**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/estimateddamage assessment |  |
| Estimated restorationperiod |  |
| 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  |  |