

Standard checklist for emergency service survey

This checklist is used to determine the costs incurred by individual emergency service organisations in a recent flood event.

We need to form a general overview of *the commitment* of your organisation during the _____ (date) flood emergency in _____(place). The answers to the following questions will help us form this overview.

Staff

1. Approximately how many staff were committed by this organisation to this flood emergency before, during and after the event?
2. How many staff hours were committed by this organisation before, during and after the event?
3. What proportion of these staff hours were worked at a) normal rates, and b) at overtime rates?
4. What is your organisation's a) average normal wage rate, and b) average overtime wage rate?

Vehicles

5. Approximately how many vehicles were committed by this organisation to the flood emergency before, during and after the flood event?
6. What additional vehicle mileages were committed by your organisation as a consequence of the flood emergency? (These are vehicle mileages incurred over and above those which would have been incurred by your organisation had the flood emergency not occurred).

Equipment

7. What items of equipment were used by this organisation in connection with the flood emergency?
8. What additional equipment costs has this organisation incurred as a result of the flood emergency? (These are costs over and above those which your organisation would have borne had the flood emergency not occurred).

Other costs and charges

9. Did your organisation incur any other costs not already identified as a result of the flood emergency? Please specify.
10. Has your organisation made any charge on any other organisation as a result of the flood emergency? Please specify.
11. Has your organisation been charged by any other organisation as a result of the flood emergency? Please specify.