



## RESOLUTION 2009-065

### **A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN INTERGOVERNMENTAL AGREEMENT (OREGON PUBLIC WORKS EMERGENCY RESPONSE COOPERATIVE ASSISTANCE AGREEMENT) WITH MULTIPLE LOCAL, COUNTY AND STATE GOVERNMENT AGENCIES**

**WHEREAS**, parties to this agreement are responsible for the construction and maintenance of public facilities such as street, road, highway, sewer, water, and related systems during routine and emergency conditions; and

**WHEREAS**, each of the parties owns and maintains equipment, and employs personnel who are trained to provide service in the construction and maintenance of street, road, highway, sewer, water, and related systems and other support; and

**WHEREAS**, in the event of a major emergency or disaster as defined in ORS 401.025 (4), the parties who have executed this Agreement may need assistance to provide supplemental personnel, equipment, or other support; and

**WHEREAS**, the parties have the necessary personnel and equipment to provide such services in the event of an emergency; and

**WHEREAS**, it is necessary and desirable that this Agreement be executed for the exchange of mutual assistance, with the intent to supplement not supplant agency personnel; and

**WHEREAS**, an Agreement would help provide documentation needed to seek the maximum reimbursement possible from appropriate federal agencies during emergencies; and

**WHEREAS**, ORS Chapter 401.480 provides for Cooperative Assistance Agreement among public and private agencies for reciprocal emergency aid and resources; and

**WHEREAS**, ORS Chapter 190 provides for intergovernmental agreements and the apportionment among the parties of the responsibility for providing funds to pay for expenses incurred in the performance of the agreed upon functions or activities; and

**WHEREAS**, multiple local, county, and state agencies participate as parties in this Agreement (Exhibit B) using specific guidelines for its use (Exhibit C);

**NOW, THEREFORE, THE CITY OF SHERWOOD RESOLVES AS FOLLOWS:**

**Section 1.** The City Manager is authorized to sign the Intergovernmental Agreement with Oregon local, county and state agencies for the provision of Public Works Emergency Response Cooperative Assistance (Exhibit A).

**Section 2.** This Resolution shall be effective upon its approval and adoption.

**Duly passed by the City Council this 18th day of August 2009.**

  
\_\_\_\_\_  
Keith S. Mays, Mayor

ATTEST:

  
\_\_\_\_\_  
Sylvia Murphy, City Recorder

OREGON PUBLIC WORKS EMERGENCY RESPONSE  
COOPERATIVE ASSISTANCE AGREEMENT

THIS AGREEMENT is between the government agencies (local, county, or state) that have executed the Agreement, as indicated by the signatures at the end of this document.

WITNESSETH:

WHEREAS, parties to this agreement are responsible for the construction and maintenance of public facilities such as street, road, highway, sewer, water, and related systems during routine and emergency conditions; and

WHEREAS, each of the parties owns and maintains equipment, and employs personnel who are trained to provide service in the construction and maintenance of street, road, highway, sewer, water, and related systems and other support;

WHEREAS, in the event of a major emergency or disaster as defined in ORS 40 1.025 (4), the parties who have executed this Agreement may need assistance to provide supplemental personnel, equipment, or other support; and

WHEREAS, the parties have the necessary personnel and equipment to provide such services in the event of an emergency; and

WHEREAS, it is necessary and desirable that this Agreement be executed for the exchange of mutual assistance, with the intent to supplement not supplant agency personnel;

WHEREAS, an Agreement would help provide documentation needed to seek the maximum reimbursement possible from appropriate federal agencies during emergencies;

WHEREAS, ORS Chapter 401.480 provides for Cooperative Assistance Agreement among public and private agencies for reciprocal emergency aid and resources; and

WHEREAS, ORS Chapter 190 provides for intergovernmental agreements and the apportionment among the parties of the responsibility for providing funds to pay for expenses incurred in the performance of the agreed upon functions or activities;

NOW THEREFORE, the parties agree as follows:

### 1. Request

If confronted with an emergency situation requiring personnel, equipment or material not available to it, the requesting party (Requestor) may request assistance from any of the other parties who have executed this Agreement.

### 2. Response

Upon receipt of such request, the party receiving the request (Responder) shall immediately take the following action:

- A. Determine whether it has the personnel, equipment, or material available to respond to the request.
- B. Determine what available personnel and equipment should be dispatched and/or what material should be supplied.
- C. Dispatch available and appropriate personnel and equipment to the location designated by the Requestor.
- D. Provide appropriate access to the available material.
- E. Advise the Requestor immediately in the event all or some of the requested personnel, equipment, or material is not available.

NOTE: It is understood that the integrity of dedicated funds needs to be protected. Therefore, agencies funded with road funds are limited to providing services for road activities, sewer funds are limited to providing services for sewer activities and so on.

### 3. Incident Commander

The Incident Commander of the emergency shall be designated by the Requestor, and shall be in overall command of the operations under whom the personnel and equipment of the Responder shall serve. The personnel and equipment of the Responder shall be under the immediate control of a supervisor of the Responder. If the Incident Commander specifically requests a supervisor of the Responder to assume command, the Incident Commander shall not, by relinquishing command, relieve the Requestor of responsibility for the incident.

#### 4. Documentation

Documentation of hours worked, and equipment or materials used or provided will be maintained on a shift by shift basis by the Responder, and provided to the Requestor as needed.

#### 5. Release of Personnel and Equipment

All personnel, equipment, and unused material provided under this Agreement shall be returned to the Responder upon release by the Requestor, or on demand by the Responder.

#### 6. Compensation

It is hereby understood that the Responder will be reimbursed (e.g. labor, equipment, materials and other related expenses as applicable, including loss or damage to equipment) at its adopted usual and customary rates. Compensation may include:

- A. Compensation for workers at the Responder's current pay structure, including call back, overtime, and benefits.
- B. Compensation for equipment at Responder's established rental rate.
- C. Compensation for materials, at Responder's cost. Materials may be replaced at Requestor's discretion in lieu of cash payment upon approval by the Responder for such replacement.
- D. Without prejudice to a Responder's right to indemnification under Section 7.A. herein, compensation for damages to equipment occurring during the emergency incident shall be paid by the Requestor, subject to the following limitations:
  - 1) Maximum liability shall not **exceed** the cost of repair or cost of replacement, whichever is less.
  - 2) No compensation will be paid for equipment damage or loss attributable to natural disasters or acts of God not related to the emergency incident.
  - 3) To the extent of any payment under this section, Requestor will have the right of subrogation for all claims against parties other than parties to this agreement who may be responsible in whole or in part for damage to the equipment.

- 4) Requestor shall not be liable for damage caused by the neglect of the Responder's operators.

Within 30 days after presentation of bills by Responder entitled to compensation under this section, Requestor will either pay or make mutually acceptable arrangements for payment.

#### 7. Indemnification

This provision applies to all parties only when a Requestor requests and a Responder provides personnel, equipment, or material under the terms of this Agreement. A Responder's act of withdrawing personnel, equipment, or material provided is not considered a party's activity under this Agreement for purposes of this provision.

To the extent permitted by Article XI of the Oregon Constitution and by the Oregon Tort Claims Act, each party shall indemnify, within the limits of the Tort Claims Act, the other parties against liability for damage to life or property arising from the indemnifying party's own activities under this Agreement, provided that a party will not be required to indemnify another party for any such liability arising out of the wrongful acts of employees or agents of that other party.

#### 8. Workers Compensation Withholdings and Employer Liability

Each party shall remain fully responsible as employer for all taxes, assessments, fees, premiums, wages, withholdings, workers compensation and other direct and indirect compensation, benefits, and related obligations with respect to its own employees. Likewise, each party shall insure, self-insure, or both, its own employees as required by Oregon Revised Statutes.

#### 9. Pre-Incident Plans

The parties may develop pre-incident plans for the type and locations of problem areas where emergency assistance may be needed, the types of personnel and equipment to be dispatched, and the training to be conducted to ensure efficient operations. Such plans shall take into consideration the proper protection by the Responder of its own geographical area.

#### 10. The Agreement

- A. It is understood that all parties may not execute this Agreement at the same time. It is the intention of the parties that any governmental entity in the State of Oregon may enter into this Agreement and that all parties who execute this Agreement will be

considered to be equal parties to the Agreement. The individual parties to this Agreement may be "Requestor" or "Responder's" as referred to in Section 1. and 2. above, to all others who have entered this Agreement.

- B. The Oregon Department of Transportation (ODOT) Office of Maintenance shall maintain the master copy of this Agreement, including a list of all those governmental entities that have executed this Cooperative Assistance Agreement. ODOT will make the list of participants available to any entity that has signed the Agreement. Whenever an entity executes the agreement, ODOT shall notify all others who have executed the Agreement of the new participant. Except as specifically provided in this paragraph, ODOT has no obligations to give notice nor does it have any other or additional obligations than any other party.
- C. This Agreement shall be effective upon approval by two or more parties and shall remain in effect as to a specific party for five years after the date that party executes this Agreement unless sooner terminated as provided in this paragraph. Any party may terminate its participation in this Agreement prior to expiration as follows:
  - 1) Written notice of intent to terminate this Agreement must be given to all other parties on the master list of parties at least 30 days prior to termination date. This notice shall automatically terminate the Agreement as to the terminating party on the date set out in the notice unless rescinded by that party in writing prior to that date.
  - 2) Termination will not affect a party's obligations for payment arising prior to the termination of this Agreement.

#### 11. Non-exclusive

This Agreement is not intended to be exclusive among the parties. Any party may enter into separate cooperative assistance or mutual aid agreements with any other entity. No such separate Agreement shall terminate any responsibility under this Agreement.

#### 12. Parties to This Agreement

Participants in this Agreement are indicated on the following pages, one party per page.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement for Public Works Cooperative Assistance to be executed by duly authorized representatives as of the date of their signatures.

STATE OF OREGON  
DEPARTMENT OF TRANSPORTATION



\_\_\_\_\_  
Lucinda Moore  
Maintenance Engineer

12/10/07  
Date

IN WITNESS WHEREOF, the parties hereto have caused this Agreement for Public Works Cooperative Assistance to be executed by duly authorized representatives as of the date of their signatures.

\_\_\_\_\_  
Agency

\_\_\_\_\_  
County, Oregon

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Date

<b>Designated Primary Contact:</b>		
<u>Office:</u>	<u>Contact:</u>	<u>Phone Number:</u>
_____	_____	_____
<b>Emergency 24 Hour Phone Number:</b>		<b>Fax Number:</b>
_____		_____
<b>E-mail address (if available):</b>		
_____		

## Oregon Public Works Emergency Response Cooperative Assistance Agreement Members

Oregon Department of Transportation, All Counties

Baker County, Baker County  
City of Baker, Baker County  
City of Haines, Baker County  
City of Halfway, Baker County  
City of Huntington, Baker County

City of Adair Village, Benton County  
City of Corvallis, Benton County  
City of Monroe, Benton County  
City of Philomath, Benton County

City of Gladstone, Clackamas County  
City of Happy Valley, Clackamas County  
City of Johnson City, Clackamas County  
City of Milwaukie, Clackamas County  
City of Molalla, Clackamas County  
City of West Linn, Clackamas County  
City of Wilsonville, Clackamas County  
Clackamas County, Clackamas County

City of Astoria, Clatsop County  
City of Cannon Beach, Clatsop County  
City of Seaside, Clatsop County  
City of Warrenton, Clatsop County  
Clatsop County, Clatsop County

City of Rainier, Columbia County  
City of St. Helens, Columbia County  
City of Vernonia, Columbia County  
Columbia County, Columbia County

City of Bandon, Coos County  
City of Coos Bay, Coos County  
City of Coquille, Coos County  
City of Lakeside, Coos County  
City of Myrtle Point, Coos County  
City of North Bend, Coos County  
Coos Bay-North Bend Water Board, Coos County  
Coos County, Coos County

Oregon Public Works Emergency Response Cooperative Assistance  
Agreement Members

City of Brookings, Curry County  
City of Gold Beach, Curry County  
Curry County, Curry County

City of Redmond, Deschutes County  
Deschutes County, Deschutes County

City of Canyonville, Douglas County  
City of Drain, Douglas County  
City of Elkton, Douglas County  
City of Oakland, Douglas County  
City of Reedsport, Douglas County  
City of Riddle, Douglas County  
City of Winston, Douglas County  
Douglas County, Douglas County

City of Condon, Gilliam County  
Gilliam County, Gilliam County

City of Canyon City, Grant County  
City of John Day, Grant County  
City of Long Creek, Grant County  
Grant County, Grant County

City of Burns, Harney County  
City of Hines, Harney County  
Harney County, Harney County

City of Cascade Locks, Hood River County  
City of Hood River, Hood River County  
Hood River County, Hood River County

City of Central Point, Jackson County  
City of Gold Hill, Jackson County  
City of Medford, Jackson County  
City of Phoenix, Jackson County  
City of Rogue River, Jackson County  
City of Shady Cove, Jackson County  
City of Talent, Jackson County  
Jackson County, Jackson County

City of Culver, Jefferson County  
City of Madras, Jefferson County  
Jefferson County, Jefferson County

## Oregon Public Works Emergency Response Cooperative Assistance Agreement Members

City of Cave Junction, Josephine County  
Josephine County, Josephine County

City of Klamath Falls, Klamath County  
Klamath County, Klamath County

Lake County, Lake County  
Town of Lakeview, Lake County

City of Coburg, Lane County  
City of Cottage Grove, Lane County  
City of Creswell, Lane County  
City of Dunes City, Lane County  
City of Eugene, Lane County  
City of Florence, Lane County  
City of Oakridge, Lane County  
City of Springfield, Lane County  
City of Veneta, Lane County  
City of Westfir, Lane County  
Lane County, Lane County

City of Lincoln City, Lincoln County  
City of Siletz, Lincoln County  
City of Yachats, Lincoln County  
Lincoln County, Lincoln County

City of Harrisburg, Linn County  
City of Lebanon, Linn County  
City of Sweet Home, Linn County  
Linn County, Linn County

City of Jordan Valley, Malheur County  
City of Nyssa, Malheur County  
City of Ontario, Malheur County  
City of Vale, Malheur County

City of Aumsville, Marion County  
City of Aurora, Marion County  
City of Detroit, Marion County  
City of Donald, Marion County  
City of Gates, Marion County  
City of Gervais, Marion County  
City of Hubbard, Marion County

## Oregon Public Works Emergency Response Cooperative Assistance Agreement Members

City of Keizer, Marion County  
City of Silverton, Marion County  
City of Turner, Marion County  
Marion County, Marion County  
City of Salem, Marion County / Polk County  
City of Idanha, Marion/Linn County  
City of Mill City, Marion/Linn County

City of Boardman, Morrow County  
City of Heppner, Morrow County  
City of Ione, Morrow County  
City of Irrigon, Morrow County  
Morrow County, Morrow County

City of Fairview, Multnomah County  
City of Gresham, Multnomah County  
City of Portland, Multnomah County  
City of Wood Village, Multnomah County  
Multnomah County, Multnomah County  
Multnomah County, Multnomah County

City of Independence, Polk County  
Polk County, Polk County

City of Moro, Sherman County  
City of Wasco, Sherman County

City of Bay City, Tillamook County  
City of Manzanita, Tillamook County  
City of Nehalem, Tillamook County  
Tillamook County, Tillamook County

City of Adams, Umatilla County  
City of Athena, Umatilla County  
City of Echo, Umatilla County  
City of Hermiston, Umatilla County  
City of Milton-Freewater, Umatilla County  
City of Pendleton, Umatilla County  
City of Pilot Rock, Umatilla County  
City of Stanfield, Umatilla County  
City of Umatilla, Umatilla County  
Umatilla County, Umatilla County

## Oregon Public Works Emergency Response Cooperative Assistance Agreement Members

City of Cove, Union County  
City of Elgin, Union County  
City of Imbler, Union County  
City of Island City, Union County  
City of Union, Union County  
Island City Area Sanitation District, Union County  
Union County, Union County

City of Joseph, Wallowa County  
City of Maupin, Wasco County  
City of Mosier, Wasco County  
Wasco County, Wasco County

City of Cornelius, Washington County  
City of Gaston, Washington County  
City of Hillsboro, Washington County  
City of North Plains, Washington County  
City of Sherwood, Washington County  
City of Tigard, Washington County  
Washington County, Washington County

City of Mitchell, Wheeler County  
City of Spray, Wheeler County  
Wheeler County, Wheeler County

City of Amity, Yamhill County  
City of Lafayette, Yamhill County  
City of McMinnville, Yamhill County  
City of Sheridan, Yamhill County  
City of Willamina, Yamhill County  
City of Yamhill, Yamhill County  
Yamhill County, Yamhill County

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

_____	_____
_____	_____
_____	_____

Equipment \*

_____
_____
_____

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

Materials \*

_____
_____
_____

\* 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	<u>Qualifications</u>			
		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.