

Central Joint Fire District

Standard Operating Procedure



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SUBJECT: Special Equipment Trailers

SOP Number: 480A
Effective Date: 1/12/05
Revised Date:
Approved:

PURPOSE: The purpose of this guideline is to establish a procedure for accessing Wood County Specialty trailers for use by your department during an emergency operation.

SCOPE: This standard is to be used by the incident Commander or subordinate officer who has had this authority delegated to him/her.

ENFORCEMENT: The responsibility for adherence to this standard rests with the Fire chief and/or Incident Commander.

APPLICATION:

480A.1 Responsibility

It shall be the responsibility of the Incident Commander to contact the Wood County Sheriff's Office Communications Center and request the specific piece of equipment be dispatched to their location

The Woody County Sheriff's Office Communications Center will ensure prompt dispatch of the appropriate department/equipment under the terms of the mutual aid agreement to the location requested by the Incident Commander

The Fire Department housing the trailer will then take the trailer to the locations requested and leave the trailer on site for the department who requested it to use. This response shall be with the normal flow of traffic unless the incident commander specifically requests the response to be "Code 3" (i.e. lights and sirens) The department housing the trailer(s) is not required to provide personnel to use the equipment but may do so if requested by the Incident Commander provided they have sufficient certified personnel to render assistance. (Note: Personnel using the equipment must be trained to the proper certification level to use the equipment)

480A.2 Returning the trailer

It shall be the responsibility of the department requesting the trailer to make arrangements to return the trailer to the host department. The trailer shall be locked in a secure building or attended at all times when it is not at the host department. The department using the trailer shall contact the host department and have them return the scene and pick up the trailer. The trailer shall be inspected for obvious damage and all damage noted and reported to the chief of the department housing it.

480A.3 Equipment Replacement

Whenever possible, all equipment used shall be recovered from the private contractor responsible for the cleanup operation. If equipment cannot be recovered from the contractor, a list of equipment used from the trailer shall be given to the host department. Inventory sheets/check-off sheets shall be provided for this purpose. The host department shall contact EMA and restock the trailer A.S.A.P. Any items not in stock at EMA shall be reported to EMA so those items may be purchased and the cost included on the "Cost Recovery Invoice."

480A.4 Cost Recovery for the Trailer

The use of the trailer is covered by the cost recovery schedule for hazardous materials incidents. Any trailer used for a hazmat incident shall be reported to EMA for cost recovery purposes. The money recovered for the trailer shall be returned to the host department for maintenance purposes of the trailer. Subsequently it shall be the responsibility of the host department to do all minor and major repairs to the trailers. It shall be the responsibility of the host department to maintain insurance on the trailer. In the event of catastrophic damage to the trailer the "responsible party" shall be responsible for the replacement of the trailer and all equipment damaged beyond use.

480A.5 Trailer Inventory

It shall be the responsibility of the host department to inventory the trailer after each use and at least monthly. Any equipment missing or damaged shall be replaced or repaired as indicated.