EQUIPMENT AND MATERIALS LOG Job Aid

Instructions:

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

Please use the Equipment and Materials log to record any pieces of equipment you operate in preparation for or as you respond to and support recovery from a natural disaster or other emergency event. Also track and retain receipts of all purchases of supplies or materials needed in preparation or response/recovery efforts.

While 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 your event-related equipment usage and material purchases accurately so every potential funding opportunity will be open and available should a declaration be forthcoming.

This is a daily log. Please enter information for one day only. Start a new log for each new day. (If you need additional space for a single day, start another log sheet and enter the same date in the date blank.) Submit your signed log each day as directed by the supervisor in charge along with all purchase receipts (or email photos/scans of receipts per instructions).

For the equipment log, please provide the following information:

- Details about the piece of equipment you operated.
- In what location or areas was the equipment used?
- How long did you use it? Enter total time to the quarter-hour (ex. 2.75 = 2 hour 45 minutes).
- How was equipment used (or why was it needed) in preparation for or response to the event?

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INSTRUCTIONS

© If your employer has ID #s for equipment, enter it here. If not, leave blank for FEMA codes. © If your employer has ID #s for equipment, enter it here. If not, leave blank for FEMA codes. © Include specific address and/or GPS. ## Include	Please record your equipment use and any supply purchases FOR ONE DAY ONLY . Start a new log for each new workday .		ILY EQUIPMENT and MA	ATERIAL LOGS		t = Your employer Dept. = Your normal work team/	
Category B - Emergency Protective Measures: Proparedness and Response Additions Equipment IDM Equipment IDM FISAR EQUIPMENT RATES Chansas, 30 mA, 3p Comer 1 dt & Main, Cur Town 3 Cut tree downed by high winds during the comer of the comer of the comer 1 dt & Main, Cur Town 3 Cut tree downed by high winds during the comer of the comer			A SAN TO BE THE SAN TH			DATE:	
Petrol Equipment Description Provide Equipment Description Provide Equipment Description Provide Equipment Description of Equipment Descri	EMPLOYEE NAME:		EMPLOYEE ID:				
## Figure 2 Figure 1 Figure 2 Figure 2 Figure 2 Figure 2 Figure 3 Figure 3	Category B - En	nergency Protective Measures: Preparedness and P	Response Activities				
S Total time on task. Round to 1/4 hour.	2 Equipment ID#	Yehicle Equipment Description	4 Worl	k Location	Hours	How Was Equipment Used for the Event? (Please print.)	
Should include make, model, size, HP, etc. (a) Include specific address and/or GPS. (b) Include specific address and/or GPS. (c) Include specific address and/or GPS. (d) Include specific address and/or GPS. (e) Describe he task is helping for or responsible. Equipment IDI Destinations (lost all) Patrol car 885 Recinct to sheller 1 & 2, alport high school, bus depot Patrol car 885 Recinct to sheller 1 & 2, alport high school, bus depot Total MILES. (e) Describe he task is helping for or responsible. Equipment IDI Destinations (lost all) Patrol car 885 Recinct to sheller 1 & 2, alport high school, bus depot Total MILES. (c) Describe he task is helping for or responsible. Equipment IDI Destinations (lost all) Patrol car 885 Recinct to sheller 1 & 2, alport high school, bus depot Total MILES. (f) Destinations (lost all) Find dometer IDI Destinations (lost all) Total MILES. (g) Describe he task is helping for or responsible. Equipment IDI Destinations (lost all) Find dometer IDI Destinations (lost all) Find dometer IDI Destinations (lost all) Total MILES. (g) Describe he task is helping for or responsible. Equipment IDI Destinations (lost all) Find dometer IDI Dest	FEMA EQUIPMENT RATES	Chainsaw, 20 inch, 5hp	Corner 1st 8	& Main, OurTown	3	Cut tree downed by high winds during storm	
# Include specific address and/or GPS. Please Provide Hours Worked For Event Related activities only Total Event Hours: 3.00				⑤ Total time	e on task. Rou	und to ¼ hour.	
Mileage should be used for patrol cars whenever possible. Equipment ID# Destinations (list all) Patrol car #85 Precinct to shelter 1 & 2, aiport, high school, bus depot Patrol car #85 Precinct to shelter 1 & 2, aiport, high school, bus depot Total Miles Explanation on 1 Total Miles Explanation on 0.00 0.00 0.00 Total Miles Explanation on 0.00 0.00 0.00 Total Miles Explanation on 0.00 0.00 0.00 0.00 Total Miles Explanation on 0.00 0.00 0.00 0.00 0.00 0.00 Total Miles Explanation on 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00			Include specific address and/or			© Describe how your task is helping to prepare	
Mileage should be used for patrol cars whenever possible. Equipment ID# Destinations (list all) Patrol car #85 Precinct to shelter 1 & 2, airport, high school, bus depot 27134 27198 62.00 enforcing curfew and evacuation on 0.00 0.00 0.00 Total MILES: 0.00 Total MILES: 0.00 Inventory or Purchase? Inventory		PI FASE PROVIDE HOURS WO	PRKED FOR EVENT RELATED ACTIVIT	TES ONLY! TOTAL EVER	T HOURS: 3.00	for or respond to event	
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Total MILES: ©2.00 Total MILES: ©2.00 Total What you needed and why? If meals, note name of crew or individuals being fed. Selection and Purpose Inventory or Purchase? InvoiceReceipt Number OR Inventory Code amount and attach receipt. Selection and Purpose Inventory or Purchase? InvoiceReceipt Number OR Inventory Code amount and attach receipt. Selection and Purpose Inventory Code amount or, if available, inventory item was purchased or taken from Individuals being fed.	Equipment ID#	Destinations (list all)	Start Odometer	End Odom		Explanation	
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Total MILES: 62.00 Tem Description and Purpose Inventory or Purchase? InvoiceReceipt Number OR Inventory Code Impurchased, enter amount and attach receipt.	→ ⑦Tell what If meals, no						
Tell what you needed and why? If meals, note name of crew or individuals being fed. Inventory or Purchase? InvoiceReceipt Number OR Inventory Code amount and attach receipt. Inventory or Purchase? InvoiceReceipt Number OR Inventory Code amount and attach receipt. Inventory or Purchase? InvoiceReceipt Number OR Inventory Code amount and attach receipt. Inventory or Purchase? InvoiceReceipt Number OR Inventory Code amount and attach receipt. Inventory or Purchase? InvoiceReceipt Number OR Inventory Code amount and attach receipt. Inventory or Purchase? InvoiceReceipt Number OR Inventory Code amount and attach receipt. Inventory or Purchase? InvoiceReceipt Number OR Inventory Code amount and attach receipt.					0.00		
Tell what you needed and why? If meals, note name of crew or individuals being fed. Submit purchased or taken from Inventory or Purchase? InvoiceReceipt Number OR Inventory Code amount and attach receipt. Senter receipt # and purchased or amount or, if available, inventor individuals being fed. Submit purchase receipt or impression of taken from receipt with this form.					Total MILES: 62.00		
If meals, note name of crew or individuals being fed. item was purchased or taken from item was amount or, if available, invento Submit purchase receipt or im receipt with this form.		tem Description and Purpose	Inventory or Purchase? Invoice/R	eceipt Number OR Inventory (Code amount and attac		
		note name of crew or	item was purchased or taken from		 © Enter receipt # and purchase amount or, if available, inventory code Submit purchase receipt or image of receipt with this form. 		
EMPLOYEE SIGNATURE: REVIEWER SIGNATURE: Sign, date, and submit this log to your crew lead or supervisor, as directed.							