RESOURCE GUIDE FOR AVAILABLE EMERGENCY EQUIPMENT AND SUPPLIES IN WESTERN MASSACHUSETTS

September 2017

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Fiduciary Agent:
Franklin Regional Council of Governments
12 Olive Street – Suite 2
Greenfield, MA 01301

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Equipment and Supplies Overview

The Western Regional Homeland Security Advisory Council (WRHSAC) has purchased the following equipment and supplies for regional use in the four counties - Berkshire, Franklin, Hampden and Hampshire - of Western Massachusetts. The equipment and supplies are available to first responders and municipalities for use on a first-come, first-served basis in the case of emergencies.

Shelter Supply Trailers:

Eight shelter supply trailers are stocked and available for use in all four counties. See the Equipment and Supplies Request Protocols and Contact Information spreadsheet on page 4 for host locations, contact information, and vehicle requirements. Each trailer is supplied with 75 floor mats, 40 Army style cots, 20 special needs cots, 180 blankets and 84 pillows. To borrow supplies, trailer or both, contact the host agency nearest you. The requesting agency is expected to pick up the trailer, unless the host agency chooses to deliver it. The Policy for Borrowing Trailers and/or Goods, the Inventory Checkout Sheet, and Cot Cleaning Guidelines can be found on pages 18, 19 and 20 respectively. You will be required to read and sign these documents when you borrow goods or the trailer from the host agency. Host agency locations are on page 12. A video describing how to borrow a trailer and your responsibilities can be found on the WRHSAC website at: http://wrhsac.org/resources/videos/.

DART Companion Animal Mobile Equipment Trailers:

Five DART trailers are available for use, one each located in Berkshire, Hampshire and Franklin counties, and two in Hampden County. See the Equipment and Supplies Request Protocols and Contact Information spreadsheet on page 4 for host locations, contact information, and vehicle requirements. Each trailer is stocked with the items listed on the DART Trailer Inventory Checkout Sheet, attached.[*] Supplies cannot be borrowed separate from the trailer. To borrow the trailer, contact the host agency nearest you. The trailer may be picked up or delivered by the host agency. **A DART volunteer must be present at all times while the trailer is in use. Availability of the trailers is therefore contingent upon the availability of DART volunteers.** The Policy for Borrowing DART Trailers and Supplies, the DART Trailer Inventory Checkout Sheet, and a detailed inventory list of DART supplies can be found on pages 21, 19, 23, 21, 25 respectively. You will be required to read and sign these documents when you borrow the trailer from the host agency. DART trailer locations can be found on page 12.

Light Towers and Highway Message Boards:

A total of ten light towers and twelve highway message boards are available, at least two of each in each county. Additional light towers are located in Berkshire and Franklin Counties, and additional highway message boards are located in Hampshire and Hampden Counties. See the Equipment and Supplies Request Protocols and Contact Information spreadsheet on page 13 for host locations, contact information, and vehicle requirements. To borrow the light towers and/or highway message boards, contact the host agency nearest you. The Policy for Borrowing Light Towers and/or Highway Message Boards, and the Light Tower and Highway Message Board Checkout can be found on pages 26 and 27 respectively. You will be required to read and sign these documents when you borrow the light towers and/or highway message boards from the host agency.

[*] The Berkshire DART trailer is stocked with different items than the other three trailers. The items are listed in the "Berkshire DART Trailer Inventory" form on page 23.

Foam Trailers:
Four foam trailers are available for use on any fire or spill involving flammable or combustible liquids. See the Equipment and Supplies Request Protocols and Contact Information spreadsheet on page 13 for host locations and contact information. Each of these foam trailers contains 500 gallons of foam. When you call for one or more of the foam trailers, you will receive the trailer and all its equipment, and one or two firefighters who have been trained to use the trailer who will assist you in its operation. You must supply water, manpower and direction to the foam trail. Incident commanders should give strong consideration to calling for a second trailer early into the incident if there is any expectation that more will be needed, as travel time for the trailer must be factored into the response time. An information sheet is attached with additional details about the foam trailers and what is required for their use. Foam trailers are also available for request through your dispatch. The foam trailer information sheet is on page 27.

The foam trailers may also be available to participate in exercises. Any requests for the trailers in a planned event should be directed to the Western Massachusetts Fire Chiefs Association secretary. Request should be sent to secretary@wmfca.com.

RAD-57 Pulse CO-Oximeters:
Forty-two Carbon Monoxide (CO) Oximeters have been distributed to EMS Service Providers throughout all four counties for use in diagnosing carbon monoxide poisoning in a pre-hospital setting. Agencies/Departments can request CO-Oximeters via mutual aid by calling the nearest EMS Service Provider or through your dispatch. See the Equipment and Supplies Request Protocols and Contact Information spreadsheet on page 13 for providers and contact information. The loaning party will bring the device to the scene or arrange for delivery by mutual agreement. Operation of RAD-57s requires special training and knowledge. A trained EMT should accompany the device if the borrowing unit does not have a trained operator. Additional details about the RAD-57 CO-Oximeters are included in the information sheet on page 29.

QuantiFit Respirator Tester and N-95 Companion Piece:
Two Quantifit respirator testers and N-95 Companion piece are available to all emergency responder organizations for use in sizing HEPA style filter masks correctly. See the Equipment and Supplies Request Protocols and Contact Information spreadsheet on page 14 for contact information. Additional details about this equipment are included in information sheet on page 30.

Smart Dummy Training Mannequins and Industrial Grade Smoke Generator:
Four interactive mannequins are available to first responder agencies throughout the region on a first come, first served basis. The mannequins can be utilized for Mass Casualty Incident training, Mobile Decontamination Unit Training, Technical Rescue training, or any other training, drills, or exercises requiring multiple victims.

The Industrial Grade Fire Fighter Training Smoke Generator uses smart controls to continuously produce smoke for fire and emergency services training. The Smoke Generator can be used to conduct Ventilation training, Search and Rescue training, Large-Area Search training, and Mask Confidence training. The information sheet for the mannequins and smoke generator is on page 36.

See the Equipment Request Protocols and Contact Information on page 14 for borrowing contact information.

Harris Unity XG-100 Multiband Radios:
Four caches of 7 radios each are available on a first-come, first-served basis for emergency and planned events. Emergency needs will take precedence over planned events. See the Equipment and Supplies Request Protocols and Contact Information spreadsheet on page 14 for host locations and contact information. The borrowing agency must demonstrate the ability to operate the equipment, and shall not reprogram or alter the units' software without WRHSAC/Host agency permission. A check-out sheet outlining the responsibilities of the borrowing agency will be signed when equipment is borrowed, and the borrowing agency will utilize the Chain of Custody Record while radios are in their possession. The check-out sheet, Chain of Custody Record, and Policy for Borrowing Harris Multiband Radios can be found on page 39.

Traffic Safety Trailers:
Four Traffic Safety Supply Trailers are stocked and available for use/borrowing; one trailer in each county. See the Equipment Request Protocols and Contact Information on page 14 for host locations, contact information, and vehicle requirements. Each trailer is supplied with traffic cones: traffic cone topper signs including "Flooded", "Detour" and "Caution"; light sticks; safety vests; caution tape and dispenser; Type II reflective barricade; expandable barriers and gates; barricade flashing light and batteries; and roll-up LED arrow boards. The borrowing agency is responsible for the replacement of any expended or damaged equipment. To borrow a trailer, contact the host agency nearest you. The requesting agency is expected to pick up the trailer, unless the host agency chooses to deliver it. As with the Sheltering Equipment Trailers, you will be required to read and sign a borrowing policy and inventory checkout.

Portable 30Kw Generator:
Four 30KW portable generators are available on a first come, first serve emergency basis. Two generators were purchased to support two specific emergency regional shelters (Northern Berkshire and Westfield). If the generators are not being used by the shelters, they are available to other agencies to borrow. Two additional generators have been purchased. See the Equipment Request Protocols and Contact Information on page 15 for host locations, contact information, and vehicle requirements. The borrowing entity should be prepared to tow the generator; however the host entity may deliver it.

Radio Programming MDTs:
There are four MDTs (mobile data terminal) dedicated for radio programming in the region. The MDTs are maintained and operated by COMLs or communication specialists in the region. The MDTs are equipped with software and appropriate cables for Motorola, Kenwood and Harris radios. Agencies may request radio programming/reprogramming assistance by contacting the host of the MDT nearest to them. See page 15 of Equipment Request Protocols and Contact Information for more information.

Western Massachusetts Regional Tech Rescue Team Equipment Trailers:
Three trailers equipped with specialized rescue equipment are located throughout the region. The trailers support the Western Massachusetts Regional Tech Rescue Team and deployed with the team. The equipped is used by the team in specialty rescues including confined space, trench or building collapse, and rope rescues, such as hiker rescue on steep hillsides or caves. The trailers are located in Pittsfield, Holyoke and Northampton. The Regional Tech Rescue Team and trailers are activated through Amherst Dispatch (413) 259-3000.

Video Downlink Receivers:
Three enhanced video receivers are available in the region. They are located within the two Field Communication Units (Greenfield and Pittsfield), and the Mobile Command Unit of Springfield PD. These

units regularly respond to mutual aid calls throughout the region and are set up at Incident Command locations. The receiver accepts video downlink from the Massachusetts State Police Airwing Helicopters or other video sources, which can provide crucial above scene information. The units are portable and can be set up in any incident command location. The video units are deployed with the vehicles they are stored in. The video receivers can be requested through your emergency dispatch.

Handheld GPS Unit Cache:

Four caches of 10 handheld GPS units each are available on a first-come, first-served basis for emergency and planned events. Emergency needs will take precedence over planned events. One cache is in each county. See the Equipment and Supplies Request Protocols and Contact Information spreadsheet on page 15 for host locations and contact information. A check-out sheet outlining the responsibilities of the borrowing agency will be signed when equipment is borrowed, and the borrowing agency will utilize the Chain of Custody Record while the GPS units are in their possession. The check-out sheet, Chain of Custody Record, and Policy for Borrowing Handheld GPS Unit Cache can be found on page 41.

Portable X-Ray Machines and Metal Detectors:

Four portable x-ray machines and four metal detectors are available for use at planned and unplanned events. One of each is located at each of the Sheriff Offices in western Mass. The x-ray machines and metal detectors are deployed by personnel from the Sheriff Office and Massachusetts State Police. The units are intended for the following uses: high-profile public events when extra security may be needed; in any location that has received a bomb or other type of attack threat; trainings or exercises; and any planned event where additional security would be beneficial. See page 154 for locations and contact information.

Regional Emergency Shelter Equipment (Non-trailered caches):

Caches of emergency sheltering equipment have been purchased and assigned to regional shelters throughout the region. The primary purpose of this equipment is to support the shelter it has been assigned to, however the equipment is also considered a regional resource and is to be available for use by others if not being used by the primary shelter. Specifics of how interested parties may borrow the equipment are determined by each host site. Call the host contact for information on how to borrow the equipment. In most cases, this equipment is not trailer. Borrowers need to be prepared to safely transport the equipment. Equipment cannot be transported in an open bed of a truck where it will be exposed to the elements. Equipment is classified as either durable or expendable. Durable equipment can be re-used. Expendable equipment has only a one time use. **Borrowers are responsible to replenish all borrowed expendable items and make repairs/replace any durable items that are damaged during use.**

While there is some similarity in the equipment available at each location, there is also great diversity between each site. See the table below for equipment type and location. Host contact information can be found on page 16.

Location:	Berkshire County – North Adams
Equipment Item:	**Type: Durable or Expendable**
Polar Fleece Blanket	Durable (must be dry cleaned before returned)
Children's Hygiene Kits (Includes: toothbrush & paste, soap, shampoo, crayons, coloring book, etc.)	Expendable
Hygiene Kit (Includes: Toothbrush, paste, soap, washcloth, razor, etc.)	Expendable
Shelter Manager Kit	Includes both Expendable & Durable Items
Shelter Reflective Sign (Emergency Shelter& Handicap Parking)	Durable
Laptop & Case	Durable

Location:	**Berkshire County - Hinsdale**
Equipment Item:	**Type: Durable or Expendable**
Functional Needs Cots	Durable
Polar Fleece Blankets	Durable (must be dry cleaned before returned)
Pillows	Expendable
Portable Crib	Durable
Linen Packs (Includes: sheets, blanket, pillow w/case)	Expendable
Wash Clothes	Expendable
Children's Hygiene Kits (Includes: toothbrush & paste, soap, shampoo, crayons, coloring book, etc.)	Expendable
Towels	Expendable
Hygiene Kit	Expendable
Location:	**Berkshire County - Lenox**
Functional Needs Cots & Rolling Storage Cart	Durable
Polar Fleece Blankets	Durable (must be dry cleaned before returned)
Pillows	Expendable
Portable Crib	Durable
Children's Hygiene Kits (Includes: toothbrush & paste, soap, shampoo, crayons, coloring book, etc.)	Expendable
Hygiene Kit (Includes: Toothbrush, paste, soap, washcloth, razor, etc.)	Expendable
Location:	**Berkshire County – Great Barrington**
Equipment Item:	**Type: Durable or Expendable**
Cots & Rolling Storage Cart	Durable
Inflatable Pillows & Regular Pillows	Expendable
Portable Cribs	Durable
Linen Packs (Includes: sheets, blanket, pillow w/case)	Expendable
Wash Clothes	Expendable
Children's Hygiene Kits (Includes: toothbrush & paste, soap, shampoo, crayons, coloring book, etc.)	Expendable
Towels	Expendable
Winter Warm Up Kits (Includes: knit cap, gloves, socks, blanket, hand warmers)	Expendable
Hygiene Kit (Includes: Toothbrush, paste, soap, washcloth, razor, etc.)	Expendable
Shelter Management Kit	Includes both Expendable & Durable items
Laptop & Case	Durable
Video Projector	Durable
Badge Maker	Includes both Expendable & Durable items
Location:	**Franklin County - Shelburne**
Equipment Item:	**Type: Durable or Expendable**
Laptop & Case	Durable
Location:	**Franklin County – Turners Falls**
Equipment Item:	**Type: Durable or Expendable**
Laptop & Case	Durable
Location:	**Franklin County – Orange**
Equipment Item:	**Type: Durable or Expendable**
Laptop & Case	Durable
Functional Needs Cots	Durable
Cots & Rolling Storage Cart	Durable
Inflatable Pillows & Regular Pillows	Expendable
Portable Cribs	Durable
Linen Packs (Includes: sheets, blanket, pillow w/case)	Expendable
Children's Hygiene Kits (Includes: toothbrush & paste, soap, shampoo, crayons, coloring book, etc.)	Expendable
Towels	Expendable
Hygiene Kit (Includes: Toothbrush, paste, soap, washcloth, razor, etc.)	Expendable
Shelter Manager Kits	Includes both Expendable & Durable Items
Floor Mats	Durable
Bariatric Wheelchairs	Durable

Regional Emergency Shelter Equipment Continued

Bariatric Quad Canes	Durable
White Canes	Durable
Heavy Duty Crutches	Durable
Bariatric Walkers	Durable
Bariatric Transfer Boards	Durable
Bariatric Drop Arm Commodes	Durable
Privacy Cubes	Durable
EMT Kits	Durable
Portable Public Address System	Durable
Expandable Barricades	Durable
Rolling Tough Work Storage Boxes	Durable
Location:	**Hampshire County – Hadley**
Equipment Item:	**Type: Durable or Expendable**
Functional Needs Cots	Durable
Cots & Rolling Storage Carts	Durable
Portable Cribs	Expendable
Polar Fleece Blankets	Durable – must be dry cleaned before returned
Shelter Management Kits	Includes both expendable and durable items
Bariatric Wheelchairs	Durable
Bariatric Walkers	Durable
Medical Lock Bags w/wheeled totes	Durable
Laptop & Case	Durable
Video Projector	Durable
Color Printer	Durable
Wristbands	Expendable
Portable PA System	Durable
Portable High Chairs	Durable
Banner/Sign Stands	Durable
Shelter Preparedness Cart	Durable
Bariatric Quad Cane	Durable
Location:	**Hampshire County - Chesterfield**
Equipment Item:	**Type: Durable or Expendable**
Polar Fleece Blankets	Durable – must be dry cleaned before returned
Inflatable Pillows	Expendable
Linen Packs (Includes: sheets, blanket, pillow w/case)	Expendable
Laptop & Case**	Durable
Color Printer**	Durable
Barcode Scanner**	Durable
Microchip Scanner**	Durable
**Assigned to Hampshire Emergency Animal Response Team	
Location:	**Hampden County – Holyoke Fire Department**
Equipment Item:	**Type: Durable or Expendable**
Functional Needs Cots	Durable
Cots & Rolling Storage Carts	Durable
Inflatable Pillows	Expendable
Winter Warm Up Kits (Includes: knit cap, gloves, socks, blanket, hand warmers)	Expendable
Portable Cribs	Durable
Linen Packs (Includes: sheets, blanket, pillow w/case)	Expendable
Color printer	Durable
Badge Maker	Includes both expendable & durable items
Honda EU1000 Inverter Generator	Durable
Portable Hand washing Station	Durable

Regional Emergency Shelter Equipment Continued

Location:	Hampden County – Westfield
Equipment Item:	**Type: Durable or Expendable**
Functional Needs Cots	Durable
Cots & Rolling Storage Carts	Durable
Inflatable Pillows	Expendable
Winter Warm Up Kits (Includes: knit cap, gloves, socks, blanket, hand warmers)	Expendable
Portable Cribs	Durable
Children's Hygiene Kits (Includes: toothbrush & paste, soap, shampoo, crayons, coloring book, etc.)	Expendable
Hygiene Kit (Includes: Toothbrush, paste, soap, washcloth, razor, etc.)	Expendable
Badge Maker	Includes both durable and expendable items
Portable Hand Washing Station	Durable
Location:	**Hampden County – Hampden**
Equipment Item:	**Type: Durable or Expendable**
Badge Maker	Includes both durable and expendable items

Regional Emergency Shelter Equipment Continued

Location:	Hampden County – Longmeadow
Equipment Item:	**Type: Durable or Expendable**
Color printer	Durable
Basic Nursing Kit	Includes both Durable and Expendable items
Sheets	Expendable
MRC Vest	Durable
Privacy Screens	Durable

Inflatable Portable Shelter:

A portable, inflatable shelter is available for emergency or planned incidents. The shelter can be set up within 5 minutes (electricity needed) and has both heating and cooling units depending on the environment. It is 20' x 15'. The shelter can be used where immediate, portable shelter is necessary, such as search and rescue operations, disaster response, and large planned events such as fairs or parades. The shelter can be used as an incident command center, responder shelter/rehab, victim/survivor shelter, or any other shelter need. The shelter is housed and maintained by the Berkshire County Sheriff's Office and is available to any response agencies or municipality throughout western Massachusetts. Host contact information can be found on page 16.

Misting Hydration Tents:

Portable, inflatable high pressure misting tents are available for emergency incidents or planned events. Heat stress is a major concern at both planned events and emergency incidents which occur when ambient temperatures are 80 degrees or higher. Heat stress is a concern for first responders, in particular firefighters when battling fires in high temperatures, or police on detail when in direct sunlight. High pressure misting units/tents can be deployed to events and incidents as a part of a strategy inclusive of encouragement of hydration, proper nutrition, and provision of shaded cover and reduction of strenuous activity to reduce the occurrence of heat stress related injuries. One unit is located in Springfield and the other in Pittsfield. Host contact information can be found on page 16. The following considerations should be taken when borrowing this equipment:

- A Ground Fault Circuit Interrupter (GFCI) type electrical outlet must be used to support operation of the device to prevent an electrical accident

- The mister needs to be set up within 100 feet of a 110V power source and water source (Garden hose connection, city-pressure)
- Set the mister up on a grassy area and not a concrete or asphalt surface. If it must be set up on an asphalt surface, use a tarp to protect the feet of the device. Do not let patrons walk on a wetted plastic tarp as it becomes a slip/fall hazard.
- The device must be secured to ground by weights or stakes or it will blow over in even a light wind.
- The water compressor must never be started until there is an adequate flow of water to the compressor.
- The mister takes about 25 to 30 minutes to set up by an experienced operator.
- The mister must be completely dry and hose lines drained before putting it away or mildew will form on the surface of the structure.
- The whole kit, including hose, air blower, compressor and inflatable housing takes up the space of ½ the bed of a pickup truck when being transported.
- For pre-planned events the device can be picked up by the user at the Springfield Office of Emergency Preparedness, 1212 Carew Street, Springfield, MA (413) 454-5175.
- During emergencies and incidents, the device can be requested by calling the Office of Emergency Preparedness at (413) 454-5175 and it will be delivered to the scene.

WMLEC RapidComm Communications Trailer:

The WMLEC RapidComm Communications trailer is a self-contained public safety communications asset which includes a pneumatic mast/antenna, multi-band radios, gateway switch, interface cables and a generator. The radios can be programmed for in-band or cross-band operations of VHF/UHF/700/800 systems. The trailer is intended to serve as a communication repeater during planned events and emergency incidents. Use is first come, first serve.

WMLEC RapidComm Trailer Deployment Policy

IMPORTANT: The WMLEC RapidComm Trailer may only be towed by a government owned and registered vehicle. The Trailer is 11' 6" in height, therefore bridge height must be considered on deployment routes.

The RapidComm communications trailer will be made available to Requesting Eligible Parties (REP) on a first-come, first-served basis in response to a bona fide emergency or pre-planned event. A COMU volunteer must be present for the initial configuration of the communications trailer at an emergency or event. WMLEC's Host agency (Host) will provide access to the trailer within 4 hours of the initial request for access by an REP, provided that COMU volunteers are available to configure the trailer for use. Host contact information can be found on page 17.

REPs will be required to have proper insurance coverage and a vehicle equipped with a 3,000 pound hitch in order to remove the trailer from the host site. REPs may also request that the Host agency transport the trailer to and from the REP site.

The REP is responsible for placing the trailer at a secure location to minimize the possibility of theft or vandalism. If effective communications is not possible from a secure location, the REP will be responsible for maintaining adequate security measures to minimize the possibility of theft or vandalism.

REPs are responsible for any costs associated with securing commercially available power to the trailer. In the event that commercially available power is unavailable, the REP is responsible for fueling and maintaining the generator throughout the operational period.

Trailers will be returned to the Host agency within 48 hours of the end of the emergency or event.

REPs are responsible to return the trailer and all non-consumable goods in the same condition as when loaned. REPs are financially responsible for repairs and extraordinary maintenance left to be performed by the Host in order to restore the goods to their condition when loaned. The REP agrees to restock within 30 days any consumable items that are used. The Host will invoice the responsible REP directly after 30 days for any costs incurred for the borrowing. An inventory checkout sheet will be filled out when the trailer is borrowed and a check-in sheet will be filled out when the trailer is returned.

The Host will provide supervised access to the trailer at all times, without exception, in support of REPs engaged in emergency response. The Host shall provide supervised access during normal business hours in support of non-emergency access to the trailer.

REPs are solely responsible to arrange and pay for the cost of transport of the trailer to and from the host site.

The WRHSAC, WMLEC or the Host will not deny the loan of trailers to an REP during a bona fide emergency, provided that COMU volunteers are available to initially configure the trailer for use at the emergency.

Portable Jersey Barriers

Portable, water-fillable jersey barriers for use at planned events and emergency incidents are available on a first-come first-serve basis at the Berkshire County Sheriff's Office. The barriers can be used to temporarily close roads, block entrances, and direct traffic flow. The borrowing entity is responsible for filling and emptying the barriers of water only. Host contact information can be found on page -17.

EQUIPMENT HOST LOCATIONS AND CONTACT INFORMATION

Shelter Supply Trailers

Request Protocol:	Any eligible party requesting a shelter trailer will need to provide their name and the agency they represent. The requesting party will be expected to pick up the trailer from the host site, unless the host agency chooses to deliver it. Upon arrival at the host site, the requesting party will need to provide positive identification and sign the Inventory Check-Out Sheet for Borrowing Trailers and/or Goods before the trailer is released.				
Vehicle Requirements:	Minimum 3/4 ton, with a trailer hitch with a 2-5/16" ball and a standard trailer electrical plug connection.				
County	**Host Site Address**	**Contact Person**	**Phone Number**	**Alternate Contact Person**	**Alternate Contact Phone Number**
Berkshire - North	North Adams Fire Department, 40 American Legion Drive, North Adams, MA 01247	Steve Meranti, North Adams Fire Department Director	413-663-3313		413-652-9004
Berkshire - Central	Berkshire County Sheriff's Office, 427 Cheshire Road, Pittsfield, MA 01201	Berkshire Sheriff's Control	413-445-4559		
Berkshire - South	Great Barrington Fire Department, 37 State Road, Great Barrington, MA 01230	Great Barrington Dispatch	413-528-0306	Chief Harry Jennings, Great Barrington Fire Department	413-528-0788
Franklin	Franklin County Sheriff's Office, 160 Elm Street, Greenfield, MA 01301	Sgt. Chris Pelletier	413-774-4014 Ext. 2178		
Franklin – West	Buckland Fire Department, 3 Hodgen Road, Buckland, MA 01338	Chief Herb Guyette	413-625-2183 (home)/ 413-230-4727 (cell)		Email: bucklandfire@gmail.com
Hampshire	The Salvation Army, 310 Russell Road, Hadley, MA 01035	Paul Leslie	(413)250-1205	Jarrid Kendall	(413) 687-1578
Hampden (2 trailers available)	The Salvation Army, 327 Liberty Street, Springfield, MA 01104	Paul Leslie	(413)250-1205	Jarrid Kendall	(413) 687-1578

DART Companion Animal Mobile Equipment Trailers

Request Protocol:	Any eligible party requesting a DART trailer will need to provide their name, the agency they represent and whether or not they will pick up the trailer from the host site or will need it transported to their location. Upon arrival at the host site, they will need to provide positive identification and sign the Check-Out Sheet for Borrowing DART Trailers before the trailer is released. **Use of the trailer will depend on the availability of DART volunteers and resources.** The Springfield CAMET also has additional supplies, such as food, microchip scanner, etc, that is available to the region. Municipalities are responsible to replace all expendable items used.				
Vehicle Requirements:	Minimum 3/4 ton, with a 10,000 pound hitch and electric brakes.				
County	**Host Site Address**	**Contact Person**	**Phone Number**	**Alternate Contact Person**	**Alternate Contact Phone Number**
Berkshire	Berkshire County Sheriff's Office, 427 Cheshire Road, Pittsfield, MA 01201	Corinne McKeown, Berkshire Medical Reserve Corps	413-539-4115	Berkshire Sheriff Control	413.445.4559
Franklin	Franklin County Sheriff's Office, 160 Elm Street, Greenfield, MA 01301	Robert Quinn-O'Connor, Citizen Corp Coordinator	413 774-3167 x 137/ 413-367-6911		
Hampshire	Davenport Town Offices, 422 Main Road, Chesterfield, MA 01012	Larry Holmberg, Emergency Management Director	413-529-1700 days; 413-296-4247 nights & weekends; 508-304-2585 cell		
Hampden	Westfield Animal Shelter, 178 Apremont Way, Westfield, MA 01085	Edward Mello Jr., Director/President of the Greater Westfield & Western Hampden County MRC, Inc.	413-568-0262		
Hampden	Monson Town Hall, 110 Main Street, Monson 01057	Georgina Polverari	413.267.0540	Monson Police Dispatch	(413) 893-9500
Hampden	Springfield Emergency Management, 1212 Carew Street, Springfield, MA	Robert Hassett	Phone: (413) 787-6720		

Light Towers and Highway Message Boards

Request Protocol:	Any eligible party requesting the light tower(s) and/or highway message board(s) will need to provide their name and the agency they represent. Any agency requesting use of the light tower(s) and/or message board(s) is responsible for transporting the equipment to and from their location. Upon arrival at the host site, they will need to provide positive identification and sign the Check-Out Sheet for Borrowing Light Towers and/or Highway Message Boards before the equipment is released.
Vehicle Requirements:	Minimum 1/2 ton with a trailer hitch with a 2" ball.

County	Host Site Address	Contact Person	Phone Number	Alternate Contact Person	Alternate Contact Phone Number
Berkshire (2 message boards & 3 light towers)	Berkshire County Sheriff's Office, 467 Cheshire Road, Pittsfield, MA 01201	Berkshire Sheriff's Control	413-445-4559		
Franklin (2 message boards & 3 light towers)	Franklin County Sheriff's Office, 160 Elm Street, Greenfield, MA 01301	Sgt. Chris Pelletier	413-774-4014 Ext. 2178		
Hampshire (3 message boards)	Hampshire County Sheriff's Office, 205 Rocky Hill Road, Northampton, MA 01060	Deputy Superintendent Pat Cahillane	413-584-5911 x203		
Hampshire (1 light tower)	Northampton Fire Department, 26 Carlon Drive, Northampton, MA 01060	Northampton Fire Department Dispatch	413-587-1100		
Hampshire (1 light tower)	Granby Fire Department, 259-b East State Street, Granby, MA 01033	Granby Fire Station Dispatch	413-467-9222	Chief Russ Anderson	413-315-7719 (cell)
Hampden (3 message boards & 2 light towers)	Hampden County Sheriff's Office, 627 Randall Road, Ludlow, MA 01056	Norm Giebner or shift commander	413-858-0195		
Hampden (1 Message Board)	Holyoke Fire Department, 600 High Street, Holyoke 01040	Chief John Pond	413.219.5010		413.534.2250

Foam Trailers

Request Protocol:	Any agency requesting one or more foam trailers will receive the trailer and all its equipment, and one or two firefighters who have been trained to use the trailer and who will assist in its operation. The requesting Department must supply the following: water supply sufficient to sustain continued foam operations; a pumper truck to provide water and pressure to the foam trailer; firefighters to operate the hand lines, ground guns and foam lines; and gasoline to refill the trailer's generator and foam pump if required. Trailers may also be requested through your emergency dispatch.
Vehicle Requirements:	N/A. The host department will deliver the foam trailer to the requested site.

County	Host Department Address	Phone Number	Alternate Phone Number
Berkshire	Pittsfield Fire Department, 74 Columbus Avenue, Pittsfield, MA 01201	(413) 448-9764	
Franklin	Orange Fire Department, 18 Water Street, Orange, MA 01364	Shelburne Control - (413) 625-8200	
Hampshire/Hampden	Longmeadow Fire Department, 44 Williams Street, Longmeadow, MA 01106	(413) 567-3357	
Hampshire/Hampden	Westover AFB Fire Department, Chicopee, MA	413-557-1117	

RAD-57 Pulse CO-Oximeter

Request Protocol:	Agencies/Departments can request CO-Oximeters via mutual aid by calling adjacent departments. The loaning party will bring the device to the scene or arrange for delivery by mutual agreement. Operation of RAD-57s requires special training and knowledge. A trained EMT should accompany the device if the borrowing unit does not have a trained operator.

Community	EMS Service Provider	Phone Number	Community	EMS Service Provider	Phone Number	Community	EMS Service Provider	Phone number
Agawam (2 available)	Agawam Fire Ambulance	(413) 786-0657	**Lee**	Lee Ambulance Service	(413) 243-5550	**South Hadley (D2)**	South Hadley Ambulance Service	(413) 250-8154
Belchertown (2 available)	Belchertown Fire/ EMS	(413) 323-0454	**Lenox**	Lenox Fire/ EMS	(413) 637-5544	**Springfield (5 available)**	American Medical Response	(413) 846-6100
Chicopee	Westover AFB Fire Department	(413) 557-3818	**Longmeadow**	Longmeadow Fire Ambulance	(413) 567-3358	**Ware**	Ware Fire Department	(413) 967-5901
Chicopee (3 available)	Chicopee Fire Ambulance	(413) 594-1630	**Ludlow**	Ludlow Fire Ambulance	(413) 583-8332	**West Springfield**	West Springfield Fire Ambulance	(413) 732-2650
Dalton	Dalton Ambulance and Rescue	(413) 684-0500	**Montague (Turners Falls)**	Turners Falls Fire Department	(413) 863-9023	**Westfield (2 available)**	Westfield Fire Ambulance	(413) 572-6330
Deerfield	Deerfield EMS	(413) 665-8814	**North Adams**	North Adams Ambulance	(413) 664-6680	**Wilbraham**	Wilbraham Fire Ambulance	(413) 596-3122
East Longmeadow	American Medical Response	(413) 846-6100	**Northampton (2 available)**	Northampton Fire Ambulance	(413) 587-1030	**Williamstown/ Hancock/ New Ashford**	Village Ambulance Service	(413) 458-4889

Great Barrington	Southern Berkshire Volunteer Ambulance	(413) 528-0788	**Palmer (2 available)**	Palmer Ambulance	(413) 283-2983		
Greenfield	Baystate Health Ambulance	(413) 773-4112	**Pittsfield (3 available)**	County Ambulance	(413) 499-2527	**Alternate Contact for all RAD-57 Pulse CO-Oximeters**	
Hadley/ Pelham/ Leverett/ Shutesbury	Amherst Fire Department/ EMS	(413) 259-3082	**Shelburne**	Shelburne Falls Fire/ Rescue/ EMS	(413) 625-6392	Springfield CMED	(413) 846-6100
Holyoke (2 available)	American Medical Response	(413) 846-6100	**South Hadley (D1)**	South Hadley Fire Ambulance	(413) 532-5343		

QuantiFit Respirator Tester

Request Protocol:	Any agency requesting the QuantiFit Respirator Tester should call Chicopee Fire and ask for the on-duty Deputy Chief or the Training Officer and make the request. The agency should also send a follow-up email or letter so that a written record exists of where the machine is.		
Community	**Host Site Address**	**Contact Person**	**Phone Number**
Wilbraham	Wilbraham Fire Department, 2770 Boston Rd, Wilbraham, MA 01095	The on-duty Deputy Chief	(413) 596-3122
Hatfield	Hatfield Fire Department, 3 School Street, Hatfield, MA	On-duty Deputy Chief	(413) 247-9008

Smart Dummy Training Mannequins and Industrial Grade Fire Fighter Training Smoke Generator

Request Protocol:	Agencies should submit a request for use of the mannequins and/or the smoke generator to the Northampton Fire Department Training Officer. If the equipment is available for use, then the request will be granted. Accountability paperwork will be filled out and maintained on file for tracking of resources and maintenance purposes.		
Community	**Host Site Address**	**Contact Person**	**Phone Number**
Northampton	26 Carlon Drive, Northampton, MA 01060-2373	Captain William Schuetze, Training Officer	(413) 587-1032, trainingofficer@northamptonma.gov

Harris Unity XG-100 Multiband Radio Caches (seven radios at each location)

Request Protocol:	Any eligible party requesting use of the Harris Unity XG-100 Multiband Radios will need to provide their name and the agency they represent. Any agency requesting use of the radios is responsible for transporting the equipment to and from their location. Upon arrival at the host site, they will need to provide positive identification and sign the Check-Out Sheet for Borrowing Harris Multiband Radios before the equipment is released.		
County	**Host Site Address**	**Contact Person**	**Phone Number**
Berkshire	Berkshire County Sheriff's Office, 467 Cheshire Road, Pittsfield, MA 01201	Lt. Col Thomas Grady	(413) 445-4559
Franklin	Greenfield Fire Department, 412 Main Street, Greenfield, MA 01301	Chief Mike Winn	(413) 774-4737
Hampshire	Northampton Police Department, 29 Center Street, Northampton, MA 01060	Chief Russ Sienkiewicz	(413) 587-1100
Hampden	Monson Police Department, 110 Main Street, Monson, MA 01057	Chief Stephen Kozloski	(413) 267-5136

Traffic Safety Trailers

Request Protocol:	Any eligible party requesting a traffic safety trailer will need to provide their name and the agency they represent. The requesting party will be expected to pick up the trailer from the host site, unless the host agency chooses to deliver it. Upon arrival at the host site, the requesting party will need to provide positive identification and sign an Inventory Check-Out Sheet for Borrowing Trailers and/or Goods before the trailer is released.		
Vehicle Requirements:	Minimum 3/4 ton, with a trailer hitch with a 2-5/16" ball and a standard trailer electrical plug connection.		
County	**Host Site Address**	**Contact Person**	**Phone Number**
Berkshire	Berkshire County Sheriff's Office, 467 Cheshire Road, Pittsfield, MA 01201	Lt. Col Thomas Grady	(413) 445-4559
Franklin	Franklin County Sheriff's Office, 160 Elm Street, Greenfield, MA 01301	Sgt. Chris Pelletier	413-774-4014 Ext. 2178
Hampshire	Hampshire County Sheriff's Office, 205 Rocky Hill Road, Northampton, MA 01060	Deputy Superintendent Pat Cahillane	413-584-5911 x203
Hampden	Hampden County Sheriff's Office, 627 Randall Road, Ludlow, MA 01056	Norm Giebner or shift commander	413-858-0195

Portable 30Kw Generator

Request Protocol:	Contact Host below to determine generator availability. Any eligible party requesting the generator will need to provide their name and the agency they represent. Upon arrival at the host site, the requesting party will need to provide positive identification and will be required to sign a borrowing agreement. Borrowing entity is responsible to refuel the generator and cover the cost of any damages that may occur while the generator is in use by their agency.		
Vehicle Requirements:	Minimum 3/4 ton, with a trailer hitch with a 2 5/16" ball and a standard trailer electrical plug connection. The generators at Greenfield and Holyoke require at least a 1 ton truck with a commercial trailer hitch.		
County	**Host Site Address**	**Contact Person**	**Phone Number**
Berkshire	North Adams Fire Department, 40 American Legion Drive, North Adams, MA 01247	Steve Meranti, North Adams Fire Director	413-663-3313
Franklin	Franklin County Sheriff's Office, 160 Elm Street, Greenfield, MA 01301	Sgt. Chris Pelletier	413-774-4014 Ext. 2178
Hampden	Westfield Emergency Management, 179 Apremont Way, Westfield 01085	Jim Wiggs or Joe Rouse	413.562.5411 Westfield Emergency Dispatch – Ask for Jim Wiggs or Joe Rouse to be paged
Hampden	Holyoke Fire Department, Station #5, 33 Whiting Farms Road Holyoke 01040	Chief John Pond	413.219.5010

Radio Programming MDTs

Request Protocol:	Contact the MDT host nearest to you to request assistance with radio programming.		
County	**Host Site Address**	**Contact Person**	**Phone Number**
Berkshire	Berkshire County Sheriff's Office, 467 Cheshire Road, Pittsfield, MA 01201	Lt. Col Thomas Grady	(413) 445-4559
Franklin	Shelburne Fire Department, 18 Little Mohawk Road, Shelburne Falls, MA 01370	Chief John Taylor	(413) 625-6796
Hampshire	Northampton Fire Department, 26 Carlon Drive, Northampton, MA 01060	Dennis Nazzaro	(413)-587-1032
Hampden	Monson Police Department, 110 Main Street, Monson, MA 01057	Chief Stephen Kozloski	(413) 267-5136

Western Massachusetts Regional Tech Rescue Team Equipment Trailers

Request Protocol:	The Tech Rescue Team Trailers are only deployed with the Western Massachusetts Regional Tech Rescue Team. The team is activated for specialized rescue incidents through the Northampton Dispatch		
County	**Host Site Address**	**Contact Person**	**Phone Number**
Berkshire	Pittsfield Fire Department, 74 Columbus Avenue, Pittsfield, MA	Northampton Dispatch	413-586-1508
Hampshire	Northampton Fire Department, 26 Carlon Drive, Northampton, MA 01060	Northampton Dispatch	413-586-1508
Hampden	Holyoke Fire Department, 600 High Street, Holyoke, MA	Northampton Dispatch	413-586-1508

Video Downlink Receivers

Request Protocol:	The video downlink receivers are requested through your emergency dispatch. The units are deployed with the Field Communication Units from Greenfield & Pittsfield, or with the Springfield PD Mobile Command Unit.		
County	**Host Site Address**	**Contact Person**	**Phone Number**
Berkshire	Pittsfield Fire Department, 74 Columbus Avenue, Pittsfield, MA	Your Emergency Dispatch	Via radio
Hampshire	Greenfield Fire Department, 412 Main St, Greenfield, MA	Your Emergency Dispatch	Via radio
Hampden	Springfield Police Department, 130 Pearl St Springfield, MA	Your Emergency Dispatch	Via radio

Handheld GPS Unit Cache

Request Protocol:	Any eligible party requesting a handheld GPS unit cache will need to provide their name and the agency they represent. The requesting party will pick up the GPS units from the host site. Upon arrival at the host site, the requesting party will need to provide positive identification and sign an Handheld GPS Unit Cache Chain of Custody Record before the units are released.				
County	**Host Site Address**	**Contact Person**	**Phone Number**	**Alternate Contact**	**Phone Number**
Berkshire	Berkshire County Sheriff's Office, 467 Cheshire Road, Pittsfield, MA 01201	Lt. Col Thomas Grady	(413) 445-4559		
Franklin	Franklin County Sheriff's Office, 160 Elm Street, Greenfield, MA 01301	Sgt. Chris Pelletier	413-774-4014 Ext. 2178	Robert Haughey	413-774-4014 x2137
Hampshire	Hampshire County Sheriff's Office, 205 Rocky Hill Road, Northampton, MA 01060	Lt. Tony Nevue	413-584-5911	John Bonafini	413-584-5911
Hampden	Hampden County Sheriff's Office, 627 Randall Road, Ludlow, MA 01056	Norm Giebner or shift commander	413-858-0195		

Portable X-Ray Machines and Metal Detectors

Request Protocol:					
County	**Host Site Address**	**Contact Person**	**Phone Number**	**Alternate Contact**	**Phone Number**
Berkshire	Berkshire County Sheriff's Office, 467 Cheshire Road, Pittsfield, MA 01201	Lt. Col Thomas Grady	(413) 445-4559		
Franklin	Franklin County Sheriff's Office, 160 Elm Street, Greenfield, MA 01301	Sgt. Chris Pelletier	413-774-4014 Ext. 2178	Robert Haughey	413-774-4014 x2137
Hampshire	Hampshire County Sheriff's Office, 205 Rocky Hill Road, Northampton, MA 01060	Lt. Tony Nevue	413-584-5911	John Bonafini	413-584-5911
Hampden	Hampden County Sheriff's Office, 627 Randall Road, Ludlow, MA 01056	Norm Giebner or shift commander	413-858-0195		

Regional Shelter Equipment (see equipment description on page ? for detailed list of available equipment at each location

Request Protocol:					
County	**Host Site Address**	**Contact Person**	**Phone Number**	**Alternate Contact**	**Phone Number**
Berkshire	North Adams Ambulance Service, 10 Harris Street, North Adams, MA 01247	Amailio Jusino	413.664.4944 (North Adams Dispatch)	Fire Director Steve Meranti	413.664.4944
Berkshire	Hinsdale Emergency Management, 520 Creamery Road, Hinsdale, MA 01235	Ray Bolduc	Via Berkshire Dispatch 413-445-4559		
Berkshire	Lenox Fire Department, 14 Walker Street, Lenox MA 01240	Chief Dan Clifford	Via Berkshire Dispatch 413-445-4559		
Berkshire	Simon's Rock College, 84 Alford Road Great Barrington, MA	Doreen Hutchinson	413.528.0790 (ask for Flow Coordinator or Shift Director	Heather Barbieri	413.528.0790
Franklin	Orange Emergency Management, 50 Millyard Road, Orange MA 01364	Chief Dennis Annear	Via Shelburne Control - (413) 625-8200		
Franklin	Shelburne Emergency Management, 55 Maple Street, Shelburne Falls, MA 01370	Chris Myers, EMD	Via Shelburne Control - (413) 625-8200		
Franklin	Turners Falls Fire Department, 180 Turnpike Road, Turners Falls, MA 01376	Chief Bob Escott	Via Shelburne Control - (413) 625-8200		
Hampshire	Davenport Town Offices, 422 Main Road, Chesterfield, MA 01012	Larry Holmberg, Emergency Management Director	413-529-1700 days; 413-296-4247 nights & weekends; 508-304-2585 cell		
Hampshire	Hadley Fire Deparment, 15 East Street, Hadley, MA 01035	Chief Mike Spanknebel	413.658.5826	Hadley Dispatch	413.584.0874
Hampden	Westfield Emergency Management, 179 Apremont Way, Westfield 01085	Jim Wiggs or Mike Suckau	413.532.5411 ext 0 (Westfield Public Safety Non-Emergency line)		
Hampden	Holyoke Fire Department, 600 High Street, Holyoke 01040	Chief John Pond	413.219.5010		
Hampden	Hampden Board of Health, 625 Main Street, Hampden, MA 01036	Jane Budynkiewicz	413.531.6546		
Hampden	Longmeadow Fire Department, 44 Williams Street, Longmeadow, MA 01106	Chief Eric Madison	(413) 567-3357		

Portable Inflatable Shelter

Request Protocol:	The portable, inflatable shelter is available on a first come, first serve basis. Call BCSO Dispatch to make arrangements				
County	**Host Site Address**	**Contact Person**	**Phone Number**	**Alternate Contact**	**Phone Number**
Berkshire	Berkshire County Sheriff's Office, 467 Cheshire Road, Pittsfield, MA 01201	Lt. Col Thomas Grady	(413) 445-4559		

Hydration Misting Tents

Request Protocol:	The portable, inflatable hydration misting tents are available on a first come, first serve basis. Call BCSO Dispatch to make arrangements for the Pittsfield unit, and Springfield				
County	**Host Site Address**	**Contact Person**	**Phone Number**	**Alternate Contact**	**Phone Number**
Berkshire	Berkshire County Sheriff's Office, 467 Cheshire Road, Pittsfield, MA 01201	Lt. Col Thomas Grady	(413) 445-4559		
Hampden	Springfield Emergency Management, 1212 Carew Street, Springfield, MA	Robert Hassett	Phone: (413) 787-6720		

WMLEC RapidComm Communications Trailer

Request Protocol:	The WMLEC RapidComm Trailer is available for planned events and emergency incidents on a first come, first serve basis. See page 10 for borrowing policy.			
Community	**Host Site Address**	**Contact Person**	**Phone Number**	
Monson	Monson Police Department, 110 Main Street, Monson, MA	Chief Stephen Kozloski	(413) 893-9500 (Monson Dispatch	

Portable, Water-fillable Jersey Barriers

Request Protocol:	Portable, water-fillable jersey barriers are available for planned events and emergency incidents on a first come, first serve basis. See page 10 for borrowing policy.			
Community	**Host Site Address**	**Contact Person**	**Phone Number**	
Berkshire County Sheriff's Office	467 Cheshire Road, Pittsfield, MA	Lt. Colonel Thomas Grady	413) 445-4559	

POLICY FOR BORROWING SHELTER TRAILERS AND/OR GOODS
ESTABLISHED BY THE
WESTERN REGION HOMELAND SECURITY ADVISORY COUNCIL (WRHSAC)

1. Parties eligible to borrow and use the goods procured by the WRHSAC shall be known as "Requesting Eligible Parties" (REPs). REPs include the following: All "local units of government", as defined by the U.S. Homeland Security Act of 2003 and any subsequent pertinent laws (i.e., any subdivision of state government); all regional and state government units within the WRHSAC region; and any Host organization.

2. The trailers and goods will be made available to REPs on a first-come, first-served basis in response to a bona fide emergency. The Host agency will provide access to the trailer and/or goods within 4 hours of the initial request for access by an REP.

3. REPs will be required to have proper insurance coverage and a vehicle (minimum ¾ ton) capable of pulling the trailer which requires a trailer hitch with a 2-5/16" ball and a standard trailer electrical plug connection in order to remove the trailer from the host site.

4. Trailers will be returned to the Host agency within 48 hours of the end of the emergency.

5. REPs are responsible to return the trailer and all non-consumable goods in the same condition as when loaned. REPs are financially responsible for repairs and extraordinary maintenance left to be performed by the Host in order to restore the goods to their condition when loaned. The REP agrees to restock within 30 days any of the consumable items that are used. The Host will invoice the responsible REP directly after 30 days for any costs incurred for the borrowing. An inventory check-out will be filled out when the trailer and/or goods are taken and a check-in sheet will be filled out when the trailer and/or goods are returned.

6. The Host will provide supervised access to goods at all times, without exception, in support of REPs engaged in emergency response. The Host shall provide supervised access during normal business hours in support of non-emergency access to goods.

7. REPs are solely responsible to arrange and pay for the cost of transport of the trailer and goods to and from the host site.

8. REPs may transfer custody of borrowed goods to another REP in urgent need with the prior consent of the Host and without first returning the goods to the host site. The Host shall provide basic instructions for safe use and care of the goods to the secondary borrowers' agents at the time of such transfer. The original REP remains responsible for all goods unless an inventory check-out is signed and completed by the sub-borrowers. All REPs using the trailer will be held responsible for restoring the goods to their condition when originally loaned.

9. The WRHSAC or the Host will not deny the loan of trailers and/or goods to a REP during a bona fide emergency.

10. REPs will only take as much goods as deemed necessary for the emergency. All unused goods will be returned to the host site for other lending.

INVENTORY CHECK-OUT SHEET FOR BORROWING SHELTER TRAILERS AND/OR GOODS ESTABLISHED BY THE WESTERN REGION HOMELAND SECURITY ADVISORY COUNCIL (WRHSAC)

Item Description	Original Quantity	Number Borrowed	Number Returned	Date Returned
Floor Mat 21”x72”	75			
Army Cot	40			
Special Needs Cot	20			
30% Wool Blanket	6 bales (30 per bale – 180 total)			
Pillows	7 cases (12 per case – 84 total)			

Check-Out

In borrowing the above supplies, I agree to take responsibility for returning the item/s in the same condition as borrowed, to replace all consumable items (pillows), to wash floor mats, to clean and sanitize cots per the Cot Cleaning Guidelines (attached), and to either replace blankets or have them dry cleaned and returned with a dry clean receipt. I have read and agree to adhere to the Policy for Borrowing Trailers and/or Goods.

Borrower Signature_____

Borrower Name (print)_____

Borrower Title_____ Date_____

Borrower Phone #_____Borrower e-mail_____

REP/Town_____

As a representative of the Host Agency, I verify the above number of items borrowed.

Host Agent Signature_____

Host Agent Name (print)_____

Host Agent Title_____Date_____

Check-In

As a representative of the Host Agency, I verify the above number of items borrowed have been returned in satisfactory condition.

Host Agent Signature_____

Host Agent Name (print)_____

Host Agent Title_____Date_____

COT CLEANING GUIDELINES
(Courtesy of the American Red Cross)

Considerations for cot cleaning method:

- *Length of time before reuse.*
- *Will cot be reused or packed for storage?*
- *Availability of resources, including staff, time, equipment, and a ventilated drying area.*
- *Less saturation of material is preferred for environmental health reasons.*
- *Always refer to the manufacturer's recommended cleaning instructions.*

Reminders:

* Do not transfer mattresses, sheets, pillows, or blankets among residents.
* Any equipment that cannot be decontaminated on site should be cleaned and transported in heavy gauge plastic bags labeled "Contaminated-to Be Cleaned" to a proper handling facility.
* If the cot is too soiled or contaminated it should be disposed of according to local sanitation guidelines.

Option A: Cot Cleaning w/ Spray Bottle **PREFERRED CLEANING METHOD**

1. Sweep off or vacuum.
2. Clean frame with scrub brush or broom using a liquid household cleaner, such as Joy, and water solution.
3. Disinfect canvas with ***bleach solution*** disinfectant such as Clorox or household bleach from a spray bottle to avoid over saturation. Check dilutions on label.
4. Allow to air dry.
5. Thoroughly dry before reuse.

Option B: Cot Cleaning w/ Hose

1. Sweep off or vacuum.
2. Spray thoroughly using hose.
3. Clean entire cot including frame with scrub brush or broom.
4. Disinfect with bleach solution with a spray bottle to avoid over saturation.
5. Allow to air dry.
6. Thoroughly dry before reuse.

Option C: Cot Cleaning w/ Power Washer (cold water)

1. Sweep off or vacuum.
2. Spray down entire cot including frame with power washer with bleach disinfectant solution.
3. Allow to air dry.
4. Thoroughly dry before reuse.

Option C: Steam Cleaning - Cot Cleaning w/ Pressure Washer

1. Sweep off or vacuum.
2. Spray down entire cot including frame with pressure washer with bleach solution.
3. Allow to air dry.
4. Thoroughly dry before reuse.

Option D: Clean & Cover

1. Sweep off or vacuum.
2. Wipe down entire cot including frame with bleach solution.
3. Apply a sterile, disposable cover such as those used on ambulance gurneys or stretchers.
4. Discard cover between uses.

POLICY FOR BORROWING DART TRAILERS AND SUPPLIES
ESTABLISHED BY THE
WESTERN REGION HOMELAND SECURITY ADVISORY COUNCIL (WRHSAC)

1. Parties eligible to borrow and use the goods procured by the WRHSAC shall be known as "Requesting Eligible Parties" (REPs). REPs include the following: All "local units of government", as defined by the U.S. Homeland Security Act of 2003 and any subsequent pertinent laws (i.e., any subdivision of state government); all regional and state government units within the WRHSAC region; and any Host organization.

2. The trailers will be made available to REPs on a first-come, first-served basis in response to a bona fide emergency. A DART volunteer must be present at all times while the trailer is in use. The Host agency will provide access to the trailer within 4 hours of the initial request for access by an REP, provided that DART volunteers are available.

3. REPs will be required to have proper insurance coverage and a ¾ ton vehicle with electric brakes and equipped with a 10,000 pound hitch in order to remove the trailer from the host site. REPs may also request that the Host agency transport the trailer to and from the REP site.

4. Trailers will be returned to the Host agency within 48 hours of the end of the emergency.

5. REPs are responsible to return the trailer and all non-consumable goods in the same condition as when loaned. REPs are financially responsible for repairs and extraordinary maintenance left to be performed by the Host in order to restore the goods to their condition when loaned. The REP agrees to restock within 30 days any consumable items that are used. The Host will invoice the responsible REP directly after 30 days for any costs incurred for the borrowing. An inventory check-out sheet will be filled out when the trailer is borrowed and a check-in sheet will be filled out when the trailer is returned.

6. The Host will provide supervised access to goods at all times, without exception, in support of REPs engaged in emergency response. The Host shall provide supervised access during normal business hours in support of non-emergency access to goods.

7. REPs are solely responsible to arrange and pay for the cost of transport of the trailer to and from the host site.

8. The WRHSAC or the Host will not deny the loan of trailers to an REP during a bona fide emergency, provided that DART volunteers are available to accompany the trailer.

INVENTORY CHECK-OUT SHEET FOR BORROWING DART TRAILERS AND SUPPLIES
ESTABLISHED BY THE
WESTERN REGION HOMELAND SECURITY ADVISORY COUNCIL (WRHSAC)

Check-Out

In borrowing the DART Trailer, I agree to take responsibility for returning it and its contents, itemized in the attached inventory, in the same condition as borrowed, and to replace all consumable items used. I have read and agree to adhere to the Policy for Borrowing DART Trailers and Supplies.

Borrower Signature_____

Borrower Name (print)_____

Borrower Title_____ Date_____

Borrower Phone #_____Borrower e-mail_____

REP/Town_____

As a representative of the Host Agency, I verify that the DART Trailer and the contents itemized on the attached inventory have been borrowed by the above REP.

Host Agent Signature_____

Host Agent Name (print)_____

Host Agent Title_____Date_____

Check-In

As a representative of the Host Agency, I verify that the DART Trailer and the contents itemized in the attached inventory borrowed by the above REP have been returned in satisfactory condition.

Host Agent Signature_____

Host Agent Name (print)_____

Host Agent Title_____Date_____

DART TRAILER INVENTORY*

Item Description	Original Quantity	Number Borrowed	Number Returned	Date Returned
8.5" x 11" Poly Envelopes for Cages	200			
Animal Intake Registration Forms	250			
Tab Band Collars for Animal Identification	1250			
Colored Wrist Bands for Owner Identification	1250			
Registration Log Books	5			
Polaroid Camera and 10 film cassettes	1			
Cable Ties for Envelopes on Animal Cages	1000			
Flashlights	2			
Plastic 100' x 16-20' wide to line floors	3			
Corrugated Mat 100 foot rolls for center aisle	1			
Painter's Tape for Plastic on Walls	6			
Disposable Rubber Gloves (pairs)	200			
5 gallon buckets	5			
Scrub Brushes	5			
Pooper Scoopers	5			
Trash Containers	2			
Garbage Bags	50			
Boxes of Plastic Bags for Feces Pick Up	5			
Hand Washing Station	1			
Bottle Quaternary Disinfectant	1			
Gallon Bottle of Bleach	1			
Spray Bottles for Cleaning Crates/Cages	2			
Litter Boxes	5			
Litter Scoops	5			
Pounds of Cat Litter	100			
Orange Cone for Inside Walking Area	1			

* This inventory list should be used with the DART trailers housed in Franklin, Hampshire, and Hampden counties.

Item Description	Original Quantity	Number Borrowed	Number Returned	Date Returned
Crates/Cages – large – 48” x 30” x 36”	45			
Crates/Cages – medium – 30” x 19” x 22”	15			
Drinking Bowls	50			
Spoons/Measuring Cups for Scoop Food	2			
Can Openers	2			
Hose to Clean Walking Area – 50’	1			
Mop	1			
Mop Bucket with Wringer	1			
Shop Vacuum	1			
Pressure Washer	1			
Jack Stands (Pair)	2			
Animal Control Pole	1			
Handling Gloves	2			
5 kW Generator	1			
Gas Can for Generator	1			
Telescoping Work Lights	2			
First Aid Kits (for Volunteers and Pets)	2			

BERKSHIRE COUNTY DART TRAILER INVENTORY[†]

Item Description	Original Quantity	Number Borrowed	Number Returned	Date Returned
Vari-Kennel - Medium	10			
Vari-Kennel - Intermediate	10			
Vari-Kennel - Large	10			
Vari-Kennel - Extra Large	1			
Vari-Kennel - Giant	1			
X-Pens - 36”	2			
Stainless Bowls - 2 quart	40			
Pails - 1 quart 5 ½ inch flat side	20			
Pails – 2 quart large	12			
Cage Hardware – Snaps and Hooks				
Litter Boxes – Aluminum 20” x 10” Disposable	20			
Laminated Paper Bowls – 12 oz.	1000			
ALCOM of Maine 6 xc 12 cargo trailer	1			
DeWalt 4500 watt generator	1			
Ezup 10’ x 20’ tent with sides and case	1			

[†] This inventory list should be used with the DART trailer housed in Berkshire County.

POLICY FOR BORROWING LIGHT TOWERS AND/OR HIGHWAY MESSAGE BOARDS ESTABLISHED BY THE WESTERN REGIONAL HOMELAND SECURITY ADVISORY COUNCIL (WRHSAC)

1. Parties eligible to borrow and use the equipment procured by the WRHSAC shall be known as "Requesting Eligible Parties" (REPs). REPs include the following: All "local units of government", as defined by the U.S. Homeland Security Act of 2003 and any subsequent pertinent laws (i.e., any subdivision of state government); all regional and state government units within the WRHSAC region; and any Host organization.

2. The equipment will be made available to REPs on a first-come, first-served basis in response to a bona fide emergency. The Host agency will provide access to the equipment within 4 hours of the initial request for access by an REP.

3. REPs will be required to have proper insurance coverage and a vehicle (minimum 1/2 ton) capable of pulling the equipment which requires a trailer hitch with a 2" ball to remove the equipment from the host site.

4. Borrowed equipment will be returned to the Host agency within 48 hours of the end of the emergency.

5. REPs are responsible to return the light towers and/or highway message boards in the same condition as when loaned. REPs are financially responsible for repairs and extraordinary maintenance left to be performed by the Host in order to restore the equipment to their condition when loaned. The Host will invoice the responsible REP directly after 30 days for any costs incurred for the borrowing. A check-out sheet outlining the responsibilities of the REP will be signed by the REP and Host agency when equipment is borrowed.

6. The Host will provide supervised access to the equipment at all times, without exception, in support of REPs engaged in emergency response. The Host shall provide supervised access during normal business hours in support of non-emergency access to the equipment.

7. REPs are solely responsible to arrange and pay for the cost of transport of the light towers and/or highway message boards to and from the host site.

8. The WRHSAC or the Host will not deny the loan of light towers and/or highway message boards to a REP during a bona fide emergency.

9. REPs will only take equipment deemed necessary for the emergency.

CHECK-OUT SHEET FOR BORROWING LIGHT TOWERS AND/OR HIGHWAY MESSAGE BOARDS ESTABLISHED BY THE WESTERN REGION HOMELAND SECURITY ADVISORY COUNCIL (WRHSAC)

Check-Out

Number and Type of Equipment Borrowed:

_____

In borrowing the above equipment, I agree to take responsibility for returning the item(s) in the same condition as borrowed. I have read and agree to adhere to the Policy for Borrowing Light Towers and/or Highway Message Boards.

Borrower Signature_____

Borrower Name (print)_____

Borrower Title_____ Date_____

REP/Town_____

Borrower Phone Number_____

Borrower Email_____

As a representative of the Host Agency, I verify the above item(s) borrowed.

Host Agent Signature_____

Host Agent Name (print)_____

Host Agent Title_____Date_____

Check-In

As a representative of the Host Agency, I verify the above item(s) borrowed have been returned in satisfactory condition.

Host Agent Signature_____

Host Agent Name (print)_____

Host Agent Title_____Date_____

FOAM TRAILER INFORMATION SHEET

Why do you need Foam?

Foam is needed for any fire or spill involving flammable or combustible liquids. Water will not float on hydrocarbon products such as gasoline or diesel fuel. Using water on burning gasoline will cause the fuel to splatter, spreading the fire or spill. Water used on a fire in a contained area will sink to the bottom and may cause the container to overflow. Foam also reduces the toxic and flammable vapors given off by fuels such as gasoline.

Class B Foams

The foam provided in each trailer is 500 gallons of Class A/B foam, Universal Gold 1% - 3% Alcohol Resistant, Aqueous Film Forming Foam (AR-AFFF).

This Class B Foam is usually applied in 1% solutions for typical hydrocarbon fueled fires, and in 3% for alcohol fueled fires. Remember, most gasoline encountered now contains 10% alcohol. These blended fuels require the foam applied at 3%.

A 100 GPM hand line using 3% foam is adequate to cover a 1,000 square foot spill. NFPA 11 recommends foam application for at least 15 minutes after fire knockdown in order to maintain a vapor seal sufficient to prevent re-ignition. This will require at least 50 gallons of foam for a small 1,000 square foot spill (an area approximately 50' X 20'). Larger spills will require substantially more foam.

One of these foam trailers will bring 500 gallons of foam to your scene. Incident c ommanders should give strong consideration to calling for a second trailer early into the incident, as travel time for the trailer must be factored in to the response time.

What does the Host Department Supply?

When you call for one or more of the foam trailers, you will receive the trailer and all its equipment, and one or two Firefighters who have been trained to use the trailer and will assist you in its operation. You must supply water, manpower and direction to the foam trail. It does not come with the capability of establishing its own water supply, nor does it come with its own Firefighting force. It is simply an equipment and foam resource to the incident commander. The requesting Department must supply the following:

- Water supply sufficient to sustain continued foam operations.
- A Pumper truck to provide water and pressure to the foam trailer.
- Firefighters to operate the hand lines, ground guns and foam lines.
- Gasoline to refill the trailer's generator and foam pump if required.

Capabilities of the Foam Trailer

500 Gallons of national Foam Universal Gold 1% - 3% AR-AFFF

Two – 200' 1 ¾" attack lines – each with Elkhart 4000-17 1.75" pistol grip nozzles rated at 125 GPM @ 75 PSI.

One – 2 ½" attack line – with Elkhart 4000-26 2.5" pistol grip nozzle rated at 250 GPM @ 50 PSI

Detachable foam tubes for attack line nozzles

2000 watt Honda generator – with two 500 watt scene flood lights

Pre-piped 15-3% 500 GPM self-educting foam monitor with matching ground base.

300' 2 ½" double jacket fire hose

35 GPM gas powered rotary gear foam concentrate pump

RAD-57 PULSE CO-OXIMETER INFORMATION SHEET

- Carbon monoxide (CO) is the leading cause of poisoning in the United States and is a common hazard to first responders.

- Until recently, the only way to reliably diagnose carbon monoxide poisoning was to draw blood and check the CO levels in a lab. The RAD-57 makes diagnosis quick, easy, painless and possible in the pre-hospital setting.

RAD-57 CO-Oximeter Description

The RAD-57 Rainbow SET Pulse Co-oximeter is a noninvasive, arterial saturation and pulse rate monitor. The RAD-57 features a multicolored LED display that continuously displays numeric values for Sp02 and pulse rate, a Low Signal IQ indicator (Low SIQ) indicator, LED indicator bars for Perfusion Index (PI), Carboxyhemoglobin saturation (%SpCO), alarm status, alarm silence, battery life and SpCO sensor connected. The device is indicated for the continuous noninvasive monitoring of functional oxygen saturation of arterial hemoglobin (SpO2), pulse rate and carboxyhemoglobin saturation (measured by an SpCO sensor). The RAD-57 and accessories are indicated for use with adult, pediatric and neonatal patients during both motion and no motion conditions, and for patients who are well or poorly perfused in hospitals, hospital-type facilities, mobile and home environments.

[Source: *Monitoring CO Poisoning with the RAD-57*, version 3.0F, 11.18.09. © Massimo Corporation 2008.]

QUANTIFIT TESTER INFORMATION AND BORROWING GUIDELINES

Quantifit Respirator Fit Tester

Model: **Quantifit** Serial #: **86104119 REV U**

Property of: **Western Mass Fire Chief's Association (WMFCA)**

Funds provided by: **Western Regional Homeland Security Advisory Council**

Purchase date: September 2015

Controlling fire department: **Wilbraham Fire Department,**
2770 Boston Rd,
Wilbraham, MA 01095
(413) 596-3122

Policy for Use of Quantifit Respirator Fit Tester

Model: **Quantifit** Serial #: **86104119 REV U**

Property of: **Western Mass Fire Chief's Association (WMFCA)**

Funds provided by: **Western Regional Homeland Security Advisory Council**

Purchase date: September 2015

Controlling fire department: **Wibraham Fire Department,**
2770 Boston Rd
Wilbraham, MA 01095
(413) 596-3122

- Controlling FD will keep log of borrowing fire departments including pick up and return date.
- Controlling FD will schedule annual maintenance & calibration.
- Controlling FD will schedule unexpected maintenance and will secure repair cost fund approval from HCFMAA.
- Borrowing FD arrange with controlling FD for use of Quantifit.
- Borrowing FD is responsible to ensure all Quantifit components are in the case prior picking up and upon return of the Quantifit.
- Borrowing FD shall have Quantifit for a maximum 2-week limit.
- Borrowing FD is responsible to notify controlling FD of missing components and/ or operational issues.

OHD (Occupational Health Dynamics)

Model: Quantifit

Seriel: 86104119 REV U

Property of : Western Mass Fire Chief's Association

Funds provided by: Western Regional Homeland Security Advisory Council

Please return unit to: Wilbraham Fire Department Headquarters, 596-3122

Inventory:	Part Number:
ODH Fit Tester Unit	Quantifit
USB Keyboard	9530-4003
USB Computer Cable	3010-4002
Universal Power Cord	3010-4001
Triple Tube Assembly	9503-4003
Trigger Button	3010-4000
User Manual	3010-0208
FitTrack Software/Training DVD (Same Jewel Case)	3010-2019

Blue Single-Piece Adaptor connected to Scott Adaptor Assembly

Spare Gaskets

Please make sure all components are in carrying case before and after each use

Use Log of Quantifit Respirator Fit Tester

Model: **Quantifit** Serial #: **86104119 REV U**

Property of: **Western Mass Fire Chief's Association (WMFCA)**

Controlling fire department: **Wilbraham Fire Department,**
2770 Boston Rd, Wilbraham, MA 01095, (413) 596-3122

Borrowing FD	Date picked up	Picked up by	Date returned	Checked in by	Number of Fit Test Conducted

Maintenance Log of Quantifit Respirator Fit Tester

Model: **Quantifit** Serial #: **86104119 REV** U

Property of: **Western Mass Fire Chief's Association (WMFCA)**

Controlling fire department: **Wilbraham Fire Department,**
2770 Boston Rd, Wilbraham, MA 01095, (413) 596-3122

Date Sent	Sent to	Reason	Date returned	Checked in by

TRAINING MANNEQUINS AND SMOKE GENERATOR AVAILABLE

The Western Region Homeland Security Advisory Council has purchased four ***SmartDummy Training Mannequins and a Smoke Generator***. The interactive SmartDummy mannequins are available to first responder agencies throughout the region on a first come, first served basis. The mannequins can be utilized for Mass Casualty Incident training, Mobile Decontamination Unit Training, Technical Rescue training, and other training, drills, and exercises requiring multiple victims.

The Industrial Grade Fire Fighter Training Smoke Generator is a heavy-duty, high-volume smoke generator for demanding training scenarios.

The Industrial Grade Fire Fighter Training Smoke Generator uses smart controls to continuously produce smoke for fire and emergency services training. The Smoke Generator can be used to conduct Ventilation training, Search and Rescue training, Large-Area Search training, and Mask Confidence training.

Any public safety agency in the 4 counties of Western Massachusetts will have access to this equipment. The borrowing procedure requires a request to the Northampton Fire Department Training Officer. If the equipment is available, the request will be granted. Accountability paperwork will be completed and maintained on file for tracking of resources and maintenance purposes.

The Smoke Generator's dual heaters and specialized heat exchanger ensure large-scale smoke production.

The SmartDummy mannequin has an integrated VoiceBox with a built-in microphone for continuous or sound activated playback.

POLICY FOR BORROWING HARRIS MULTI BAND RADIOS
ESTABLISHED BY THE
WESTERN REGIONAL HOMELAND SECURITY ADVISORY COUNCIL (WRHSAC)

1. Parties eligible to borrow and use the equipment procured by the WRHSAC shall be known as "Requesting Eligible Parties" (REPs). REPs include the following: All "local units of government", as defined by the U.S. Homeland Security Act of 2003 and any subsequent pertinent laws (i.e. any subdivision of state government); all regional and state government units within the WRHSAC region; and any Host organization.

2. The equipment will be made available to REPs on a first-come, first-served basis in response to a bona fide emergency. The Host agency will provide access to the equipment within 4 hours of the initial request for access by an REP. The equipment may also be used for a planned event; however an emergency need takes precedent over any planned event. The equipment is available on a first come, first served basis for planned events.

3. The REP must demonstrate to the Host the ability to operate the equipment.

4. Borrowed equipment will be returned to the Host agency within 48 hours of the end of the emergency or planned event.

5. REPs are responsible to return the equipment in the same condition as when loaned. REPs are financially responsible for repairs and extraordinary maintenance left to be performed by the Host in order to restore the equipment to their condition when loaned. The Host will invoice the responsible REP directly after 30 days for any costs incurred for the borrowing. No REP shall reprogram or alter the units' software without WRHSAC/Host agency permission. A check-out sheet outlining the responsibilities of the REP will be signed by the REP and Host agency when equipment is borrowed. The REP will utilize Chain of Custody Record while radios are in REP possession.

6. The Host will provide supervised access to the equipment at all times, without exception, in support of REPs engaged in emergency response. The Host shall provide supervised access during normal business hours in support of non-emergency access to the equipment.

7. REPs are solely responsible to arrange and pay for the cost of transport of the equipment to and from the host site.

8. The WRHSAC or the Host will not deny the loan of the equipment to a REP during a bona fide emergency.

9. REPs will only take equipment deemed necessary for the emergency or planned event

CHECK-OUT SHEET FOR BORROWING HARRIS MULTI BAND RADIOS
Established by the
Western Region Homeland Security Advisory Council (WRHSAC)

Check-Out
Number of Radios Borrowed (See Chain of Custody for specific information):

_____

In borrowing the above equipment, I agree to take responsibility for returning the item/s in the same condition as borrowed. I agree that I will not reprogram or alter the units' software without WRHSAC/Host agency permission. I have read and agree to adhere to the Policy for Borrowing Harris Multi Band Radios.

Borrower Signature_____

Borrower Name (print)_____

Borrower Title_____ Date_____

REP/Town_____

Borrower Phone Number_____

Borrower Email_____

As a representative of the Host Agency, I verify the above item/s borrowed.

Host Agent Signature_____

Host Agent Name (print)_____

Host Agent Title_____Date_____

Check-In
As a representative of the Host Agency, I verify the above item/s borrowed have been returned in satisfactory condition.

Host Agent Signature_____

Host Agent Name (print)_____

Host Agent Title_____Date_____

WESTERN REGIONAL HOMELAND SECURITY ADVISORY COUNCIL

REGIONAL MULTIBAND RADIO CACHE CHAIN OF CUSTODY RECORD

HOST AGENCY:

As a representative of the Host Agency, I verify the following item/s have been borrowed.

Name _____ Signature _____ Date _____

Radio #	Belt Clip Y/N	Condition	Standard Programming (Y/N)			If No detail additional programming:

Borrowing Agency:

As a representative of the Borrowing Agency I accpet receipt of radio/s detailed above. I (or other representative from my agency) will return the equipment within 48 hours of the end of incident/event.

Name _____ Signature _____ Date _____

Anticipated end incident/event: _____

(If need is beyond anticipated date call Host Agency to inform)

Borrowing Agency Chain of Custody Record

In receiving radio, assigned user agrees to return radio to Borrowing representative within 24 hours of end of incident/event or as otherwise directed if sooner.

Date	Radio #	Assigned to: (Printed Name/Dept)	Assigned User Signature	Date & Time Returned (ex. August 8, 2011, 15:00)

WESTERN REGIONAL HOMELAND SECURITY ADVISORY COUNCIL

HANDHELD GPS UNIT CACHE CHAIN OF CUSTODY RECORD

HOST AGENCY:

As a representative of the Host Agency, I verify the following item/s have been borrowed.

Name _____ Signature _____ Date _____

It is recommended that the GPS Unit Cache be loaned in its entirety within the hard carrying case. If GPS units are loaned singularly, one pouch with power and computer cord should go with each unit. Pouch content should be examined and confirm that it contains one of each: computer cord, AC cord and charger, and charger prongs.

GPS Cache in entirety		Condition	Notes (if needed)	Agreed return date if applicable:
Use form below this line if GPS units are borrowed individually.				
GPS Unit #	Pouch (y/n)	Condition	Notes (if needed)	Agreed return date if applicable:

Borrowing Agency:

As a representative of the Borrowing Agency I accept receipt of Handheld GPS Cache detailed above. I (or other representative from my agency) will return the equipment within 48 hours of the end of incident/event, or date agreed upon with host agency. I have read and agree to the Handheld GPS Unit Cache Borrowing Policy.

Name _____ Signature _____ Date _____

Anticipated end incident/event: _____

(If need is beyond anticipated date call Host Agency to inform)

Borrowing Agency Chain of Custody Record

This document is to be used by the borrowing agency to track handheld GPS unit assignment/use within the borrowing agency. In receiving GPS unit, assigned user agrees to return unit to Borrowing representative within 24 hours of end of incident/event or as otherwise directed if sooner.

Date	GPS Unit#	Assigned to: (Printed Name/Dept)	Assigned User Signature	Date & Time Returned (ex. August 8, 2011, 15:00)