



# NORTHEAST HOMELAND SECURITY REGIONAL ADVISORY COUNCIL

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## **NERAC EMERGENCY SHELTER TRAILER POLICY**

*November 2011*

### **PURPOSE**

NERAC's Emergency Shelter Trailers provide supplies to run a shelter for 100 people during a major incident or natural disaster. Equipment found in the trailers includes cots, blankets, and other basic sheltering supplies.

### **LOCATIONS**

The 18 NERAC Emergency Shelter Trailers are located at the NERAC Cache Sites (6 per site). The weight of the fully loaded trailer is 5,000 pounds.

Please see page 5 to determine which Cache Site serves your community.

#### Beverly Cache Site

Beverly Emergency Management  
43 Airport Road  
Beverly, MA 01915  
Contact: Mark Foster (978) 922-5680

#### Framingham Cache Site

Framingham Department of Public Works  
100 Western Avenue  
Framingham, MA 01702  
Contact: Fred Davies (508) 532-6073

#### Lexington Cache Site

Lexington Department of Public Works – Hartwell Avenue Compost Site  
60 Hartwell Avenue  
Lexington, MA 02421  
Contact: Bill Hadley (781) 274-8300

### **DAILY FEE**

\$15 / per day.

NERAC has set this equipment usage fee to be collected by the Cache Site Host. This fee has been approved by the Executive Office of Public Safety and Security and the Department of Homeland Security to cover costs associated with routine maintenance and repairs to the Emergency Shelter Trailers.



## ELIGIBILITY

NERAC communities that have signed up for the NERAC Homeland Security Regional Equipment Cache Program are eligible to participate. Please see the Cache Borrower Subscription Form on page 6 and the Cache Rules for Borrowing on pages 7 - 9 for more information.

## RETURN POLICY

The shelter trailer must be returned immediately to the NERAC Cache Site from which it was borrowed after the borrowing party no longer has use for it.

Please inspect the trailer prior to return to ensure it is in good working order. A list of all missing, broken, or consumable items must be provided upon return of the trailer. Refer to page 4 for the Shelter Trailer Contents List.

The borrowing party will be responsible for any costs associated with the replacement of missing, broken, or consumable items. Approximate replacement costs for shelter trailer items have been provided.

### **Cots**

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

### Option 1: 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 and water solution.
3. Disinfect canvas with **bleach solution** disinfectant from a spray bottle to avoid over saturation. Check dilutions on label.
4. Allow to air dry.
5. Thoroughly dry before reuse.

### Option 2: 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 3: 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 4: 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 5: 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.

***Blankets***

Once a blanket has been used it should be discarded.

***Comfort Kits***

Once a comfort kit has been opened, the kit should be discarded.

***Other Items***

All other items that are found in the Emergency Shelter Trailers that are not listed above should be returned in good working order. If an item is missing, broken, or consumable, the borrower will be responsible for any costs associated with the replacement of that item.

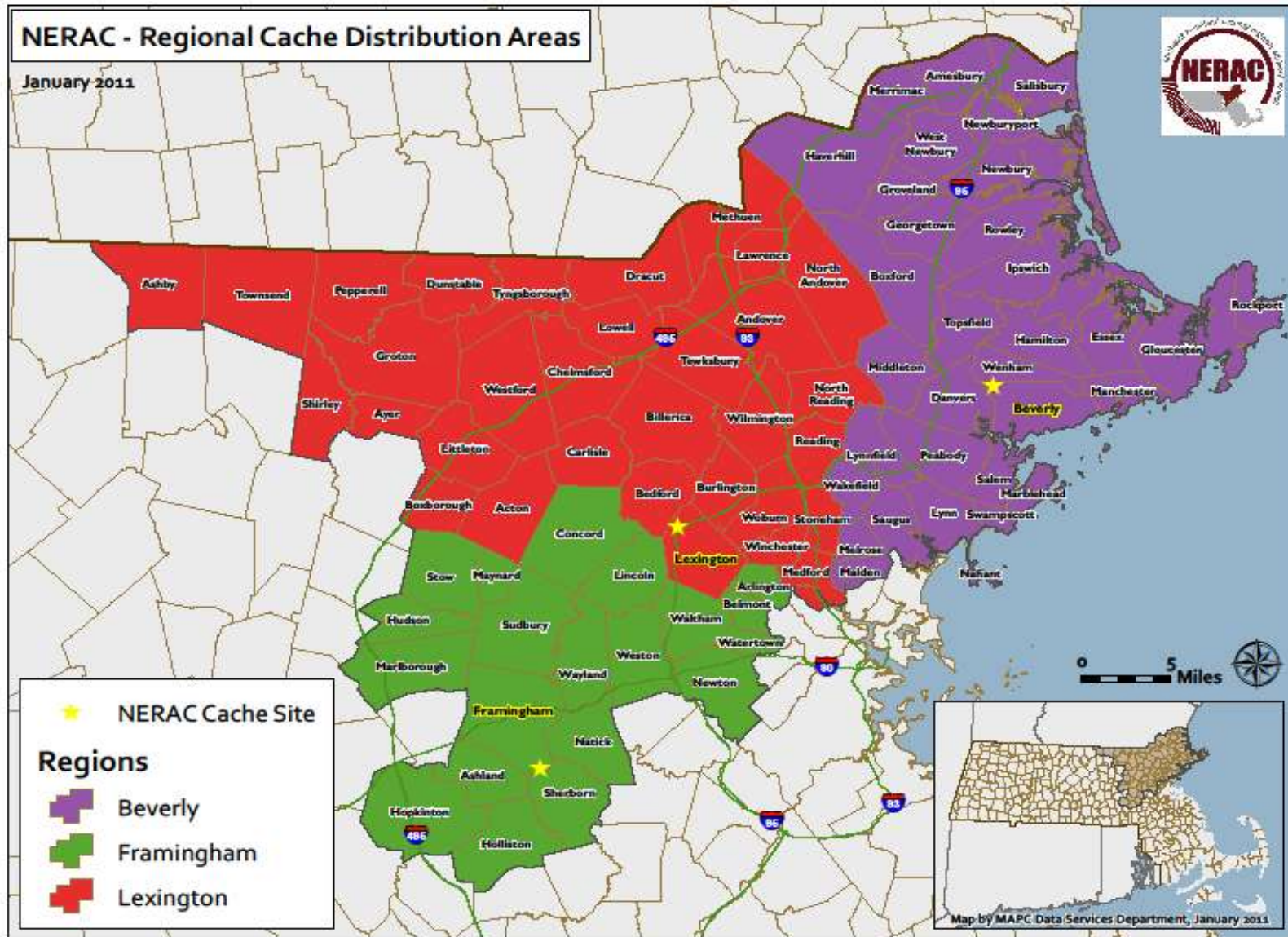
**PRE-POSITIONING**

Eligible communities may request a NERAC Emergency Shelter Trailer(s) in anticipation of a major incident or natural disaster. Availability of the trailer(s) will be subject to the discretion of the NERAC Cache Site Hosts.



## SHELTER TRAILER CONTENTS LIST

Qty	Item	Spec Info	Approx. Cost
3	Cart, Wire, 3 Shelves	Heavy duty chrome wire cart, capacity 800 lbs., 3 shelves, shelf depth 24", shelf width 60", height 69"	\$323/each
70	Cot - Military Style	74"L x 25.5"W holds 350lbs., heavy weight aluminum frame	\$29/each
30	Oversize Cot - Military Style	82"L x 32"W x 18"H, holds 350lbs., heavy weight aluminum frame	\$40/each
1	Folding Table	Lightweight folding table, Polyethylene, top width 30", top height 29", top length 96", load rating 2,500 lbs., color - gray	\$129
2	Folding Chair	KI steel folding chair, semi-padded, seat height 17½", setup height 30¼", setup depth 19¾", setup width 18¼", folded height 38¾", folded depth 2", folded width 18¼", color - gray	\$24/each
15 <small>(8 in boxes, 7 outside of boxes)</small>	Wedge for Cot	10" foam bed wedge positioning cushions and covers; Must fit both the regular size and oversize cots	\$38/each
120 <small>(4 Bales of 30)</small>	Blanket	100% polyester, measures 60" x 90"	\$24/Bale
2	Cribs	Play Yard Crib, Nylon, Blue	\$117/each
75	Comfort Kit - General	Toothbrush, toothpaste, aerosol shave cream, double blade razor, comb, shampoo, deodorant	\$2/each
75	Comfort Kit - Woman	Toothbrush, toothpaste, soap, shampoo, comb, body wash, lotion, deodorant, 2 emory boards	\$2/each
2	Extension Cord	Extension cord, tri-source, indoor/outdoor, cord length 100 ft., gauge/conductor 12/3, max amps 15, voltage rating 125, watts 1875, jacket type PVC, cord type SJTW, temp range -40 to 167 F, nominal outside dia 0.425", power indicator, NEMA plug configuration 5-15P, NEMA connector (3) 5-15R, number of outlets - 3, standards UL, CUL	\$59/each
1	Convertible Hand Truck	Extra length convertible hand truck, horizontal load capacity 650 lbs., vertical load capacity 500 lbs., noseplate size 8½ x 18", stack height 61", truck material aluminum, wheel pneumatic, wheel size 10 x 4", height 61½", width 21¼"	\$316
3	Portable Aluminum Wheelchair w/Handbrakes	Padded armrests, patient operated wheel locks, pocket on back of chair, swing away detachable foot rests, 19" wide x 16" deep seat, chair width of 24.5", dual-sealed precision bearings, tig welding, 6 month warranty on upholstery parts and components, max weight capacity for users up to 300 lbs.	\$185/each
2	Collapsible A-Frame Sidewalk Plastic Sign	Color – yellow, heavy-duty plastic, 3' x 2' sign area, solid face finish, can be filled with water or sand for extra stability, double-sided to ensure visibility from either direction	\$55/each
1	Industrial 100-person First Aid Kit w/Metal Cabinet	Capacity - 100 people, number of pieces 947, metal, contains: Antibiotic Ointment, Burn Cream, Cold Pack, CPR Faceshield, Dressings, Forceps, Gauze Pads, Gloves, Pain Relief Products, Personal Protection Kit, Tourniquet, Sting Relief Pads, Elastic Bandage, Adhesive Bandages, Scissors, Alcohol Pads, Iodine Pads, Eyewash, Eye Pads, 15"W x 21 7/8"H, 5 ½"L	\$160
2	Animal Crates	1 Large Crate: 42x28x30" / 1 Extra Large Crate: 48x30x33"	\$66 / \$76
1	Shelter-in-a-Box	3 clear boxes of shelter signage, documentation supplies, and other set-up needs.	\$998
1	Portable Shower	Shower tray size: 3' x 4', tray weight: < 4 lbs., shower screen size: 3' x 4' x 6' tall, shower screen weight: 2 x 6 lbs., total storage space: 10" x 10" x 6". Total weight: ~ 30 lbs., 1 handheld shower head with 7' hose, 1 adaptor to connect hose to faucet, 1 divert valve to connect hose to existing shower, 1 self-support shower tray, 1 pair of shower screens with sliding curtains and hooks, 1 mesh shower bag, 1 pump with hose, filter to dispose waste water into sink	\$730





**Subscription Form - Homeland Security Regional Equipment Cache**

As the duly authorized contracting authority of the municipality named below as the "Borrower", I hereby express my intent to access and borrow emergency equipment and goods on hand and available on loan through the Homeland Security Regional Equipment Caches established by and managed under the jurisdiction of NERAC (the Northeast Massachusetts Homeland Security Regional Advisory Council).

As a condition of borrowing cached equipment and other resources, I acknowledge and understand that:

1. The Cache Host site listed below is my primary cache resource lender that my municipality will go to first to borrow equipment. If needed equipment is not available, I am free to access other NERAC caches on the same terms and conditions.
2. My municipality will have 24/7 access to the cache under the supervision of the Host during an emergency.
3. I may not loan borrowed resources to another party, but am instead obligated to return them to the Cache Host when they are no longer needed, and that I must immediately return resources engaged in non-emergency use if called upon for emergency use elsewhere, and that the Cache Host may retrieve, at my expense, resources after 30 days on loan.
4. My municipality will not be denied the loan of equipment needed to respond to a bona fide emergency in my jurisdiction provided it is available.
5. My municipality will not borrow more equipment than needed to address our local emergency.
6. The rules for borrowing are set by NERAC and applied by the Cache Host, and may be changed at any time at NERAC's discretion, with or without notice.
7. I have been provided a copy of the **Rules for Borrowing** and accept that I and all of my agents are obliged to conform to them as a condition of continued borrowing privileges.
8. Reasonable fees set by NERAC will be charged by the Cache Host for all items loaned to my municipality, and that by signing this subscription form, I agree to promptly pay all such fees as described in the **Rules for Borrowing**.
9. My municipality accepts the financial liability for repairs to or replacement of equipment damaged beyond normal wear and tear while in my possession, whether such necessary repairs are made through the Cache Host by a qualified third party or by the Cache Host, who will in either case, inform me of their extent and cost before proceeding.
10. Borrowing for non-emergency purposes may be refused for non-compliance with the rules, for failure to return borrowed equipment in the same condition as when borrowed, or for non-payment of lending fees.
11. I accept on behalf of my municipality responsibility for any and all injuries to persons and damage to property from my municipality's custody and use of borrowed equipment that is not attributable to neglect on the part of the Cache Host, NERAC or its agents, and agree to indemnify and hold them harmless from any such claims brought against me, my agents, my municipality or them through my custody and use of borrowed equipment.

Cache Host - Site:	_____		
Borrower Municipality*:	_____		
Contracting Authority*:	_____		
Signature*:	_____		
	Date*:		
Name*:	Title*:		
Address:	Street*:		
	City*:	State: MA	Zip:
Phone*:	Cell*:	Fax*:	
e-mail 1*:	e-mail 2:		



Effective  
Apr 30, 2010

**Equipment Cache Rules for Borrowing**  
RELATIVE TO THE  
**GOVERNANCE AND OPERATION OF REGIONAL EQUIPMENT CACHES**  
ESTABLISHED BY THE  
**NORTHEAST (MASSACHUSETTS) HOMELAND SECURITY REGIONAL ADVISORY COUNCIL**

1. Parties eligible to borrow and use the goods procured with Northeast Homeland Security Regional Advisory Council Funds shall be known as “Requesting Eligible Parties” (REPs) and shall include 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), state government units, and all regional units within or adjacent to the NERAC region.
2. Resources subject to these Regional Emergency Cache Rules (Rules) are intended for use according to the following hierarchy. For multiple requests within each tier, the discretion of the cache host and the cooperation of all parties to operate in good faith is recommended to ensure equitable distribution of limited resources:

First ...	For use by REPs from within the NERAC region in response to bona fide emergencies*.
Second ...	For use by REPs from outside the NERAC region in response to bona fide emergencies.
Third ...	For use by out of state communities geographically adjacent to the NERAC region in response to bona fide emergencies.
Fourth ...	For use by REPs from within the NERAC region in managing special events or temporary circumstances.
Fifth ...	For use by the Host for any governmental purpose of its own, provided goods in use are released to REPs in need under the first and second scenarios above.

3. All Parties acknowledge and understand that the goods subject to the Rules may be put to use only to supplement the resources of REPs and may not be used to replace or substitute for like resources of the REP's abandoned in favor of their use of cache resources.
4. NERAC has set an equipment usage fee approved by the Executive Office of Public Safety and Security and the Department of Homeland Security, to be collected by the Host and applicable to all REPs. The fee formula is 0.1% of the original cost of the item. Fee funds will be used for routine equipment inspection and maintenance efforts for cache equipment including the replacement of light bulbs, oil changes, weather-related tasks, and other related maintenance efforts. Please visit [www.nerac.us](http://www.nerac.us) for a complete list of Cache Site Equipment Fees.
5. The Host will provide access to goods at all times, without exception, in support of REPs engaged in emergency response. The Host shall provide access during normal business hours in support of non-emergency access to goods.
6. REPs are solely responsible to arrange and pay the cost of transport of goods to and from the cache.
7. REPs are financially responsible for consumable goods used from a NERAC Cache Site. REPs are also responsible for labor and material costs associated with work left to be performed by the Host in order to restore the goods to their condition when loaned (ie. the refueling or restocking of borrowed items). The Host will invoice the responsible REP directly for costs incurred.
8. REPs are responsible to return 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

\* “Bona fide emergencies” are any response circumstance that a REP characterizes as an emergency involving preservation of life and/or property or mitigation of threats to the same.



restore the goods to their condition when loaned. The Host will invoice the responsible REP directly for costs incurred.

9. REPs may not loan borrowed resources to another party, but are instead obligated to return them to the Cache Host when they are no longer needed, and must immediately return resources engaged in non-emergency use if called upon for emergency use elsewhere. The Cache Host may retrieve, at the REPs' expense, resources after 30 days on loan.
10. Under no circumstances will NERAC or the Host deny the loan of goods to a REP during a bona fide emergency. However, access to goods for non-emergency use may be denied to parties with delinquent accounts.
11. The Host may recall adequate quantities of goods from non-emergency use to meet emergency needs as necessary.
12. Please visit [www.nerac.us](http://www.nerac.us) for a complete listing of NERAC Cache Site resources.