HURRICANE PLAN

EMERGENCY RESPONSE TIMESHEET

NAME:	TOTAL WEEKLY HOURS

MONDAY

MONDAY		6:00 AM	
	DESCRIBE WHAT YOU DID HOURLY	7:00 AM	
DATE:		8:00 AM	
17-Apr-17		9:00 AM	WORKED ON FEMA SPREADSHEETS
		10:00 AM	WORKED ON FEMA SPREADSHEETS
TIME IN:		11:00 AM	ASSISTED FEMA EMPLOYEE AT DAMAGE SITES
6:15 AM		12:00 PM	ASSISTED FEMA EMPLOYEE AT DAMAGE SITES
		1:00 PM	ASSISTED FEMA EMPLOYEE AT DAMAGE SITES
TIME OUT:		2:00 PM	ASSISTED FEMA EMPLOYEE AT DAMAGE SITES
3:00 AM		3:00 PM	ASSISTED FEMA EMPLOYEE AT DAMAGE SITES
		4:00 PM	
REIMBURSABLE:		5:00 PM	
7 HOURS		6:00 PM	

TUESDAY

TUESDAY		6:00 AM	
	DESCRIBE WHAT YOU DID HOURLY	7:00 AM	
DATE:		8:00 AM	
18-Apr-17		9:00 AM	WORKED ON FEMA SPREADSHEETS
		10:00 AM	WORKED ON FEMA SPREADSHEETS
TIME IN:		11:00 AM	ASSISTED FEMA EMPLOYEE AT DAMAGE SITES
6:30 AM		12:00 PM	ASSISTED FEMA EMPLOYEE AT DAMAGE SITES
		1:00 PM	ASSISTED FEMA EMPLOYEE AT DAMAGE SITES
TIME OUT:		2:00 PM	ASSISTED FEMA EMPLOYEE AT DAMAGE SITES
3:00 AM		3:00 PM	
		4:00 PM	
REIMBURSABLE:		5:00 PM	
6 HOURS		6:00 PM	

WEDNESDAY

WEDNESDAY		6:00 AM	
	DESCRIBE WHAT YOU DID HOURLY	7:00 AM	
DATE:		8:00 AM	
		9:00 AM	
		10:00 AM	
TIME IN:		11:00 AM	
		12:00 PM	
		1:00 PM	
TIME OUT:		2:00 PM	
		3:00 PM	
		4:00 PM	
REIMBURSABLE:		5:00 PM	
		6:00 PM	

THURSDAY	DESCRIBE WHAT YOU DID HOURLY	Time	
		6:00 AM	
		7:00 AM	
DATE:		8:00 AM	
		9:00 AM	
		10:00 AM	
TIME IN:		11:00 AM	
		12:00 PM	
		1:00 PM	
TIME OUT:		2:00 PM	
		3:00 PM	
		4:00 PM	
TOTAL HOURS:		5:00 PM	
		6:00 PM	

FRIDAY	DESCRIBE WHAT YOU DID HOURLY	Time	
		6:00 AM	
		7:00 AM	
DATE:		8:00 AM	
		9:00 AM	
		10:00 AM	
TIME IN:		11:00 AM	
		12:00 PM	
		1:00 PM	
TIME OUT:		2:00 PM	
		3:00 PM	
		4:00 PM	
TOTAL HOURS:		5:00 PM	
		6:00 PM	

SATURDAY	DESCRIBE WHAT YOU DID HOURLY	Time	
		6:00 AM	
		7:00 AM	
DATE:		8:00 AM	
		9:00 AM	
		10:00 AM	
TIME IN:		11:00 AM	
		12:00 PM	
		1:00 PM	
TIME OUT:		2:00 PM	
		3:00 PM	
		4:00 PM	
TOTAL HOURS:		5:00 PM	
		6:00 PM	