## TASK ASSIGNMENT: ACTIVATION - OPERATOR/COORDINATOR

### Checklist

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<tr>
<th>Date/Time:</th>
<th>Name of Incident:</th>
<th>Jurisdiction / Liaison:</th>
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<tr>
<th>STEP</th>
<th>ACTION</th>
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| 1.   | Record requesting agency’s contact information and resource needs:  
- ELECTRONIC METHOD - Log into PWERT Google Drive and complete the **PWERT RESOURCE SUPPORT SPREADSHEET**  
- MANUAL METHOD - Complete the **PWERT FORM 2 – MUTUAL AID INFORMATION** |
| 2.   | Notify PWERT Membership of activation:  
- Login to notification system  
- Pull up PWERT Activation Template  
- Send to PWERT Membership (phone, text and email) |
| 3.   | Send resource request details and electronic copy of RESPONDING AGENCY CHECKLIST FORM 3 to PWERT Membership via the listserv pwmembers@ep.nctcog.org |
| 4.   | While awaiting membership responses, work with requesting agency to obtain any missing resource information and obtain any specifics possible with regard to the request  
- ESPECIALLY CONCERNING STAGING AREA, RESOURCE CONTACT, REFUELING/REPAIRING, and PROVISIONS. |
| 5.   | Once Resource has been located and Responding Agency is identified, confirm they can meet the jurisdiction’s request, obtain:  
- ELECTRONIC METHOD - On PWERT Google Drive, **PWERT RESOURCE SUPPORT SPREADSHEET – RESPONDING AGENCY PORTION**  
- MANUAL METHOD - Complete the **PWERT FORM 4 – RESPONDING AGENCY EMPLOYEE AND EQUIPMENT INFORMATION FORM** |
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<th>Provide responding agency with details on where to report and any support available and being provided by Requesting Agency (Staging Area, Contact, Refueling/Repair and Provisions if available).</th>
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<td>6.</td>
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<td>7.</td>
<td>Instruct Responding Agency to contact you once their personnel are on site – AND – once their personnel demobilize (we need to document times for both)</td>
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| 8. | **Contact Requesting Agency, advise them of responding agency information including:**  
  o Responding Agency Name  
  o Crew Supervisor and Contact Information  
  o Equipment/Personnel being provided (verify resources are sufficient to meet request)  
  o ETA to Staging Area                                                                                                                                                                      |
| 9. | **Advise Requesting Agency to contact you with any additional questions or resource requests**                                                                                                                                                         |
| 10. | **Notify PWERT Membership the Resource Request has been filled:**  
  o Send an email to PWERT Members via pwmembers@ep.nctcog.org  
  o Advise that the resource request has been filled  
  o Include reminder that additional requests will be sent via email as they are received                                                                                                                                                   |
| 11. | **IF THE RESOURCE REQUEST CANNOT BE FILLED WITHIN THE PWERT:**  
  o Notify the requesting agency of status  
  o Work with requesting agency to complete the State of Texas Assistance Request (STAR) – if this is necessary, the Requesting Agency EMC should be notified                                                                                     |
| 12. | **In situations where more than 2 Responding Agencies are deployed to a Requesting Jurisdiction:**  
  o Send an email to PWERT Members via pwmembers@ep.nctcog.org  
  o Request a member city to provide an individual to serve as a PWERT Staging Manager                                                                                                                                                       |
| o If deployed, notify the Requesting Jurisdiction of individual en route to Staging Area to serve as PWERT Staging Manager to help coordinate PWERT resources and work assignments |