

DENR Timesheet Coding for Hurricane Xxxxxx
FEMA Declared Disaster 3254-EM
Directive Issued September 16, 200x

Hurricane Xxxxxx: FEMA-3254-EM Applicable DENR Activity Codes

Emergency Protective Measures	902E
Permanent Work	902P

Designated Counties: Beaufort, Bertie, Bladen, Brunswick, Camden, Carteret, Chowan, Columbus, Craven, Cumberland, Currituck, Dare, Duplin, Edgecombe, Gates, Greene, Halifax, Hertford, Hyde, Johnston, Jones, Lenoir, Martin, Nash, New Hanover, Northampton, Onslow, Pamlico, Pasquotank, Pender, Perquimans, Pitt, Sampson, Tyrell, Washington, Wayne, and Wilson. It is possible additional counties will be designated at a later date.

Incident Period: September 11, 200x and continuing. The ending date will be distributed to DENR staff when state and federal officials make that determination.

The designated counties in North Carolina (listed above) have received a FEMA declaration for emergency protective measures. It is anticipated that the estimates of damage will NOT rise to the level to make a further declaration for the eligibility of permanent work possible. However, while it is likely that reimbursement will be limited to emergency measures, a departmental decision has been made to track all staff time related to Hurricane Xxxxxx. Employees are directed to use the both activity codes so the nature of all hours of hurricane work is accurately reported on the timekeeping system.

Activation of the codes proceeds today at the direction of the Deputy Secretary. The DENR Payroll Supervisor in the Controllers Office will notify timekeeping coordinators at the division/center level about the new codes. The coordinators then adjust the system at the division/section level to accept codes for Hurricane Xxxxxx.

The first digit of the Activity Code will be the number "9". It signifies a FEMA declared disaster. The pair of numbers in the second and third digits will run consecutively from "00" to "99". They identify the specific disaster so multiple emergencies can be tracked simultaneously. The final column of the activity code will be the alpha character "E" or "P". These denote different types of work that have different reimbursement rules. They are defined below.

Emergency Protective Measures "E"

Emergency protective measures are actions taken in specified counties immediately before, during and after a disaster to save lives, protect public health and safety, and prevent damage to improved public and private property. Some examples of eligible emergency protective measures are search and rescue, police/security activity, communication/emergency operation centers, provision of public shelters/food/water/ice and other essential items, emergency sandbagging/repairs/demolition, and removal of health and safety hazards (e.g. debris, hazardous materials, household hazardous waste). Actions taken before the disaster such as protecting equipment (covering or moving) or

prepositioning staff/equipment for faster response is an emergency protective measure. Emergency work occurs during a specified period, defined as days before to days after the disaster event. Those limits vary from disaster to disaster and will be communicated to staff.

Permanent Work “P”

Permanent work refers to any activity (minor work to replacement) that is performed to restore a damaged state owned facility located in a declared area to its pre-disaster condition. Staff time spent repairing or replacing a state owned building, road/bridge, and utilities qualify as permanent work.

In summary, the Activity Codes used for Hurricane Xxxxxx will be the set 902E or 902P. Some examples: (1) A DMF patrol officer, tasked by the EOC, directing traffic to assist tourists off a barrier island and then staffing a roadblock to prevent premature return would use the 902E code. (2) Parks staff clearing debris from the entry road or park paths uses 902E. The same person may perform trail or roof repair later in the month. The proper code for those hours is 902P.