GEORGIA
DEPARTMENT OF NATURAL RESOURCES

STATE PARKS & HISTORIC SITES

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Administrative Procedure # A -S-2

Subject: Status Reporting for Parks and Historic Sites

Effective Date: 07-01-2014

Procedure Statement:

This provides a procedure for sites to report their status electronically during weather events, natural disasters or during selected holiday periods.

Definitions:

Operational Status Report: Used to electronically report site status during weather events, natural disasters, etc.

Holiday Status Report: Used to electronically report site status during holiday periods.

Procedure:

Operational Status Report -
The manager on duty should be responsible for completing these reports. If the manager on duty is not able to access the report due to power outage or utility failure, every attempt should be made to notify the region manager or assistant region manager so that they can update the report.

The operational status report should be updated any time that there is severe weather reported in the area of the site. This includes severe thunderstorm/tornado events, hurricane events, snow/ ice events or outages of critical utilities such as power and water.

The operational status report should be completed by 8:30 a.m. on the morning following an overnight event. The status should be updated at 4:30 p.m. on events that last more than 12 hours. If the status has not changed, the time and date only should be updated.

Holiday Status Report –
The holiday reporting tool is used for the following holiday periods: Memorial Day, Independence Day, Labor Day, and Thanksgiving. The manager on duty should update this report by 8:30 a.m. on the first day following the holiday (usually Tuesday, except Monday for Thanksgiving and varies for Independence Day).

Use the following links:

Operational Status Report: The report located at:
https://docs.google.com/spreadsheet/ccc?key=0ArPCX3wvyQ4edG5rY0JtY0VNV1RYSHlaZENCWEc wOHc&authkey=CPC_y6ML&hl=en&authkey=CPC_y6ML#gid=0

Holiday Reporting Tool: The report located at:
https://docs.google.com/spreadsheet/ccc?key=0ArPCX3wvyQ4edDNSTFM5YU0yaTJYWXpPaW5IVU tCTVE&usp=drive_web&authkey=CJz865gE&authkey=CJz865gE#gid=0