

	<p align="center"><b>OFFICE OF STATE FIRE MARSHAL</b></p> <p align="center"><i>REGIONAL HAZARDOUS MATERIAL EMERGENCY RESPONSE TEAMS</i></p> <p align="center"><b>STANDARD OPERATING GUIDELINES</b></p>	<p><b>Number:</b> T-011</p> <p><b>Adoption Date:</b> October 27, 1993</p> <p><b>Review/Revision Date:</b> March 17, 2006</p>
<p>OSFM Approved: Signature on file at OSFM _____ Date _____ Nancy J. Orr, State Fire Marshal</p>		<p>Signature on file at OSFM _____ Date _____ Susan J. Otjen, Operations Manager</p>
<p><b>SUBJECT:</b> Incident Readiness/Vehicle and Equipment Maintenance</p> <p><b>OBJECTIVE:</b> To Provide Guidance on How Regional Hazardous Materials Emergency Response Team Vehicles and Equipment Will Be Maintained for Immediate Response</p>		

## **I. SCOPE**

Regional Hazardous Materials Response Teams may be activated at any time to respond to emergency situations. Vehicle(s) and equipment must be capable of supporting these responses. This guideline outlines the steps needed to maintain incident readiness.

## **II. DEFINITIONS**

Response Vehicle(s) - The apparatus utilized by the team for emergency response to hazardous materials incidents.

## **III. PRE-INCIDENT READINESS**

A. The response vehicle will be checked daily to determine the following:

1. Is the vehicle fueled and ready to go?
2. Does the vehicle start?
3. Do all of the emergency lights and warning devices work?
4. Are all of the radios operational?
5. Is the telephone operational?
6. Is the FAX machine operational?
7. Is the vehicle clean, both inside and outside?
8. Are the tires inflated properly?
9. Does everything appear to be on the vehicle?

- B. The response vehicle will be checked weekly for the following:
1. Are the SCBA's functional?
  2. Do the suit-to-suit communication devices work properly?  
Are they all accounted for?
  3. Check glove inventory for quantity and serviceability.
  4. Check level B suits for quantity and serviceability.
  5. Check Level A suits for quantity and serviceability.
  6. Are all of the tools accounted for? Do any need maintenance or replacement?
  7. Check each piece of monitoring equipment for serviceability.  
Check batteries as needed.
  8. Are all of the supplies for neutralization, decontamination and record keeping on the response vehicle?
  9. Check the computer for serviceability.
  10. Is the library accounted for?
  11. Are all fire extinguishers, water containers, eye wash stations, food, lights and hand lights serviceable?
  12. Is the response vehicle and all equipment clean and ready to use?
  13. Does the generator start? If so, run it until it has reached operating temperature.
- C. The response vehicle will be checked monthly for the following:
1. Test Level A suits and record results to meet OSHA requirements and/or manufacturers recommendations.
  2. Check oil level on response vehicle and generator.
  3. Check all other fluid levels.
  4. Check tires with an air pressure gauge and check tread.
  5. Check transmission fluid level.
  6. Check water level(s).
  7. Are all required records logged for the month?

#### **IV. POST-INCIDENT READINESS**

- A. Prior to leaving the incident scene, the following will be checked:
1. Has all equipment used been logged out of the response vehicle and accounted for?
  2. Is everything decontaminated? Note: Must be done **PRIOR** to placing it back onto the vehicle. Questionable items may have to be bagged and shall not be stored in the command module.
  3. Is the vehicle in service or out of service?
  4. Who is responsible for the scene once you leave?
  5. Has command released you to return? Is anything else needed by command?

- B. After returning to quarters, the following will be checked:
1. Is further decontamination needed on any equipment, tools, monitoring equipment, PPE or the vehicle?
  2. All SCBA shall be checked by a certified maintenance technician if any damage/contamination occurred or is likely to occur. Refill bottles.
  3. All PPE shall be tested and the results logged on the Maintenance Record prior to placing into service.
  4. Charge/replace all batteries as necessary on lights, hand lights, monitoring equipment and radios.
  5. Restock expendable items from local or state stock room.
  6. Oil and lubricate tools and equipment as necessary.
  7. Order replacement supplies and equipment as needed.
  8. Conduct daily and weekly checks to ensure team readiness.

**V. INVENTORY**

- A. Annually, the State Fire Marshal shall conduct a complete inventory and said inventory is to include all items assigned to the response vehicle/team. Each team may perform their own inventory at its discretion. Any shortage or overage shall be reported to the Team Leader who shall notify the State Fire Marshal's Office.

**ATTACHMENTS**

1. Sample Daily Vehicle Check List
2. Sample Weekly Vehicle Check List
3. Sample Monthly Vehicle Check List

**DAILY VEHICLE CHECK LIST**  
**REGIONAL HAZARDOUS MATERIALS EMERGENCY RESPONSE TEAMS**

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Vehicle Starts																															
Fuel Level																															
Emergency Lights																															
Warning Devices																															
Radios																															
Telephone																															
Fax Machine																															
Computer																															
Tire																															
Daily SCBA Check																															
Exterior Cleanliness																															
Interior Cleanliness																															
Visual Equipment Check																															

**WEEKLY VEHICLE CHECK**  
**REGIONAL HAZARDOUS MATERIALS EMERGENCY RESPONSE TEAMS**

Month \_\_\_\_\_

Year \_\_\_\_\_

	Week 1	Week 2	Week 3	Week 4
SCBA Weekly Check				
Suit Communications Check				
Glove Inventory/Serviceability				
Level "B" Suit Inventory /Serviceability				
Level "A" Suit Inventory /Serviceability				
Tool Check / Maintenance /Serviceability				
Battery Check				
Operational Check				
Neutralization Inventory				
Decon Inventory /Serviceability				
Office /Records Inventory				
Computer Operational Check				
Library Inventory				
Fire Extinguishers				
Lights /Hand Lights				
Food				
Water Supply				
First Aid /Eye Wash				
Generator Operational Check				
Vehicle Clean and Operational				
Equipment Clean and Operational				

**NOTE: REPORT DISCREPANCIES TO  
TEAM LEADER IMMEDIATELY OR CORRECT!**

\_\_\_\_\_  
Signature of person conducting check

\_\_\_\_\_  
Date

**MONTHLY VEHICLE CHECK**  
**REGIONAL HAZARDOUS MATERIALS EMERGENCY RESPONSE TEAMS**

Month \_\_\_\_\_  
Year \_\_\_\_\_

VEHICLE OIL LEVEL		
TRANSMISSION FLUID LEVEL		
WINDOW WASHER FLUID LEVEL		
RADIATOR FLUID LEVEL		
TIRE PRESSURE CHECKED WITH GAUGE		
TIRE TREAD		
GENERATOR OIL LEVEL		
ALL COMPARTMENTS CHECKED FOR LEAKS		
OTHER FLUID LEVELS		
TEST/RECORD LEVEL "A" SUITS		
REVIEW DAILY AND WEEKLY VEHICLE SHEETS		
NOTE OUTSTANDING CORRECTIONS NEEDED:		

\_\_\_\_\_  
Signature of person conducting check

\_\_\_\_\_  
Date