

<b>Event Name</b>	
<b>Employee Name</b>	
<b>Z Number</b>	
<b>Department</b>	

<b>Date</b>	<b>Activity Code</b>	<b>Description of Work Performed</b>	<b>Work Location (Campus/Building/Room)</b>	<b>Start Time</b>	<b>End Time</b>	<b>*Equipment/Vehicles Used (Type/Specification/Capacity)</b>	<b>FEMA Cost Code</b>	<b>*Duration of Use</b>

<b>Employee Signature</b>		<b>Date</b>	
<b>Supervisor Signature</b>		<b>Date</b>	

ACTIVITY CODE	ACTIVITY DESCRIPTION	DEFINITION
<b>BUILDING &amp; GROUNDS WORK</b>		
1	Debris Removal	Debris removal activities, such as clearance, removal, recycling, and disposal that are threats to life, public and safety.
2	Roads & Bridges	Repairing damage to roads and bridges caused by the disaster event to restore safe travel.
3	Water Control Facilities	Repairing systems that control water flow and flooding—like storm drains, levees, irrigation systems, flood pumps, and canals. Maintenance of fish and wildlife habitat.
4	Buildings & Equipment	Fixing public buildings and anything inside them, including heating, plumbing, wiring, lights, and other building systems.
5	Utilities	Restoring essential services such as water (storage tanks, pipes), electricity (generators, power lines, turbines), and related delivery systems; Power generation, transmission, distribution.
6	Parks, Recreational, Other	Repairing public-use spaces like parks, sports fields, swimming pools, playgrounds, fish hatcheries, docks, ports, and harbors.
<b>EMERGENCY PROTECTIVE MEASURES</b>		
7	Pre-Positioning Equipment	Setting up tools, supplies, or vehicles before a disaster strikes so they're ready to use right away during the response for the declared incident.
8	Flood Fighting	Taking emergency steps to prevent or reduce flooding, such as sandbagging, pumping water, or raising levees.
9	Emergency Operations Center	Running emergency response operations from a central location, including managing teams and communication. Covers related supplies, meals, and equipment.
10	Provision of Supplies & Commodities	Buying or using stockpiled items like water, food, medicine, or hygiene kits and delivering them to people in need during a disaster.
11	Medical Care & Transport	Providing emergency medical services when local systems are overwhelmed—includes triage, testing, treatment, first aid, and transporting patients.
12	Evacuation & Sheltering	Moving people, pets, service animals, and essential items (like medical equipment) to and from safe shelter locations.
13	Building Safety Inspections	Inspecting public or private buildings after a disaster to decide if they're safe to enter or need to be closed off (e.g., using placards or "red tags").
14	Security/Law Enforcement	Using police, barriers, or fences to protect people, property, and emergency response areas after a disaster.
15	Temporary Generators	Using portable or backup power sources to keep essential buildings and services running when the main power is out.
16	Damage Assessments	Surveying <u>any and all</u> buildings to understand how much damage occurred and what kind of help is needed.
<b>ADMINISTRATIVE DOCUMENTATION [FOR ADMINISTRATIVE AND EOC USE ONLY]</b>		
17	PA Program-Related Meetings	Joining meetings or calls with FEMA, the state, or other agencies to coordinate your organization's disaster response and recovery.
18	Logical Groupings of PA Damage Sites	Combining similar damage sites into one project to make paperwork and funding requests faster and easier.
19	Preparing Correspondence	Writing, reviewing, and submitting letters, forms, or reports related to disaster projects or recovery activities.
20	Travel Expenses	Covering costs (transportation, meals, hotels) for employees or responders traveling due to the disaster.
21	Preparing Site-Specific Damage Descriptions	Creating clear, detailed descriptions of damage at each site to help FEMA understand what needs to be fixed.
22	Training	Training and education provided to enhance the knowledge, skills and abilities needed to help promote resiliency during a disaster.