



## TASK ASSIGNMENT: ACTIVATION - OPERATOR/COORDINATOR

Date/Time:	Name of Incident:	Jurisdiction / Liaison:
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STEP	ACTION	✓
1.	<b>Record requesting agency's contact information and resource needs:</b> <ul style="list-style-type: none"><li>○ <b>ELECTRONIC METHOD</b> - Log into PWERT Google Drive and complete the <b>PWERT RESOURCE SUPPORT SPREADSHEET</b></li><li>○ <b>MANUAL METHOD</b> - Complete the <b>PWERT FORM 2 – MUTUAL AID INFORMATION</b></li></ul>	<input type="checkbox"/>
2.	<b>Notify PWERT Membership of activation:</b> <ul style="list-style-type: none"><li>○ Login to notification system</li><li>○ Pull up PWERT Activation Template</li><li>○ Send to PWERT Membership (phone, text and email)</li></ul>	<input type="checkbox"/>
3.	<b>Send resource request details and electronic copy of RESPONDING AGENCY CHECKLIST FORM 3 to PWERT Membership via the listserv <a href="mailto:pwmembers@ep.nctcog.org">pwmembers@ep.nctcog.org</a></b>	<input type="checkbox"/>
4.	<b>While awaiting membership responses, work with requesting agency to obtain any missing resource information and obtain any specifics possible with regard to the request</b> <ul style="list-style-type: none"><li>○ ESPECIALLY CONCERNING STAGING AREA, RESOURCE CONTACT, REFUELING/REPAIRING, and PROVISIONS.</li></ul>	<input type="checkbox"/>
5.	<b>Once Resource has been located and Responding Agency is identified, confirm they can meet the jurisdiction's request, obtain:</b> <ul style="list-style-type: none"><li>○ <b>ELECTRONIC METHOD</b> - On PWERT Google Drive, <b>PWERT RESOURCE SUPPORT SPREADSHEET – RESPONDING AGENCY PORTION</b></li><li>○ <b>MANUAL METHOD</b> - Complete the <b>PWERT FORM 4 – RESPONDING AGENCY EMPLOYEE AND EQUIPMENT INFORMATION FORM</b></li></ul>	<input type="checkbox"/>



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



	<ul style="list-style-type: none"><li>○ 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</li></ul>	
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