

ACTIVITY REPORT

Job Aid

Introduction:

This log is provided to help you properly track tasks performed before and after a disaster or other emergency event. If this incident receives a Presidential declaration, only those activities performed to prepare or respond to the event can be reimbursed by FEMA. Normal duties that do not support preparation or response efforts should not be included in this Daily Activity Report.

Instructions:

THANK YOU for serving our citizens and community during our times of greatest need.

Please use the Daily Activity Report to track your event-related activities before, during and after a natural disaster or other emergency event. Only include tasks required to get ready for or respond to an event.

This is a daily log so please enter information for one day only. Start a new log with each new day. Submit this report each day as directed by your supervisor.

When preparing for or responding to an event, you probably won't know if it will be declared by the President to receive FEMA funding. It is VITAL to record all event-related activities to assure that every potential funding opportunity is open and available should a declaration be forthcoming.

A standard list of tasks and explanations (below) has been created to assist you with documenting your activities. These descriptions are typical of emergency activities performed as reasonable under emergency situations.

If your task isn't listed, please use "Other" as your option, then enter a detailed description under the OTHER column.





This log is provided to help you properly track tasks performed before and after a disaster or other emergency event. If this incident receives a Presidential declaration, only those activities performed to prepare or respond to the event can be reimbursed by FEMA. Normal duties that do not support preparation or response efforts should not be included on this Daily Activity Report.

Complete data in heading with your name, department, and employee ID number.

APPLICANT is your city, county, town, organization, Tribal Nation, etc.

DAILY ACTIVITY REPORT

AGENCY or DEPT:

EMPLOYEE ID:

This is a **daily report**. Include only one day of activities on this log. Enter work date in blank. Begin a new activity report for each new workday.

Description of Task Performed	Work Location (address/city and/or coordinates, building name, property id)	Start Time	End Time	Labor Hours	Explain how task relates to event.
<p>③ Describe your activities with options listed below or clearly describe other tasks performed.</p> <p>Only activities preparing for or responding to emergency should be included.</p>	<p>④ Enter exact or address location description.</p> <p>Include decimal GPS to 5 places.</p>	<p>⑤ Enter beginning and end time for each activity.</p> <p>Enter total hours for each entry under Labor Hours.</p> <p>Calculate total hours for</p>	<p>⑥ Enter reason why task was necessary due to event.</p> <p>Use options below or clearly explain other purpose.</p>		
		TOTAL			

TOTAL

Calculate total hours for day.

⑥ Enter reason why task was necessary due to event.

Use options below or clearly explain other purpose.

③ Describe your activities with options listed below or clearly describe other tasks performed.

Only activities preparing for or responding to emergency should be included.

④ Enter exact or address location description.

Include decimal GPS to 5 places.

⑤ Enter beginning and end time for each activity.

Enter total hours for each entry under Labor Hours.

Calculate total hours for day.

INSTRUCTIONS

Emergency Activities

Page 2 of this instruction guide includes commonly used and accepted responses for task descriptions along with explanations of how the task related to the event. Please review the lists and use the entries provided there to assist in completing this form. The information you provide will ensure that every task can be substantiated and validated. Your cooperation is vital and appreciated!



The entries below show common task descriptions with explanations of how a task might relate to the event. Please use these lists to assist in completing your DAILY ACTIVITY REPORT. If there is no suitable selection in the task list, please indicate OTHER, then give a brief explanation of why the task was needed to respond. This information will ensure every task can be substantiated and validated, and your responses will help secure all eligible funding. Your cooperation under such trying circumstances is vital. THANK YOU!

DESCRIPTIONS OF TASK PERFORMED

- Barricades, fencing setup & take down
- Clear trash and scattered refuse
- Cut & toss downed trees/limbs
- Dead animal removal
- Demolition of small, unsafe structures
- Dissemination of information
- Distribute supplies/commodities (food, water...)
- Enabling emergency access
- EOC Support
- Evacuation
- Extinguishing fires, firefighting
- Flood fighting
- Generator run time for vital services
- Mass mortuary services
- Medical care, testing and transport
- Patrolling, security
- Pre-positioning equipment & resources
- Safety inspections
- Sandbagging
- Securing buildings, vehicles, equipment
- Search and rescue
- Sheltering support
- Temporary repairs
- Traffic or crowd control

HOW TASK RELATES TO EVENT

- Answering event-related calls
- Clearing areas left hazardous by debris
- Downed power lines, gas leaks caused by event
- Emergency communications:
 - re: evacuation, shelters, food/water
 - re: warnings, curfews, power outages
- Enforce curfews
- Fires caused by
 - electrical damage
 - open fire cooking/heating
- High death toll caused by event
- Identifying buildings/sites left unsafe by event
- Injury or illness a direct result of event
- Limited availability to food, water due to event
- Locating people lost or unaccounted for due to event
- Organizing prep/response efforts
- Protecting property from damage
- Providing shelter support and supplies
- Pumping floodwater or erecting temporary dams
- Relocating citizens to shelters or safety
- Removing/stabilizing event-damaged facilities
- Removing vegetation, debris to enable public access
- Restrict access to areas left unsafe by event
- Securing critical sites left without power
- Staging resources in preparation of event