

## **MUTUAL ASSISTANCE AGREEMENT**

The American Gas Association (“AGA”), the American Public Gas Association (“APGA”), the Northeast Gas Association (“NGA”), the Southern Gas Association (“SGA”), and the MEA Energy Association (“MEA”), hereinafter “the Associations”, developed the following Mutual Assistance Agreement (“Agreement”) for Members to request and provide emergency assistance in the form of materials, personnel, supplies and/or equipment, to aid in restoring natural gas service when it has been disrupted and cannot be restored in a safe and timely manner by the affected company or companies alone. Because of the significant differences between work performed under normal circumstances and emergency restoration, as well as the fact that each Member may, at any given point, both require as well as render emergency assistance, the Associations developed a voluntary system, described in detail herein, to help facilitate the provision of mutual aid assistance between their members. This voluntary system shall be governed by terms and conditions described herein.

Signatories to this Agreement recognize the need for a system whereby they may receive or provide assistance in the form of materials, personnel, supplies and/or equipment to aid in maintaining or restoring natural gas utility service when such service has been disrupted by acts of the elements, equipment malfunctions, accidents, sabotage or any other occurrences where the Signatory deems emergency assistance to be necessary or advisable (“Emergency Assistance Period”).

Signatories acknowledge that no other Signatory is under any obligation to furnish such emergency assistance; however, experience indicates that natural gas distribution companies are willing to furnish such assistance when materials, personnel, supplies and/or equipment are available.

In the absence of a continuing formal contract between a Signatory requesting emergency assistance (“Requesting Company”) and a Signatory willing to furnish such assistance (“Responding Company”), collectively the “Parties”, the following terms set forth the terms and conditions to which the Parties agree to be bound:

- 1. Master Agreement.** This Agreement sets out the terms under which a party may provide materials, personnel, supplies and/or equipment requested in a request for mutual assistance. The Agreement identifies the basic terms and conditions applicable to services and material provided by a Responding Company to a Requesting Company during any Emergency Assistance Period. The Associations shall have joint responsibility for the maintenance and revision of this Agreement and associated mutual assistance documents implementing this Agreement, including, but not limited to, the Mutual Assistance Procedures and Guidelines (Exhibit A). This Agreement may only be amended with the concurrence of each Association and with notice provided to Signatories. All services performed or materials, personnel, supplies and/or equipment provided by Responding Company pursuant to an RFA should be documented in advance. To that end, Exhibit B is a template that should be used to document the type and scope of assistance requested.

**2. Member Responsibilities.**

- 2.1. Signatories will make a good faith effort to provide assistance to aid in restoring natural gas service when aid is needed by another Member company. However, nothing in this Agreement commits, binds, or otherwise obligates a Signatory to respond to any particular request for assistance. Each Signatory reserves the sole right to respond or not respond to an RFA on a case-by-case basis. Each Signatory shall, in its sole discretion, determine if it shall respond to an RFA including the extent and limitations of that response. Each Responding Company reserves the right to recall any and all materials, personnel, supplies and/or equipment, at any time.
- 2.2. Unless otherwise agreed and documented in writing, Signatories shall follow the terms and conditions set forth herein if they are able and choose to respond to a Requesting Company's need for assistance.
- 2.3. Members will work together to minimize risk to all parties. Responding Company will provide assistance (which may include materials, personnel, supplies, and/or equipment) on a not-for-profit basis. Requesting Company will reimburse Responding Company for all direct and indirect costs and expenses incurred in providing the assistance.
- 2.4. At all times, employees of a Responding Company continue to be employees of that Responding Company and are not ever deemed to be employees of a Requesting Company. Wages, hours and other terms and conditions of employment of Responding Company shall continue to apply to its employees at all times.
- 2.5. Participating Members shall forward a signed copy of this Agreement to AGA. AGA will maintain a list of Signatories and their authorized representatives on its web site, [www.aga.org](http://www.aga.org), at the "Emergency Planning Resources Center".
- 2.6. Except as noted below, a Signatory may withdraw from participation under this Agreement at any time by providing written notice (including via email) to AGA. Such notice shall not affect any obligations which may arise out of events occurring prior to the date of such notice. No Requesting Company may withdraw from participation under this Agreement while it is receiving assistance pursuant to the terms of this agreement.

**3. Emergency Assistance Period.**

- 3.1. Signatories agree that the Emergency Assistance Period shall commence when materials, personnel, supplies and/or equipment expenses are initially incurred by the Responding Company in response to the Requesting Company's RFA. This includes any request for the Responding Company to prepare its employees, materials, supplies and/or equipment for transport to the Requesting Company's location, but to await further instructions before departing. The Emergency Assistance Period shall

- terminate when such employees, materials, supplies and/or equipment, have returned to the Responding Company, and shall include any mandated DOT rest time or rest time specified in responding companies labor contract or safety policies resulting from the assistance provided and reasonable time required to prepare the materials, personnel, supplies and/or equipment for return to normal service activities (e.g., cleaning off trucks, restocking minor materials, etc.).
- 3.2. The length of stay/response by Responding Company personnel will be mutually agreed to by both companies. To the extent possible, the RFA should state the anticipated length – in general – of the Emergency Assistance Period. This period should typically not exceed fourteen (14) consecutive days, including Responding Company’s travel time to the designated work area and return to the point of origin. For extended Emergency Assistance Periods, the Requesting Company and Responding Company should agree on the process for replacing or, alternatively, providing extra rest for the Responding Company’s employees. The Responding Company and Requesting Company may mutually agree to exceptions to this Section.
- 3.3. It is understood and agreed that the Responding Company can, in its sole and independent judgment and at any time after it has mobilized to provide emergency assistance hereunder, recall any or all of its employee and/or contract workforce. In these instances:
- a. It is understood and agreed that the decision to terminate assistance and recall employees lies solely with the Responding Company.
  - b. If a recall of Responding Company’s workforce becomes necessary, the Requesting Company will be responsible for all expenses incurred by Responding Company up to the time of recall, as well as return travel costs to the workforce’s point of origin and any needed retrofit of equipment.
  - c. If Responding Company’s workforce is recalled to a location other than their point of origin, the Requesting Company will be responsible for travel costs not to exceed that which would have been incurred had the workforce returned to their original point of origin.
- 3.4. Requesting Company may, at any time, order additions, deletions, or revisions in the services and materials, personnel, supplies and/or equipment provided pursuant to an RFA provided that these modifications to an RFA are made in writing and mutually agreed to in writing by both Parties in advance.
- 3.5. During emergencies impacting more than one Signatory, Responding Company resources may be re-assigned: (1) en route to the Requesting Company; (2) at an initial staging area before reaching the Requesting Company; or (3) at the Responding Company’s final staging area. Additionally, resources may be assigned to assist a second Requesting Company after completing work for the initial Requesting

Company. In any of these instances, unless otherwise mutually agreed or stated in this Agreement, the Requesting Company receiving the re-assigned Responding Company resources will be responsible for all Responding Company costs incurred from the time of re-assignment.

**4. Safety Rules, Supervision, and Operator Qualification.**

- 4.1. Whether providing or receiving assistance, the safety of all personnel and the general public will be the preeminent objective and responsibility of all Signatories. The Responding Company and the Requesting Company will make all reasonable efforts under the circumstances to provide for adequate safety measures, including necessary involvement of police or governmental agencies, to ensure and otherwise protect the safety of all personnel and the general public.
- 4.2. Responding Company's safety rules shall apply to all work done by its employees unless the Requesting Company's safety rules are more stringent. In the event the safety rules of the Requesting Company are more stringent than the safety rules of the Responding Company, the Requesting Company shall provide the Responding Company's personnel with appropriate safety orientation and training. The Responding Company will in a timely manner report any and all occupational injuries and vehicle accidents to the Requesting Company. Any questions or concerns arising about any safety rules should be brought to the proper level of management for prompt resolution between management of the Requesting and Responding Companies.
- 4.3. In the event the Responding Company or its employees are party to any incident involving damage to persons or property, Responding Company will report and document the specifics of such incident to Requesting Company as soon as practicable after any such incident.
- 4.4. Responding Company shall send the level of supervision and support as set forth in the RFA and mutually agreed to by the Parties. The Responding Company may send such additional personnel as it deems necessary to ensure the safety and efficiency of the response. These personnel may typically include, but are not limited to, safety supervision, vehicle mechanics and logistics support.
- 4.5. All requests for work to be done by Responding Company's crews shall be given by Requesting Company to Responding Company's supervisor(s); or, when Responding Company's crews are to work in widely separate areas, to Responding Company's foremen as may be designated for the purpose by Responding Company's supervisor(s).
- 4.6. Requesting Company's RFA must specify what tasks are covered tasks per 49 CFR Part 192 subpart N. The Requesting Company receiving personnel pursuant to an RFA is required to confirm that Responding Company personnel's knowledge, skills, and ability are consistent with Requesting Company's needs. The Responding Company

should provide documentation, as appropriate, demonstrating the knowledge, skills, and ability of responding personnel, in accordance with Exhibit A.

- 4.7. Any engineering work performed by Responding Company personnel who are not licensed as a professional engineer (PE) in the applicable state jurisdiction of the Requesting Company shall be supervised and/or reviewed by the appropriate engineering personnel or consultant of the Requesting Company in accordance with the statutes and regulations of the applicable state jurisdiction of the Requesting Company.

**5. Compensation, Invoicing and Reimbursement.**

- 5.1. Requesting Company shall reimburse Responding Company for all costs and expenses incurred by Responding Company in providing emergency assistance. Responding Company shall submit an invoice to Requesting Company, which includes documentation of all costs and expenses. Such costs and expenses, without any added profit, shall include, but not be limited to, the following:
- a. Employees' wages and salaries for paid time spent in Requesting Company's service area and paid time during travel to and from such service area, plus Responding Company's standard payable additives to cover all employee benefits and allowances.
  - b. Employee travel and living expenses (meals, lodging and reasonable incidentals).
  - c. Replacement cost of materials and supplies expended or furnished.
  - d. Repair or replacement cost of equipment damaged or lost.
  - e. Charges, at rates internally used by Responding Company, for the use of transportation equipment and other equipment requested.
  - f. Other uninsured costs.
  - g. Administrative and general costs, which are properly allocable to the emergency assistance to the extent such costs, are not chargeable pursuant to the foregoing subsections.
- 5.2. Unless otherwise agreed by the Parties, Requesting Company shall be responsible for supplying and/or coordinating support functions such as lodging, meals, materials, etc. Unless otherwise agreed by the Parties in the RFA or in an amendment thereto, the Responding Company shall be responsible for arranging lodging and meals en route to the Requesting Company and for the return trip home. The cost for these transit expenses will be covered by the Requesting Company.

- 5.3. “Host Companies” are those companies who may provide staging areas or other resources to a Responding Company. Requesting Company will reimburse Host Company for expenses incurred in the provision and management of interim staging areas (i.e., labor and miscellaneous expenses provided by the host company to operate the staging area, but not including any Responding Company crew costs). In emergencies involving more than one Requesting Company, staging costs will be shared by Requesting Companies on a prorated basis based on the resources committed to each Requesting Company entering (i.e., logged into) the staging site.
- 5.4. Notwithstanding anything herein, at all times during the provision of mutual aid, the Responding Company shall be an independent Contractor of the Requesting Company. Wages, hours, and other terms and conditions of employment of Responding Company shall remain applicable to its employees during the emergency assistance period.
- 5.5. Unless otherwise agreed, the Responding Company should submit an invoice to the Requesting Company within sixty (60) calendar days from the date released by the Requesting Company. Requesting Company shall pay all costs and expenses of Responding Company within sixty (60) calendar days after receipt of an invoice and complete records from Responding Company. Termination of an RFA by either Party shall not relieve Requesting Company from its obligation to pay properly invoiced costs and expenses.
- 5.6. The Responding Company has the sole responsibility to maintain appropriate vehicle/automobile insurance coverage and worker’s compensation coverage for Responding Company personnel.

**6. Records.**

- 6.1. Responding Company shall maintain daily records of time and expenses for personnel and equipment. This documentation will be provided with the invoice submitted to the Requesting Company.
- 6.2. Responding Company shall keep and maintain all time sheets and other work records pertaining to its provision of Emergency Assistance to Requesting Company in the same manner in which Responding Company keeps and maintains its records in the ordinary course of business. The Responding Company shall maintain field-records in its customary format, unless both the Responding Company and Requesting Company mutually agree to supplement those records in writing in the RFA.
- 6.3. Responding Company agrees to maintain auditable records of billed expenses for emergency mutual assistance. The records must be reasonably sufficient to satisfy the legal requirements and obligations incumbent the Requesting Company. It is the Requesting Company’s responsibility to make those requirements and obligations known to the Responding Company prior to mobilization.

**7. Indemnification.**

- 7.1. Requesting Company shall indemnify, hold harmless and defend the Responding Company from and against any and all liability for loss, damage, cost or expense which Responding Company may incur by reason of bodily injury, including death, to any person or persons or by reason of damage to or destruction of any property, including the loss of use thereof, which result from furnishing emergency assistance and whether or not due in whole or in part to any act, omission, or negligence of Responding Company, except to the extent that such death or injury to person, or damage to property, is caused by the willful or wanton misconduct and/or gross negligence of the Responding Company and/or Responding Company employee(s).

In the event any claim or demand is made or suit or action is filed against Responding Company alleging liability for which Requesting Company shall indemnify and hold harmless Responding Company, Responding Company shall promptly notify Requesting Company thereof, and Requesting Company, at its sole cost and expense, shall settle, compromise or defend the same in such manner as it in its sole discretion deems necessary or prudent.

- 8. Term, Entire Agreement & Modification.** This Agreement shall be effective from January 1, 2021 through December 31, 2025. This Agreement encompasses the entire agreement of the Parties and supersedes the AGA Master Operations Assistance Agreement dated December 2011 and the NGA and SGA 2015 Agreement. No agreement or understanding purporting to modify this Agreement shall be binding unless in writing and signed by the Parties' respective authorized representatives.

**9. Limitation on Liability.**

- 9.1. No Party shall be liable to any other Party for any claim for indirect, incidental, special or consequential damage or loss of the other Party, including, but not limited to, loss of profits or revenues, cost of capital of financing, loss of goodwill and cost of replacement power arising from such Party's carrying out, or failing to carry out, any obligations contemplated by this Agreement except to the extent the damages are direct damages that result from the gross negligence or intentional misconduct of such party; provided, however, that nothing herein shall be deemed to reduce or limit the obligation of any Party with respect to the claims of persons or entities not a Party to this Agreement.
- 9.2. The Parties to this Agreement acknowledge that the Associations' role is limited to facilitating communication between Member Companies and the maintenance and revision of this Agreement and associated mutual assistance documents implementing this Agreement. In light of this limited role, the Associations shall not be liable to any Party for any claim for indirect, incidental, special or consequential damage or loss, including, but not limited to, loss of profits or revenues, cost of capital of financing,

loss of goodwill and cost of replacement power arising from carrying out, or failing to carry out, any obligations contemplated by this Agreement.

- 10. No Third-Party Beneficiaries.** This Agreement is intended to be solely for the benefit of the Parties and their respective successors and permitted assigns and is not intended to and shall not confer any rights or benefits on any third party (other than successors and permitted assigns) not a Party hereto.
- 11. Governing Law of Agreement.** This Agreement shall be governed in accordance with the laws of the State of Delaware.

Signatory:

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature

Officer Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

**Exhibit A**

**MUTUAL ASSISTANCE PROCEDURES AND GUIDELINES**

September 10, 2020

In order to effectively implement the terms of the Mutual Assistance Agreement (“Agreement”) signed by AGA, APGA, NGA, SGA and MEA Energy (“the Associations”) and the individual signatory Members of the Associations; effective January 1, 2021, the Associations have developed and approved the following Mutual Assistance Procedures and Guidelines (“MA Procedures and Guidelines”) for participants to request and provide emergency assistance in the form of materials, personnel, supplies and/or equipment, to aid in restoring gas service when it has been disrupted and cannot be restored in a safe and timely manner by the affected company or companies alone. The MA Procedures and Guidelines provided herein will apply to all Member companies who signed the Agreement. Participants in this program recognize the significant differences between work performed under normal circumstances and emergency restoration, as well as the fact that each Participant may, at any given point, both require as well as render emergency assistance.

The Associations shall have joint responsibility for the maintenance and revision of these MA Procedures and Guidelines.

**1. Members (“Members”) understand and agree:**

- 1.1. This document, as well as any future approved modifications, amendments or revisions adopted by mutual agreement among the Associations, shall be known as the Mutual Assistance Procedures and Guidelines.

**2. Code of Conduct and Coordination Between the Associations**

- 2.1. Whether providing or receiving assistance, all personnel will be expected to conduct themselves in accordance with their respective Member Company’s Code of Conduct, if such code exists, together with such reasonable policies for workplace safety, security, and conduct while on the Requesting Company’s premises; and, if not, then all personnel will conduct themselves in a professional, safe and responsible manner.
- 2.2. When implementing the terms of the Mutual Aid Agreement and this Exhibit A, the Associations will, to the extent practicable, serve as the initial point of contact between the Requesting Company and Responding Company(ies); and help coordinate communications and engagement with Requesting and Responding Companies, and each other, to streamline requests for information and to better enable Requesting and Responding Companies to respond to the circumstances requiring emergency assistance. Typically, the Regional Associations will be responsible for interacting with state agencies; and AGA and APGA will be responsible for interacting with federal agencies during a mutual aid scenario.

- 2.3. The responsible Association will provide the Requesting Company(ies) with a list of potential Responding Companies that have volunteered to provide aid. The Responding Company shall provide, via writing (including e-mail) to the Requesting Company, their offer of assistance, copying the appropriate Association. The Requesting Company shall confirm, via writing (including e-mail) their acceptance of the assistance in accordance with this Agreement. The responsible Association will help facilitate communication between the Requesting Company and Responding Company as necessary.
- 2.4. This Agreement may be executed in counterparts, each of which shall be deemed to be an original and all of which taken together shall constitute one and the same Agreement, as between Requesting Company and Responding Company.

### **3. Roles and Responsibilities of the Associations**

- 3.1. In the event that a regional mutual aid request exceeds the response capacity of the NGA, SGA, MEA or another regional gas association leading the mutual aid response, more extensive, nationwide mutual aid may be requested. In this capacity, AGA will serve in a support role to the regional association leading the response. AGA's role and responsibilities include the following:
  - a. In coordination with the Association(s), update member emergency contact information for emergency response personnel approximately every 6 months and incorporate in the national mutual aid database.;
  - b. In coordination with APGA, send a mutual aid request via email to companies participating in the Mutual Assistance Program notifying them of the need being requested by the impacted utility. The Request for Assistance form (Exhibit B), should be included in this correspondence. Coordinate with regional gas associations as appropriate. Forward all responses received to the lead regional gas association;
  - c. In coordination with the regional association in the impacted area and consistent with section 2.2 above, communicate daily with members in the impacted region about the status of operations, personnel and equipment, or obtain this information from the regional gas association leading the mutual aid response; and
  - d. Participate on industry calls with federal government entities to inform them of our members' operational status and relay overall needs. AGA, in coordination with APGA, may also reach out to government agencies (e.g., PHMSA) to request waivers on behalf of operators in the impacted region.
- 3.2. In the event that regional mutual aid is requested by a participating AGA member company, in an area where a regional gas association does not have a formal mutual

aid program or is unable to provide mutual aid support, AGA will serve in a primary role to support mutual aid coordination among its member companies. In this scenario, AGA's role and responsibilities include the following:

- a. In coordination with the Association(s), update member emergency contact information for emergency response personnel approximately every 6 months and incorporate in the national mutual aid database.
- b. Send a mutual aid request via email to member companies participating in the Mutual Assistance Program, notifying them of the need being requested by the impacted utility. The Request for Assistance form (Exhibit B) should be included in this correspondence. Coordinate with regional gas associations as appropriate;
- c. Facilitate the Joint Mobilization Conference Calls to provide members with the opportunity to understand the entire scope of the emergency;
- d. After each Joint Mobilization Conference Call, AGA staff will summarize and distribute discussion notes to all member call participants;
- e. Consistent with section 2.2 above, communicate daily with members in the impacted region about status of operations, personnel and equipment; and
- f. Participating companies final dispatch of committed resources is to be coordinated directly between the Requesting Company and the Responding Company. AGA should not be given, and will not accept, the authority by the Requesting Company to coordinate the dispatch of committed resources.

3.3. If regional mutual aid is requested by an APGA member company, in an area where a regional gas association does not have a formal mutual aid program or is unable to provide mutual aid support and the system is not an AGA member, APGA will serve in a primary role to support mutual aid coordination among participants in the National Mutual Assistance Program. In this scenario, APGA's roles and responsibilities include the following:

- a. Update member emergency contact information for emergency response personnel approximately every 6 months and share with AGA to incorporate in the national mutual aid database.
- b. Send a mutual aid request via email to member companies participating in the Mutual Assistance Program, notifying them of the need being requested by the impacted utility. The Request for Assistance form (Exhibit B) should be included in this correspondence;

- c. Facilitate the Joint Mobilization Conference Calls to provide members with the opportunity to understand the entire scope of the emergency;
  - d. After each Joint Mobilization Conference Call, APGA staff will summarize and distribute discussion notes to all member call participants;
  - e. Communicate daily with members in the impacted region about status of operations, personnel and equipment; and
  - f. Members agree that final dispatch of committed resources is to be coordinated directly between the Requesting Company and the Responding Company. APGA should not be given and will not accept, the authority by the Requesting Company to coordinate the dispatch of committed resources.
- 3.4. In the event that regional mutual aid is requested by an NGA SGA and/or MEA member, the appropriate Association (NGA SGA and/or MEA) will serve in a primary role to support mutual aid coordination among participants in the National Mutual Assistance Program. In this scenario, NGA, SGA and/or MEA's roles and responsibilities include the following:
- a. Update member emergency contact information for emergency response personnel approximately every 6 months and share with AGA to incorporate in the national mutual aid database.
  - b. Send out the mutual aid request via email with the attached RFA filled out by the requesting company. In the case that the requesting company is a member of NGA, SGA and/or MEA, the geographical location will be used to determine which association will take lead on the response.
  - c. Facilitate the member company's request for emergency assistance in the form of materials, personnel, supplies, and /or equipment.
  - d. Members must have a signed Mutual Assistance Agreement on file in order to participate.
  - e. Facilitate a Joint Mobilization conference call to provide members the scope of emergency and needs. Depending on situation, calls could be facilitated prior to, during and after emergency.
  - f. NGA, SGA, and/or MEA will communicate daily with requesting and responding companies, as needed.
  - g. NGA,SGA and/or MEA will coordinate and communicate dispatch of the responding company upon approval of the requesting company up to the point

of dispatch. At this point, ongoing communication will be between both parties with NGA, SGA and/or MEA operating within a supporting role.

- h. NGA will be responsible for coordinating activities for their current members and neighboring companies in Canada. SGA and MEA will be responsible for coordinating activities for their current members within their footprint. When assistance is requested outside the NGA, SGA and MEA footprint, AGA and APGA staff will coordinate activities as appropriate.

#### **4. Maintenance of Contact Roster**

- 4.1. In order to facilitate efficient communication and response, participating companies will provide the following information to AGA:
  - a. The names contact numbers (e.g., work phone and cellular phone, if available), and e-mail addresses for individuals authorized to request mutual assistance for a requesting company and commit resources for a responding company.
  - b. If available, the telephone number(s) for the 24-hour operations / dispatch center for the Member.
  - c. If available, a corporate emergency center 24-hour telephone number, if different from the 24-hour operations / dispatch telephone number.
- 4.2. AGA will be responsible for maintaining, updating and providing access to the Associations the combined national “Member Company Contact Roster.”

#### **5. Communication with Contractors**

- 5.1. Members are encouraged to explain the mutual assistance and joint mobilization processes and procedures discussed in this document with contractors working on their respective systems.

#### **6. Purpose and Rationale for Joint Mobilization Conference Call Procedures**

- 6.1. Because response time is critical in emergency situations, the Joint Mobilization Conference Call provides a mechanism that allows participating companies to quickly request assistance and identify the number and status of available personnel and resources.

- 6.2. The Joint Mobilization Conference Call format should:
- a. Provide participating companies with the opportunity to understand the entire scope of the emergency, including the number of participating companies expecting to be impacted and potentially requiring assistance.
  - b. Allow participating companies to discuss and evaluate applicable information regarding the incident (e.g., weather forecasts, road closures, etc.) from different sources.

## **7. Understanding – Joint Mobilization Conference Call Procedures**

- 7.1. Participating companies agree to adhere to the procedures contained in this document for requesting, identifying, and mobilizing emergency mutual assistance resources. The exception being when an event impacts a single company and the impacted company anticipates a short restoration time requiring limited assistance from only neighboring (adjacent) companies. In this instance, the impacted company may contact neighboring companies directly to arrange assistance.
- 7.2. Participating companies understand and agree that participation on Joint Mobilization Conference Calls is restricted to employees of participating companies and the Associations, unless otherwise agreed prior to the call.
- 7.3. Members understand and agree that conversations between participating companies and the Associations during Joint Mobilization Conference Calls may contain confidential and propriety information. Therefore, with the exception of general deployment information, Members and representatives of AGA, APGA, NGA, SGA, MEA and all other signatories to the Agreement expressly agree not to share, divulge or release any information shared by any participant during Joint Mobilization Conference Calls without express prior written consent of all participants on such Joint Mobilization Conference Calls. Joint Mobilization Conference Calls will not be recorded.

## **8. Initiation of the Joint Mobilization Conference Call**

- 8.1. Typically, the participating company that has been impacted or expects to be impacted (i.e., a Requesting Company) by an event will submit a request to the lead Association to initiate the Joint Mobilization Conference Call (“Initiating Member”).
- 8.2. Participating companies may request to initiate a Joint Mobilization Conference Call any time they experience or are threatened by an event so significant they anticipate needing resources beyond the capabilities of their neighboring (adjacent) companies to restore their system.

- 8.3. Alternatively, participating Association staff members listed on the Mutual Assistance Contact Roster may initiate the Joint Mobilization Conference Call for an impacted Member.
- 8.4. Procedure for initiating the Joint Mobilization Conference Call:
- a. The Initiating Member will notify an AGA, APGA, NGA, SGA, MEA or other regional association staff member(s) listed on the Mutual Assistance Contact Roster that it wishes to hold a Joint Mobilization Conference Call for emergency response and provide the date and time for the call (including time zone). The contacted AGA, APGA, NGA, SGA, MEA or other association staff member(s) will distribute by e-mail the Joint Mobilization Conference Call information to one of two groups (Initiating Member should specify):
    - All participating companies who signed the Agreement or
    - A specific group of participating companies as specified by the Initiating Member (e.g. other operators or contractor in the impacted state(s)).
  - b. After each call, AGA, APGA, NGA, SGA or MEA staff, as appropriate, will summarize and distribute discussion notes to all call participants.

## **9. Responsibilities of the Initiating Member**

- 9.1. The Initiating Member will designate an individual to serve as spokesperson during the Joint Mobilization Conference Call. The spokesperson will:
- a. Present an estimate of predicted impact / damages and when these are expected to occur or an assessment of actual damages if the event has already occurred. If the event is large enough to impact more than one Member's service territory, the moderator will ask other participating companies for their projected damage assessments.
  - b. Present an estimate of resources needed by type (i.e., personnel, equipment, materials, etc.), including specific job site requirements regarding personnel qualifications and special equipment.
  - c. When appropriate, the Initiating Member(s)' spokesperson will lead discussion of staging areas to be used by Responding Companies; transportation and safety concerns, such as evacuation orders, fuel availability, and DOT exemptions; and, the availability of non-Member (e.g., contractors) resources that may be available to assist Requesting Companies.

## **10. Responsibilities of Non-Initiating Members Participating in Conference Calls**

- 10.1. Participant companies understand and agree that participation in the Joint Mobilization Conference Call by non-Initiating Members does not obligate them to become a Responding Company.
- 10.2. Responding Company agrees not to release or dispatch ANY resources (contract or native/employee) unless committed to and confirmed in writing, including e-mail, by a Requesting Company. It is understood that a Responding Company's territory should be free from significant threat before resources can be committed and dispatched.
- 10.3. Non-impacted participant companies should be prepared to provide an estimate of the resources available to assist Requesting Companies, including an estimate of when those personnel can be dispatched.
- 10.4. To enhance safety and flexibility, upon request, non-impacted participating companies should be prepared to identify staging areas available in their territories.
- 10.5. Questions during the call should be limited to understanding the needs and requirements of the requesting company.
- 10.6. Phones shall be kept on mute at all times except when asking a question.

## **11. Resource Allocation and Mobilization**

- 11.1. When more than one participating company has requested emergency assistance under the Agreement, all participating companies understand and agree that it is the responsibility of the Requesting Companies to agree upon the allocation of available Responding company resources, with the assistance of the Associations.
- 11.2. Participating companies agree that, in general, resources will be allocated based on severity of need, based on:
  - a. Impact – degree of system loss and estimated time customers have been without service;
  - b. Which participating company will be first impacted;
  - c. Travel time; and
  - d. Availability of other non-participating company-controlled resources.

The intent will be to allocate available resources to meet all participating company needs in the most efficient manner possible according to severity of need.

- 11.3. Responding companies will only provide individuals who are qualified under the Operator Qualification requirement 49 CFR Part 192 Subpart N. Responding companies will provide a record of everyone's credentials under the Operator Qualification Requirement 49 CFR Part 192 Subpart N. Requesting companies will have the right to review these records prior to the dispatch of resources and decline the dispatch of specific individuals based upon this review.
- 11.4. Members agree that final dispatch of committed resources is to be coordinated as outlined in Section 3 above.

## **12. Responsibilities of Joint Mobilization Conference Call Moderator**

- 12.1. A lead Association staff member will serve as the moderator for the Joint Mobilization Conference Call.
- 12.2. Call the roll of Member companies and identify non-Member participants.
- 12.3. If the event is large enough to impact more than one participating company's service territory, the moderator will ask other participating companies for their projected resource needs, if any.
- 12.4. A "Coordinator" designated by AGA, APGA, NGA, SGA or MEA will be responsible for notifying Members of Joint Mobilization Conference Calls.
- 12.5. The AGA, APGA, NGA, SGA or MEA Coordinator will be responsible for producing and distributing conference call summary notes after each conference call.
- 12.6. By roll call, ask all non-impacted Members to indicate if they intend to assist immediately or once their territories are no longer impacted.
- 12.7. Set the date and time for future conference call(s).

## **13. Requesting Company – Responsibilities Prior to Mobilization**

- 13.1. To the extent possible, the Requesting Company is expected to clearly communicate the degree of devastation and working conditions and any safety concerns the Responding Company personnel should expect to encounter upon arrival at the emergency restoration work area.
- 13.2. To facilitate communications, the Requesting Company may opt to provide a single point of contact ("Coordinator") to interact with the Responding Company. If a single point of contact (Coordinator) is designated a secondary point of contact shall be designated also.

- 13.3. The Requesting Company will provide the Responding Company with the name and contact information for their Coordinator(s) before Responding Company personnel leave their point of origin.
- 13.4. Requesting Company, in coordination with the applicable Regional Association, will coordinate with their state DOT officials and law enforcement, as necessary, concerning emergency exemptions and any other transportation or safety issues that will facilitate the Responding Company's trip to and from the Requesting Company. Requesting Company, in coordination with the AGA and APGA (primarily for federal agency coordination), and applicable Regional Association (primarily for state agency coordination), will also coordinate with other state and federal officials, as necessary.
- 13.5. The Requesting Company is encouraged to communicate general information with Responding Company before arriving on site. Items covered may include labor contractual issues, safety issues, contact personnel, vehicle fueling arrangements, typical standard construction, meal and lodging arrangements, and other items that will be of benefit to the responding personnel and their supervision.

#### **14. Requesting Company – Responsibilities during Emergency Assistance Period**

- 14.1. The Requesting Company will establish expectations for work, including start time and duration.
- 14.2. The Requesting Company will provide materials, including but not limited to equipment, vehicles, and PPE, if necessary, for emergency assistance, unless specifically noted otherwise.
- 14.3. The Requesting Company will provide a guide for communications and if necessary portable radios/cellular telephones to assist Responding Company team leaders with communications.
- 14.4. The Requesting Company will provide required system maps and/or information.
- 14.5. The Requesting Company will provide (i) vehicle security for parking areas, and (ii) any additional security measures, including involvement of law enforcement, as necessitated by the emergency, unless specifically agreed otherwise.
- 14.6. Except for food and lodging during travel to and from the final work site, the Requesting Company will handle all food, lodging and incidental support needed by Responding Company; unless both Member companies agree that Responding Company will handle/be responsible for these logistics/expenses.
- 14.7. Requesting and Responding Companies should agree on the provision of laundry services.

**15. Responding Company – Responsibilities Prior to Mobilization**

- 15.1. To the extent possible, the Responding Company is expected to clearly communicate the degree of devastation and working conditions and any safety concerns that should be expected by their employees upon arrival at the emergency restoration work area.
- 15.2. To facilitate communications, the Responding Company shall provide a single point of contact (“Coordinator”) to interact with the Requesting Company.
- 15.3. Responding Company agrees not to load extra stock materials on trucks unless specifically requested by the Requesting Company to ensure that all material used meets the Requesting Company's design and construction standards.

**16. Responding Company – Responsibilities during Emergency Assistance Period**

- 16.1. Responding Company will handle all communication needs within their teams.
- 16.2. The Responding Company will be responsible for performing normal maintenance on their vehicles and equipment during the Emergency Assistance Period and this work will be covered in their standard hourly/daily rates.
- 16.3. All instructions for work to be done by Responding Company’s crews shall be given by Requesting Company to Responding Company’s supervisor(s). When Responding Company’s crews are to work in separate areas, a Responding Company’s foremen may be designated as a supervisor(s).

**17. Responding Company – Responsibilities End of Emergency Assistance Period**

- 17.1. Responding Company shall return all maps and other proprietary information to the Requesting Company, except for copies retained for archival and legal purposes.
- 17.2. Responding Company shall return all loaned equipment to the Requesting Company.

**18. Lessons Learned and After-Action Review**

- 18.1. Evaluating the processes, procedures, and practices employed by the Associations and participating companies during a mutual aid event is critical to improving how we respond to future events. To that end, all Associations and participating companies should, to the extent practicable, identify lessons learned and opportunities to improve the mutual aid process described by this Exhibit.
- 18.2. After a mutual aid event has been completed, the Associations and the participating companies should meet (in person or via video or teleconference) to discuss lessons learned for the event and areas where, if necessary, the processes and procedures discussed in this Exhibit should be modified.

**Exhibit B: Mutual Assistance Program  
REQUEST FOR ASSISTANCE (RFA)**

**TO BE COMPLETED BY REQUESTING COMPANY**

Today's Date: \_\_\_\_\_ RFA No: \_\_\_\_\_

RFA Type: \_\_\_\_\_ New \_\_\_\_\_ Renewal \_\_\_\_\_ Cancellation \_\_\_\_\_ Change / Update

Requesting Company Name: \_\_\_\_\_

	Primary Contact	Secondary Contact
Name:		
Company Phone:		
Cell Phone:		
E-Mail:		

**Period Emergency Assistance Needed:**

Starting: \_\_\_\_\_ Ending: \_\_\_\_\_

**Description of Emergency** (include approximate number of customers affected)

System(s) affected:  $\leq 14"$  WC \_\_\_\_\_,  $>14"$   $\leq 60$  psi \_\_\_\_\_,  $>60$  psi \_\_\_\_\_,  $>20\%$  SMYS \_\_\_\_\_.

Type of PE: HDPE \_\_\_\_\_, MDPE \_\_\_\_\_ Typical Main Size: \_\_\_\_\_ " OD to \_\_\_\_\_ " OD

Type of FIELD Personnel/Work needed: (check all that apply)

Number Needed	Type	Make-up of Crew	Type of Work / Equipment Requested – These include the minimum OQ tasks required	Additional types of Work / Equipment Requested (check all that apply)
	<b>Construction / Maintenance Crews</b>	<b>3-person Crews</b>	Steel, PE, Mains and Services, Repairs, Replacements, Locating, Abandonments, Purging, Pressure Testing, Bar holing, Leak Pinpointing, Emergency Response Crew Truck with Backhoe or Trencher and traffic channelization equipment FR Clothing and Supplied Air Respirator	<input type="checkbox"/> Cast Iron <input type="checkbox"/> Heat Fusion <input type="checkbox"/> Electro-Fusion <input type="checkbox"/> Socket Fusion <input type="checkbox"/> Mechanical Couplings <input type="checkbox"/> Dump Truck <input type="checkbox"/> Air Compressor <input type="checkbox"/> Portable Shoring <input type="checkbox"/> Shoring Box <input type="checkbox"/> Small Diameter Tapping & Stopping _____ <input type="checkbox"/> OSHA 40 Hr. HAZWOPER
	<b>Dewatering Crew</b>	<b>2-person Crews</b>	Tapping Pipelines, Removal of Liquids	<input type="checkbox"/> Appropriate Vehicle <input type="checkbox"/> Vac Truck <input type="checkbox"/> Compressors with Pigging <input type="checkbox"/> Vapor Extraction Units <input type="checkbox"/> Cameras <input type="checkbox"/> Pumps (LP Drips)

Number Needed	Type	Make-up of Crew	Type of Work / Equipment Requested– These include the minimum OQ tasks required	Additional types of Work/ Equipment Requested (check all that apply)
	<b>Leak Survey</b>	<b>1-person</b>	Leak Detection, Bar Holing, Leak Pinpointing, Emergency Response,	<input type="checkbox"/> Appropriate Vehicle <input type="checkbox"/> Calibration equipment <input type="checkbox"/> Walking Survey <input type="checkbox"/> Mobile Survey <input type="checkbox"/> Above ground meter sets <input type="checkbox"/> ATV vehicle <input type="checkbox"/> Mobile Flame Ionization Detector <input type="checkbox"/> Mobile Infrared / Optical Detector <input type="checkbox"/> Handheld Flame Ionization Detector <input type="checkbox"/> Handheld Infrared / Optical Detector <input type="checkbox"/> Handheld Laser based Detector <input type="checkbox"/> Ability to use Paper Maps <input type="checkbox"/> Ability to use a Mobile Device
	<b>Welding</b>	<b>1-person</b>	Holds a current weld qualification with the responding company Appropriate vehicle and welding equipment	<input type="checkbox"/> Qualified - 49CFR192 App C <input type="checkbox"/> Qualified Sec 6 API 1104 <input type="checkbox"/> Qualified Sec IX ASME BPVC <input type="checkbox"/> Welding Pipe <20% SMYS <input type="checkbox"/> Welding Pipe ≥20% SMYS <input type="checkbox"/> Welding Service Tees <input type="checkbox"/> Welding up to 12" dia. <input type="checkbox"/> Welding > 12" dia. <input type="checkbox"/> Low Hydrogen Welding <input type="checkbox"/> Welder's assistant/laborer
	<b>Service Restoration - Relights</b>	<b>See Additional</b>	Inspection of meter and regulator sets, Purging fuel lines, Conducting Lock-in test, Relighting residential and small commercial appliances, Emergency Response.	<input type="checkbox"/> With own vehicle <input type="checkbox"/> One person to a truck/van <input type="checkbox"/> Two to a truck/van <input type="checkbox"/> Ability to relight larger commercial appliances <input type="checkbox"/> Appliance Repair experience
	<b>Meter Sets</b>	<b>1-person</b>	Inspection of meter and regulator sets; Replacing meters, regulators, and meter valves; Purging fuel lines; Conducting pressure test and/or flow and Lock-up test, relighting residential and small commercial appliances.	<input type="checkbox"/> With own vehicle <input type="checkbox"/> Ability to relight larger commercial appliances <input type="checkbox"/> Ability to rebuild larger meter sets
	<b>Locating</b>	<b>1-person</b>	Locating Underground Facilities. With locating equipment.	<input type="checkbox"/> With own vehicle <input type="checkbox"/> Ability to use paper maps <input type="checkbox"/> Ability to use mobile device <input type="checkbox"/> Ability to use GPS

Number Needed	Type	Make-up of Crew	Type of Work / Equipment Requested– These include the minimum OQ tasks required	Additional types of Work/ Equipment Requested (check all that apply)
	Other	1-person	Various – See Additional	<input type="checkbox"/> With own vehicle <input type="checkbox"/> Large Diameter Tapping and Stopping _____ <input type="checkbox"/> Operation of Portable Odorizing Equipment <input type="checkbox"/> Vehicle Repair Mechanic <input type="checkbox"/> Equipment Repair Mechanic <input type="checkbox"/> Regulator Station Technicians <input type="checkbox"/> Crane Truck <input type="checkbox"/> Other _____

Must field personnel provided by responding companies belong to a Labor Union?

YES \_\_\_\_\_ NO \_\_\_\_\_

What other Operator Qualification Requirements are needed?

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Type of ADMIN Personnel needed: (check all that apply)

Number Needed	Type	Make-up	Type of Work / Equipment Requested	Preferred Span of Control and other requests
	Supervision	1-person	Experienced Supervisor	<input type="checkbox"/> With own vehicle <input type="checkbox"/> 10:1 <input type="checkbox"/> 15:1 <input type="checkbox"/> Other _____
	Safety Personnel	1-person	Experienced in Safety	<input type="checkbox"/> With own vehicle <input type="checkbox"/> 10:1 <input type="checkbox"/> 15:1 <input type="checkbox"/> Other _____
	Admin Support	1-person	Experienced in back-office processes necessary to prepare work order packages, order materials, and arrange utility mark-outs. Collect and process work documentation	<input type="checkbox"/> Computer Aided Dispatch <input type="checkbox"/> Automated Work Order Systems <input type="checkbox"/> Records Management Systems <input type="checkbox"/> Asset Management Systems <input type="checkbox"/> Designer/Engineer <input type="checkbox"/> Logistics Support <input type="checkbox"/> Other (Specify) _____

## LOGISTICS

When are personnel needed to report? \_\_\_\_\_

Where must personnel report? \_\_\_\_\_

What is the total estimated deployment time for responders (Days or Weeks)? \_\_\_\_\_

**Expected Work Conditions** (detail any unique characteristics of the work locations including flooding, debris, continuing weather issues, etc.) \_\_\_\_\_  
\_\_\_\_\_

### **Expected Housing**

\_\_\_\_\_ Hotel / Motel, \_\_\_\_\_ Tents, \_\_\_\_\_ Other (Describe) \_\_\_\_\_

**Food and Water:** Requesting Company Will \_\_\_\_\_ or Will Not \_\_\_\_\_ (check one) be providing food and water for responding personnel once they have arrived. Exceptions (if any): \_\_\_\_\_  
\_\_\_\_\_

**Expected Availability of Diesel or Gasoline for Vehicles:** \_\_\_\_\_  
\_\_\_\_\_

**Vehicle CNG Fueling Capability:** Requesting Company Has: \_\_\_\_\_ or Does Not Have: \_\_\_\_\_ (Select one) an operational CNG fueling station. If CNG is available, indicate the type of refueling nozzle: \_\_\_\_\_

**Drug and Alcohol Testing Required?** YES \_\_\_\_\_ NO \_\_\_\_\_

Drug & Alcohol Testing: Please provide a listing of any Drug and Alcohol testing pools in which each individual is currently active. The responding company will continue to include these individuals in random pool selection. The requesting company can provide a listing of qualified Drug and Alcohol sampling facilities in the area. Anyone not currently enrolled in a program will need to have a pre-assignment Drug and Alcohol test before working for the requesting company.

**OQ: Please bring a copy of each person's OQ qualifications including the latest effective date.**

**PPE:** Each employee provided is expected to bring appropriate Personal Protective Equipment applicable to their job.

**Communications Equipment:** Please provide at least one cell phone for each vehicle.

Requesting Company Will \_\_\_\_\_ or Will Not \_\_\_\_\_ (check one) be providing portable radio communications equipment.

### **Shipping Address for any support Materials:**

Contact name: \_\_\_\_\_

Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

### **Other Materials/Equipment Needed:**

### **Billing Information for Company Requesting Aid:**

Company Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Service Address: \_\_\_\_\_

Suite/Floor: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

## TO BE COMPLETED BY RESPONDING COMPANY

**Responding Company Name:** \_\_\_\_\_

	Primary Contact	Secondary Contact
Name:		
Company Phone:		
Cell Phone:		
E-Mail:		

1. Total Number of people being provided: \_\_\_\_\_

2. Number of Personnel being provided by Gender: Female \_\_\_\_\_, Male \_\_\_\_\_

Number Offered	Type	Make-up of Crew	Affiliated With Labor Union (Y or N) If Yes, What Union	Estimated Pay Rate, e.g. hourly, per job, daily rate	Additional types of Work / Equipment Offered (check all that apply)
	<b>Construction / Maintenance Crews</b>	<b>3-person Crews</b>			<input type="checkbox"/> Cast Iron <input type="checkbox"/> Heat Fusion <input type="checkbox"/> Electro-Fusion <input type="checkbox"/> Socket Fusion <input type="checkbox"/> Mechanical Couplings <input type="checkbox"/> Dump Truck <input type="checkbox"/> Air Compressor <input type="checkbox"/> Portable Shoring <input type="checkbox"/> Shoring Box <input type="checkbox"/> Small Diameter Tapping & Stopping _____ <input type="checkbox"/> OSHA 40 Hr. HAZWOPER
	<b>Dewatering Crew</b>	<b>2-person Crews</b>			<input type="checkbox"/> Appropriate Vehicle <input type="checkbox"/> Vac Truck <input type="checkbox"/> Compressors with Pigging <input type="checkbox"/> Vapor Extraction Units <input type="checkbox"/> Cameras <input type="checkbox"/> Pumps (LP Drips)
	<b>Leak Survey</b>	<b>1-Person</b>			<input type="checkbox"/> Appropriate Vehicle <input type="checkbox"/> Calibration equipment <input type="checkbox"/> Walking Survey <input type="checkbox"/> Mobile Survey <input type="checkbox"/> Above ground meter sets <input type="checkbox"/> ATV vehicle <input type="checkbox"/> Mobile Flame Ionization Detector <input type="checkbox"/> Mobile Infrared / Optical Detector <input type="checkbox"/> Handheld Flame Ionization Detector <input type="checkbox"/> Handheld Infrared / Optical Detector <input type="checkbox"/> Handheld Laser based Detector <input type="checkbox"/> Ability to use Paper Maps <input type="checkbox"/> Ability to use a Mobile Device

Number Offered	Type	Make-up of Crew	Affiliated With Labor Union (Y or N) If Yes, What Union	Estimated Pay Rate, e.g. hourly, per job, daily rate	Additional types of Work/ Equipment Offered (check all that apply)
	Welding	1-person			<input type="checkbox"/> Qualified - 49CFR192 App C <input type="checkbox"/> Qualified Sec 6 API 1104 <input type="checkbox"/> Qualified Sec IX ASME BPVC <input type="checkbox"/> Welding Pipe <20% SMYS <input type="checkbox"/> Welding Pipe ≥20% SMYS <input type="checkbox"/> Welding Service Tees <input type="checkbox"/> Welding up to 12" dia. <input type="checkbox"/> Welding > 12" dia. <input type="checkbox"/> Low Hydrogen Welding <input type="checkbox"/> Welder's assistant/laborer
	Service Restoration - Relights	See Additional			<input type="checkbox"/> With own vehicle <input type="checkbox"/> One person to a truck/van <input type="checkbox"/> Two to a truck/van <input type="checkbox"/> Ability to relight larger commercial appliances <input type="checkbox"/> Appliance Repair experience
	Meter Sets	1-person			<input type="checkbox"/> With own vehicle <input type="checkbox"/> Ability to relight larger commercial appliances <input type="checkbox"/> Ability to rebuild larger meter sets
	Locating	1-person			<input type="checkbox"/> With own vehicle <input type="checkbox"/> Ability to use paper maps <input type="checkbox"/> Ability to use mobile device <input type="checkbox"/> Ability to use GPS
	Other	1-person			<input type="checkbox"/> With own vehicle <input type="checkbox"/> Large Diameter Tapping and Stopping <input type="checkbox"/> Operation of Portable Odorizing Equipment <input type="checkbox"/> Vehicle Repair Mechanic <input type="checkbox"/> Equipment Repair Mechanic <input type="checkbox"/> Regulator Station Technicians <input type="checkbox"/> Crane Truck <input type="checkbox"/> Other _____

**Type of ADMIN Personnel needed: (check all that apply)**

Number Offered	Type	Make-up	Affiliated With Labor Union (Y or N) If Yes, What Union	Estimated Pay Rate, e.g. hourly, per job, daily rate	Preferred Span of Control and other requests
	Supervision	1-person			<input type="checkbox"/> With own vehicle <input type="checkbox"/> 10:1 <input type="checkbox"/> 15:1 <input type="checkbox"/> Other _____

Number Offered	Type	Make-up	Affiliated With Labor Union (Y or N) If Yes, What Union	Estimated Pay Rate, e.g. hourly, per job, daily rate	Preferred Span of Control and other requests
	Safety Personnel	1-person			<input type="checkbox"/> With own vehicle <input type="checkbox"/> 10:1 <input type="checkbox"/> 15:1 <input type="checkbox"/> Other _____
	Admin Support	1-person			<input type="checkbox"/> Computer Aided Dispatch <input type="checkbox"/> Automated Work Order Systems <input type="checkbox"/> Records Management Systems <input type="checkbox"/> Asset Management Systems <input type="checkbox"/> Designer/Engineer <input type="checkbox"/> Logistics Support <input type="checkbox"/> Other (Specify) _____

Other Materials/Equipment Offered: \_\_\_\_\_

Estimated Responder Deployment From: (Geographic Location) \_\_\_\_\_

Estimated Deployment: (Date and Time) \_\_\_\_\_

Preferred geographic area for deployment (if multiple areas are identified) \_\_\_\_\_

Estimated number of hours travel time (One Way) \_\_\_\_\_

Estimated Time of Arrival: (Date and Time) \_\_\_\_\_

Planned Crew Rotation: Every 2 weeks \_\_\_\_\_, Every 3 weeks \_\_\_\_\_, Other (please specify) \_\_\_\_\_

Required Release Date (If necessary) \_\_\_\_\_