



UTAH TASK FORCE 1 CACHE MAINTENANCE PLAN

2016



U.S. Department of Homeland Security
Federal Emergency Management Agency
National Urban Search & Rescue Response System

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Vehicle and Equipment Management

Introduction

Management and readiness of the task force equipment cache is an ongoing process that is required to maintain the deployability of the task force for notice and no notice events. The day-to-day management is coordinated by the task force Cache Manager and is performed by the task force US&R technicians and logistical team members jointly. The equipment cache of the task force was developed to support the 70 person Type I US&R team for the first 72 hours of a deployment during 24 hour operations and for mission durations up to 14 days. Additionally, a portion of a second cache of equipment is kept in the same state of readiness for in-state deployment of secondary US&R assets.

The Task Force performs purchasing, accountability, and disposal according to the following FEMA/Task Force or Sponsoring Agency policies and regulations:

- FEMA Statement of Work
- Sponsoring Agency / Task Force Property Management
- Utah Task Force 1 Task Force Property Procurement Procedures
- Utah Task Force 1 / Sponsoring Agency Property Disposal

Utah Task Force 1 utilizes a FileMaker database to track and document the location and condition of all cache items, boats and vehicles. The database is used for property accountability, purchasing history, and maintenance/calibration scheduling. Reports are generated to show box inventories, Major Equipment Items, hydrostatic testing due-dates, etc. Electronic copies of current versions of the database are available for Logistics personnel online, on pre-loaded thumb drives, or on the laptop computers assigned to Logistics. Logistics personnel are trained to navigate the database, locate equipment, and print basic pre-scripted reports. A master copy of the current database is kept on the Task Force network drive as the primary database and a back-up to any other working copies. As changes are made to the database, the date of the most current change is saved in the title in order to alleviate personnel working in an outdated version. Each cache item in the database is identified by a FEMA cache identification number as well as a Utah Task Force 1 number. For those items with a purchase price that exceeds \$3000.00 the Cooperative Agreement (CA) used to purchase the item shall be indicated.

Purchasing and Receiving Cache Equipment

The Task Force Logistics Manager will be responsible for compiling a list of equipment, supplies, or consumables needed for a specific discipline; this shall be accomplished with the support of discipline specific personnel. Equipment requests must meet the requirements of the current FEMA Cache list and are submitted to the Cache Manager via ICS 213 General Message. The Cache Manager will obtain approval from the Program Manager and complete the purchase according to Utah Task Force 1 current purchasing requirements. The following information is required on the equipment request 213:

- FEMA cache item number
- Quantity needed
- Cost

- Vendor & part number
- Justification
- Recommended cache location
- Date/time needed

New equipment will be processed by UT-TF1 staff immediately upon receipt. All purchasing documentation will be consolidated and submitted to the Grants Manager for proper MR/PO designation and the assignment of a payment category, grant # and for payment processing. If the cost of an individual item(s) exceeds \$3,000.00, a UT-TF1 asset tag will be affixed to the item; see the Property Management portion of the current Administrative Manual for further information. The item(s) will then be placed in a secure area of the cache warehouse until it can be placed in the cache by UT-TF1 staff or Task Force Logistics section personnel. Prior to being introduced into the cache, the item(s) descriptive information will be entered into the cache database by an authorized logistics staff member. Additional purchasing and receiving requirements are in place within the UT-TF1 Administration Manual.

Cache Inventory

The Task Force Cache Manager shall maintain an accurate accounting of all US&R cache items, vehicles, and items within the warehouse that assist in maintaining the cache in a state of readiness; at a minimum all cache items will be inventoried annually. This would include the following:

- Location
 - Warehouse
 - Box
 - Other
- Age
- Condition
- Historical use
- Load Plan Location
- Preventative Maintenance Schedule (PM)
 - Historical PM tracking
 - PM Schedules
- CA Purchasing information, if applicable

Inventory control measures shall be in place and supervised by Logistics personnel at all times; this would include in the warehouse, training grounds, deployments and demonstrations. No task force member shall be allowed to open, remove or handle cache items without direct permission from Logistics personnel.

All requests for any Task Force cache item(s) shall be done in writing, signed and submitted using the ICS 213 to the Cache Manager or his/her designee. Upon approval all items will be stored in the cache staging area of the warehouse or move to area requested on the ICS 213. Once these items have been signed for it will be the responsibility of the requestor to account for all cache items and report any damage, inoperability or other deficiencies to the Logistics Manager and Program Manager. Proper damage or needs repair tags shall be attached and documented per the Cache Management Plan.

Upon all items being returned, an inventory will be performed and documented in the database by authorized Logistics personnel. Needed maintenance or repairs will be performed and the item(s) will be placed back in service.

Preventive Maintenance

The task force Cache Manager will establish a maintenance schedule for all of the task force cache and equipment assets. The items will be divided into each of the task force sections. The Cache Manager or his/her designee will coordinate with each of the US&R Technicians about the assets that will be due for maintenance each month. The task force sections are:

- Communications
- Hazmat
- Logistics
- Medical
- Planning
- Rescue
- Search
- Technical

Preventive maintenance schedules are posted on the Equipment Maintenance Board located in the warehouse. As items are maintained, all maintenance procedures will be noted on the PM checklist located in the items maintenance record logbook, in the warehouse. When complete, the information is entered into the US&R database and the completed check list is added to the item's maintenance record logbook. The accurate inventory and maintenance of the US&R cache is pivotal to the team's success and its ability to be in a state of readiness at all times. The cache shall not be stored on vehicles within the warehouse at any time.

Vehicle Maintenance

Maintenance of Task Force vehicles is performed according to the following policies and regulations:

- Unified Fire Authority Policy
- State of Utah

Minor or routine service and maintenance of vehicles will be performed by Sponsoring Agency staff or members of the Logistics section if possible. Vehicles requiring service or repair beyond the ability of these two groups will be removed from service and tagged with an "Out of Service" tag.

Any information necessary to provide a description of the repair or maintenance needed will be added to the tag along with the name of the person affixing the tag. When service has been completed and is returned to service, a PM checklist will be completed and entered into the data base and the item's record notebook. The information should include a complete description of the service or repair completed.

Keys for vehicles taken out of service will be removed from the key box by the Cache Manager and replaced with an "Out of Service" tag on the key hook until the vehicle is returned to service. The status

of any “Out of Service” vehicle will be updated on the dry-erase board next to the vehicle key box. The Program manager and Sponsoring Agency staff will be notified via email or phone call when any vehicle is removed from service and subsequently returned to service.

Safety equipment such as fire extinguishers, roadside signaling equipment, high-visibility vests, and battery jump packs is located in each vehicle.

DOT Commercial Type Vehicles and Trailers

Tractors, trailers, box trucks, and stake bed trucks are inspected on a monthly basis utilizing a monthly inspection checklist. Pre-trip inspections are also conducted by drivers prior to departing on each trip. Tractors and trailers are DOT inspected annually. Preventative maintenance is conducted as per manufacturer specifications. Warranty maintenance is conducted by the dealership or authorized service centers. All other service and repairs are conducted by local vendors/service professionals as determined by the nature of the service or repair. Vehicle interior & exterior are cleaned immediately following any trip or as needed. Greasing and topping-off of fluids is performed by Task Force or Sponsoring Agency staff.

SUV's/Pickups/ATVs

SUVs, pickups, and ATVs are inspected on a monthly basis utilizing a monthly inspection checklist. Preventative maintenance is conducted as per manufacturer specifications. Warranty maintenance is conducted by the dealership or authorized service centers. All other service and repairs are conducted by local vendors/service professionals as determined by the nature of the service or repair. Vehicle interior & exterior are cleaned immediately following any trip or as needed. Greasing and topping-off of fluids is performed by Task Force or Sponsoring Agency staff.

Equipment Maintenance

Minor or routine maintenance of equipment will be performed by Sponsoring Agency staff or members of the Logistics section if possible. Equipment that requires service or repair outside the ability of these two groups will be removed from the equipment cache and tagged with an “Out of Service” tag. Small items tagged “Out of Service” will be placed on the “Out of Service” shelf in the warehouse for repair/replacement. Large items (generators, etc.) will be pulled from the cache and set aside in the warehouse for repair/replacement.

Any information necessary to provide a description of the repair or maintenance needed will be added to the tag along with the name of the person affixing the tag. The item number and description will be added to the Maintenance Board and where the vehicle or equipment is sent for repair or service along with the date sent. When returned to service, a PM checklist will be completed and entered into the database and the item’s maintenance record logbook. The information will include a complete description of the service or repair completed.

Items that are removed from service with the intent of disposal should be noted in the item’s record logbook and the database should be updated and paperwork completed according to Task Force Equipment Management or surplus and disposal processes.

The Cache Manager will be responsible for ensuring that equipment and instrumentation requiring vendor/manufacture calibration, service, or repair is scheduled and shipped for service according to the manufacturer's recommended service/calibration schedule. Consumable supplies will be ordered by the Cache Manager with the approval of the Program Manager at the request of Task Force personnel via completed ICS 213 form.

Communications Equipment

All Task Force Communications equipment is maintained by the Task Force Communications Specialists on a monthly basis, in coordination with the Cache Manager. The Communication Specialists will perform:

- Battery charging
- Radio programming
- Encryption re-keying in coordination with FEMA MERS
- Installation of software/firmware updates
- Equipment inventories & accountability
- Recommendations for new equipment/supplies for purchase

Hazmat Equipment

All Task Force Hazmat equipment is maintained by the Task Force Hazmat Managers and Specialists on a monthly basis, in coordination with the Cache Manager. The Hazmat Specialists will perform:

- User instrumentation calibration as specified by the manufacturer
- Equipment maintenance as trained and certified to perform
- Vendor software/firmware updates
- Equipment inventories & accountability
- Recommendations for new equipment/supplies for purchase

Boats and motors

All Task Force boats and boat motors are maintained according to manufacturer recommendations. Preventative maintenance is conducted as per manufacturer specifications. Warranty maintenance is conducted by the dealership or authorized service centers. Boats and motors are taken to a local lake or approved water way every quarter and run for a minimum of 10 minutes at wide-open-throttle (utilizing boats and motors for operator training can be substituted for quarterly service). During winter months, motors will be run using approved out of water processes. Upon completion, boats are washed with mild soap & water and drained. Floors are removed from inflatable boats and replaced after the boats have been rinsed out & dried. Motors are flushed with water, run dry of fuel and tagged with the date of service. Lower unit fluids are changed annually according to manufacturer specifications. Battery tenders (float chargers) are installed on boats with 12V batteries and kept plugged in when boats are parked in the warehouse. Inflatable boats are topped off with air every Monday of every week, or as otherwise needed.

Generators

Preventative maintenance is conducted on Task Force generators as per manufacturer specifications. Warranty maintenance is conducted by authorized service centers. Fluid and filter servicing is done by Task Force US&R Technicians. Gasoline generators are fueled, operated under load, and serviced per manufacturer, according to the generator checklist. Upon completion of service the fuel systems are completely drained and aired-out so as to prepare them for shipment according to 49CFR/IATA/AFMAN 24-204 regulations.

Forklifts

Forklifts are inspected prior to use utilizing an operator checklist. Forklift maintenance is conducted by local vendors/service professionals as determined by the nature of the service or repair.

Pharmaceutical Management

Maintenance

Utah Task Force 1 pharmaceutical cache is not maintained onsite and thus, quarterly contact shall be made with the pharmaceutical vendor to ensure proper contact information.

Utah Task Force 1 provided the vendor with a list of pharmaceuticals to be maintained according to the current FEMA US&R Equipment cache list as determined by the Utah Task Force 1 Medical Team Manager.

The pharmaceutical cache will be divided into two separate caches and maintained according to the respective cache lists (Type 1 and ALS Packs). The pharmaceutical cache shall always be transported in their respective transport containers provided by Utah Task Force 1.

Schedule II & III pharmaceuticals, to include expired items awaiting disposition, will be jointly inventoried monthly by representatives from the vendor and Utah Task Force 1. An accountability log will be signed by each representative and the log will be returned to the drug transport box prior to securing the box in the safe.

Due to national shortages and DEA (Drug Enforcement Administration) documentation requirements, all scheduled pharmaceuticals will be ordered within 180 days of the expiration date.

The FDA has authorized the shelf-life extension of certain Meridian DuoDote auto-injectors, by lot number. A list of extended shelf-life lot numbers is on file with Utah Task Force 1 and will be included with the cache DuoDote auto-injectors, accompanied by a copy of the extension authorization letter from FDA, and identified with the acronym "SLEP" (Shelf Life Extension Program).

Security

The Pharmaceutical cache (if on hand) will be stored in an environmentally appropriate/climate controlled facility consistent with FDA and manufacturer requirements in an on-site location provided by Utah Task Force 1, utilizing multi-tiered security, referred to as the Pharmaceuticals Storage Room.

A roster of personnel authorized to access the identified Pharmaceuticals Storage Room, mutually agreed upon by the vendor and Utah Task Force 1, will be kept on file with Utah Task Force 1, to include each individual's assigned door combination code. When an individual with previous authorized access becomes disassociated from Utah Task Force 1 or the vendor, his/her combination code will be deactivated by the Utah Task Force 1 Cache Manager.

Schedule II & III pharmaceuticals will be secured in three locked transport boxes in the safe in the Pharmaceuticals Storage Room. These boxes will be labeled:

- "UT-TF1 Type I"
- "Expired Meds"

Only these marked transport boxes will contain Schedule II or III pharmaceuticals.

Combination access codes to the Pharmaceuticals Storage Safe and Schedule II & III pharmaceuticals transport boxes located in the Pharmaceuticals Storage Room will be given only to authorized personnel as identified by Utah Task Force 1. These personnel will be identified in writing on a roster that will be posted in the Pharmaceuticals Storage Room and remain on file with the vendor and Utah Task Force 1. Updates to the roster will be communicated to the vendor as they occur.

The combinations to the safe and Schedule II & III pharmaceuticals transport boxes will be changed when an individual with previous authorized access becomes disassociated from Utah Task Force 1 or the vendor. Otherwise, combinations will be changed every 12 months. All personnel with authorized access will be notified once a combination change has occurred.

Refrigeration

Pharmaceuticals requiring refrigeration will be kept in a dedicated secure refrigerator in the Pharmaceuticals Storage Room, at a temperature no less than 36 degrees F and no more than 46 degrees F. The internal refrigerator temperature will be monitored via a high/low data logging digital food service freezer thermometer. This thermometer will be checked every Thursday and Monday of each week in order to ensure that temperature limits have not been exceeded.

The key for the secure refrigerator will be secured in the Pharmaceuticals Storage Safe.

Pharmaceuticals in the refrigerator will be stored in a 96-hour thermal management transport package to prevent spoilage in the event of a facility power outage.

Canine pharmaceuticals requiring refrigeration will be stored in the refrigerator, segregated from human drugs, and clearly marked "CANINE USE ONLY".

Receiving Procedures

Pharmaceuticals ordered or purchased by the vendor will be delivered via UPS or FedEx to Utah Task Force 1. UT-TF1 staff receiving the delivery will notify the Cache Manager and Program Manager that a delivery

has been received and the package(s) will be placed unopened on the desk in the secure Pharmaceuticals Storage Room, until such time as the delivery can be opened and logged by the vendor. The Task Force receipt of shipment stamp shall be used to track the shipment on the packing slip.

Packages addressed to the vendor requiring refrigeration will be opened immediately and the contents will be placed in the secure refrigerator by authorized personnel. All procedures for receiving and notification must still be followed.

Disposal & Wastage

Expired schedule II & III pharmaceuticals will be kept in a locked transport box inside the safe located in the Pharmaceuticals Storage Room until such time as they can be properly disposed of by the vendor or the Medical Division of the Sponsoring Agency.

Disposal of expired pharmaceuticals and wastage of unused portions of pharmaceuticals will be executed by the vendor or Sponsoring Agency in accordance with state and federal law and the terms of the Pharmaceutical Cache Maintenance.

Deployment Procedures

Refer to the latest version of the UT-TF1 Mobilization Plan for complete deployment procedures for the pharmaceutical cache.

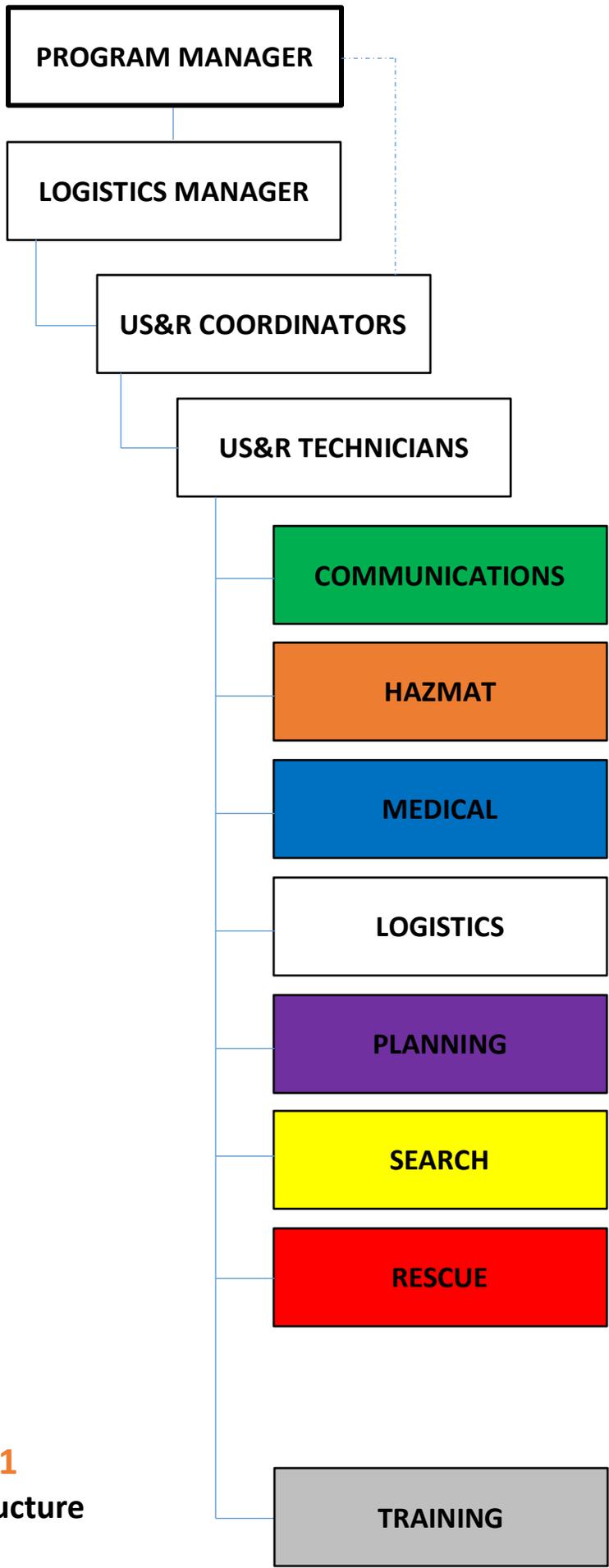
Utah Task Force 1 will notify the vendor upon deployment of any cache within 1 hour of deployment and upon its return.

Upon return of the cache from deployment the cache will be inventoried and inspected for correct quantities and expiration dates within 96 hours of the vendor being notified that a cache has returned from deployment. The Pharmaceutical cache will be rehabbed and maintenance performed as needed. All items requiring replacement or resupply must be invoiced within thirty days of the date that the cache was returned from deployment.

Canine Pharmaceuticals

Canine and other veterinary pharmaceuticals will be purchased from a veterinary supply vendor and maintained by the Utah Task Force 1 Cache Manager. These pharmaceuticals will be stored with the Utah Task Force 1 pharmaceutical cache and transported under the care of Utah Task Force 1 Medical personnel. These pharmaceuticals are to be administered by licensed veterinary personnel.

These pharmaceuticals will be segregated from human drugs in the cache and clearly marked "CANINE USE ONLY".



Utah Task Force 1
Organizational Structure
LOGISTICS



Utah Task Force 1

US&R Logistics Coordinator

General Summary

The US&R Logistics Coordinator is responsible for maintenance, accountability, and repair of caches of emergency response equipment and the supervision and coordination of activities performed by the US&R Technicians. Regularly assists instructors and US&R personnel with cache management for exercises, hands-on training evolutions and ensures the event is staffed by US&R Specialist(s). Will be required to support Task Force response to state or federally declared disasters. Responsible for assisting with training of US&R Technicians, ensuring the practice of US&R policy and procedures and compliance with the requirements of the sponsoring Agency (SA).

KSA

Must have integral and extensive knowledge of FEMA US&R Logistics maintenance and the US&R Technician duties, including the ability to solve complex problems with minimal input from the Logistics or Program Manager. Must conform to Sponsoring Agency & UT-TF1 dress, grooming, and safety standards. Be capable of supervising and directing personnel in all related cache/warehouse activities.

Must be able to interact with Task Force members, participating agencies, force multipliers and the general public in a courteous and professional manner.

Essential Duties

Support emergency response component of Utah Task Force 1 and associated federal US&R System programs.

- Maintain all cache equipment, tools, transportation assets, and supplies.
- Ensure assets are kept in a state of readiness.
- Perform scheduled and preventative maintenance procedures on response cache assets to insure operational readiness.
- Assist Logistics Manager or other staff in maintaining accurate records and documentation of maintenance, shelf life, and inventory of equipment.
- Serve as lead for specific assigned areas of responsibility, as assigned by the Logistics Manager or the Program Manager.

Maintain Utah Task Force 1 facilities to assure a safe and effective environment for maintenance of equipment caches and support of search and rescue training.

- Maintain neat and clean general staff areas.
- Assure tools and equipment are accounted for and stored in proper locations.
- Ensure that security of facility and content is sufficient and appropriate at all times.
- Construct, install, or complete facility improvements as necessary and at the direction of



Utah Task Force 1

US&R Logistics Coordinator

the Logistics Manager or Program Manager.

Assist and support the delivery of Utah Task Force 1 team and position specific training.

- Assist US&R Staff, Training Managers, and Task Force Instructors with the logistical arrangements for training delivery.
- Work with US&R Logistics Manager to maintain training equipment and supplies. Complete purchase orders and submit for approval as prescribed by Task Force / Sponsoring Agency Policy. Submit purchasing documentation to the Logistics Manager, Program Manager or Grants Manager as required.
- Provide the Logistics Manager with accurate records and inventories of the costs related to training events or cache use activities.
- Maintain accountability of tools, supplies, and equipment. Assist in the training of new US&R Technicians and other Task Force Staff.

Response to state/federally declared disasters, events requiring pre-deployment due to elevated threat, or events of state/national security significance.

- Prepare cache for transport as needed.
- Assist and support Task Force logistical personnel and senior leadership during emergency response operations.
- Recover assets and account for issued equipment.
- Serve as support element to facilitate the deployment of US&R cache in allowable time frame upon direction by Logistics Manager, Task Force Program Manager or Task Force Leader.

Other

- Assist Logistics Manager and Program Manager as needed
- Assist and train other US&R Technicians as needed.
- Must maintain Commercial Driver's License and complete DOT physical as needed or required by the Sponsoring Agency.
- Assist in the outlining of a comprehensive Logistics Work Plan and ensure this plan is implemented and followed.
- Track and document all warehouse activities.
- Other duties as assigned.



Utah Task Force 1

US&R Logistics Coordinator



Utah Task Force 1

US&R Technician

General Summary

The US&R Technician is responsible for maintenance, accountability, and repair of caches of emergency response equipment. Regularly assists instructors and US&R personnel with cache management for hands-on training evolutions and exercise. Will be required to support Task Force response to state or federally declared disasters.

KSA

Must have integral and extensive knowledge of US&R Technician duties including the ability to solve complex problems with minimal input from supervisor. Must conform to Sponsoring Agency & UT-TF1 dress, grooming, and safety standards.

Must be able to interact with Task Force members, participating agencies, force multipliers and the general public in a courteous and professional manner.

Essential Duties

Support emergency response component of Utah Task Force 1 and associated federal US&R System programs.

- Maintain all cache equipment, tools, transportation assets, and supplies.
- Ensure assets are kept in a state of readiness.
- Perform scheduled and preventative maintenance procedures on response cache assets to insure operational readiness.
- Assist Logistics Manager or other staff in maintaining accurate records and documentation of maintenance, shelf life, and inventory of equipment.
- Serve as a US&R Technician for specific assigned areas of responsibility, as assigned by US&R Staff.

Maintain Utah Task Force 1 facilities to assure a safe and effective environment for maintenance of equipment caches and support of search and rescue training.

- Maintain neat and clean general staff areas.
- Assure tools and equipment are accounted for and stored in proper locations.
- Ensure that security of facility and content is sufficient and appropriate at all times.
- Construct, install, or complete facility improvements as necessary and at the direction of the Logistics Manager or Program Manager.



Utah Task Force 1

US&R Technician

Assist and support the delivery of Utah Task Force 1 team and position specific training.

- Assist US&R Staff, Training Managers, and Task Force Instructors with the logistical arrangements for training delivery.
- Work with US&R Logistics Coordinator to maintain training equipment and supplies. Complete purchase orders and submit for approval as prescribed by Task Force / Sponsoring Agency Policy. Submit purchasing documentation to the Logistics Coordinator as required.
- Provide the Logistics Coordinator with accurate records and inventories of the costs related to training events or cache use activities.
- Maintain accountability of tools, supplies, and equipment. Assist in the training of new US&R Technicians and other Task Force Staff.

Response to state/federally declared disasters, events requiring pre-deployment due to elevated threat, or events of state/national security significance.

- Prepare cache for transport as needed.
- Assist and support Task Force logistical personnel and senior leadership during emergency response operations.
- Recover assets and account for issued equipment.
- Serve as support element to facilitate the deployment of US&R cache in allowable time frame upon direction by Logistics Manager, Task Force Program manager or Task Force Leader.

Other

- Train other US&R Technicians as needed.
- Must maintain Commercial Driver's License and complete DOT physical as needed or required by the Sponsoring Agency.



UTAH TASK FORCE 1 – LOGISTICS GENERAL MESSAGE

TO:	POSITION:
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FROM:	POSITION:
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SUBJECT:	DATE:	TIME:
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MESSAGE:

SIGNATURE:	POSITION:
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REPLY:

DATE:	TIME:	SIGNATURE/POSITION:
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