

Mutual Assistance Activation Checklist

Mutual Assistance Activation

Mutual Assistance Coordinators - use this checklist to initiate a request for assistance from CUEA parties. Complete one checklist for each utility contacted.

Requesting Party: Contact information – initial contact

Company			
Name			
Department		Cellular	
Title		Radio	
Phone		Other	

Assisting Party: Initial Contact (CUEA - Attachment B)

Company			
Name			
Department		Cellular	
Title		Radio	
Phone		Other	

Assisting Party: Authorized Representative (CUEA – Attachment B)

Name			
Department		Cellular	
Title		Radio	
Phone		Other	

Event Description

Requesting Party:

Event description:	
Description of damage:	
Weather conditions:	

Description of Assistance Needed

Requesting Party:

Type of work (transmission, distribution, substation, services):	
Number of crews/personnel needed:	
Vehicles/materials needed:	
General location of assistance:	
Estimated duration of assistance:	

Agreement to Assist

Assisting Party:

Verbal Agreement to assist provided by: (Authorized Representative, Assisting Party)	
Written Request for Assistance sent to: (within 24hrs, Attachment C-1)	
Method of transmission (fax, e-mail)	
Written response received? (agreement to assist)	
Date/Time Received:	

Mutual Assistance Coordinators

Each participating party identifies person(s) fulfilling the following role.

Requesting Party:

Name			
Department		Cellular	
Title		Radio	
Phone		Other	

Assisting Party:

Name			
Department		Cellular	
Title		Radio	
Phone		Other	

Operations Liaisons(s)

Each participating party identifies person(s) fulfilling the following role.

Requesting Party:

Name			
Department		Cellular	
Title		Radio	
Phone		Other	

Assisting Party:

Name			
Department		Cellular	
Title		Radio	
Phone		Other	

Assistance Details

Assisting Party:

What types of crews will be sent?	
What is the crew composition for each type of crew? (Job classifications)	
How many crews will be sent?	
Total number of personnel being sent?	
Where are crews coming from?	
Request listing of names/titles of crew members responding	

Destination

Requesting Party:

Name/address of destination:	
Estimated time of arrival?	
Mode of transportation?	
Summary of available fuel(s), food, lodging at destination:	