

# Designated State Coordinator Job Aid

The tasks completed by the DSC vary depending on the incident level. A summary of potential tasks, considerations, and responsibilities are listed below. This list may not be comprehensive.

## Ongoing Preparedness

- Complete onboarding training
- Compile personnel and material inventories and other information from utilities within the network
- Communicate periodically with other coordinators in the state to establish redundant/backup schedules and information-sharing processes

## Level 1 – Isolated Event

- Monitor conditions for possible escalation

## Level 2 – Local/State Event

- Monitor response within the state
- Assist Utility Coordinators in identifying available personnel and resources as needed
- Coordinate with utilities in the state to match requested and available resources

## Level 3 – Regional Event

- Inform APPA of response activities and potential needs; schedule proactive mutual aid call if needed
- Assist in identifying available personnel and resources within the state as needed
- Work with DSCs in other states to mobilize needed personnel and materials
- Attend National Mutual Aid Calls if activated (see *Attachment C: Coordination Meetings & Agendas* for the agenda)

## Level 4 – National Event

- Attend National Mutual Aid Calls to set the tempo and maintain daily situational awareness of the response status
- Assist in identifying available personnel and resources within the state
- Work with DSCs in other states and APPA to mobilize needed personnel and materials

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- Participate in post-event review to review lessons learned, discuss what went well and what needs to improve, draft new best practices, and answer relevant post-response questions (e.g., reimbursement)

*Note: The following tasks and considerations describe DSC actions or considerations during a Level 3 (regional) or Level 4 (national) event.*

## **Tasks for the DSC requesting resources:**

### **Step 1: Review and validate requests from Requesting Utility Coordinators**

- Aggregate resource needs and restoration statuses; *Attachment I: Example Resource Information Forms* provides a sample of the types of information that should be compiled. This information may also be entered into the Mutual Aid Resource Allocation Tool when it is activated.
- Maintain communication with Requesting Utility Coordinators throughout the response effort in order to compile ongoing status information and specific resource requirements

### **Step 2: Initiate requests for assistance**

- Using the response requirements and status information compiled from Utility Coordinators, initiate the request for mutual aid:
  - Local/State Event: Broadcast resource needs and statuses to other Utility Coordinators within the state
  - Regional Event: Broadcast resource needs and statuses to DSCs in surrounding states
  - National Event: Broadcast resource needs and statuses to DSCs and the National Coordinator through available channels (e.g., National Mutual Aid Calls or the Mutual Aid Resource Allocation Tool instance for the specific incident)
- *Note: Broadcasting resource requests during a national or regional event may entail entering information into the Mutual Aid Resource Allocation Tool at the direction of the National Coordinator or sharing the information on a national mutual aid call. (see Attachment C: Coordination Meetings & Agendas for more information)*

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## Step 3: Assist in matching resources with unmet needs

- Connect appropriate Responding Utility Coordinators with Requesting Utility Coordinators so they can confirm additional necessary information and finalize supplementary contracting, logistics, and response requirements
- Update resource assignments of responding resources within the Mutual Aid Resource Allocation Tool; *Attachment I: Example Resource Information Forms* provides a sample of the types of information required

## Step 4: Communicate the situation

- Participate in National Mutual Aid Calls with DSCs and APPA
- Be prepared to communicate the current status of response efforts and outstanding resource needs within your state

## Tasks for the DSC offering resources:

### Step 1: Assess available resources within your state

- Estimate types of needs
- Review resource databases if available
- Identify Utility Coordinators and associated systems that could offer assistance

### Step 2: Participate in identifying available resources

- Participate in the National Mutual Aid Calls with proximate DSCs and APPA
- Report on resource availability within your state

### Step 3: Broadcast request to appropriate Utility Coordinators and assist in matching resources

- Compile the offered resources and update available resources in the Mutual Aid Resource Allocation Tool (*Attachment I: Example Resource Information Forms* provides a sample of the types of information to provide)
- Connect Responding Utility Coordinators with the appropriate Requesting Utility Coordinators to finalize information and supplementary contracting, logistics, and response requirements

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- Maintain communication with Responding Utility Coordinators throughout the response effort in order to compile ongoing statuses of the responding mutual aid resources
- Periodically update resource assignments and statuses in the Mutual Aid Resource Allocation Tool

## **Step 4: Communicate situation**

- Participate in daily National Mutual Aid Calls with DSCs and APPA
- Report on status of network resource assignments