| **Activity** | **Action** | **FM** | **FPC** | **ERC** | **RM** | **Fin** | **PA** | **DRC** | **Dpt** | **IT** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Pre-Disaster (recommended) | * Clean roof drains
* Check underground submarine doors
 | X | X |  |  | X |  |  |  |  |
| * Identify response vendors and establish agreement
 | X | X | X |  | X |  |  |  |  |
| * Provide notification to insurance company
 |  |  |  | X |  |  |  |  |  |
| * Identify TDEM Public Assistance Officer assigned to institution
* Identify disaster recovery consultant and establish agreement
 |  |  |  |  |  | X |  |  |  |
| Post DisasterInitial | * Secure property from further damage
* Move, but do not remove debris and damaged materials (includes roofing and plumbing materials)
 | X |  | X |  |  |  |  | X |  |
| * Evaluate damage with insurance adjuster and FEMA.
 |  | X |  | X |  | X | X | X | X |
| * Catalog property losses (all types of property) by building or vicinity of building including photos
 | X | X |  | X |  |  | X | X | X |
| * Begin debris removal & clean up. Salvage proceeds should reduce recovery costs.
 | X | X |  |  |  |  |  | X | X |
| Post Disaster Financial Set Up | * Create program codes to be used only for specific disaster, system-wide, to be used by all affected campuses.
* Separate program codes are required for each fund group, and within types of fund group 7 sources.
* Program code descriptions identify the disaster
* Project ID’s identify the campus building
 |  |  |  |  |  | X |  |  |  |
| * Identify depository (FEMA, Insurance, and TxDEM funds) and recovery (expenditure) cost centers needed for campus departments in local funds as well as capital and construction funds.
 |  | X |  |  | X | X |  | X | X |
| * Request cost centers as needed.
 |  |  |  |  | X | X |  |  |  |
| * Set up Disaster table information
 |  |  |  |  |  | X |  |  | X |
| * If estimated costs are known, budgets will be created appropriately.
* If estimated costs are unknown, initial budgets are set at $500,000 for major capital/construction projects, $60,900 for minor, and $25,000 for departmental local recovery cost centers.
* As projects are reviewed and actual needs and budgets are developed, budgets will be adjusted by Facilities Management or Campus Departments.
 |  | X |  |  | X | X |  |  |  |
| * Compare budgets to PW submissions as PW’s are written or changes submitted.
* Request budget adjustments as needed.
 |  |  |  |  | X | X |  | X |  |
| * Fund expenditure cost centers at minimum of FYE to the extent of recovery, insurance, HEAF and other funds received and allocated.
 |  |  |  |  |  | X | X |  |  |
| * Respond to fiscal year end deficit cost center questions for all disaster recovery cost centers
 |  |  |  |  |  |  |  |  |  |
| Recovery Activities | * Follow standard university guidelines for procurement unless specific emergency guidelines are issued by the Governor’s Office.
 | X | X |  |  | X |  |  | X | X |
| * Follow additional procurement documentation guidelines specific to Disaster Recovery.
* Submit all additional documentation to Plant Accounting each month.
 | X | X |  |  | X |  |  | X | X |
| * Follow documentation guidelines for Departmental replacement of Furniture, Fixtures, & Equipment.
* Submit all additional documentation to Plant Accounting each month.
 |  |  |  |  |  | X |  | X | X |
| * Follow forced account labor documentation guidelines.
* Submit all additional documentation to Plant Accounting each month.
 | X | X |  |  |  | X |  | X | X |
| * Follow documentation guidelines for force account materials activities.
 |  |  |  |  |  |  |  |  |  |
| * As costs outside of original PW (scope and cost) are identified, provide information to Disaster Recovery Consultant (via Plant Accounting).
* Work with TxDEM to prepare updated PW reports.
 | X | X |  |  | X | X | X | X | X |
| * Follow additional Payment documentation guidelines.
 | X | X |  |  | X | X |  | X | X |
| * Prepare allocation of Direct Administrative Costs, insurance and other funds by PW.
 |  |  |  |  |  |  | X |  |  |
| Records Retention | * Physical custody of records
 |  |  |  |  |  | X |  |  |  |
| * Provide copies of all contracts, purchase orders, and change orders with building and PW information
 | X | X |  |  |  |  |  | X | X |
| * Obtain electronic copies of all Vouchers and Payment documents.
 |  |  |  |  |  | X |  |  |  |
| * Maintain PS tables to match vouchers and journals to disaster, PW, building, and category.
 |  |  |  |  |  |  |  |  |  |
| * Organization of all procurement and payment documentation, including referencing, by PW and Building
 |  |  |  |  |  | X |  |  |  |
| * Maintain records checklist for all PW’s and files.
 |  |  |  |  |  | X |  |  |  |
| * Records destruction schedules and physical destruction
 |  |  |  |  |  | X |  |  |  |
| Audit/ Closeout | * Maintain listing of Project Worksheet and TxDEM Bundle numbers (referenced to buildings and cost centers), expenditures, recovery by source, and audit status
 |  |  |  |  |  | X | X |  |  |
| * Maintain PeopleSoft tables that cross-reference cost centers and expenditures with Disasters and Project Worksheets
 |  |  |  |  |  | X |  |  |  |
| * Ensure that Administration & Finance and Internal Audit are notified of all audits scheduled
 |  |  |  |  |  | X |  |  |  |
| * Obtain and provide all audit documentation requested
 | X | X |  | X | X | X | X | X | X |
| * Prepare audit responses
 |  |  |  |  |  | X | X |  |  |