TX TERT Activation Request

TERT Request Information   *Date*

1. **Name of Agency:**

2. **Contact Person:**

3. **Telephone #:**

4. **EMA/TERT Coordinator Notified (time/date):**

5. **Nature of emergency and impact on PSAP:**

   - Work overload
   - PSAP evacuation
   - Adverse environment conditions
   - Localized pandemic
   - Other

6. **Is the emergency isolated to a single PSAP or affecting other area PSAP's:**

7. **What will be the anticipated deployment environment (PSAP, Field response)?**

8. **Number and type of Personnel Needed:**

   - Call taker
   - Radio Dispatcher
   - Telecommunicator
   - Special Requests:

9. **Anticipated length of time needed:**

10. **Does TERT State Coordinator or appropriate official have PSAP Survey for each affected PSAP?**

11. **Are there any roadblocks, flooded roadways, etc., that would prevent a team from reaching the PSAP?**

12. **Are there any checkpoints that TERT personnel will have to go through?**

13. **Staging area and contact information**

14. **Any special instructions?**

PSAP Survey

PSAP NAME: Physical

Address: Primary

Contact: Secondary

Contact:

24X7 Number:

CPE Manufacturer:

CPE Model:

CAD Manufacturer:

CAD Model:

Mapping Manufacturer:

Mapping Model:

Radio System Manufacturer:

Radio System Description:

Staffing: (are your staff trained as)

- ☐ **Call taker only**

- ☐ **Call taker Police**

- ☐ **Call taker Fire/EMS**

- ☐ **Call taker, Police, and Fire/EMS**

- ☐ **EMD Program (if applicable):**

TERT Package

Information requested below should be provided to responding TX TERT Team members upon arrival.

- List of CAD codes/commands
- List of call types
- List of radio frequencies and departments that utilize same unit number or radio signature designations
- List of radio codes
- Local phone books
- List of commonly used telephone numbers
- List of other required access numbers
- Commonly used terms/names (utility company name, common place names) Local maps/ Cross-reference guides
- List of major public buildings such as schools; shelters; hospitals; public safety buildings; other government buildings; jails/prisons; etc.
- Jurisdictional boundaries (police, fire, EMS)
- List of agencies dispatched or supported
- List of key public officials and current organizational structure (chain of command) Facility Overview
- Overview of local and state laws
- Check-in/Check-out procedures
- Method of ID credentialing/electronic entry cards