

National Coordinator Job Aid

The tasks completed by the National Coordinator 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

- Maintain the Mutual Aid Playbook, Mutual Aid Resource Allocation Tool, LISTSERV, and related toolkits
- Facilitate events and activities of the MAC, including mutual aid exercises
- Maintain satellite phone for use in the event of communications impacts to the Washington, DC, area
- Ensure a backup National Coordinator is identified and ready to serve members in the event that APPA staff is unavailable
- Facilitate debriefs/hotwashes and after-action reports

Level 1 – Isolated Event

- Not activated

Level 2 – Local/State Event

- Not activated

Level 3 – Regional Event

- Monitor conditions for possible escalation
- If requested, host proactive mutual aid call with affected DSCs and/or begin daily National Mutual Aid Calls and use of the Mutual Aid Resource Allocation Tool (see *Attachment H: Mutual Aid Resource Allocation Tool* for more information)
- Monitor response to inform federal agencies
- Attend interagency and industry coordination meetings to provide updates (see *Attachment C: Coordination Meetings & Agendas* for more information)

Level 4 – National Event

- Monitor conditions, assist in identifying available resources, and communicate situation status and updates. Tasks include:
 - Receiving request from a DSC to activate National Mutual Aid Calls
 - Hosting daily National Mutual Aid Calls with DSCs
 - Coordinating resource requests and responses between DSCs and federal agency partners as needed

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- Attending interagency and industry coordination meetings to provide updates (see *Attachment C: Coordination Meetings & Agendas* for more information)
- Monitoring and maintaining the Mutual Aid Resource Allocation Tool (see *Attachment H: Mutual Aid Resource Allocation Tool* for more information)
- Coordinate and 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)