# Attachment A: OH WARN Requesting Utility Checklist

**Purpose:** The Authorized Representative of a utility that requests mutual aid and assistance is encouraged to use this checklist to track decisions and actions to request mutual aid and assistance. It is used in conjunction with other forms in this OH WARN Operational Plan.

**Instructions:** Review Attachments A, B, C and D together. Complete actions in this checklist. Complete Attachment B and C forms.

* Analyze the situation and determine the best alternatives to address the emergency.
	+ Ensure a real need exists. Mutual aid/assistance is designed to augment resources already effectively committed.
* Using the resource types in the AWWA Water & Wastewater Mutual Aid & Assistance Resource Typing Manual, determine resource and personnel needs that cannot be met by your utility that may be available through mutual aid/assistance.
* What non-utility agencies are responding to the emergency: law, fire, public works, state environmental, public health, emergency management, American Red Cross, etc.?
* Determine how significant the emergency is; does it include city, county, state, or federal resources?
* Has a local emergency been declared by the local government? Has the Governor declared an emergency? Has the President declared an emergency?
* Are normal electrical and natural gas services, vehicle fuel, and communications available?
* Complete **Attachment B: OH WARN Emergency Notification Form**, to inform utilities of the impact on your utility.
* Notify the local emergency management agency of your need for mutual aid/assistance.
* Contact neighboring utilities with which your utility has a local mutual aid/assistance agreement. Provide them the completed **Attachment B: OH WARN Emergency Notification Form**.
* If assistance is not available from neighbors, identify other OH WARN Utility Members to determine if they are also affected by the emergency or can provide the mutual aid/assistance. Continue the process until you locate a utility. If the OH WARN Response Team is established, contact the team.

If you locate a utility that can send aid, discuss the conditions of the utility, what is needed, and initiate **Attachment C: OH WARN Request and Authorization Form**. The Responding Utility estimates costs using

**Notes**: