

# Example Resource Information Forms

## Overview

This section provides examples of the types of information that are typically communicated between Utility Coordinators and DSCs. These are samples only, and Utility Coordinators and DSCs may decide to provide more or less information than what is provided here, via a variety of means (e.g., spreadsheet, email, phone).

This information may also be shared at different times chronologically to ensure information requirements do not unnecessarily delay deployments and also to ensure that information required for billing and reimbursement is not overlooked during the process.

These are the example forms included:

- **Crew Coordination Sheet (By Responding DSC)**
- **Crew Coordination Checklist (By Requesting DSC)**

### Example A: Crew Coordination Sheet

The Requesting Utility Coordinator is responsible for compiling accurate resource needs and coordinating with their DSC and other utilities. The following page provides an example of the type of information that the Requesting Utility Coordinator should collect and maintain. Accurate and continually updated response status and resource requirement information is essential for DSCs and the National Coordinator to be able to coordinate mutual aid across a region and the nation, both with public power members and with federal and industry partners.



## **Example B: Response Requirements and Status Summary**

The following template checklist was developed by the APPA Mutual Aid Committee for requesting utilities to consider completing for crews assisting with a restoration effort in their service territory.

The Requesting Utility Coordinator is responsible for compiling accurate resource needs and coordinating with their Designated State Coordinator (DSC) and other utilities. The following template provides an outline of the type of information that you should collect and maintain. Accurate and continually updated response status and resource requirement information is essential for DSCs to be able to coordinate mutual aid.

Please ensure your Designated State Coordinator is included on any requests made.

# MUTUAL AID CHECKLIST FOR RESPONDING UTILITIES

Utility follows the latest version of the APPA Safety Manual

<b>REQUESTING UTILITY NAME:</b>	
<b>CONTACT INFORMATION</b>	
Home office contact	
Accounting/Finance	
Forman/Superintendent cell and/or satellite phone	
Assigned POC/birddog cell and/or satellite phone	
Hospital(s)/emergency room(s) locations in restoration area	
Designated State Coordinator name and contact	
Additional comments	
<b>RESTORATION DETAILS (if available)</b>	
Anticipated/estimated damage assessment	
Estimated restoration period	
Overall voltage classes and arc flash requirements	
Design overview	
Anticipated jobsite environment and potential challenges	
Additional comments	
<b>RESOURCE NEEDS</b>	
Willing to accept: <ul style="list-style-type: none"> <li><input type="checkbox"/> Union</li> <li><input type="checkbox"/> Non-Union</li> <li><input type="checkbox"/> Distribution, transmission, substation, generation, and/or vegetation management</li> <li><input type="checkbox"/> Overhead/underground</li> <li><input type="checkbox"/> Incident Command System (ICS) support</li> <li><input type="checkbox"/> Crew support                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Damage assessors</li> <li><input type="checkbox"/> Mechanics</li> <li><input type="checkbox"/> Safety specialist</li> <li><input type="checkbox"/> Birddog</li> </ul> </li> <li><input type="checkbox"/> Other (see comments below)</li> </ul>	
Voltage classes	
Additional comments	
<b>SPECIALIZED EQUIPMENT AND MATERIAL NEEDS</b>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Drones</li> <li><input type="checkbox"/> Drones team</li> <li><input type="checkbox"/> High water vehicles</li> <li><input type="checkbox"/> Track equipment</li> <li><input type="checkbox"/> Fuel tanks</li> <li><input type="checkbox"/> Backyard equipment</li> </ul>	

<input type="checkbox"/> Anticipated material needs <ul style="list-style-type: none"> <li><input type="checkbox"/> Poles</li> <li><input type="checkbox"/> Transformers</li> <li><input type="checkbox"/> Cross arms</li> <li><input type="checkbox"/> Insulators</li> <li><input type="checkbox"/> Conductors</li> </ul> <input type="checkbox"/> Other (see comments below)	
Specialized materials	
Specialized equipment	
Additional comments	
<b>SAFETY BRIEFING</b>	
Anticipated weather, work environment, and hazards (insects, plants, animals, etc.)	
Specialized PPE requirements and suggested work wear (including hip waders and cooling vests)	
Specialized training requirements	
Work hours (typical hours per day, e.g., 16-hour workday); crew/shift schedules & times; starting time)	
Process for energizing line segments (tagging/switching)	
Grounding requirements	
Additional comments	
<b>LOGISTICS</b>	
Meals (beginning of meal service)	
Lodging and type (tent city; hotel; cots/blankets needed or provided)	
Laundry, if needed	
Cash requirements, if needed (ATM availability)	
Communications in restoration area (communications to be provided for birddog/POC embedded with crew)	
Fueling process and location	
Typical room accommodations	
Additional comments	
<b>TRAVEL</b>	
Onboarding location	
Traffic, road closures, anticipated best routes for travel based on impacts to transportation infrastructure	
Travel waiver details	
State declarations	
Convoy and meet-up location/time, if available	
Additional comments	