

# 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	
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: <ul style="list-style-type: none"> <li><input type="checkbox"/> Union</li> <li><input type="checkbox"/> Non-Union</li> <li><input type="checkbox"/> Distribution, transmission, substation, generation, and/or vegetation management</li> <li><input type="checkbox"/> Overhead/underground</li> <li><input type="checkbox"/> Incident Command System (ICS) support</li> <li><input type="checkbox"/> Crew support                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Damage assessors</li> <li><input type="checkbox"/> Mechanics</li> <li><input type="checkbox"/> Safety specialist</li> <li><input type="checkbox"/> Birddog</li> </ul> </li> <li><input type="checkbox"/> Other (see comments below)</li> </ul>	
Voltage classes	
Additional comments	
SPECIALIZED EQUIPMENT AND MATERIAL NEEDS	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Drones</li> <li><input type="checkbox"/> Drones team</li> <li><input type="checkbox"/> High water vehicles</li> <li><input type="checkbox"/> Track equipment</li> <li><input type="checkbox"/> Fuel tanks</li> <li><input type="checkbox"/> Backyard equipment</li> </ul>	

<input type="checkbox"/> Anticipated material needs <ul style="list-style-type: none"> <li><input type="checkbox"/> Poles</li> <li><input type="checkbox"/> Transformers</li> <li><input type="checkbox"/> Cross arms</li> <li><input type="checkbox"/> Insulators</li> <li><input type="checkbox"/> Conductors</li> </ul> <input type="checkbox"/> Other (see comments below)	
Specialized materials	
Specialized equipment	
Additional comments	
<b>SAFETY BRIEFING</b>	
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	
<b>LOGISTICS</b>	
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	
<b>TRAVEL</b>	
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	