**MUTUAL AID CHECKLIST FOR RESPONDING UTILITIES**

* Utility follows the latest version of the APPA Safety Manual

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| **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 |  |
| **Restoration 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:   * Union * 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 |  |
| **Specialized Equipment and Material Needs** | |
| * Drones * Drones team * High water vehicles * Track equipment * Fuel tanks * Backyard equipment * Anticipated material needs   + Poles   + Transformers   + Cross arms   + Insulators   + Conductors * 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 |  |