Here are some of the common mistakes applicants make when documenting and tracking their Emergency Protective Measures:

- **Incomplete Timesheets**
  - Ensure completeness and accuracy of all timesheets.
  - Timesheets should clearly document activities related to Emergency Protective Measures.
  - FEMA considers timesheets that only record time spent on the event, rather than full hours or pay periods, incomplete.

- **Insufficient Call Logs**
  - When providing a list of calls a department was requested to respond to during an incident it is important to differentiate between regular calls and those that are event related.
  - Call logs that lack description of actions or do not link actions to the event are considered insufficient. Ensure that call logs provide a detailed description of activities and connect the activities to the event.

- **Absence of a Written Payroll Policy**
  - Applicants must have a written payroll policy that identifies pay periods, overtime rules, and distinguishes between emergency activities and day-to-day operations.
  - Any union specific contracts or rules should be reflected in payroll policies.

- **Inability to Tie Labor Hours to Equipment**
  - Adopt documentation mechanisms that clearly tie labor hours to the use of equipment.
  - Information within these mechanisms should include:
    - Personnel who worked
    - Description of the activity each personnel conducted
    - Number of hours personnel worked on each activity
    - Equipment used for each activity
    - Description of which personnel used the equipment and for how long

- **Inability to Document the Type of Work/Activity Conducted**
  - Adopt documentation mechanisms that clearly outline the work and activity conducted that can be tied directly to the event.
  - Information within these mechanisms should include:
    - Personnel who worked
• Description of the activity each personnel conducted
• Number of hours each personnel worked on each activity
• Any material that was used in the activity
• Amount of material used in the activity

DIRECT CONTACTS:

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Thank you!