

CHAPTER S

TABLE OF CONTENTS

S.00	Introduction
S.01	Charging and Documentation practices
S.02	Photographs
S.03	Major Damage Response Phases
S.04	Major Damage Repairs by Contract
S.05	Timely Reporting of Damage
S.06	Day Labor Limit

S.00 Introduction

Storm Damage and Other Major Damage includes all damage repair and re-openings related to natural disasters, catastrophes, or events such as storms, floods, wildfires, earthquakes, tsunamis (tidal waves), high surf, slope failures, or other geological phenomena. Response to man-made damage is included if it is on a large scale, such as riots, terrorism, or acts of war.

S.01 Charging and Documentation practices

In cases of significant damage, Project Numbers must be assigned, and Work Orders must be site specific when reporting Storm Damage and Other Major Damage in the Integrated Maintenance Management System (IMMS).

Following established charging practices is critical to ensure full reimbursement from the federal government when disaster aid programs are in effect. Proper charging practices are required to meet federal regulations that specify minimum levels of cost tracking as a condition for receiving federal disaster aid. There is a direct relationship between the quality and accuracy of charging practices and the amount of funding that will flow back to district Maintenance.

Disaster declarations are often retroactive, so it is important to use correct charging practices at all times, whether or not a disaster is currently in effect.

Charging practice instructions for storm damage and other major damage are included in Maintenance Manual Volume 2, Part Two, and “S” Family.

S.02 Photographs

If your personal safety permits, take a photograph of the damage site prior to reopening or repair work. A photograph can make the difference between a site qualifying for reimbursement and not qualifying. Photos should be shared with the Maintenance Engineer, and should include a record of the location and date.

S.03 Major Damage Response phases

There are two phases to Storm Damage and Other Major Damage response: Emergency Opening (EO) and Permanent Restoration (PR).

Emergency Opening includes first responder operations at the damage site taken to secure safety for travelers and workers, reopening of closed facilities to at least partial service, establishment of traffic control and detours, and prevention of additional damage if there is an immediate threat.

Permanent Restoration includes repair work to restore the damaged facility to its pre-event condition. Improvements or betterments may be included as part of Permanent Restoration if the purpose of the improvement or betterment is to prevent recurring damage.

Strategies for responding and repairing damaged facilities include:

- (1) State Forces:
The Maintenance crew(s) perform all reopening and repair activities with State forces and State equipment. This is commonly used for smaller damage sites (small slides, removing rock fall, debris removal, restoring shoulder backing, etc.).
- (2) Split Strategy:
The Maintenance crew(s) perform EO activities to partially or fully reopen the facility. Once secured, the site is left unrepaired until a capital contractor completes the Permanent Restoration project at a later date. This is frequently used for larger damage locations.
- (3) Combined Strategy:
The Maintenance crew(s) respond initially but, because the site is too large or costly, the EO is completed by a capital contractor (typically by Director's Order). The EO and PR are completed in one step by the same contractor. The combined strategy is only used when it is economically advantageous because there is no clear "break" between EO and PR. Example: a complete washout of the whole traveled way. Once the contractor restores the sub grade, it is usually more efficient to continue on to paving and striping, rather than trying to divide the work into a separate EO contract and PR contract.

S.04 Major Damage Repairs by Contract

The Department has mechanisms to fund major damage repairs by contract. Maintenance supervisors should use judgment to determine whether or not damage repairs are best done by capital contract. Damage repairs needing an engineered solution, would consume too much of the crew's time (causing neglect of other needs in the area), or require extensive equipment rental should be considered for completion by capital contract.

Types of contracts available are listed for information only. Capital contracts are generally handled by the District office, except for Equipment Rental (no. 3 below):

- (1) Director's Orders. Emergency contracts, approved by Headquarters, initiated by Maintenance but administered by Construction. See Deputy Directive DD-26R.
- (2) Emergency Public Works Contracts ("Minor B"). Emergency capital contracts below the cost threshold (currently \$120,000) for a Director's Order are delegated to the district. Refer to your district policies and procedures.
- (3) Emergency Equipment Rental Contracts may or may not be capital funded on case-by-case basis, and may only be used for debris removal, basin cleanout, culvert unplugging, or non-engineered excavation/backfill. Do not use Equipment Rental contracts to construct repairs. These contracts do not have the correct legal boilerplate for general construction. Emergency Equipment Rental Contracts may also include dump fees. State law requires that Emergency Equipment Rental Contracts have a term not exceeding 60 days.
- (4) Form 42 Emergency Materials Procurement. Innovative procurement-in-place methods may be made available following declared disasters. A Governor's Executive Order is generally required. Non-disaster Form 42 procurement is possible on a case-by-case basis, but requires Department of General Services approval via the Division of Procurement and Contracts.

S.05 Timely Reporting of Damage

Immediate reporting of damage through your established chain of command is essential to ensure the most timely and efficient response. Refer to the ***Emergency Operations Manual*** for more information.

S.06 Day Labor Limit

State law prohibits State forces from performing certain types of project work in excess of \$25,000 per project. Storm Damage and Other Major Damage is not subject to this prohibition. The \$25,000 limit does not apply to S Activity work.