



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: 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	☐



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).	☐
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)	☐
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	☐



	○ 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	
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