



Mutual Aid Operations Standard Operating Guide

2022

Approval and Implementation

Transmitted herewith is the Mutual Aid Operations Standard Operating Guide (SOG) to the Distribution Management Plan. This SOG supersedes any previous SOG of the same name or previous date and any/all previous emergency management/civil defense Mutual Aid Operation SOGs promulgated by the State of Georgia for this purpose. It provides a framework in which the agencies of the State of Georgia can plan and perform their respective emergency functions during a disaster or national emergency. All recommended changes can be submitted in accordance with Annex B of the Georgia Emergency Management and Homeland Security Agency (GEMA/HS) Plans Standardization and Maintenance Policy which might result in its improvement or increase its usefulness. The Mutual Aid Operations SOG will be revised in accordance with paragraph 6.1.2 of the GEMA/HS Plans Standardization and Maintenance Policy.

Executive Summary

The Mutual Aid Operations SOG describes the necessary steps the State will take to prepare and respond to an incident. It describes the actions taken by the State's agencies that have been assigned Emergency Support Function (ESF) and response roles within the Georgia Emergency Operations Plan (GEOP). This SOG is meant to be a guide, in that it allows the State of Georgia to adjust its response based upon the size and scope of the incident. The Mutual Aid Operations SOG is designed to meet Federal Emergency Management Agency (FEMA) standards, Emergency Management Accreditation Program standards, National Incident Management System (NIMS) requirements, and is compliant with the GEOP. This Mutual Aid Operations SOG also meets the Americans with Disabilities Act requirements to make it accessible under the ADA.

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Record of Distribution

Plan #	Office/Department	Representative	Signature
1			
2			
3			
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1.0 Introduction

1.1 Purpose

It is the purpose of this guide to define the actions and roles necessary to provide a coordinated response within the State of Georgia and any locations in which Mutual Aid Support might be offered. This guide provides direction to agencies within the State of Georgia with the guidelines of potential emergency assignments before, during, and following emergency situations. It also provides for the systematic integration of emergency resources when activated and does not replace county or local emergency operations plans or procedures.

1.2 Scope

This SOG applies to all participating departments and agencies of the jurisdictions contained within the geographical boundary of the State of Georgia.

1.3 Policy

This Standard Operating Guide complies with the National Response Framework and the NIMS Incident Command System protocols.

2.0 Concept of the Operation

2.1 General

When an emergency or disaster has occurred or is imminent in the State of Georgia or any member States or Territories within the Emergency Management Assistance Compact (EMAC), may issue a State of Emergency. This provides the Director of GEMA/HS and other State/Territory Representatives the authority for the deployment and use of state personnel, supplies, equipment, materials and/or state owned, leased, or operated facilities to support response operations.

All supporting governmental agencies, non-governmental organizations, and Voluntary Agencies Active in Disasters shall cooperate fully with the Director of Georgia Emergency Management and Homeland Security Agency, by providing any personnel, equipment, information, or any other assistance that may be requested.

During activation and implementation of an EMAC mission, every responding agency or asset is still bound to each individual's governing policies and procedures.

2.2 SOG Activation

SOG activation will occur in accordance with the Georgia Emergency Management and Homeland Security Agency's Distribution Management Plan.

3.0 General Objectives

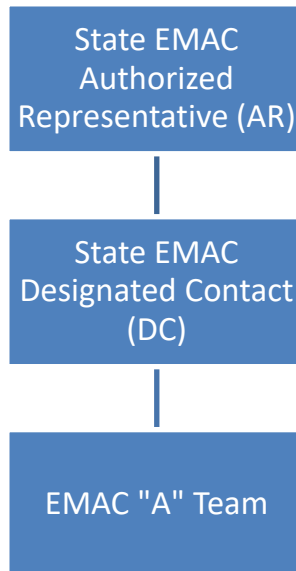
During an event, allocating specific resources can be limited due to damage or prior insufficiencies or limitations in equipment or personnel needed to respond. In such cases, affected jurisdictions can attempt to locate a needed resource via mutual aid. Therefore, the general objectives of the Mutual Aid Operation SOG are as follows:

- To establish procedures for requesting resources via the EMAC Operating System (EOS).
- To establish procedures for providing assistance to other states via the EOS.
- To establish procedures on the completion of a Resource Support Agreement.
- To establish pre-deployment, deployment, demobilization, and reimbursement procedures for an EMAC Mission.

To this end, this SOG is written specifically to aid the EMAC “A” Team member, State EMAC Designated Contact, or State EMAC Authorized Representative in preparing, submitting, and finalizing Mutual Aid Requests and Operations.

4.0 Organization and Assignment of Responsibilities

4.1 Organization Chart



4.2 State EMAC Authorized Representative (AR)

The authority to approve an offer of assistance to another state or to accept an offer of assistance from another state is vested in the AR. By virtue of position, the Director, GEMA/HS, is the State EMAC AR. This authority is typically delegated to at least two senior GEMA/HS staff members.

4.3 State EMAC Designated Contact (DC)

When the State Operations Center (SOC) is not activated, mutual aid operations are coordinated and managed by the DC. The DC serves as the primary point of contact and coordinator for EMAC operations within the State. The DC does not have approval authority for deployment of State resources to assist another state or to accept offers of assistance from another state. GEMA/HS maintains a cadre of one primary and two alternate DCs for this purpose.

4.4 Mutual Aid Unit (MAU)

When the SOC is activated, mutual aid operations are coordinated and managed by the MAU of the Logistics Section. The MAU is led by a GEMA EMAC DC. The MAU may be assisted by the Logistics Staging Area (LSA) Branch of the Logistics Section with Reception, Staging, Onward Movement, and Integration (RSOI) of resources as they arrive and depart the state. Based on the scope of the operation, the MAU may coordinate augmentation of the LSA Branch with personnel trained in EMAC procedures from other states.

4.5 EMAC “A” Team

An EMAC “A” Team is typically a 2-4 person team trained in EMAC operations. The team assists a requesting state with the conduct of EMAC operations. Based on the scope of the disaster, the MAU may request EMAC “A” Team augmentation from other states. GEMA/HS maintains a cadre of at least two persons trained in EMAC who may deploy to another state and work as part of an EMAC “A” Team, if needed.

5.0 Procedures / Guidelines

5.1 Georgia Statewide Mutual Aid and Assistance Agreement

During any incident, local counties and municipalities are in control of their response. Initially, the affected entities shall determine if they have the appropriate resources to respond. If there are gaps in their capabilities, those affected shall turn to their neighboring communities and determine if the needed resource is available for use. The intrastate mutual aid can be extended to all counties within the State of Georgia, and GEMA/HS Field Coordinators and ESF-7 can assist locals with communicating and finding a needed resource within the State. If all attempts to find a needed resource is unsuccessful, a request will be made to GEMA/HS and the determination for Interstate Mutual Aid (EMAC) will be made. Below are the procedures for establishing an EMAC Request and Agreement.

5.2 EMAC Operations Manual

The procedures detailed in this manual are incorporated in MAU operations by reference.

5.3 Providing Assistance to Other States

For a state to request assistance via EMAC, that state's Governor must declare a State of Emergency. Below is a step-by-step account of how EMAC assistance is provided.

5.3.1 Request for Assistance

- When there is an impending disaster or a disaster has occurred, the Georgia primary EMAC DC, alternate DCs, and ARs may receive notification from the EMAC National Coordinator via the EMAC email broadcast. The impacted state's EMAC DC or another representative may also contact GEMA/HS directly. In this case, this person should be referred to the primary DC. Typically, the requesting state DC will want to know if Georgia can provide the type assistance needed. The Georgia DC will check with the AR to determine if Georgia will assist and with the potential resource to determine availability and willingness to assist. If the AR determines that Georgia should assist and the potential resource is available and willing to deploy, then the Georgia DC will informally advise the requesting state DC by phone or email. At this point, the Georgia AR should notify the Governor regarding possible deployment of Georgia resources via EMAC. If the requesting state is interested in the potential assistance from Georgia, then they will create and publish an official request in the EOS. This constitutes the formal request for assistance.

5.3.2 Offer of Assistance

- Upon receipt of the official EMAC Request Broadcast, the Georgia EMAC DC will ask the potential resource to complete a cost estimate/Mission Ready Package. Upon receipt of the cost estimate, the Georgia EMAC DC will complete Resource Support Agreement (RSA) Section 1 and submit it to the AR for approval and signature. Once approved by the AR, the DC will scan and upload it into the EOS. This constitutes Georgia's formal offer of assistance.

5.3.3 Negotiations

- The requesting state may want to negotiate certain aspects of the mission. The Georgia DC will collect all the pertinent information and confer with the AR and/or the potential resource. The Georgia DC will then contact and discuss the changes with the requesting state DC. Upon resolution, the RSA Section 1 must be amended and approved by the appropriate party.

5.3.4 Acceptance

- If resource is accepted by the requesting state, then the process will continue to RSA 2. The requesting state AR will sign the completed RSA 2 and scan it into the EOS. At this time, it becomes a completed RSA and is a legal binding

agreement made between Georgia and the requesting state. The potential resource now becomes the providing entity and is notified regarding acceptance and provided a copy of the fully executed RSA.

5.3.5 Denial

- If the resource is denied, then the process will continue to the denial phase. The requesting state will review all offers of assistance received. If the resource offered by Georgia is not chosen, then the requesting state DC should notify the Georgia DC. The Georgia DC will then notify the Georgia AR and potential resource and advise that our offer has been denied.

5.3.6 Pre-Deployment Briefing

- A pre-deployment briefing for all personnel must take place before deployment may occur. This briefing will normally be conducted by the Georgia EMAC DC or another member of the Georgia EMAC “A” Team. The briefing may be conducted in person or via conference call and will contain pertinent information such as:
 - Mission
 - Destination for check-in in requesting state
 - Work and living conditions/hazards
 - Immunizations required (if applicable)
 - Food, lodging, water sources and/or self-sufficiency required
 - Travel rules and restrictions
 - Point of Contact (POC) and contact numbers in requesting state
 - POC and contact numbers in Georgia
 - Limitations/special provisions (such as arrest powers)
 - Change in mission requirements
 - Maintaining contact with Georgia DC/EMAC “A” Team
 - Re-deployment procedures
 - Reimbursement procedures & cost documentation

5.3.7 Deployment

- Deployment **must not occur** until the RSA is fully completed and approved by both states. The Georgia EMAC DC will notify the providing entity when this has been accomplished. The resource is then released for deployment to the destination listed on the RSA. The resource may not drive more than eight consecutive hours within a 24-hour period. If the trip to the requesting state destination takes longer than eight hours, then the resource must plan an overnight stay in route. Upon the resource’s arrival in the requesting state, contact shall be made with the requesting state’s POC listed on the RSA for in-processing/briefing by requesting state. The resource shall also contact the Georgia EMAC DC and report arrival in the requesting state.

5.3.8 Amendment to RSA

- Should the mission change while the resource is deployed, the RSA must be amended, agreed upon and approved by both state ARs and the providing entity before the resource can fulfill the amended mission.
- Any change in personnel assigned to a resource that takes place during the mission must be coordinated with each state's EMAC DC and documented on the personnel roster attached to the RSA. If the change involves adding personnel to the resource, resulting in more cost, then the RSA must be amended and each state AR must approve the amendment before this change takes place.

5.3.9 Demobilization

- Once the mission has been completed, the resource shall follow the demobilization procedures identified by the requesting state and sign-out with the appropriate supervisor in the requesting state. Before departing the requesting state, the resource shall contact the Georgia DC to advise of mission completion and travel plans back to Georgia.

5.3.10 Reimbursement

- Once the resource is back in Georgia and at home base, the resource must contact the Georgia DC to close out the mission and get reimbursement instructions. The reimbursement package must be submitted to the GEMA/HS Finance Division within 30 days of return.

5.4 Obtaining Assistance from Other States

5.4.1 Requests for Assistance

- In order to request assistance from another state via EMAC, the Governor must first declare a State of Emergency. Following this declaration, the Georgia AR or DC/MAU Leader must open an event in the EOS, publish a situational report, and broadcast any Resource Request that is needed.
- EMAC DC/MAU Leader or EMAC "A" Team may:
 - Contact a state DC directly via phone call or email to inquire about the availability of a resource or;
 - Prepare and dispatch an EMAC broadcast via the EOS to selected states or all states.

5.4.2 Offers of Assistance

- Upon verbal verification, email verification, or an official offer in the EOS from another state that they can assist, the Georgia DC will prepare RSA 1, have it signed by the AR, and send it to the potential assisting state DC. The Georgia DC/MAU Leader will review all formal offers of assistance, identify the best offer, and recommend same for approval by the AR. If any points require negotiation, then this should be done at this time and the RSA should be amended and approved by both states accordingly. When the AR approves the offer by

signing RSA 2, the Georgia DC/MAU Leader will send same to the requesting state DC. The Georgia DC will then notify all other state DCs that submitted offers and advise of denial.5.5 Deactivation (Recovery).

5.4.3 Resource Deployment Coordination

- The Georgia DC/MAU Leader should include all pertinent coordinating information in the RSA including:
 - Initial destination and POC for RSOI, route to initial destination, and law enforcement escort rendezvous location. Accommodations at RSOI site.
 - Mission, work and lodging location(s), and requesting agency POC.
 - Work and living conditions/hazards for mission
 - Immunizations required (if any)
 - Any special or safety equipment or other items required
 - Georgia DE/MAU Leader or “A” Team contact information.
 - Recommended Rest Overnight (RON) location(s) as applicable.

5.5 RSOI of Resources

RSOI of mutual aid resources will be conducted upon arriving and prior to departing Georgia. RSOI will be conducted by LSA Branch of the Logistics Section in support of the MAU. See the LSA SOG for details.

5.5.1 Mobilization

RSOI upon arrival at the LSA consists of:

- Mission verification
- Personnel accountability
- Notification to resource home state EMAC DC of resource arrival in Georgia
- Check-in with LSA Branch
- Vehicle and equipment inspection
- Swearing-in of law enforcement personnel (as applicable). All law enforcement personnel arriving in Georgia to provide assistance under EMAC will be sworn in as Georgia Law Enforcement personnel. This will be done at the LSA by the Georgia Bureau of Investigation (GBI). Each individual sworn in as Georgia Law Enforcement will sign an acknowledgement document or other such documentation as may be required by the GBI.
- Immunizations (if needed)
- Providing meals while at the LSA
- Overall situation briefing
- Mandatory Crew Rest – providing a minimum of 8 hours rest (lodging)
- Providing fuel for vehicles
- Coordination of route into disaster area and mission location
- Coordination of law enforcement escort to mission location
- Notification to Georgia EMAC DC/MAU Leader or EMAC “A” Team Operations Specialist of resource status and scheduled departure date/time
- Notification to requesting agency POC on estimated time/date of arrival at mission location.

5.5.2 Demobilization

When the mission is complete, the resource will notify the Georgia EMAC DC/MAU Leader and/or EMAC “A” Team Operations Specialist and return to the LSA.

Demobilization RSOI consists of:

- Verification of mission completion
- Personnel accountability
- Personnel health/injury screening & documentation
- Equipment and vehicle inspection & documentation of any damage
- Return of any Georgia-issued equipment
- De-briefing to include:
 - Critical Incident Stress Management (CISM), if needed
 - Reimbursement procedures
 - Report of any medical concerns (injuries/illness)
 - Issues or problems encountered
 - POC and contact numbers in Georgia
 - Providing meals while at the LSA
 - Mandatory Crew Rest - providing at least 8 hours of rest (lodging)
 - Providing fuel for resource vehicles
 - Coordination of departure route from state
 - Coordination of law enforcement escort to state line.
 - Notification to the Georgia EMAC DC/MAU Leader or EMAC “A” Team of resource status and scheduled departure date/time.
 - Notification to resource home state EMAC point of contact of resource status.

5.6 EMAC “A” Team Duties

At the SOC, the “A” Team will coordinate and facilitate the provision of EMAC assistance from other states; monitor and report on current status/needs to member states and the Regional and/or National Coordinating Group (RCG or NCG); participate on daily EMAC conference calls with the RCG and/or NCG and NEMA; prepare and post Situation Reports; and document/track EMAC missions within the state. At the LSA, the “A” Team will assist with RSOI of arriving and departing mutual aid resources.

5.7 EMAC “A” Team Member Responsibilities

5.7.1 Team Leader/Operations Specialist

- Overall coordination of all A-Team members and the liaison between team members and the Georgia Logistics Section MAU Leader. Responsible for generating EMAC broadcasts, state-to-state requests, and RSA’s; coordinating deployment or re-deployment of resources, and coordinating or participating in EMAC conference calls.

5.7.2 Operations Specialist

- Responsible for generating EMAC broadcasts, state-to-state requests, and RSA's; coordinating deployment or re-deployment of resources, and coordinating or participating in EMAC conference calls.

5.7.3 Admin/Data Entry Specialist

- Responsible for completion of all forms, making copies, files maintenance, and RSA accountability.

6.0 Facilities

6.1 Description and Location of Emergency Operations Centers

6.1.1 State Operation Center: 935 United Avenue SE, Atlanta, GA 30316.

6.1.2 Alternate State Operations Center: 2046 Collier Road, Forsyth, GA 31029.

7.0 SOG Maintenance and Revision

7.1 Evaluation

GEMA/HS conducts all exercises within the structure provided by the Homeland Security Exercise Evaluation Program (HSEEP). ESFs will participate in all exercise activities when applicable and will follow the HSEEP process to include active participation in planning and evaluation meetings, workshops, and conferences.

GEMA/HS systematically coordinates and conducts event debriefings and compiles After Action Reports for any incident that calls for the activation of all or any portion of the Distribution Management Plan. Necessary ESFs/participating agencies shall participate in this process when applicable. After Action Reports will document areas for improvement, resource shortfalls, and corrective action planning requirements which will be incorporated into subsequent updates to the Distribution Management Plan, it's Annexes, or SOG, when applicable.

7.2 Maintenance and Revision

The Mutual Aid Operations SOG will be revised in accordance with paragraph 6.1.2 of the GEMA/HS Plans Standardization and Maintenance Policy. In addition, the document shall be evaluated for recommended revisions and corrective measures as an integral part of the Agency Exercise or Event After Action Reports / Improvement Plans, as well as internal reviews that will follow the issuance of any Governor's Executive Order or passage of legislation impacting the Agency.

8.0 Authorities and References

8.1 State

The authority for the Georgia Emergency Operations Plan is based on Official Code of Georgia, Title 38, Section 3, Articles 1 through 3, known as the Georgia Emergency Management Act of 1981, and is compliant with the National Incident Management System and supports the National Response Framework.

O.C.G.A. § 38-3-1 et. seq. establishes legal authority for development and maintenance of Georgia's Emergency Management Program and organization, and defines the emergency powers, authorities, and responsibilities of the Governor and Director of GEMA/HS. Moreover, the State's Emergency Services and Disaster Laws require that state and local governments develop and maintain current Emergency Operations Plans to be prepared for a variety of natural and human caused hazards. Executive Orders by the Governor supplement the laws and establish specific planning initiatives and requirements.

9.0 Appendices

Appendix A – Vehicle/Heavy Equipment Pre-Use Inspection Checklist

Appendix A – Vehicle/Heavy Equipment Pre-Use Inspection Checklist

VEHICLE/HEAVY EQUIPMENT PRE-USE INSPECTION CHECKLIST

GENERAL EQUIPMENT INFORMATION	
1. INCIDENT NAME/NO.	2. RESOURCE ORDER NO.
3. CONTRACTOR NAME	
4. AGREEMENT NO.	5. EXPIRATION DATE
6. MAKE/MODEL	7. EQUIPMENT TYPE
8. VIN/SERIAL NO.	9. LICENSE NO./STATE

Section I—HEAVY EQUIPMENT	Acceptable	
	YES	NO
1. ROPS, roll-over protection system: Manufacturer-approved system secured to mainframe of tractor. Must include approved seat belts. *		
2. Gauges and lights: mounted and function properly. *		
3. Battery: check for corrosion, loose terminals, and hold downs.		
4. Engine running: check oil pressure, knocks and leaks.		
5. Sweeps, deflectors, safety screens, glass. *		
6. Steering components: tight, free of play. *		
7. Brakes: damaged, worn or out of adjustment. *		
8. Exhaust system: equipped with a USFS-qualified spark arrester unless turbocharged. *		
9. Fuel system: free of leaks and damage. *		
10. Cooling system: full, free of leaks and damage. *		
11. Fan and fan belts: check for proper tension. No fraying/cracks.		
12. Engine support, equalizer bar, springs, main springs: check shackle bolts, shifted spring leaf. *		
13. Belly plate, radiator guards: securely mounted and free from debris. *		
14. Final drive, transmission and differential: check for dripping.		
15. Sprocket and idlers: crack in spokes, sharp sprocket teeth, no welds.		
16. Tracks and rollers: no broken pads, loose rollers, broken flanges. Grouser height 1-1/4" min. *		
17. Dozer and assembly: trunnion bolts missing, cracks. *		
18. Rear hitch (drawbar): serviceable, safe.		
19. Body and cab condition: describe dents and damage.		
20. Equipment cleanliness: all areas free of flammable materials, noxious weeds, and invasive species.		
21. All hydraulic attachments: operate smoothly and all cylinders hold at extension; hose, lines, and pumps have no excessive wear and/or leaks.		
22. Backup or travel alarm (minimum 87 db). *		
23. Oil level and condition: full and clean.		

Section II—ATTACHMENTS/PUMP/CHAINSAW/OR OTHER (Specify) _____	Acceptable	
	YES	NO
1. No missing/broken components, no loose hardware.		
2. Sufficient fluid levels (oil, coolant, etc.)		
3. Cutting bar: straight, chain in good condition.		
4. Cutting teeth: sharp, good repair.		
5. Pump: builds pressure, no water or oil leaks.		
6. Engine starts, idles, and shuts off with switch.		

Section V—REMARKS (Describe all unsatisfactory items and identify by line number)

10. PRE-USE INSPECTION	
<input type="checkbox"/> Accepted <input type="checkbox"/> Rejected	
MILES/HRS _____	DATE _____ TIME _____
Inspector's printed name _____ Title _____	
Inspector's signature _____	

Section III—LIABILITY

The purpose of this checklist is to document pre-existing vehicle/equipment condition and to determine suitability for incident use. I hereby acknowledge full responsibility and liability for the operation and mechanical condition of the vehicle/equipment described herein.

Operator's printed name _____ Title _____

Operator's signature _____ Date _____

Section IV—TRANSPORT OR SUPPORT VEHICLES	Acceptable	
	YES	NO
1. "DOT" or CVSA Inspection in the last 12 months (if required). *		
2. Gauges and lights: mounted and function properly. *		
3. Seat belts: operate properly for each seating position. *		
4. Glass and mirrors, no cracks in vision. *		
5. Wipers, washers, and horn operate properly. *		
6. Clutch pedal: proper adjustment (if applicable).		
7. Cooling system: full, free of leaks and damage.		
8. Fluid levels (e.g. oil) and condition: full and clean.		
9. Battery: check for corrosion, loose terminals and hold downs.		
10. Fuel system: free of leaks and damage. *		
11. Electrical system: alternator and starter work.		
12. Engine running: check oil pressure, knocks, and leaks.		
13. Transmission: check for leaks.		
14. Steering components: tight, free of play. *		
15. Brakes: damaged, worn or out of adjustment. *		
16. 4-Wheel drive: check transfer case, leaks (if applicable).		
17. Drive line U-joints: check for looseness.		
18. Suspension systems: springs, shocks, other. *		
19. Differential(s): check for leaks.		
20. Exhaust system: no leaks under cab or before turbo. *		
21. Frame condition, body/bed properly attached. *		
22. Tires/wheels (including spare and all changing equipment) sufficient load rating, tread depth, no major damage. *		
23. Body and interior condition: describe and locate damage on back of page 3, Section IV, Item 23.		
24. Emergency equipment required. *		
25. Operator(s) properly licensed. † Expiration Date _____		
State _____ License No _____ Class _____		
Endorsement _____ Med. Cert. Expiration Date _____		

11. RELEASE	
<input type="checkbox"/> No Damage/No Claim	
MILES/HRS _____	DATE _____ TIME _____
Operator's printed name _____ Title _____	
Operator's signature _____ Date _____	
Inspector's printed name _____ Title _____	

Contractor _____ Resource Order No. _____

VEHICLE/HEAVY EQUIPMENT PRE-USE INSPECTION CHECKLIST

GENERAL EQUIPMENT INFORMATION		
1. INCIDENT NAME/NO.	2. RESOURCE ORDER NO.	
3. CONTRACTOR NAME		
4. AGREEMENT NO.	5. EXPIRATION DATE	
6. MAKE/MODEL	7. EQUIPMENT TYPE	
8. VIN/SERIAL NO.	9. LICENSE NO./STATE	

Section I—HEAVY EQUIPMENT	Acceptable	
	YES	NO
1. ROPS, roll-over protection system: Manufacturer-approved system secured to mainframe of tractor. Must include approved seat belts. *		
2. Gauges and lights: mounted and function properly. *		
3. Battery: check for corrosion, loose terminals, and hold downs.		
4. Engine running: check oil pressure, knocks and leaks.		
5. Sweeps, deflectors, safety screens, glass. *		
6. Steering components: tight, free of play. *		
7. Brakes: damaged, worn or out of adjustment. *		
8. Exhaust system: equipped with a USFS-qualified spark arrester unless turbocharged. *		
9. Fuel system: free of leaks and damage. *		
10. Cooling system: full, free of leaks and damage. *		
11. Fan and fan belts: check for proper tension. No fraying/cracks.		
12. Engine support, equalizer bar, springs, main springs: check shackle bolts, shifted spring leaf. *		
13. Belly plate, radiator guards: securely mounted and free from debris. *		
14. Final drive, transmission and differential: check for dripping.		
15. Sprocket and idlers: crack in spokes, sharp sprocket teeth, no welds.		
16. Tracks and rollers: no broken pads, loose rollers, broken flanges. Grouser height 1-1/4" min. *		
17. Dozer and assembly: trunnion bolts missing, cracks. *		
18. Rear hitch (drawbar): serviceable, safe.		
19. Body and cab condition: describe dents and damage.		
20. Equipment cleanliness: all areas free of flammable materials, noxious weeds, and invasive species.		
21. All hydraulic attachments: operate smoothly and all cylinders hold at extension; hose, lines, and pumps have no excessive wear and/or leaks.		
22. Backup or travel alarm (minimum 87 db). *		
23. Oil level and condition: full and clean.		

Section II—ATTACHMENTS/PUMP/CHAINSAW/OR OTHER (Specify) _____	Acceptable	
	YES	NO
1. No missing/broken components, no loose hardware.		
2. Sufficient fluid levels (oil, coolant, etc.)		
3. Cutting bar: straight, chain in good condition.		
4. Cutting teeth: sharp, good repair.		
5. Pump: builds pressure, no water or oil leaks.		
6. Engine starts, idles, and shuts off with switch.		

Section V—REMARKS	(Describe all unsatisfactory items and identify by line number)

10. PRE-USE INSPECTION	
<input type="checkbox"/> Accepted	<input type="checkbox"/> Rejected
MILES/HRS _____ DATE _____ TIME _____	Inspector's printed name _____ Title _____
Inspector's signature _____	

Section III—LIABILITY
The purpose of this checklist is to document pre-existing vehicle/equipment condition and to determine suitability for incident use. I hereby acknowledge full responsibility and liability for the operation and mechanical condition of the vehicle/equipment described herein.
Operator's printed name _____ Title _____
Operator's signature _____ Date _____

Section IV—TRANSPORT OR SUPPORT VEHICLES	Acceptable	
	YES	NO
1. "DOT" or CVSA inspection in the last 12 months (if required). *		
2. Gauges and lights: mounted and function properly. *		
3. Seat belts: operate properly for each seating position. *		
4. Glass and mirrors, no cracks in vision. *		
5. Wipers, washers, and horn operate properly. *		
6. Clutch pedal: proper adjustment (if applicable).		
7. Cooling system: full, free of leaks and damage.		
8. Fluid levels (e.g. oil) and condition: full and clean.		
9. Battery: check for corrosion, loose terminals and hold downs.		
10. Fuel system: free of leaks and damage. *		
11. Electrical system: alternator and starter work.		
12. Engine running: check oil pressure, knocks, and leaks.		
13. Transmission: check for leaks.		
14. Steering components: tight, free of play. *		
15. Brakes: damaged, worn or out of adjustment. *		
16. 4-Wheel drive: check transfer case, leaks (if applicable).		
17. Drive line U-joints: check for looseness.		
18. Suspension systems: springs, shocks, other. *		
19. Differential(s): check for leaks.		
20. Exhaust system: no leaks under cab or before turbo. *		
21. Frame condition, body/bed properly attached. *		
22. Tires/wheels (including spare and all changing equipment) sufficient load rating, tread depth, no major damage. *		
23. Body and interior condition: describe and locate damage on back of page 3, Section IV, item 23.		
24. Emergency equipment required. *		
Fire extinguisher _____ Spare fuses _____ Reflectors _____		
25. Operator(s) properly licensed. † Expiration Date _____		
State _____ License No _____ Class _____		
Endorsement _____ Med. Cert. Expiration Date _____		

11. RELEASE	
<input type="checkbox"/> No Damage/No Claim	
MILES/HRS _____ DATE _____ TIME _____	Operator's printed name _____ Title _____
Operator's signature _____ Date _____	
Inspector's printed name _____ Title _____	

Contractor _____ Resource Order No. _____

*Safety item—Do not accept until brought into compliance. SEE SUPPLEMENTAL INFORMATION ON BACK
 † Include information for additional operators in REMARKS section. CONTRACTOR COPY - PRE-USE / RELEASE
 7540-01-120-0607 OPTIO NAL FORM 296 (REV. 2-2016) 50296-103

Section IV - Transport and Support Vehicles

Motor vehicle parts and accessories must be in Safe Operating Condition At All Times, FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION (FMCSA) as prescribed by U.S. DEPARTMENT OF TRANSPORTATION FEDERAL HIGHWAY ADMINISTRATION PARTS 393 & 396, and NORTH AMERICAN UNIFORM OUT-OF-SERVICE CRITERIA, COMMERCIAL VEHICLE SAFETY ALLIANCE (CVSA).

REJECT IF: Parts and accessories covered in FMCSR part 393, 396 and/or CVSA North American Uniform Out-of-service Criteria are not in safe and proper operating conditions at all times. These include, but are not limited to the parts and accessories listed below.

2. Gauges and Lights (393.82, 393.11)

- ♦ Speedometer inoperative.
- ♦ All required lighting devices, reflectors and electrical equipment must be properly positioned, colored and working.

3. Seat Belts (393.93)

- ♦ Any driver or right outboard seat belt missing or inoperative.

4. Glass and Mirrors (393.60, 393.80)

- ♦ Any discoloration not applied by the manufacturer for reduction of glare.
- ♦ Any windshield crack over 1/4" wide.
- ♦ Any crack less than 1/4" wide that intersects with any other crack.
- ♦ Any damage 3/4" or greater in diameter.
- ♦ Any 2 damaged areas closer than 3" to each other.
- ♦ Any required mirror missing. One on each side, firmly attached to the outside of the vehicle, and so located as to reflect to the driver a view of the highway to the rear along both sides of the vehicle.
- ♦ Any required mirror broken.

5. Wipers and Horn (393.78, 393.81)

- ♦ Wiper blade(s) fail to clean windshield within 1" of windshield sides.
- ♦ Horn missing, inoperative or fails to give adequate/reliable warning signal.

10. Fuel System (393.65, 393.67)

- ♦ Fuel tank not securely attached to vehicle by reason of loose, broken or missing mounting bolts or brackets.
- ♦ Visible leak at any point.
- ♦ Fuel tank cap missing.

14. Steering (393.209)

- ♦ Steering wheel does not turn freely, has any spokes cracked through or is missing any parts.
- ♦ Steering lash not within parameters, see chart in FMCSA 393.209.
- ♦ Steering column is not secure.
- ♦ Steering system; any U-joint worn, faulty or repaired by welding.
- ♦ Steering gear box is loose, cracked or missing mounting bolts.
- ♦ Pitman arm is loose, or has any welded repairs.
- ♦ Power Steering; any component is inoperative. Any loose, broken or missing parts. Belts frayed, cracked or slipping.
- ♦ Any fluid leaks, fluid reservoir not full.

15. Brakes (393.40-393.55)

- ♦ Brake system has any deficiencies as described in FMCSA.
- ♦ Brake system has any missing, loose, broken, out of adjustment or worn out components.
- ♦ Brake system failure warning device missing, inoperative, or fails to give adequate warning.
- ♦ Brake system has any air or fluid leaks.

18. Suspension Systems (393.207)

- ♦ Any axle positioning part is cracked, broken, loose or missing. All axles must be in proper alignment.
- ♦ Any leaf spring cracked, broken, missing or shifted out of position.
- ♦ Adjustable axle assemblies with locking pins missing or not engaged.

20. Exhaust (393.83)

- ♦ Any part of the exhaust system so located as would be likely to result in charring, burning, or damaging the wiring, fuel supply or any combustible part of the vehicle.
- ♦ Bus exhaust leaks or discharge forward of the rearmost part of the bus in excess of 6" for Gasoline powered or 15" for other than Gasoline powered, or forward of any door or window designed to be opened on other than a Gasoline powered bus. (Exception: emergency exit).
- ♦ Any leak at any point forward of or directly below the driver and/or sleeper compartment.

21. Frame (393.201)

- ♦ Any cracked, broken, loose or sagging frame member.
- ♦ Any loose or missing fasteners including those attaching engine, transmission, steering gear, suspension, body, and fifth wheel.
- ♦ Any condition that causes the body or frame to contact the tire or wheel assemblies.

22. Tires and Wheels (393.75, 393.205)

- ♦ Any body ply or belt material exposed through tread or sidewall.
- ♦ Any tread or sidewall separation.
- ♦ Any cut exposing ply or belt material.
- ♦ Tread depths less than 4/32" on steering axle.
- ♦ Less than 2/32" on any other axle.
- ♦ Any bus with regrooved, recapped, or retreaded tires on the front wheels.
- ♦ Any tire not properly inflated or any overloaded tire.
- ♦ Any tire that comes in contact with any part of the vehicle.
- ♦ Any tire marked "Not for Highway Use".
- ♦ Wheels or rims shall not be cracked or broken.
- ♦ Stud or bolt holes on the wheels shall not be elongated.
- ♦ Nuts or bolts shall not be missing or loose.

24. Emergency Equipment (393.95)

- ♦ Every power unit must be equipped with a fire extinguisher that is properly filled and readily accessible for use.
- ♦ Spare fuses or other overload protective device.
- ♦ Warning devices for stopped vehicles.

25. License (383.23, 391.41)

- ♦ No person shall operate a commercial motor vehicle unless such person has passed written and driving tests which meet the Federal Standards for the commercial motor vehicle that person operates.
- ♦ Persons shall not drive a commercial motor vehicle unless he/she is physically qualified to do so and has on his/her person the original, or a photographic copy, of a medical examiner's certificate that he/she is physically qualified.

IN ADDITION TO THE ABOVE:

Agency personnel reserve the right to reject any equipment due to any additional condition or combination of conditions that make the vehicle unsafe, unreliable, or may pose unreasonable damage to the environment, or will be unable to fully perform the duties for which the equipment has been hired.

The inspector shall inspect for compliance with the FMCSA, State and Local laws and regulations. Therefore, the Inspector must ACCEPT or REJECT all equipment he/she inspects.

VEHICLE/HEAVY EQUIPMENT PRE-USE INSPECTION CHECKLIST

GENERAL EQUIPMENT INFORMATION	
1. INCIDENT NAME/NO.	2. RESOURCE ORDER NO.
3. CONTRACTOR NAME	
4. AGREEMENT NO.	5. EXPIRATION DATE
6. MAKE/MODEL	7. EQUIPMENT TYPE
8. VIN/SERIAL NO.	9. LICENSE NO./STATE

Section I—HEAVY EQUIPMENT	Acceptable	
	YES	NO
1. ROPS, roll-over protection system: Manufacturer-approved system secured to mainframe of tractor. Must include approved seat belts.	x	
2. Gauges and lights: mounted and function properly.	x	
3. Battery: check for corrosion, loose terminals, and hold downs.		
4. Engine running: check oil pressure, knocks and leaks.		
5. Sweeps, deflectors, safety screens, glass.	x	
6. Steering components: tight, free of play.	x	
7. Brakes: damaged, worn or out of adjustment.	x	
8. Exhaust system: equipped with a USFS-qualified spark arrester unless turbocharged.	x	
9. Fuel system: free of leaks and damage.	x	
10. Cooling system: full, free of leaks and damage.	x	
11. Fan and fan belts: check for proper tension. No fraying/cracks.		
12. Engine support, equalizer bar, springs, main springs: check shackle bolts, shifted spring leaf.	x	
13. Belly plate, radiator guards: securely mounted and free from debris.	x	
14. Final drive, transmission and differential: check for dripping.		
15. Sprocket and idlers: crack in spokes, sharp sprocket teeth, no welds.		
16. Tracks and rollers: no broken pads, loose rollers, broken flanges. Grouser height 1-1/4" min.	x	
17. Dozer and assembly: trunnion bolts missing, cracks.	x	
18. Rear hitch (drawbar): serviceable, safe.		
19. Body and cab condition: describe dents and damage.		
20. Equipment cleanliness: all areas free of flammable materials, noxious weeds, and invasive species.		
21. All hydraulic attachments: operate smoothly and all cylinders hold at extension; hose, lines, and pumps have no excessive wear and/or leaks.		
22. Backup or travel alarm (minimum 87 db). [*]	x	
23. Oil level and condition: full and clean.		

Section II—ATTACHMENTS/PUMP/CHAINSAW/OR OTHER (Specify) _____	Acceptable	
	YES	NO
1. No missing/broken components, no loose hardware.		
2. Sufficient fluid levels (oil, coolant, etc.)		
3. Cutting bar: straight, chain in good condition.		
4. Cutting teeth: sharp, good repair.		
5. Pump: builds pressure, no water or oil leaks.		
6. Engine starts, idles, and shuts off with switch.		

Section V—REMARKS (Describe all unsatisfactory items and identify by line number)

10. PRE-USE INSPECTION
<input type="checkbox"/> Accepted <input type="checkbox"/> Rejected
MILES/HR _____ DATE _____ TIME _____
Inspector's printed name _____ Title _____
Inspector's signature _____

Section III—LIABILITY

The purpose of this checklist is to document pre-existing vehicle/equipment condition and to determine suitability for incident use. I hereby acknowledge full responsibility and liability for the operation and mechanical condition of the vehicle/equipment described herein.

Operator's printed name _____ Title _____

Operator's signature _____ Date _____

Section IV—TRANSPORT OR SUPPORT VEHICLES	Acceptable	
	YES	NO
1. "DOT" or CVSA inspection in the last 12 months (if required). ^x		
2. Gauges and lights: mounted and function properly. ^x		
3. Seat belts: operate properly for each seating position. ^x		
4. Glass and mirrors, no cracks in vision. ^x		
5. Wipers, washers, and horn operate properly. ^x		
6. Clutch pedal: proper adjustment (if applicable).		
7. Cooling system: full, free of leaks and damage.		
8. Fluid levels (e.g. oil) and condition: full and clean.		
9. Battery: check for corrosion, loose terminals and hold downs.		
10. Fuel system: free of leaks and damage. ^x		
11. Electrical system: alternator and starter work.		
12. Engine running: check oil pressure, knocks, and leaks.		
13. Transmission: check for leaks.		
14. Steering components: tight, free of play. ^x		
15. Brakes: damaged, worn or out of adjustment. ^x		
16. 4-Wheel drive: check transfer case, leaks (if applicable).		
17. Drive line U-joints: check for looseness.		
18. Suspension systems: springs, shocks, other. ^x		
19. Differential(s): check for leaks.		
20. Exhaust system: no leaks under cab or before turbo. ^x		
21. Frame condition, body/bed properly attached. ^x		
22. Tires/wheels (including spare and all changing equipment) sufficient load rating, tread depth, no major damage. ^x		
23. Body and interior condition: describe and locate damage on back of page 3, Section IV, item 23.		
24. Emergency equipment required. ^x		
Fire extinguisher _____ Spare fuses _____ Reflectors _____		
25. Operator(s) properly licensed. † Expiration Date _____		
State _____ License No. _____ Class _____		
Endorsement _____ Med. Cert. Expiration Date _____		

11. RELEASE No Damage/No Claim

MILES/HR _____ DATE _____ TIME _____

Operator's printed name _____ Title _____

Operator's signature _____ Date _____

Inspector's printed name _____ Title _____

Contractor _____ Resource Order No. _____

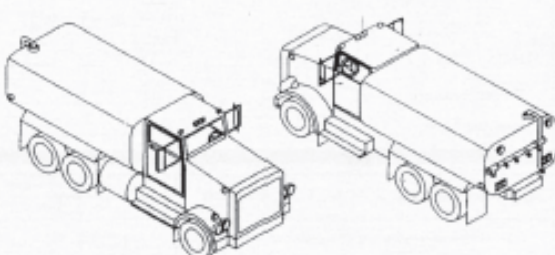
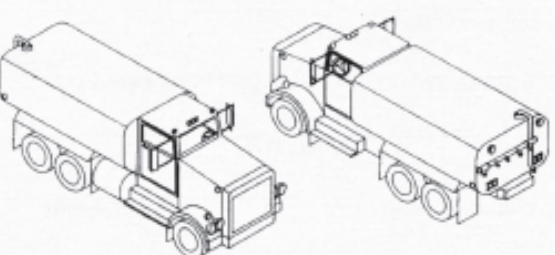
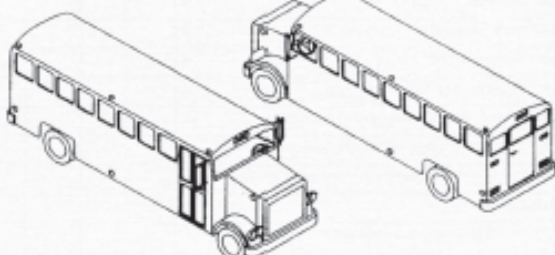
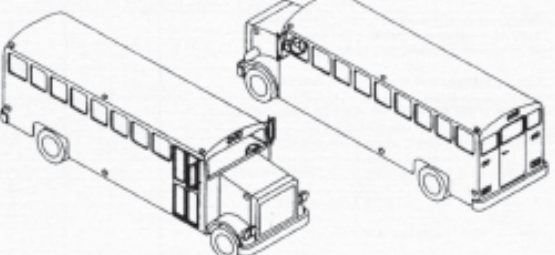
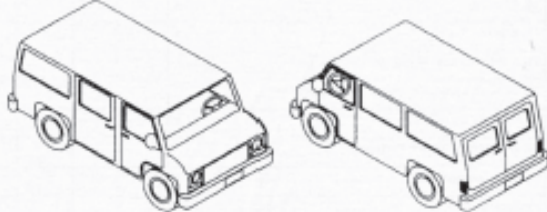
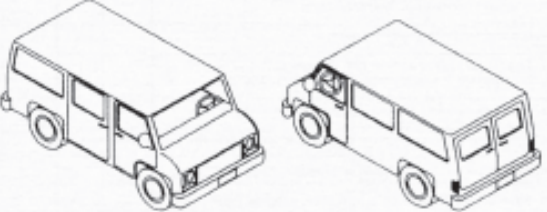
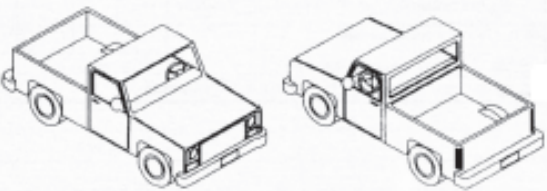
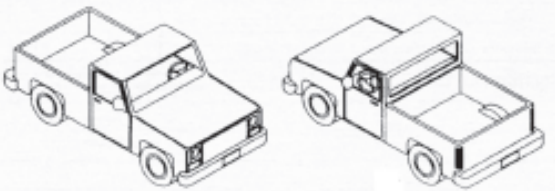
^{*}Safety Item—Do not accept until brought into compliance. **SEE SUPPLEMENTAL INFORMATION ON BACKSIDE OF CONTRACTOR COPY**

[†]Include information for additional operators in REMARKS section.

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PREVIOUS EDITION NOT USABLE

Section IV, Item 23 - Truck, Bus, Van, Pickup, Body Condition Inspection

Pre-Use Inspection	Release Inspection
	
	
	
	

Remarks

VEHICLE/HEAVY EQUIPMENT PRE-USE INSPECTION CHECKLIST

GENERAL EQUIPMENT INFORMATION	
1. INCIDENT NAME/NO.	2. RESOURCE ORDER NO.
3. CONTRACTOR NAME	
4. AGREEMENT NO.	5. EXPIRATION DATE
6. MAKE/MODEL	7. EQUIPMENT TYPE
8. VIN/SERIAL NO.	9. LICENSE NO./STATE

Section I—HEAVY EQUIPMENT	Acceptable	
	YES	NO
1. ROPS, roll-over protection system: Manufacturer-approved system secured to mainframe of tractor. Must include approved seat belts.	*	
2. Gauges and lights: mounted and function properly.	*	
3. Battery: check for corrosion, loose terminals, and hold downs.		
4. Engine running: check oil pressure, knocks and leaks.		
5. Sweeps, deflectors, safety screens, glass.	*	
6. Steering components: tight, free of play.	*	
7. Brakes: damaged, worn or out of adjustment.	*	
8. Exhaust system: equipped with a USFB-qualified spark arrester unless turbocharged.	*	
9. Fuel system: free of leaks and damage.	*	
10. Cooling system: full, free of leaks and damage.	*	
11. Fan and fan belts: check for proper tension. No fraying/cracks.		
12. Engine support, equalizer bar, springs, main springs: check shackle bolts, shifted spring leaf.	*	
13. Belly plate, radiator guards: securely mounted and free from debris.	*	
14. Final drive, transmission and differential: check for dripping.		
15. Sprocket and idlers: crack in spokes, sharp sprocket teeth, no welds.		
16. Tracks and rollers: no broken pads, loose rollers, broken flanges. Grouser height 1-1/4" min.	*	
17. Dozer and assembly: trunnion bolts missing, cracks.	*	
18. Rear hitch (drawbar): serviceable, safe.		
19. Body and cab condition: describe dents and damage.		
20. Equipment cleanliness: all areas free of flammable materials, noxious weeds, and invasive species.		
21. All hydraulic attachments: operate smoothly and all cylinders hold at extension; hose, lines, and pumps have no excessive wear and/or leaks.		
22. Backup or travel alarm (minimum 87 db).	*	
23. Oil level and condition: full and clean.		

Section II—ATTACHMENTS/PUMP/CHAINSAW/OR OTHER (Specify)	Acceptable	
	YES	NO
1. No missing/broken components, no loose hardware.		
2. Sufficient fluid levels (oil, coolant, etc.)		
3. Cutting bar: straight, chain in good condition.		
4. Cutting teeth: sharp, good repair.		
5. Pump: builds pressure, no water or oil leaks.		
6. Engine starts, idles, and shuts off with switch.		

Section V—REMARKS (Describe all unsatisfactory items and identify by line number)

10. PRE-USE INSPECTION	
<input type="checkbox"/> Accepted	<input type="checkbox"/> Rejected
MILES/HR _____	DATE _____ TIME _____
Inspector's printed name _____	Title _____
Inspector's signature _____	

Section III—LIABILITY
The purpose of this checklist is to document pre-existing vehicle/equipment condition and to determine suitability for incident use. I hereby acknowledge full responsibility and liability for the operation and mechanical condition of the vehicle/equipment described herein.
Operator's printed name _____ Title _____
Operator's signature _____ Date _____

Section IV—TRANSPORT OR SUPPORT VEHICLES	Acceptable	
	YES	NO
1. "DOT" or CVSA Inspection in the last 12 months (if required).	*	
2. Gauges and lights: mounted and function properly.	*	
3. Seat belts: operate properly for each seating position.	*	
4. Glass and mirrors, no cracks in vision.	*	
5. Wipers, washers, and horn operate properly.	*	
6. Clutch pedal: proper adjustment (if applicable).		
7. Cooling system: full, free of leaks and damage.		
8. Fluid levels (e.g. oil) and condition: full and clean.		
9. Battery: check for corrosion, loose terminals and hold downs.		
10. Fuel system: free of leaks and damage.	*	
11. Electrical system: alternator and starter work.		
12. Engine running: check oil pressure, knocks, and leaks.		
13. Transmission: check for leaks.		
14. Steering components: tight, free of play.	*	
15. Brakes: damaged, worn or out of adjustment.	*	
16. 4-Wheel drive: check transfer case, leaks (if applicable).		
17. Drive line U-joints: check for looseness.		
18. Suspension systems: springs, shocks, other.	*	
19. Differential(s): check for leaks.		
20. Exhaust system: no leaks under cab or before turbo.	*	
21. Frame condition, body/bed properly attached.	*	
22. Tires/wheels (including spare and all changing equipment) sufficient load rating, tread depth, no major damage.	*	
23. Body and interior condition: describe and locate damage on back of page 3, Section IV, item 23.		
24. Emergency equipment required.	*	
Fire extinguisher _____ Spare fuses _____ Reflectors _____		
25. Operator(s) properly licensed. † Expiration Date _____		
State _____ License No _____ Class _____		
Endorsement _____ Med. Cert. Expiration Date _____		

11. RELEASE <input type="checkbox"/> No Damage/No Claim
MILES/HR _____ DATE _____ TIME _____
Operator's printed name _____ Title _____
Operator's signature _____ Date _____
Inspector's printed name _____ Title _____

Contractor _____ Resource Order No. _____

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 † Include information for additional operators in REMARKS section.
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