

Process for Usage of Sites on Wheels (SOW)

Required Outcome(s):

A standard procedure for acquiring the usage of the Sites on Wheels is defined for both emergency and non emergency events.

Standard:

The primary use for the Sites on Wheels is to replace a tower that has suffered some damage and is no longer useable or has very limited usage. The usage of Sites on Wheels is a temporary solution until the damaged tower is back in service. In addition, SOW's may be used in non emergency events such as the Big Dam Bridge 100 Bike Tour to enhance interoperability.

Controls and Measures:

Non emergency usage of Sites on Wheels:

- A written request must be submitted to the AWIN Management team – the request will be located on the AWIN website: <http://www.awin.arkansas.gov/>
 - The request must be approved by AWIN Management
 - The request must be submitted 3 weeks in advance so the logistics may be determined
- Qualified personnel must be available to set up the Sites on Wheels
 - Currently the only trained personnel are AWIN and Motorola staff
 - Future plans to train additional personnel are in process
 - Two (2) qualified persons are required to set up and tow the SOW
 - May be a combination of AWIN, Motorola or other trained persons
- 24 hour security must be provided to prevent vandalism
- An acceptable site for deployment must be available
 - Site should be inspected prior to approval of non emergency use
 - Site must be as level as possible
 - Site must be free of overhead and horizontal obstructions; trees and power lines inhibit the set up of the SOW
 - Site must be stable; a paved area is the most desirable
 - Site must be an open area of at least fifty (50) feet by fifty five (55) feet
- A ¾ or 1 ton truck is available to tow the SOW

- Truck must be equipped with 4 wheel drive
- Sufficient fuel to run the generator must be on hand for duration of usage
 - For extended usage, fuel will need to be trucked into the site
- Supplies for personnel that deploy the SOW must be provided

Emergency usage of Sites on Wheels:

- ADEM duty officer receives request
- DIS Emergency Management Liaison Officer (EMLO) receives the request from ADEM
 - The request is forwarded to the AWIN group
- AWIN personnel review the request
 - AWIN makes recommendations for deployment
- DIS EMLO provides recommendation to ADEM
- ADEM authorizes deployment
- Essential resources will be obtained
 - A ¾ or 1 ton truck equipped with 4 wheel drive
 - Tools and equipment needed to deploy SOW
 - Fuel
 - Food, water and shelter for staff
- SOW will be towed to vicinity of damaged tower
- All efforts will be made to find the best available site for deployment
 - Site must be as level as possible
 - Site must be free of overhead and horizontal obstructions; trees and power lines inhibit the set up of the SOW
 - Site must be stable; a paved area is the most desirable
 - Site must be an open area of at least fifty (50) feet by fifty five (55) feet
- For extended usage, fuel will need to be trucked into the site
- Staff may be rotated

Costs for Usage of SOW (applicable to both emergency and non-emergency use)

- A fee will be assessed for the usage of the Sites on Wheels
 - This fee will be established by AWIN Management and Operations
 - An additional fuel charge will be assessed based on the price of fuel at the time of use
 - Initial costs for a declared emergency would be borne by AWIN, but reimbursement would be dependent on the type of emergency. At the time of declaration any applicable reimbursement will be identified
 - The following lists major costs associated with the use of the Sites on Wheels
 - Set up of the SOW
 - Set up time is approximately an hour to bring the SOW in site trucking
 - Set up of MotoBridge – time varies depending on the situation, could be as much as eight (8) hours
 - Cost of diesel fuel to run generator
 - This is estimated to be one gallon per hour at the current cost of diesel fuel
 - Fuel tank will hold sixty (60) gallons of fuel; refuel at around 40 hours
 - Maintaining the SOW during extended usage
 - Oil change should be performed at the 250 hour mark
 - Filter must be replaced when oil is changed
 - A gallon of anti-freeze should be kept on the SOW at all times
 - Five (5) quarts of oil should be kept on the SOW at all times
 - Cost of transporting the SOW to the site
 - These expenses will vary depending on the vehicle used to tow the SOW, and the price of fuel for the vehicle
 - Personnel costs
 - Food
 - Shelter
 - Time

Responsibility/Assignment Summary:

AWIN management and Arkansas Department of Emergency Management hold the responsibility for ensuring the SOW's are operable at all times. In addition, these entities are also responsible for deploying the SOW's.