



TASK ASSIGNMENT: ACTIVATION - OPERATOR/COORDINATOR

Date/Time:	Name of Incident:	Jurisdiction / Liaison:
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STEP	ACTION	✓
1.	Record requesting agency's contact information and resource needs: <ul style="list-style-type: none"> ○ ELECTRONIC METHOD - Log into PWERT Google Drive and complete the PWERT RESOURCE SUPPORT SPREADSHEET ○ MANUAL METHOD - Complete the PWERT FORM 2 – MUTUAL AID INFORMATION 	<input type="checkbox"/>
2.	Notify PWERT Membership of activation: <ul style="list-style-type: none"> ○ Login to notification system ○ Pull up PWERT Activation Template ○ Send to PWERT Membership (phone, text and email) 	<input type="checkbox"/>
3.	Send resource request details and electronic copy of RESPONDING AGENCY CHECKLIST FORM 3 to PWERT Membership via the listserv pwmembers@list.ncttrac.org	<input type="checkbox"/>
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 <ul style="list-style-type: none"> ○ ESPECIALLY CONCERNING STAGING AREA, RESOURCE CONTACT, REFUELING/REPAIRING, and PROVISIONS. 	<input type="checkbox"/>
5.	Once Resource has been located and Responding Agency is identified, confirm they can meet the jurisdiction's request, obtain: <ul style="list-style-type: none"> ○ 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 	<input type="checkbox"/>
6.	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).	<input type="checkbox"/>



7.	Instruct Responding Agency to contact you once their personnel are on site – AND – once their personnel demobilize (we need to document times for both)	<input type="checkbox"/>
8.	Contact Requesting Agency, advise them of responding agency information including: <ul style="list-style-type: none">○ Responding Agency Name○ Crew Supervisor and Contact Information○ Equipment/Personnel being provided (verify resources are sufficient to meet request)○ ETA to Staging Area	<input type="checkbox"/>
9.	Advise Requesting Agency to contact you with any additional questions or resource requests	<input type="checkbox"/>
10.	Notify PWERT Membership the Resource Request has been filled: <ul style="list-style-type: none">○ Send an email to PWERT Members via pwmembers@list.ncttrac.org○ Advise that the resource request has been filled○ Include reminder that additional requests will be sent via email as they are received	<input type="checkbox"/>
11.	IF THE RESOURCE REQUEST CANNOT BE FILLED WITHIN THE PWERT: <ul style="list-style-type: none">○ Notify the requesting agency of status○ Work with requesting agency to complete the State of Texas Assistance Request (STAR) – if this is necessary, the Requesting Agency EMC should be notified	<input type="checkbox"/>
12.	In situations where more than 2 Responding Agencies are deployed to a Requesting Jurisdiction: <ul style="list-style-type: none">○ Send an email to PWERT Members via pwmembers@list.ncttrac.org○ Request a member city to provide an individual to serve as a PWERT Staging Manager○ If deployed, notify the Requesting Jurisdiction of individual enroute to Staging Area to serve as PWERT Staging Manager to help coordinate PWERT resources and work assignments	<input type="checkbox"/>