

TxDOT Natural Disaster Preparation

Natural disasters can cause loss of electricity and water and may force evacuation of homes and cities. TxDOT employees may be the first line of rescue and recovery for their local area, or may be deployed to other parts of the state in support of TxDOT's mission.

If you are displaced from your home or local area, please provide the following information to the TxDOT Human Resources Division:

- Your First & Last Name
- Employee ID Number
- District or Division Location
- Section Name (*Maintenance, ROW, Accounting, etc.*)
- Supervisor's Name
- Telephone number calling from (*cell phone or land line*)
- Your Current Location (city or road)
- Destination Telephone Number where your supervisor can reach you to share when to report back to work. You can also check the TxDOT web site at www.txdot.gov. Employees should view the District's home page to find out when to report to work regarding emergency events.

During emergency operating conditions, the TxDOT web site, www.txdot.gov, will have information for employees, as well as for the public. You may call the TxDOT Statewide Disaster phone line at (800) 687-8120 to learn about agency-wide events. Please look to your District or Division to share guidance for your location

Contact Information

- Ensure **ALL** emergency contact information is accurate in PeopleSoft Employee Self Service. Contact your local Human Resources office for assistance.
- Maintain accurate time sheets.
- Establish direct deposit.
- Establish consent in writing for individual(s) to pick-up pay warrant for non-direct deposit. Sign-up for TxDOT Notifications at <http://crossroads.org/itd/listserv/>
- Confirm sufficient resources are available for travel per diem.
- Select your preferred method of communication with TxDOT.
- In compliance with HIPAA and Privacy Laws, for TxDOT to release benefits-related health information to your family, you must authorize in writing. Any TxDOT commercial driver, vessel crew, or safety sensitive employee must comply with all applicable responsibilities and provisions

Timesheet Reporting Codes

- Called to active duty by the Governor of U.S. President (GOVCT)
- Red Cross Disaster Service –(RDCRS)
- Volunteer Firefighters – (VFFTR)
- Emergency Medical Services Volunteers – (EMGNY)
- Volunteer Search & Rescue – (VSRLT)

Travel Expenses for Employees Deployed by TxDOT

- Before travel employees should obtain contact information for their designated Statewide Travel Coordinator at <https://tntoday.dot.state.tx.us/fin/Pages/Travel.aspx>.

Employees deployed during emergency response situations will follow policies and procedures outlined in the FIN Policy Manual and Travel webpage at <https://tntoday.dot.state.tx.us/fin/Pages/Travel.aspx>.

Safety

- Injuries should be reported to the on-site supervisor as soon as responsibly possible.
- The supervisor will complete Form DWC-1T/TxDOT Form 487, Employer's First Report of Injury or Illness, and submit to the Occupational Safety Division (OCC) within 24 hours of the incident.
- Lost time should be reported to OCC.
- Commercial drivers and ferry vessel crewmembers will continue to be subject to random substance abuse testing and post-accident testing.
- Report incidents or accidents involving TxDOT equipment on Form 20.106, TxDOT **Vehicular Incident Summary**, to OCC within 24 hours.
- Contact your local Safety Officer or OCC at 512-416-3400.

Safety begins with you. See the [Safety: Mission Zero](#) page on Crossroads to learn about TxDOT policies, resources, and initiatives designed to keep you safe.

At-Home Emergency Preparation

You should consider making up a disaster supplies kit of basic items that you may need in the event of a disaster. There are six basics you should keep on hand:

1. Water supply for at least three days
2. Food for people and pets for at least three days
3. First Aid supplies
4. Clothing, bedding and sanitation supplies
5. Household repair tools
6. Special items, to include cash and medicines

Not only is it important to prepare your supplies, but it's equally important to ensure the items are easy to access, not expired, and in working order. For an expanded list of basic disaster supplies, visit fema.gov.

Employee Assistance Program (EAP)

The Employee Assistance Program will be available to you and your family if you are sent to assist others or if you have evacuated. Our EAP provides valuable services at no cost to employees and their families in the form of short-term counseling, legal and financial consultations. Trained specialists and professional counselors are available 24/7 by calling 1-866-34TxDOT or 1-866-348-9368. All calls are confidential.

MEDICAL INSURANCE

HealthSelect

HealthSelect of Texas participants may access Network, Non-Network, or out-of-state benefits.

Plan Name	Plan Administrator	Contact Information	Group Number
HealthSelect of Texas Consumer Directed HealthSelect	Blue Cross & Blue Shield	Customer Service: (800) 252-8039 TTY:711 Nurseline: (800) 581-0368	238000
HealthSelect Prescription Program	OptumRx	Customer Service: (855) 828-9834 TTY: 711	

HMO

HMO participants must review the benefits coverage with the insurance plan administrator. If the benefits service is related to what the plan administrator deems as a “true emergency,” then benefits may be payable. Please remember that each plan administrator has different criteria to define an “emergency.” In addition, all prescription drug benefits are offered thru the plan administrator.

Plan Administrator	Contact Information	Group Number
Community First Health	Customer Service: (877) 698-7032 TTY: (210) 358-6080 Nurseline: (210) 358-6262	0010180000
Scott & White Health	Customer Service: (800) 321-7947 TTY: (800) 735-2989 Nurse Advice: (877) 505-7947	012700

*For Questions, Please Contact [Tiffanie Carter](#)
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