**Emergency Management for Natural Disasters**

**Make Sure Your Agency is Prepared if Mother Nature Strikes!**

### The Public Assistance Process

- **First Step: Preliminary Damage Assessment**
  - Physical inspection of damages
  - Establish rough estimates
  - PDA complied by SEMA and sent to Governor

- **Second Step: The Declaration**
  - State/Federal Declaration(s) is/are signed
  - Allows National Guard, state agencies and federal resources to assist in disaster

- **Third Step: Applicant Briefing**
  - Allows the State to inform applicants of available assistance and eligibility requirements

### Documentation is the KEY

- Setup a folder immediately and keep everything! If possible, assign someone for tracking all costs.
- Track contracts, bids, rental agreements and receipts.
- Keep time sheets for ALL employees and sign-in sheets for volunteer workers.

### Types of Work

- **Emergency Work**
  - Debris Removal
  - Emergency Protective Measures

- **Permanent Work**
  - Roads & Bridge Systems
  - Water Control Facilities
  - Public Building/Equipment
  - Public Utilities

---

**Natural Disaster Event**

1. **PDA**
2. **Governor’s Request**
3. **Declaration**
4. **Kick-Off Meeting**
5. **Submission of Request**
6. **Applicants’ Briefing**
7. **Formulation of Projects**
8. **Project Review**
9. **Approval**
10. **Funding**
11. **Sub-Grantee**
12. **Grantee**

---

For more information on the *Emergency Management for Public Works* course or other MO-LTAP courses, please contact:

**Missouri Local Technical Assistance Program**

710 University Drive, Ste. 121 • Rolla, MO 65409
1.866.MOROADS • www.moltap.org