# Attachment I: OH WARN Response Team Member Checklist

**Purpose:** Trained Utility Members staff who will act as part of the OH WARN Response Team use this checklist to track actions and operate as a OH WARN Response Team.

**Instructions:** Complete actions in this checklist. Arrive at OH WARN Response Team location.

* Once notified of need to activate the OH WARN Response Team, make travel arrangements to the designated utility coordination site;
* Make lodging arrangements (see Appendix N for nearby locations);
* Bring all necessary personal items with you for the period of time requested; and
* Follow directions to get to the designated location provided in Appendix N.

Once you have reached the utility coordination center, complete the following:

**Startup activities**

* Sign in and identify self at security point check in;
* Check in with the OH WARN Leader to receive an initial briefing on the general situation and immediate tasks to be performed. Briefing should:
	+ Detail nature and extent of emergency;
	+ Identify extent of affected utilities and status;
	+ Describe nature of assignment;
	+ Provide status report update and criteria; and
	+ Identify contact person to receive the information.
* Review any posted information and Incident Briefing ICS Forms 200, 201 and 202 for critical contact information;
* Review or open and maintain an Activity Log (see **Attachment K**). At a minimum, the Activity Log should record the following for each utility contacted:
	+ Date and time;
	+ Contact name and number;
	+ Communications/coordination received/made; and
	+ Follow-up required/completed.

**Communications recorded should include conversations in which decisions were reached, instructions given or received, and vital information exchanged.**

* Contact utilities in affected areas to determine situation and any assistance that may be required;
* Alert the OH WARN Leader of emerging issues or concerns you perceive as “sensitive”;
* Keep all related status boards up-to-date;
* Coordinate with the OH WARN Leader regarding your shift commitment and assist in identifying Utility Representatives to relieve you at the end of your shift;
* Provide comprehensive shift turnover briefing; and
* As questions arise, contact the OH WARN Leader for direction.

**General activities**

Support the OH WARN Leader by providing specific utility knowledge and sector representation by doing the following activities:

* Provide regular updates to the OH WARN Leader with significant changes in utilities’ status;
* Contact and receive calls from utilities in affected areas of the emergency regarding damages to services/infrastructure;
* Determine utility-specific resource and/or information needs;
* Maintain logs, Status Boards, and prepare Status Reports;
* Identify:
	+ extent and type of customer and infrastructure damage;
	+ general geographic location of utility outages;
	+ expected duration of outages;
	+ numbers of customers affected by county; and
	+ resource requirements and/or information needs.
* Assist utilities in procuring resources, personnel, and provisions necessary for restoration of services;
* Communicate utility damage information and restoration priorities between government agencies and utilities, as necessary;
* Ensure regular updates to the OH WARN Leader on restoration concerns;
* Assist with inter-utility response coordination;
* Facilitate utility mutual aid/assistance as necessary/requested;
* Serve as liaison between utilities and emergency management for extraordinary assistance;
* Through the OH WARN Leader, provide utility Status Reports and special needs requests as indicated; and
* Perform additional duties to support the utility sector as requested by the OH WARN Leader.

**Shift briefings should occur between the outgoing and incoming representatives and at a minimum include the following:**

* Alerts to any safety related issues that could impact utility personnel;
* A review of the Activity Log with particular emphasis given to the follow-up columns;
* Immediate tasks to be performed that have either been assigned by the OH WARN Leader or required by the follow-up information on the Activity Log;
* A review of the current Utilities Outage and Restoration Status Report; and
* A review of special key contact names and numbers outside of the OH WARN contact database developed during event communications.

**Mutual Aid / Assistance Request**

If mutual aid/assistance is needed, record the following:

* Name and contact information of utility representative;
* Utility name and type;
* Specific resource personnel/resources need;
* Specify required certification or specification;
* Date/time needed;
* Impact if delayed;
* Delivery point of resource;
* Logistical arrangements for any incoming personnel;
* Access routes into the affected area(s);
* Estimated duration of operations; and
* Risks and hazards.

**Stand Down Activities**

* Under direction of the OH WARN Leader to “stand down,” prepare a situation status report about the utilities you represent, including estimated outages, restoration and damages;
* Provide briefing to the OH WARN Leader;
* Remain available by phone to respond if activation staffing is increased; and
* Sign out.

**Shut Down Activities**

* Under direction of the OH WARN Leader to “shutdown,” return all non-expendable items and identify items that need to be replaced;
* Complete reports. Provide briefing on completed items and identify follow up items;
* Assist in returning all equipment to storage location;
* Sign out; and
* Be available to participate in After Action Report Reviews.

**Notes:**