# Attachment H: OH WARN Responding Utility Checklist

**Purpose:** The Authorized Representative of a Responding Utility may track actions to deploy mutual aid/assistance.

**Instructions:** Complete actions in this checklist and make notes in right-hand column.

* **If notified of emergency prior to a request for assistance, contact the OH WARN Response Team if activated to inform them of availability.**
* **When a request for aid/assistance arrives, assess request.**
  + Review types of damage and what teams may be expected to deal with (size/type of pipe repairs, etc.). (See **Attachment B**.)
    - Nature of the emergency
    - Impact on the utility
    - Has an emergency been declared by local government?
    - Have curfews or other conditions been enforced by local government that might affect movement to and from worksites, feeding locations, and lodging?
    - Determine resource type requirements, evaluate the following needs to select the appropriate resource typing team in the AWWA Water & Wastewater Mutual Aid & Assistance Resource Typing Manual:
    - Desirable personnel skills and certification
    - Resource type and capability
    - Determine appropriate materials to accompany the teams
    - Estimate length of time aid/assistance is required
    - Determine method of care and shelter for personnel and resources
    - Review **Attachment E: OH WARN Mutual Aid/Assistance Coordinator Checklist** with Requesting Utility
    - Confirm billing rates for use of personnel and equipment
  + Review types of resources needed, materials needed, number of teams needed, and skills required.
    - Identify equipment operation qualification requirements:
  + Security and storage of service vehicles and equipment
  + Identify reporting location
  + Identify Point of Contact at the location
  + Identify designated supervision methodology
  + Responsibility for equipment security
  + Procedures for returning equipment to Requesting Utility
  + Equipment transfer, inspection, and contact information
  + Licensing requirements for transport
  + Transportation and other equipment’s fuel considerations
  + Managing lost, damaged, destroyed, or stolen equipment
  + How long are teams needed? Is there need for "relief” teams for first set of teams?
  + How does sending teams affect your utility current operations?
* **Review reimbursement expectations and process.**
* **Prepare documentation on the costs associated with sending the assistance, and submit it to the Requesting Utility. (See Attachment D.)**
  + Be clear on how teams would be sheltered and fed. Identify any risk associated with shelter or feeding.
  + Notify elected officials.
* **Review request to determine what aid/assistance the Responding Utility can provide. Confirm approval from utility management to provide aid/assistance.**
* **Complete pre-deployment personnel activities.** 
  + Identify an Incident Commander in charge of the deployment team. Appoint General Staff (Operations, Planning, Logistics and Finance) to manage the deployment of the team. (Upon arrival at the destination utility, report to the Staging Area as the Utility Representative. The deployment team Incident Commander may be reassigned as a unit supervisor within the operations section.)
  + Identify how teams are selected. Identify specialized work rules. Review with any union leadership.
  + Identify a communications plan for teams. How do they communicate with each other, the borrowing agency, and family?
  + Identify teams for travel.
  + Conduct review with teams. Review:
    - Level of disaster and impact on community to prepare teams emotionally
    - Conditions and potential for contamination and personal protective equipment needs
    - Logistics arrangement for care, shelter, feeding, etc.
    - Communication plan
    - Employee work rules
    - Medical considerations and needs for inoculation
    - Incident Command System (ICS)
    - Documentation protocols
* **Prepare resources for deployment:**
  + Inspect vehicles for travel and equipment use.
  + Inventory and standardize stock of equipment and supplies on vehicles.
  + Send a mechanic with teams and equipment.
  + Ensure emergency food and water is present on all vehicles.
  + Ensure availability of first aid kits and other emergency supplies.
* **While teams are away:**
  + Check daily with supervisor.
  + Review costs associated with assistance.
  + Review the number of hours each team is working. How long will work last?
  + Identify problems with lodging or feeding.
  + Provide daily summary of events to the General Manager.
* **While preparing to demobilize, the Responding Utility is responsible to:**
  + Deliver documentation collected during response to the Requesting Utility
  + Return all resources to the Requesting Utility that the Responding Utility may have in their possession
  + Return any sensitive or confidential information to the Requesting Utility
  + Collect all information on expenses and process it through the Requesting Utility finance and administration staff. Information includes:
    - Injury reports (if applicable)
    - Timesheets
    - Material purchases
    - Resource usage
  + Submit bills for services as appropriate, according to the OH WARN Agreement
* **Upon return:**
  + Hold debriefing with the supervisors within seven days.
  + Hold debriefing with all teams within 14 days. Include General Manager or other appropriate staff.
    - Identify lessons learned.
    - Identify problems and successes.
    - Review hours worked and efforts made.
    - Provide feedback to requesting agency.
    - Review ideas to improve own readiness.
* **Within 60 days:**
  + Prepare a report of events to present to the General Manager.
  + Submit bill for personnel and other costs for mutual aid/assistance response.

**Notes:**