

## **CHAPTER 8: ADMINISTRATION & PROGRAM MAINTENANCE**

Highlights of this Chapter:

- **CACHE INVENTORY AND MAINTENANCE**
- **REVIEW CHANGES IN OPERATIONS**
- **TRAINING REQUIREMENTS**

## **CHAPTER 8: ADMINISTRATION & PROGRAM MAINTENANCE**

### **CACHE AND TRAILER MAINTENANCE/ EXERCISE**

Cache trailers will be moved two times a year to coincide with US&R team exercises. If possible, it is desirable to move the trailers quarterly to ensure proper lubrication and tire exercise. On dates that the trailers are moved, the ODOT Transportation Specialist will complete a trailer inspection checklist. The trailers shall be plugged in and the heaters will be operational when at their storage sites.

Cache maintenance will be performed twice a year in accordance with equipment checklist. At that time, inventory, inspection and maintenance of cache equipment will be performed. At each cache location, one person will be designated as a cache manager. This person will be responsible for coordinating the manpower to perform this task and prepare a list of items missing or in need of repair.

### **REVIEW/ CHANGES TO OPERATIONS MANUAL**

The Oregon US&R Operations manual will be reviewed annually each January to check for accuracy. During this annual review, Logistics, Operations, and Training sub committees will perform a review of pertinent sections and compile between them a list of changes needed.

The Operations Committee will present the recommended changes to the US&R committee at large for review. At the next scheduled OR-TF1 meeting, the Governance Board will vote on the proposed changes. Following approval, the Operations Committee will be responsible for making the changes and shall make arrangements to electronically distribute the updated manuals to a distribution list to be maintained by the OSFM.

At any time other than the annual review, changes can be made by submitting them to the US&R committee at large and the appropriate sub committee. The sub-committee will review the recommendations and will then forward the recommendations to the Governance Board at the next scheduled OR-TF1 meeting for approval.

### **TRAINING REQUIREMENTS**

Training requirements and certification necessary to apply for US&R team positions are set by the Training Committee and approved by the Governance Board. The Training Committee will make recommendations for any change in these requirements. Such recommendations may be made at any time and will be submitted to the US&R committee at large for review and input. The Governance Board will review the changes for approval at their next meeting. Current training requirements and position descriptions are in Appendix D.