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**DISASTER TRAILER CACHE**

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**1. INVENTORY AND STORAGE**

- 1.1 All trailers will have a complete and visible inventory list
- 1.2 Trailers must be accessible 24 hours a day
- 1.3 When not in use, trailers are to be locked and secured in a safe place
- 1.4 Inspection and maintenance of the trailers and equipment will be the responsibility of the organization housing the trailer. Expiration dates should be checked quarterly
- 1.5 Trailers should not be used for storing any items not listed on the inventory. The trailer inventory should not be modified or re-arranged
- 1.6 Each housing agency should develop an internal policy regarding trailer cache procedures, specific responsibilities and chain of command for mobilization decisions

**2. REPLACEMENT AND RESTOCK**

- 2.1 Replacement of used inventory items is the responsibility of the organization housing the trailer
- 2.2 Coordinating financial reimbursement for restock items or for damage to the trailer or equipment will be the responsibility of the organization housing the trailer
- 2.3 EMS will determine the reimbursement process based on the nature of the incident and/or the requesting agency. (e.g.: If trailers are used for a natural disaster, reimbursement could be from state or federal agencies. If a mutual aid request is made, the county or organization that made the request would reimburse Alameda County)

**3. MOBILIZATION**

- 3.1 Trailers should be mobilized for any incident needing resources for large-scale incident such as an EMS Stage II or Mass Casualty Disaster
- 3.2 All requests for mobilization of the trailers should be made through ALCO-CMED. The housing agency is to immediately deploy the cache trailer and notify EMS afterwards
- 3.3 In the event that the EMS person cannot be reached or immediate deployment is necessary, ALCO will forward the request to the housing organization closest to the scene
- 3.4 The housing agency is responsible for delivering the trailer to the location requested and will report to the Incident Commander