



OFFICE OF STATE FIRE MARSHAL
URBAN SEARCH & RESCUE
STANDARD OPERATING GUIDELINES

Number: SOG-TF-006
Adoption Date: August, 2011
Author: Tina Toney
Review/Revision Date:

OSFM Approved: Mark Wallace
Mark Wallace, State Fire Marshal

Date 8/4/11

ERU Program Manager: Mariana Ruiz-Temple
Mariana Ruiz-Temple, Emergency Response Mgr

Date 8/4/11

SUBJECT: US&R Cache Trailer Requests

OBJECTIVE: To provide guidelines to request the transportation of any of the three Cache Trailers

I. SCOPE

The Office of State Fire Marshal (OSFM) requires the completion of an Equipment Cache Request before a Cache Trailer may be moved from one location to another.

II. REQUESTING THE TRAILER

- A. The Requesting Agency must provide a single point of contact that is responsible for coordination between other Cache Managers and OSFM.
- B. The person responsible for the cache must be a current task force member or from the participating agency.
- C. The Equipment Cache Request Form (Attachment A) must be completed and sent to the US&R Program Coordinator at least ten days before the trailer is required at any given site.
- D. The Program Coordinator or Support will work with ODOT to move the trailer and notify all responsible parties before transportation.

III. INVENTORY

Inventory completion is mandatory before the trailer is returned in accordance with SOG-TF-007.

ATTACHMENT A

OFFICE OF STATE FIRE MARSHAL

Emergency Response Teams
4760 Portland Rd NE, Salem, OR 97305-1760
(503) 373-3473 (503) 373-1825 Fax

EQUIPMENT CACHE REQUEST

Note: Please submit request 10 working days prior to scheduled training or event. Return completed form to US&R Program Coordinator for processing.

Team Name _____ Team # _____ Date Submitted _____
Submitted By _____ Phone _____
Team Address _____ City _____ State _____
Location of Training _____
Date(s) of Training _____
Purpose of Training _____

PROJECTED ODOT TRANSPORTATION COSTS

of Drivers 1 @ Hourly Rate \$65 ** x Hours 1 Total \$ 65.00
Point of Contact: _____

Trailer # Plate E223898 (Clackmas)

Pick up From:	
Deliver To:	
Date:	

Pick up	

Trailer #2 Plate E223900 (Salem)

Pick up From:	
Deliver To:	
Date:	

Pick up	
Arrival	

Trailer #3 Plate E223899 (Eugene)

Pick up From:	
Deliver To:	
Date:	

Pick up	
Arrival	

****Returning schedule continued next page**

RETURNING SCHEDULE

Trailer # Plate E223898 (Clackmas)

Pick up From:	
Deliver To:	
Date:	

Pick up	
Arrival	

Trailer #2 Plate E223900 (Salem)

Pick up From:	
Deliver To:	
Date:	

Pick up	
Arrival	

Trailer #3 Plate E223899 (Eugene)

Pick up From:	
Deliver To:	
Date:	

Pick up	
Arrival	

Additional Instructions:

Trailers are to be fully rehabed within 72 hours after training, drills or exercise. The Cache Manager or their designee will notify OSFM when Salem trailer is ready to be picked up.

Team Coordinator/Administrator _____ Date _____

Approved By _____ Date _____

Office of State Fire Marshal

***Note: The rate identified under the section for ODOT transport driver is an interim rate, until a formal Inter-Governmental Agreement (IGA) is approved.*