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 A

Mutual Aid Coordinator	[UTILITY]	[PRIMARY NAME]	[PRIMARY CELL]	[PRIMARY EMAIL]		[SECONDARY NAME]	[SECONDARY CELL]	[SECONDARY EMAIL]	
Responding Utility Name		Address					Available to travel		
Home Office Contact Person(s)	Title	Office #	Cell#		email		Out of State? (yes/no)		
(Name)	nue	Once#	Cell#		eman				
Institution									
Accounting/Financial Contact(s)	Title	Office #	Cell#		email				
(Name)									
-									
Traveling Foreman / Superintendent	Title	Office #	Cell#		email				
(Name)									
Emergency Contact at Utility	Title	Office #	Cell#		email				
(Name)	inte	onice #	Ueli #		eman				
Destination and expected travel route									
Deployment Date									
Deployment Time		-							
Pre staging location outside of storm zone									
Depature time from staging location									
Potential arrival time at utility									
Crew General Information	Number		Equipment	Number					
Total number of people traveling			#Bucket Trucks						
Crew Size (# people per crew)			#Service Trucks						
#of Line Crews			#Digger Derricks						
#of Service Crews			#Tree Trimming						
#of Tree Crews			# Pick Up Trucks						
			Other						
Administrative Overhead Rate			Other						
				Charges Data (Tric)					
				Storm Role/Title (ex. Foreman,					
Employee	Employee			Journeyman,	Hourly Billable			Vehicle Rate or FEMA	
Last Name	First Name	Employee ID/#	Cell #	Mechanic, etc.)	Rate	Vehicle Type	Vehicle ID	Cost Code	Requires Lodging (Y/N)
Los manual de la companya de la comp									100000000000000000000000000000000000000
	+								
	1			1					

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

REQUESTING UTILITY NAME:				
	CONTACT INFORMATION			
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				
RI	ESTORATION DETAILS (if available)			
Anticipated/estimated				
damage assessment				
Estimated restoration				
period				
Overall voltage classes and arc flash				
requirements				
Design overview				
Anticipated jobsite environment and				
potential challenges				
Additional comments				
	RESOURCE NEEDS			
Willing to accept:				
Non-Union				
 Distribution, transmission, substation, generation, and/or vegetation management 				
Overhead/underground				
Incident Command System (ICS) support				
Crew support				
Damage assessors				
Mechanics				
Safety specialist				
□ Birddog				
Other (see comments below)				
Voltage classes				
Additional comments				
SPECIAL	ZED EQUIPMENT AND MATERIAL NEEDS			
Drones				
Drones team				
High water vehicles				
Track equipment				
Fuel tanks				
Backyard equipment				

Anticipated material needs				
Transformers				
Cross arms				
 Other (see comments below) 				
Specialized materials				
Specialized equipment				
Additional comments				
	SAFETY BRIEFING			
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				
	LOGISTICS			
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				
	TRAVEL			
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				