



## DART Trailer Usage Standard Operating Guidelines

Outlined below are the procedures for utilization of WRHSAC's DART Trailers.

### ***Local State of Emergency - Usage***

- For this set of procedures the term DART Trailer refers to the actual trailer and the inventoried equipment and supplies contained in the trailer.
- An agency eligible to utilize DART Trailers shall be known as a Requesting Eligible Party (REP) as defined by the WRHSAC. DART Trailers will be made available to an REP on a first-come, first-served basis in response to a local state of emergency.
- The Host Agency will provide access to the DART Trailer within 4 hours of the initial request for utilization of the DART Trailer by an REP.
- Upon the REP gaining access to the DART Trailer a representative from the REP will conduct an inspection of the trailer using the DART Trailer Inventory Form to identify and note any damage or excessive wear to the trailer. In addition, the REP representative will conduct a pre-deployment inventory of equipment and supplies contained in the trailer noting any discrepancy between the stated inventory list and the actual pre-deployment inventory.
- Once the inspection and pre-mobilization inventory is complete the Host Agency and REP will complete the DART Trailer Usage Agreement Form. The form will then be signed by authorized individuals from both parties.
- An REP is solely responsible to arrange and pay for the cost of transporting the DART Trailer. The driver and vehicle utilized to transport the DART Trailer must meet the following minimum requirements:
  - Proper Drivers Licenses
  - Proper Vehicle Insurance
  - ¾ Ton Vehicle
  - Electric Brakes
  - 10,000 Pound Hitch
- Once the trailer arrives at its final destination security and monitoring of the DART Trailer will be the responsibility of the local DART.
- Upon demobilization of the local DART the REP will be responsible for conducting a complete inventory of the DART Trailer. During this inventory the REP will identify expendable supplies that have been used and equipment that has been damaged, destroyed, lost or has excessive wear.

Replacing expended supplies and / or damaged, destroyed or lost equipment falls into two categories:

- Non-Disaster Declaration – The REP will be responsible for purchasing replacement supplies and / or equipment identified in the post-deployment inventory.
- Disaster Declaration / Public Assistance – The REP will be responsible for purchasing replacement supplies and / or equipment identified in the post-deployment inventory then submitting a Project Worksheet to FEMA for reimbursement.

The REP has 30 days to replace expendable supplies and / or damaged, destroyed or lost equipment.

- The REP will return the DART Trailer to the Host Agency within 48 hours of the demobilization of the local DART.

### ***Non-Emergency Usage***

- The Host Agency will provide supervised access for an REP to the DART Trailer during normal business hours.