪ Mobilize additional support staff ▪ Mobilize personnel to emergency operations center ▪ Document, collect and update data
H-0	ARRIVAL OF TROPICAL STORM FORCE WINDS	
Additional tasks to consider during the preparedness phase:		

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Time	Task	Milestone
Response		
H + 24	Critical response and management support	<ul style="list-style-type: none"> ▪ Coordinate to conduct preliminary damage assessments. ▪ Determine emergency priority roads. ▪ Review debris volume and collection cost assessment. ▪ Begin 70 Hour Emergency Push. ▪ Maintain accurate documentation for force account labor. ▪ Begin recruiting and training surge staff. ▪ Issue notice-to-proceed with cost cap to contractors ▪ Initiate contractors and prepare for debris removal operations
H + 48	Debris estimates and resource distribution	<ul style="list-style-type: none"> ▪ Coordinate with TCEQ to assess hazardous materials debris ▪ Identify field data scanning center locations ▪ Conduct windshield and aerial survey of debris estimate ▪ Develop estimate cost model
H + 72	Emergency roadway clearing and prep for ROW	<ul style="list-style-type: none"> ▪ Log equipment and labor hours of contractor and force account equipment ▪ Develop map of impacted areas (GIS support) ▪ Meet with environmental/historical liaison to identify any damaged areas of special significance or considerations before debris collection begins ▪ Provide safe towers at debris management site locations prior to debris removal
H + 96	Truck certification	<ul style="list-style-type: none"> ▪ Measure volumetric capacity of truck ▪ Capture photographs of truck ▪ Certify volumetric capacity/placards ▪ Recertify trucks, if necessary ▪ Return truck cert forms from the field throughout the day for immediate data entry
H + 120	On-boarding and training	<ul style="list-style-type: none"> ▪ Begin recruiting and training surge staff ▪ Project Mangers report to pre-designated locations and prep staff on project
Additional tasks to consider during the response phase:		
Recovery		
Week 1+	ROW collection	<ul style="list-style-type: none"> ▪ Begin right-of-way collection ▪ Inspect field documents and reports from contractors ▪ Provide debris management hotline

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Time	Task	Milestone
		<ul style="list-style-type: none"> ▪ Determine eligibility for additional programs (PPDR, Leaner/Hanger/Stumps, Waterways, etc.). ▪ Coordinate with representatives from federal agencies to discuss reimbursement
Week 2+	Debris management site operations	<ul style="list-style-type: none"> ▪ Site identification ▪ Photo documentation ▪ TCEQ permitting ▪ Contractor operations oversight ▪ Final disposal ▪ Site remediation
Week 2+	Documentation management	<ul style="list-style-type: none"> ▪ Field documentation scanning ▪ Data entry
Week 3+	Data management and invoice reconciliation	<ul style="list-style-type: none"> ▪ Contractor invoice reconciliation ▪ Initial payment recommendations ▪ Final reconciliation
Week 6+	Special projects	<ul style="list-style-type: none"> ▪ Leaners/hanger/stumps ▪ Waterway debris removal ▪ Wildlife management areas/parks ▪ Private property debris removal ▪ Public drop-off sites
Project Completion	Audit and closeout process	<ul style="list-style-type: none"> ▪ Maintain electronic and hard copy files for audit
Additional tasks to consider during the recovery phase:		