

# OREGON DEPARTMENT OF TRANSPORTATION

Human Resources  
Human Resource Center  
2775 19<sup>th</sup> St. SE  
Salem, Oregon 97302

April 2009

RE: FHWA Emergency Relief Program Workshop

ODOT has scheduled three sessions of "FHWA Emergency Relief Program Workshop." This workshop discusses the federal government Emergency Relief program paperwork and process. A more detailed description of the event is on the next page of this letter.

Event sessions are scheduled for these locations and dates:

<i>Location</i>	<i>Date</i>
Holiday Inn Express, Roseburg, Oregon (Max 30)	May 6, 2009
Cannery Pier Hotel, Astoria, Oregon (Max 45)	May 12, 2009
Holiday Inn, Wilsonville, Oregon (Max 60)	May 26, 2009

Event hours are 10 a.m. to 4 p.m. each day. Lunch will also be provided.

There is no fee for the event. ***PLEASE NOTE CANCELLATION POLICY***: You must cancel at least 11 working days prior to the event.

To register, please complete the enclosed application and return to this office.

If you need more information, please feel free to contact me at the telephone number listed below.

Sincerely,



Lorrie Schaefer, Senior Training Consultant  
Human Resources  
Telephone: 503-378-5224  
E-mail: [lorrie.l.schaefer@odot.state.or.us](mailto:lorrie.l.schaefer@odot.state.or.us)

For a listing of other Training Opportunities, visit the *Training at ODOT* website at:  
<http://www.oregon.gov/ODOT/CS/Training/index.shtml> .

# **FHWA EMERGENCY RELIEF PROGRAM WORKSHOP**

## **PURPOSE**

This workshop discusses the federal government Emergency Relief program paperwork and process.

## **LEARNING OUTCOMES**

The participant will be able to:

- Explain the process of preparing for emergencies and being in a position to take advantage of federal assistance and resources.

## **TOPICS**

- Emergency relief program overview
- State perspective on emergency relief
- Application process and procedures
- Damage Assessment and Eligibility
- Environmental Considerations

## **PREREQUISITES**

None

## **DESIGNED FOR**

ODOT Local Agency Liaisons, Consultants, ODOT District Managers, City/County Public Works Staff, and State Emergency Management Staff.

# FHWA Emergency Relief Program Workshop

## Registration Form

### EVENT INFORMATION

**Indicate which event date(s) you would like to attend. Mark you first, second and third choices.**

<b>Date</b>	<b>Location</b>	<b>First Choice</b>	<b>Second Choice</b>	<b>Third Choice</b>
May 6, 2009	Roseburg (Max 30)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
May 12, 2009	Astoria (Max 45)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
May 26, 2009	Wilsonville (Max 60)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### PERSON INFORMATION

(ODOT employees have the option of signing up online (Intranet) at <http://s-salemrev-69/stc/student/psciis.dll?class=student&code=eg005668>

Name: \_\_\_\_\_

Current Position: \_\_\_\_\_

Agency/Company: \_\_\_\_\_

ODOT Crew # (if app.) \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

ODOT employee registration note: Your crew will be charged after attendance

**FEE: \$0**

***Lunch will be provided***

### RETURN INFORMATION

Please return this registration form to ODOT:

By mail, send to: Lorrie Schaefer, ODOT, 355 Capitol Street NE, Room 102, Salem,  
Oregon 97301

By FAX: Attn: Lorrie Schaefer at 503-378-8597

By E-mail: [ODOT.HR.Training@odot.state.or.us](mailto:ODOT.HR.Training@odot.state.or.us) .