

Standard Work for: LOCAL PUBLIC AGENCY GROUP (LPA)

Description of the task:		Emergency Relief Response		Revision Date: 12/20/2020
Process Owner:		Project Resource Office & Local Public Agency Manager		Revision #: 1
Purpose:				Document Owner:
Supplies & safety equipment required:				
WHAT?	<i>Important Steps:</i> <i>List the critical steps of the operation that advance the work</i>	HOW?	<i>Key Points:</i> <i>List the tasks that allow you to complete the steps successfully.</i>	Include a picture, a map, additional contacts or resources that are relevant for success when performing this job
<p>Each weather event is unique and there should be a declaration document produced pertaining to each emergency weather event. The declaration should be sent to local agencies along with the emergency narrative and project process if the event has been a declared an emergency.</p>				
1	Systems Management contacts LPA Group for inquiries from Local Public Agencies regarding ER assistance		Local Public Agency may have sustained damages from an Event that they may have contacted LPA Group for potential ER assistance	
2	Deploys Standard Work process		LPA Group sends out email notification as applicable below and attaches the ER Reimbursement process and ER Flow Chart documents	Documents are attached to this Standard Work
<p>**If the event has been declared an emergency:</p> <p>Good afternoon, Included in this communication is information on the (Date, Year) Declaration of Emergency from the (type of event). If your agency experienced damages from the event, please contact Jerry James, Assistant State Engineer, ADOT TSMO Division, Systems Management at jjames@azdot.gov or 602-712-7972.</p>			<p>Email is sent to the Certification Acceptance Agencies, COGS and MPO. CC ADOT Emergency Management, LPA Manager, LPA Process Manager and LPA Program Manager</p> <p>Notification from Emergency Management</p> <p>Attach the Declaration of Emergency to the email</p>	

****If the event has not been declared an emergency at the time of the email to the Local Agencies:**

Good afternoon,

Included in this communication is information on the (type of event) on (Date, year). If your agency experienced damages from the event, please contact Jerry James, Assistant State Engineer, ADOT TSMO Division, Systems Management at jjames@azdot.gov or 602-712-7972.

Email is sent to the Certification Acceptance Agencies, COGS and MPO. CC ADOT Emergency Management, LPA Manager, LPA Process Manager and LPA Program Manager

Notification from Emergency Management