

## ODOT Emergency Preparedness Committee

### **Guidelines for Using the Public Works Emergency Response Cooperative Assistance Agreement**

Here are suggested steps for your agency to follow when using the Oregon Public Works Emergency Response Cooperative Assistance Agreement. The participants to the agreement are listed by agency, with a contact person, their phone number and an emergency 24-hour phone number. Simply make the contact and obtain the assistance.

The Oregon Department of Transportation (ODOT) Office of Maintenance will keep an updated list of participants and will provide a copy of the list to everyone on the list.

#### **Requesting Agency Steps to Follow**

##### **When your agency is requesting assistance:**

1. Assess the situation and determine the resources needed.
2. Fill out the REQUESTING AGENCY CHECKLIST (Attachment 1).
3. Locate agencies included in the agreement.
4. Call one or more agencies that may have the resources you need.
5. Fill out a Requesting Agency's MUTUAL AID INFORMATION form (Attachment 2).
6. Send copy of form to the Responding Agency as soon as possible.

#### **Responding Agency Steps to Follow**

##### **When your agency is responding to a request for assistance:**

1. Make sure you can fulfill the request before giving an answer. Remember, you are not required to supply aid if you determine you cannot spare resources or if you do not have qualified personnel, appropriate equipment and necessary materials for what is requested.
2. Analyze the risk level of the request.
3. Complete the RESPONDING AGENCY CHECKLIST (Attachment 3) with the information given by the Requesting Agency.
4. Brief your employees and prepare the equipment.
5. Complete the EMPLOYEE & EQUIPMENT INFORMATION form (Attachment 4). Provide copies to your responding staff and to the Requesting Agency.
6. Dispatch staff to the Requesting Agency for assistance.

**Supervisor of Responding Agency Steps to Follow**

1. Complete the INCIDENT COMMANDER CHECKLIST (Attachment 5).
2. Carry a copy of the Requesting Agency's MUTUAL AID INFORMATION (Attachment 2) and your EMPLOYEE & EQUIPMENT INFORMATION form (Attachment 4). Provide a copy of each to the Requesting Agency.
3. Remember you are responsible for your crew working in a safe and professional manner.
4. Track your equipment and materials inventory.

## **Attachment 1**

### **REQUESTING AGENCY CHECKLIST**

#### What is the Need?

- \_\_\_\_\_ Be sure a real need exists. The Oregon Public Works Emergency Response Agreement is only to be used to support resources already reasonably committed.
- \_\_\_\_\_ What is the nature of the emergency? What can the Responding Agency help you repair or service?
- \_\_\_\_\_ Identify what type of equipment, material, and skilled employees are needed.
- \_\_\_\_\_ How long may they be needed? Will Responding Agency employees work independently or with one of your supervisors?
- \_\_\_\_\_ Where will Responding Agency employees eat, sleep, and shower? Do you need to make contact with the Red Cross for meals? What facilities/motels are available for Responding Agency employees?
- \_\_\_\_\_ Has an arrangement for refueling and repair of equipment been made?
- \_\_\_\_\_ Identify a staging area. Where will Responding Agency employees meet your Agency supervisor(s) to be briefed and assigned work? Responding Agency employees will need names of your supervisor(s), phone numbers and locations and times to meet and report.

#### Who Can Help?

- \_\_\_\_\_ Review list of Public Works Emergency Response Mutual Aid agencies and find an agency not affected by the emergency.
- \_\_\_\_\_ Contact your local Office of Emergency Management, if needed.
- \_\_\_\_\_ Call the agency directly. Send written request as soon as possible.
  - \_\_\_ Identify yourself and your agency.
  - \_\_\_ Fill out a MUTUAL AID INFORMATION form (Attachment 2).
  - \_\_\_ State the nature of the problem.
  - \_\_\_ State your needs such as personnel, equipment, and resources. How long will you need them?
  - \_\_\_ Advise the Responding Agency on weather and road conditions.
  - \_\_\_ How soon is aid needed? Is the work time sensitive?
  - \_\_\_ Advise the Responding Agency where, when and to whom they are to report.
  - \_\_\_ Identify facilities that are available to Responding Agency (shelter, food, etc.).

#### Briefing

- \_\_\_\_\_ Meet with your agency's union reps or supervisors to discuss how staff will be used.
- \_\_\_\_\_ Identify a staff person to work directly with your employees to handle and address questions. Provide local maps of the area with information such as eating and sleeping sites.
- \_\_\_\_\_ Provide system maps and discuss how to use them.
- \_\_\_\_\_ Review standards for the type of work being requested.
- \_\_\_\_\_ Establish a communications plan.

**Attachment 2  
MUTUAL AID INFORMATION FORM  
Requesting Agency**

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

REQUESTING AGENCY: \_\_\_\_\_

NAME/TITLE CONTACT: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

EMERGENCY PHONE NUMBER: \_\_\_\_\_

TYPE OF EMERGENCY: \_\_\_\_\_

ESTIMATED DURATION ASSISTANCE WILL BE REQUIRED: \_\_\_\_\_

ASSISTANCE BEING REQUESTED (be as specific as possible)

Technical Assistance \*

Personnel

Area of Expertise

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Equipment \*

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Communication Equipment: \_\_\_\_\_

Materials \*

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\* Items to consider in your request:

Inspectors	Engineers	Surveyors	Technicians	Truck Drivers
Mechanics	Operators	Flaggers	Welders	Utility Person
Bridge Repair	Carpenters	Electricians	Dump Trucks	Back Hoe
Gravel	Pipe	Oiler	Grader	Power Supply
Compactor	Traffic Control Equipment		Paving Equipment	
Communication Equipment			Lighting	

**Attachment 3**  
**RESPONDING AGENCY CHECKLIST**

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

REQUESTING AGENCY: \_\_\_\_\_

NAME/TITLE CONTACT: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

EMERGENCY PHONE NUMBER: \_\_\_\_\_

TYPE OF EMERGENCY: \_\_\_\_\_

ESTIMATED DURATION ASSISTANCE WILL BE REQUIRED: \_\_\_\_\_

*Fill out Mutual Aid Information Form (Attachment 2).*

Clarify Need

- \_\_\_\_\_ Review types of damage and what Responding Agency employees may be expected to deal with (volcanic ash, earthquake, flooding, etc.)
- \_\_\_\_\_ Review types of equipment, materials and number of employees needed and skills required.
- \_\_\_\_\_ How long will your employees be needed? Should a relief crew be prepared?
- \_\_\_\_\_ Where will your employees stay and eat?
- \_\_\_\_\_ Identify a communications plan for crews.
- \_\_\_\_\_ How will responding affect your agency's current operations?
- \_\_\_\_\_ Immediately notify Supervisor, elected officials and ODOT Office of Maintenance of request for Emergency Response Mutual Aid.
- \_\_\_\_\_ Will there be night work?

Preparations

- \_\_\_\_\_ Identify your responding employees. Ask employees to bring necessary personal items.
- \_\_\_\_\_ Identify Incident Commander for your employees and appoint staff for operations, planning, logistics and finance.
- \_\_\_\_\_ Review ER/FEMA documentation procedures with supervisors and initiate record-keeping requirements.
- \_\_\_\_\_ Inventory and standardize tools and materials on vehicles. Inspect vehicles for travel.
- \_\_\_\_\_ Set up daily check in time between Responding and Requesting agency.
- \_\_\_\_\_ Review progress, identify hours worked, working conditions and status of crew.
- \_\_\_\_\_ Send cash (not check) or credit cards with Supervisor for emergency expenses.
- \_\_\_\_\_ Send mobile phone and/or radio equipment for backup communications.
- \_\_\_\_\_ Be sure emergency food and water are on each vehicle.

**Attachment 4**  
**EMPLOYEE AND EQUIPMENT INFORMATION**  
**Responding Agency**

Agency: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor of Crew: \_\_\_\_\_

Communication Equipment/Phone Numbers: \_\_\_\_\_

Report Time: \_\_\_\_\_ Report Date: \_\_\_\_\_

Report To: \_\_\_\_\_ Area Assigned: \_\_\_\_\_

ASSISTANCE BEING PROVIDED (be as specific as possible)

Supervisor & Crew Employees

Name	Emergency Contact & Phone Numbers	Qualifications			
		Flagger	CPR	ODL	Operator First Aid
_____	_____				
_____	_____				
_____	_____				
_____	_____				
_____	_____				

Technical Assistance\*

Personnel	Area of Expertise
_____	_____
_____	_____
_____	_____

Is it a permit-required confined space? Explain: \_\_\_\_\_

Equipment \*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Truck Type & Size: \_\_\_\_\_

Truck Materials Inventory: \_\_\_\_\_

Truck Tools & Equipment Inventory: \_\_\_\_\_

Communication Equipment: \_\_\_\_\_

Equipment for Night Work (explain): \_\_\_\_\_

**ATTACHMENT 4, Page 2**

Materials\*

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Excavation work: Do you need shoring? Explain (be specific): \_\_\_\_\_

\* Items to consider in your request:

Inspectors	Engineers	Surveyors	Technicians	Truck Drivers
Mechanics	Operators	Flaggers	Welders	Utility Person
Bridge Repair	Carpenters	Electricians	Dump Trucks	Back Hoe
Gravel	Pipe	Oiler	Grader	Power Supply
Compactor	Traffic Control Equipment		Paving Equipment	
Communication Equipment			Lighting	

1 copy to Requesting Agency  
1 copy to Responding Agency  
1 copy to Crew Supervisor

**Attachment 5**  
**INCIDENT COMMANDER CHECKLIST**  
**Responding Agency**

Upon Arrival

- Check in with supervisor on site.
- Review shift assignments.
- Review maps, damage information, repair needs and potential crew assignments.  
Request information on repair standards.
- Make sure that lodging, meals, and refueling capabilities exist. If not, identify crew member to work on problem and ask Requesting Agency for assistance.
- Review documentation procedures with Requesting Agency's supervisor and obtain supplies to track repairs and costs associated with the job.
- Establish daily briefing time with Requesting Agency's supervisor.
- Establish daily documentation briefing with Requesting Agency's supervisor to ensure that tasks are completed.
- Establish working shifts.
- Review Communication Plan, as developed between Requesting Agency and Responding Agency.

Daily Process

- Briefing with supervisor and crew on work assignments and progress.
- Review safety procedures with crew.
- Review events and any problems or positive interaction with Requesting Agency's employees or customers.
- Ensure lunch and evening food breaks are provided and that a system for meals, refueling, and restocking is maintained.
- Contact Responding Agency for briefing.
- Review documentation at end of each day for accuracy and completion.

Work Termination

- Meet with crews to review successes and problems.
- Identify total hours worked and number of repairs.
- Total up costs associated with work.
- Allow rest and recovery time before leaving for home.