

# Disaster Travel

Emergency Preparedness  
2013



# Goal

- To ensure that **ALL DCFS** staff are aware of potential duties, responsibilities, activities, processes and protocols surrounding Emergency Disaster Travel for all potential hazards.
- Provide an overview of documentation necessary to facilitate a timely reimbursement.



# Mission

- Educate staff on documentation and expectations prior to a deployment for emergency operations.
- Development of an “Emergency Deployment Packet” to include
  - Checklist
    - What to bring
  - Disaster Travel Orders (DTO)
  - Timesheets
  - Map of location
  - Departmental code of conduct



# Checklist

- Designed to assist during a rapid deployment.
- Includes the following categories:
  - General Home preparation
  - Security
  - Kitchen
  - Getting car ready
  - Personal preparations
  - Sanity savers
  - Miscellaneous



# Emergency Preparedness Travel Checklist

## General Home Preparation

- Water plants
- Dial your thermostat up or down to match the temperature of the season
- Arrange for pet care at a kennel or in your home
- \_\_\_\_\_

## Security

- Lock all windows and doors securely and remove any keys hidden outside the house
- Tell neighbors that you'll be away and how they can reach you in an emergency
- Close blinds and curtains
- \_\_\_\_\_

## Kitchen

- Store food in your freezer to prevent having to run to the grocery store as soon as you return home
- Remove perishable items from your refrigerator
- Empty all waste baskets & run the garbage disposal to eliminate the possibility of unpleasant odors
- Wash the dishes (You'll be sorry when you come back if you forget this!)
- \_\_\_\_\_

## Getting your car ready (if taking personal vehicle)

- Check your spare tire and jack to ensure they are both in working order
- Check oil level, tire pressure and coolant level as well as all other fluid levels
- Pack a first-aid kit into the trunk
- Put a pen and paper in your car to track mileage and travel locations
- \_\_\_\_\_

## Personal preparation

- Pick up cash, change and traveler's checks at the bank (enough to pay for meals etc... if necessary)
- Pay the rent and other bills. If you'll be gone for an extended period of time, arrange for a friend or relative to pay the bills
- Wash clothes that you're not packing so that you'll have a clean set of clothes at home when you return from your trip
- Bring comfortable, yet professional clothing
- DON'T FORGET YOUR HYGIENE KITS AND MEDICATIONS**
- Pack 9 days worth of clothes (or 2 days longer than anticipated operation length)
- \_\_\_\_\_

## Sanity Savers

- Bring a book or something to occupy your downtime
- Bring a journal – document the wonderful experience of EP Travel
- \_\_\_\_\_

## Miscellaneous

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_



# Orders

- Will describe the following
  - Mission / Operation
    - Anticipated length of operation
  - Duty station
    - With Address
  - Position
  - Supervisor/team lead
  - Mobilization time
  - Rally point
  - Transportation information
  - Billeting (lodging) information
  - Org Chart



**Emergency Preparedness**  
627 North 4th Street  
Baton Rouge, LA 70802

(O) 225.342.0286  
(F) 225.342.8636  
[www.dcf.la.gov](http://www.dcf.la.gov)

Bobby Jindal, Governor  
Suzy Sonnier, Secretary

DATE

Orders FEXTONI-ORL-001234

TORNADO JOE, 001234, Orleans

Mr./Ms. TORNADO JOE,

In accordance with La. R. S. 29:721 Governor \_\_\_\_\_ has declared a State of Emergency (insert declaration #) due to \_\_\_\_\_. DCFS Emergency Preparedness Policy 1-2 authorizes the Secretary to support the emergency preparedness goals of the state to ensure the safety and welfare of Louisiana citizens during emergencies and disasters. In addition, the policy defines the roles and responsibilities of the Department's employees in carrying out the emergency functions of mass care, housing, and human services when people are forced to leave their homes in actual or threatened emergencies and disasters. Pursuant to said policy, you are hereby advised that you are being assigned to perform the disaster duties described herein. As part of your assignment, your chain of command is being transferred to Joshua Gill, Director of Emergency Preparedness, or his designee, from which you will receive all future instructions, orders, duties and responsibilities in accordance with DCFS Emergency Preparedness Policy 1-2 until further notice. Once relieved of this assignment, you will return to your normal duties and chain of command. Until then, it is essential to the efficient operation of this mission that you adhere to the Emergency Preparedness chain of command throughout the duration of this event.

You are activated to report to \_\_\_\_\_ in support of the \_\_\_\_\_ operation. The following is specific information related to the mission:

Anticipated length of mission (start date / end date):

Site Manager:

Lodging:

Special Notes: Overtime, travel, schedule / standby, special hazards, special requirements, may be working outside

Sincerely,  
Josh Gill  
Director – Emergency Preparedness  
JG



# Disaster Orders

- Official deployment notification
  - Email
  - Hardcopy
- Provides strategic level overview of duties and operation.



# Mobilization Process

- Personnel Requisition form will be sent from State Office.
  - Operations Section Chief to the RA describing the personnel requirements
- RA will review requirements and develop a transportation plan to include rally points and mobilization times.
- RA will utilize database to identify available personnel
- RA will provide a manifest (spreadsheet) to Operations Section Chief with deployment time for verification and approval.
  - Ops Section Chief will forward all information to Travel Unit for billeting information
  - Order numbers provided to RA at this time
- RA will notify all staff and begin DTO and employee packet development.



# Disaster Timesheet

- To be filled out and submitted in accordance with HR policy 4-10.
- All information to be written legibly or typed.
- Have Site Manager sign Disaster Time Sheet.
- Keep a signed copy for your records.



# DISASTER DUTY TIME SHEET

ALL ENTRIES MUST BE COMPLETED THOROUGHLY, LEGIBLY AND IN INK – DO NOT USE PENCIL

Disaster Incident Name:		Check all applicable:	<input type="checkbox"/> Shelter	<input type="checkbox"/> DSNAP	<input type="checkbox"/> Other (specify):
Employee Name:		Personnel Number:		Regular Job Title:	
Regular Office Location:	S.O. BUREAU / SECTION	FIELD REGION / PARISH	Regular Cost Center Number:	Regular FLSA Status:	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
Regular Office Work Schedule (specify days of the week & number of hours each day):					

Reporting Period Dates (specify entire 2 week period):

*NOTE: DAYS BEGIN AT 12:01 A.M. AND END AT 12:00 A.M. MIDNIGHT. Shifts that extend beyond midnight require two line entries on the two days involved. Day of Week is to be recorded as M, T, W, TH, F, SA, SU. Times/Hours are to be recorded in quarter-hour increments ONLY. To make corrections, draw one line through the incorrect entry and write the correction above or below the incorrect entry. **DO NOT WRITE OVER THE ENTRY OR USE "WHITE-OUT"**.*

DAY OF WEEK	DATE	LEAVE TAKEN (L.A., L.H., L.S.O.C., etc.) (quarter-hour basis)	REGULAR OFFICE DUTIES WORKED (quarter-hour basis)	TOTAL LEAVE & REGULAR OFFICE DUTIES	DISASTER SITE NAME / LOCATION	DISASTER TRAVEL / DUTY BEGAN (quarter-hour basis)	DISASTER DUTY / TRAVEL ENDED (quarter-hour basis)	TOTAL DISASTER HOURS	(TIME ADMIN USE ONLY)		
									REGULAR DISASTER HOURS	LSAG HOURS	OVERTIME DISASTER HOURS
						( ) a.m.	( ) a.m.				
						( ) p.m.	( ) p.m.				
						( ) a.m.	( ) a.m.				
						( ) p.m.	( ) p.m.				
						( ) a.m.	( ) a.m.				
						( ) p.m.	( ) p.m.				
						( ) a.m.	( ) a.m.				
						( ) p.m.	( ) p.m.				
						( ) a.m.	( ) a.m.				
						( ) p.m.	( ) p.m.				
						( ) a.m.	( ) a.m.				
						( ) p.m.	( ) p.m.				
TOTAL (this page only):											

I CERTIFY THAT I HAVE PERFORMED REGULAR AND/OR DISASTER DUTIES DURING THE DATES AND TIMES AS INDICATED ABOVE.

Employee Signature	Date
--------------------	------

APPROVAL OF DISASTER HOURS WORKED FOR COMPENSATION (only one signature is needed)

DCFS Emergency Operations Manager Signature	Job Title	Date
Non-DCFS Emergency Operations Manager or Appointing Authority Signature	Job Title	Date

# Departmental Code of Conduct

- You represent the State of Louisiana as well as the Department of Children and Family Services.
- Our mission requires us to serve persons who have been impacted by a DISASTER – be mindful of their circumstances.
- All confidentiality policies, rules and regulations **MUST** be followed and remain in effect and **WILL BE ENFORCED**.
- Act professionally at all times.
- If you wouldn't do it in the office, don't do it on a deployment.
- Speak in truths, rumors kill morale.
- If there is an issue, bring it to a supervisor assigned to the site.
- Treat your lodging as your own, damages will be charged to the employee.
- Unauthorized expenditures to a room or lodging will be charged to the employee.
- You are responsible for your actions.
- You must follow departmental dress code.



# Submitting Travel Costs

- Must have travel authorization completed.
- Claims for reimbursement must be submitted on
  - DCFSEmergency/DisasterTravelExpenseAccountForm-PMF110-E-LEO
- The PMF 110 must be completed on site while at the assigned ESF 6 location. The ESF 6 site manager, director or supervisor must approve the travel expense account form.
- Travel reimbursement claims must be completed on a WEEKLY basis in accordance with the instructions provided for the PMF 110-R.
- Travel week = Monday through Sunday.
- PMF 110 MUST be submitted in completion to the DCFS Travel unit each Monday FOLLOWING THE WEEK OF TRAVEL.



# BILLETING

- Travel Unit will be responsible for managing the reservations/housing of employees deployed during a disaster. Upon receipt of a list of hotels from Admin Services of the available hotels for use, the Travel Unit will process reservations for employees. The reservations will be processed based on lists provided to the Travel Unit from the appropriate area when the employees are deployed.
- Tracking of employees during deployment by the Travel Unit will only be as it relates to their location or placement in the various hotels.

