

REQUESTING AGENCY CHECKLIST FORM 1

What is the Need?

- _____ Be sure a real need exists. The North Central Texas Mutual Aid Agreement is only to be activated for bona fide emergencies.
- _____ What is the nature of the emergency? What can a responding agency help repair or service?
- _____ Identify the type of equipment, material and skilled employees are needed as best you can. If possible use the FEMA Resource Typing (Ref: FEMA 508-7 Public Works Resources)
- _____ How long may they be needed? Will responding agency employees work independently or with one of your supervisors?
- _____ For longer duration support: Where will the Responding Agency employees eat, sleep, shower?
Are you contacting Red Cross for meal support? What facilities/motels are available for Responding Agency employees?
- _____ Are there any arrangements for refueling and repair of equipment?
- _____ Identify a staging area. Where will Responding Agency employees meet your Agency Supervisor for initial briefing and assigned work? Provide supervisor contact information including phone numbers, locations and times to meet and report.

Who can Help?

- _____ Review list of Public Works Emergency Response Team (PWERT) Mutual Aid Agencies and identify agencies not affected by the emergency.
- _____ Contact your local Designated Emergency Management for communication support if needed.
- _____ Or Call the Agency directly. Send written request soonest.
 - _____ Identify yourself and your agency.
 - _____ Fill out a Requesting Agency Mutual Aid Information Form 2
 - _____ Advise the Responding Agency on weather, road conditions and known transportation risks.
 - _____ How soon is the aid needed? Is the work time sensitive?
 - _____ Provide Responding Agency information needed from *What is the Need* Checklist above.

Briefing

- _____ Meet with Responding Agency's Supervisor(s) to discuss how staff will be used.

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- _____ Ensure Points of Contact are provided to Responding Agency's Supervisor to deal with issues and concerns.
- _____ Provide map(s) for safe routes to work location and designated work area.
- _____ Review standards and expected outcomes for the type of work tasked.
- _____ Establish a communication plan.