

## Use and management of emergency management trailers

Trailers are single or multi-purpose resourced for field use in biosecurity or Agriculture and Animal Services Functional Area (AASFA) response, stakeholder engagement and training/exercises.

### Responsibility

1. NSW Department of Primary Industries (DPI) or Local Land Services (LLS) personnel are identified to manage each trailer
2. Manager – maintain trailer for deployment and legal on-road use; demonstrate operation to key users; and allocate costs to relevant emergency or business codes
3. User - ensure the appropriate use of the trailer and resources, including towing by a suitable vehicle and replacing items as soon as practicable; and notifying the trailer manager of any issues, including out-of-date resources and documents.

### Access

1. Contacts identified and published for booking and access
2. Key users in emergencies to have all-hours access
3. Localised system implemented and followed for booking, access and activation
4. Trailers can be used/deployed by Participating and Supporting (P&S) organisations

Note: Priority for use is emergencies; therefore trailers may not be available for pre-booked engagement activities or may be redeployed during an event.

### Security

1. Secure against theft, including all trailer resources
2. Sign keys out and keep secure, with master set kept by manager
3. Stored within a secure, weatherproof facility when not in use e.g. shed with accompanying resources nearby and accessible

### Use

1. Prior to use – check contents are appropriate for use and safely stowed. Extra resources may need to be carried in other transport – trailer weight must not be exceeded. Receive brief from trailer manager.
2. Follow SWMS – [Trailer towing and use in emergency management](#)
3. Park trailer on flat ground in a safe location accessible to work area and for users/stakeholders. Do not inhibit vehicle or people egress. Secure against movement.
4. Deploy signage for direction and need
5. Erect extra cover if required and if weather permits e.g. awnings, gazebo
6. Batteries - do not allow to fully discharge (use 240V power where possible)
7. Electrical items to be connected safely to power source/s. Electrical leads must be appropriate for environment and managed to prevent risk.
8. Containers and equipment holding chemicals must be correctly labelled and stored
9. During use – organise replacement of used resources to maintain stocks at adequate level; return resources to correct storage locations; keep work area tidy
10. Immediately after use - clean; complete stocktake; repair/replace items; ensure resources stored as they were when deployed; notify trailer manager; and return to storage location.

Note: Fuel drums should only be filled with required amount for use and returned empty.

## Management

Trailer managers are responsible for the coordination of maintenance:

1. After use – check users have cleaned trailer, completed stocktake and notified any items to be repaired/replaced; electrical equipment tested and tagged (if used in an emergency)
2. Monthly – check (and charge) batteries to ensure at full capacity
3. Six months – vermin/pest check and control; tyres checked (inflation and wear); RCD (residual-current device) push-button test; locks and padlocks operational; perishable items checked
4. Annual – full trailer stocktake and condition check and items repaired/replaced; electrical equipment safe and operational, tested and tagged as required; RCD tested (electrician); safety check (mandatory if no pink slip); registration (mechanic check and pink slip)
5. Resources that have use-by dates must be replaced prior to being out of date

Note: Chemicals must be labelled, stored appropriately and included on site registers.

## Records

### User

1. Emergency response records submitted as per emergency management procedures
2. Document stocktakes and provide a copy to the trailer manager
3. Do not remove trailer specific documentation

### Manager

1. Maintain currency of any hardcopy documents, including resource lists and safety data sheet (SDS)
2. Document use, stocktakes, maintenance checks and any equipment repair/replacement
3. Provide Emergency Management Unit with access to and/or copies of all records

## Further information

- Resources lists (hard copy in trailer; manager access to management system)
- Trailer specific instruction procedure/s