

SOP 1.0 Trailer Pick-Up & Transport

[Trailer is normally stored at Athens Fire Station # 2 on Congress Parkway]

Perform each of the following steps in the order shown and indicate completion of each step by placing a check (✓) in each box once the step is verified complete. If any step cannot be performed as stated, STOP and obtain help before proceeding.

- UNLOCK** side door of trailer
- DISCONNECT** power cable to trailer and place it inside trailer
- TURN OFF** all breakers in the inside **AC** breaker panel
- REMOVE** trailer hitch from floor inside trailer
- INSTALL** trailer hitch to tow vehicle ensuring pin & clip are secure
- CONNECT** tow vehicle to trailer ensuring ALL of the following:
 - Hitch latch is in the down position following connecting to towvehicle
 - Lock is placed in the latch to prevent tongue separating from the ball
 - Trailer lights cable is connected to tow vehicle
 - Trailer safety chains are connected to tow vehicle in a criss-cross fashion under the tongue so they do not drag (required by law)
 - Emergency stop (brake) cable is connected to tow vehicle
 - Trailer tongue leveling jack is fully retracted
- REMOVE** tire chock blocks and leveling tongue block and place them inside the trailer
- TURN ON** ONE DC power switch to provide power to emergency stop (brake) (there are two DC switches under the countertop – turn on either one...NOT both)
- LOCK** trailer side door
- CHECK** all running and emergency lights on the trailer for proper operation
- CHECK** all trailer tires ensuring chock blocks have been removed

CAUTION:USE OF A SPOTTER IS HIGHLY RECOMMENDED

The trailer storage area is very narrow. Extreme caution must be exercised when pulling the trailer out so as NOT to come in contact with supports or adjacent emergency equipment. Pull trailer straight out until supports are cleared THEN swing tow vehicle wide right to exit the area.

- PULL** trailer clear of storage cover, **THEN**
- CHECK** for proper brake operation before **BEFORE** entering public streets

The above steps were completed by:_____ Date:_____

! ADHERE TO ALL ROAD SAFETY PRACTICES WHILE PULLING TRAILER !

SOP 2.0 Trailer Placement & Setup for Operation

[Trailer may remain hooked to tow vehicle if quick relocation could be required.
If this is the case, skip to Trailer Setup steps]

Perform each of the following steps in the order shown and indicate completion of each step by placing a check (✓) in each box once the step is verified complete. If any step cannot be performed as stated, STOP and obtain help before proceeding.

TRAILER PLACEMENT

- LOCATE** a level spot for trailer placement clear of overhead obstructions, such as power lines and trees
- PLACE** scotch blocks against trailer wheels to prevent undesired movement (blocks are located in a tote bin inside the trailer)
- PLACE** trailer leveling tongue block in place under leveling jack
- PLACE** leveling blocks as needed (various size wood blocks located in a tote bin in side the trailer)
- DISCONNECT** trailer lights cable from tow vehicle
- UNHOOK** trailer from towing vehicle and place hitch lock back in latch
- LEVEL** trailer utilizing leveling jack on trailer tongue

TRAILER SETUP

- UNLOCK** side and rear trailer doors
- REMOVE** steps from inside rear door of trailer and place in front of side door
- ESTABLISH** electrical power to trailer as follows:
 - If utility power is available to power the trailer, remove the power cable from inside trailer and connect one end to the receptacle on the outside of the trailer observing proper orientation of the twist-lok connector to the trailer receptacle. Connect the other end to the available electric outlet.

NOTE: If needed, a short adaptor cable is stored in the trailer to enable connection of the trailer power cable to a standard 120V outlet.

- If utility power is not accessible, refer to:
MCARC SOP 3.0: Setup and Operation of the Gasoline Powered Generator

The above steps were completed by: _____ Date: _____

SOP 3.0 Gasoline Powered Generator Setup & Operation

[Gasoline powered generator is utilized if a utility power source is not available]

Perform each of the following steps in the order shown and indicate completion of each step by placing a check (✓) in each box once the step is verified complete. If any step cannot be performed as stated, STOP and obtain help before proceeding.

NOTE: AC Breakers in the trailer are normally left in the “ON” position, with the exception of the breaker that controls the interior fluorescent lights.

GENERATOR SET-UP

- UNHOOK** straps securing the generator inside the trailer
- DISCONNECT** generator battery charger before moving generator
- MOVE** the generator outside of the trailer using the attached hoist
- LOCATE** generator on a level area away from trailer but close enough to connect the power cable to the outside receptacle of the trailer located on the side of the trailer w/o a door.
- CONNECT** one end of the power cable to the twist-lock receptacle on the outside of the trailer and stage the other end near the generator, but **DO NOT** connect cable to the generator at this time.

GENERATOR OPERATION

- ENSURE** the generator engine key switch *and* the AC breaker located on the generator main panel are in the OFF position
- CHECK** fluid levels; Gasoline (view gauge on top); Oil (fill to lip of fill port) & Coolant (located under top lid on generator)
- TURN** generator fuel valve counterclockwise from the OFF position to the ON position
- PULL** choke lever located on the front panel of the generator out to the START position.
- START** generator by turning the starting switch key located on the front panel of the generator to the START position and **HOLD** it in that position until the engine starts.
- ALLOW** generator/engine to run.
- PUSH** the choke lever in to the RUN position once the engine has warmed up.
- CONNECT** the power cable to the appropriate receptacle on the generator
- PLACE** the AC breaker on the generator main panel in the ON position.
- ENSURE** DC power switches in the trailer are in the OFF position to enable trickle charging of the trailer batteries.

The above steps were completed by: _____ Date: _____

SOP 4.0 Gasoline Powered Generator Refueling

[Gasoline powered generator is utilized if a utility power source is not available]

Perform each of the following steps in the order shown and indicate completion of each step by placing a check (✓) in each box once the step is verified complete. If any step cannot be performed as stated, STOP and obtain help before proceeding.

GENERATOR REFUELING (after generator has been running)

- NOTIFY** everyone operating equipment inside and outside the trailer that the generator will be shut down in 5 minutes so they can transfer power to battery or shutdown equipment.
- LOCATE** and obtain the fire extinguisher from inside the trailer. **DO NOT** attempt to refuel a hot generator unless you have a second person standing nearby with the fire extinguisher ready to use it during the refueling of the generator should a flame or fire erupt.
- ANNOUNCE** that the generator is being shut down. (5 minutes has elapsed)
- PLACE** the generator power switch/breaker in the OFF position.
- STOP** the generator engine by turning the starting switch key located on the front panel of the generator to the OFF position and observe that the engine comes to a complete stop.

 **WARNING: GASOLINE IS HIGHLY FLAMMABLE AND EXPLOSIVE.** 
POUR CAREFULLY TO AVOID SPILLAGE.

- REMOVE** gasoline fill cap from top of generator and add gasoline slowly, watching the tank level gauge but DO NOT fill above the level of the top shoulder of the strainer.
- REPLACE** gasoline fill cap, and wipe up any minor drips or spills.
- ANNOUNCE** that the generator will be restarted.
- START** generator by turning the starting switch key located on the front panel of the generator to the START position and HOLD it in that position until the engine starts.
- PLACE** generator power switch in the ON position once the engine reaches a consistent operating speed.
- OBSERVE** that the generator operates without problems for a couple of minutes before storing the fire extinguisher.
- STORE** gasoline container in a shady location a safe distance from the generator. (DO NOT store gasoline inside the trailer, especially while personnel are operating equipment)

The above steps were completed by: _____ Date: _____

SOP 5.0 Antenna Setup for Trailer Communications Equipment

 **CAUTION: ENSURE THE AREA SURROUNDING THE TRAILER** 
IS FREE FROM OVERHEAD POWERLINES OR OTHER HAZARDS
THAT COULD COME IN CONTACT WITH ANTENNAS AT ANY TIME.

Perform each of the following steps in the order shown and indicate completion of each step by placing a check (✓) in each box once the step is verified complete. If any step cannot be performed as stated, STOP and obtain help before proceeding.

- LOCATE** the desired antenna(s), antenna masts, mast mounts and coax required.
 - » Mast sections are stored in the large PVC tube mounted on top of the overhead cabinets in the trailer.
 - » Antenna Elements (HamSticks) are stored on top of the overhead cabinets behind the PVC pipe containing the mast sections. Each element is labelled as to the band (frequency) of use.
 - » HamStick Mast Mount is stored in the black toolbox near the trailer door.
 - » Coax sections are stored in a labeled plastic bin inside the trailer.
- ROUTE** coax through weatherproof penetration in the side wall of the trailer below the overhead cabinets.
- ASSEMBLE** antenna mast mount and antenna elements (HamStick) or VHF/UHF antenna.
- CONNECT** coax to the antenna.
- POSITION** the lower end of the mast into the swivel mount found on the fender of the trailer and secure with a pin/clip.
- WALK** the antenna mast to a vertical position and secure it in the upper bracket, using a pin/clip to secure the mast.
- CHECK** both lower and upper mast brackets a second time, ensuring both are positioned correctly and clips are secure.

NOTE: If a dipole or other wire antenna is to be erected, route the feedline (ladderline or coax) through the weatherproof penetration in the trailer wall. Use caution in stringing a dipole to ensure it cannot come in contact with any powerlines.

- CONNECT** coax to the appropriate radio/tuner inside the trailer and perform a tuning check at low power to ensure proper installation/operation.

The above steps were completed by: _____ Date: _____

Antenna(s) installed: _____

SOP 6.0 Gasoline Powered Generator Shut-down & Storage

[Gasoline powered generator is utilized if a utility power source is not available]

Perform each of the following steps in the order shown and indicate completion of each step by placing a check (✓) in each box once the step is verified complete. If any step cannot be performed as stated, STOP and obtain help before proceeding.

GENERATOR SHUT-DOWN (after generator has been running)

- NOTIFY** everyone operating equipment inside and outside the trailer that the generator will be shut down in 5 minutes so they can transfer power to battery or shutdown equipment (if operating).
- ANNOUNCE** that the generator is being shut down. (5 minutes has elapsed)
- PLACE** the generator power switch/breaker in the OFF position.
- DISCONNECT** the power cord to the trailer and prepare it for storage in the trailer.
- TURN** the generator fuel valve clockwise from the ON position to the OFF position and allow the engine to run out of gas and come to a stop.
- PLACE** the generator starting switch key to the OFF position.

 **WARNING: THE GENERATOR AND GASOLINE ENGINE WILL BE HOT FROM OPERATION. ALLOW IT TO COOL BEFORE ATTEMPTING TO HOIST IN INTO THE TRAILER FOR STORAGE.**

 **NOTE: IT IS RECOMMENDED TO HAVE AT LEAST TWO PEOPLE TO SAFELY MOVE AND STORE THE GENERATOR.**

- MOVE** the generator from its operating site to the rear of the trailer.
- ROTATE** the lifting hoist arm to enable lifting of the generator
- ATTACH** the lifting cables to the generator and the hoist.
- VERIFY** all lifting cable connections, clamps, etc., are secure before attempting the lift
- ENSURE** all personnel are clear of the generator before beginning the lift
- ROTATE** the lifting hoist arm to position the generator over its storage position in the trailer.
- LOWER** the generator to its storage position and secure it in place
- SECURE** the lifting hoist
- CONNECT** generator battery charger
- PERFORM** a final check that all equipment is secure and all cables, etc., have been stored properly

The above steps were completed by: _____ Date: _____