



Salt Lake County A.R.E.S., Inc.

Trailer Utilization Policy

[ARES 520]

09 December 2004

Purpose

Salt Lake County A.R.E.S., Inc. (SLCoARES) owns and maintains a communication trailer (trailer) and acknowledges its importance in fulfillment of the organization's charter.

In order to manage the demands on the trailer, the following policy will govern its use and scheduling.

Policy

1. The trailer shall first be available to serve emergency communications needs.
 - a. Communication needs within the primary operational area of SLCoARES, and any communication assignment for SLCoARES shall take precedence over all communication needs within other areas of the state or for other emergency communication organizations within the state.
 - b. Upon consideration by the Board of SLCoARES or the Event Emergency Coordinator during an event, the trailer may be assigned to meet the communication needs of the State of Utah while operating within Salt Lake County, or then other counties within the state.
2. All requests for non-emergency use of the trailer shall be scheduled at least 45 days in advance.
3. The trailer shall be next available to serve non-emergency events managed by SLCoARES. Events shall include:
 - a. SLCoARES educational events: training, field exercises, classes, demonstrations, public education, etc.
 - b. Public service events: races, public displays, emergency preparedness fairs, etc.
 - c. Maintenance and improvements to the trailer.
4. Requests for use of the trailer not enumerated above shall be presented to and considered on a case-by-case basis by the SLCoARES Board.

5. Movement and transport of the trailer shall be performed by members that have been certified to move the trailer, and shall be done under the direction and supervision of SLCoARES.

Procedure

1. The trailer shall be under management of the AEC – Logistics.
2. Maintenance of the trailer schedule shall be the responsibility of the AEC – Logistics.
3. Written requests for use of the trailer shall be submitted to the AEC – Logistics. Requests for use will identify the purpose, identify the SLCoARES member(s) sponsoring the use, and identify the SLCoARES member(s) who will move and transport the trailer.