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: ☐ Union ☐ Non-Union

☐ **RESTORATION**	☐ **GENERAL CREW SUPPORT**	☐ **MANUAL OPERATIONS SUPPORT**
☐ Distribution ☐ Transmission ☐ Substation ☐ Generation ☐ Vegetation Management ☐ Renewables ☐ DERs	☐ Incident Command System (ICS) Support ☐ Damage Assessors ☐ Mechanics ☐ Safety Specialist ☐ Birddog	*Note – please consider the following when asking for manual operations support:* ▪ PPE Requirements: Hard hat, safety glasses, EH rated footwear, FR clothing, switch sticks, satellite phone. ▪ Training Requirements: Switch training, clearance holder training, 3-part communication, LO/TO, general knowledge of operating switches.
☐ Other		
Voltage Classes		
Additional Comments		

SPECIALIZED EQUIPMENT AND MATERIAL NEEDS

Anticipated equipment needs:

☐ Drones ☐ Drones team ☐ High water vehicles ☐ Track equipment ☐ Fuel tanks ☐ Backyard equipment

Anticipated material needs:

☐ Poles ☐ Transformers ☐ Crossarms ☐ Insulators ☐ Conductors ☐ Other (see comments below)

Specialized materials	
Specialized equipment	
Additional comments	

SAFETY BRIEFING

Have available specialized PPE and work wear for the following conditions:

- ☐ High voltage and restoration storm work
- ☐ Chemical/oil cleanup and handling
- ☐ High water
- ☐ Extreme weather, including heat
- ☐ Please refer to the Mutual Aid Personal/Equipment Checklist for additional PPE requirements.

Anticipated weather, work environment, and hazards (chemicals, oil, insects, plants, animals, etc.)	
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	