	Standard Operating Procedure	
	Title / Subject **Cache Radio Equipment**	
	References/Updates: Updated: 11/14/2023	

Table of Change

1.		Page 1
2.		
3.		

1. **Introduction/Purpose**
   This policy relates to SIRN LMR radio cache equipment.

2. **Definitions**
   All definitions are located in the "Definitions" document located on the SIRN Website at www.sirn.wv.gov.

3. **Cache Radio Equipment**
   a. Basic Requirements

   i. Must be available for deployment for planned or emergency events

      1. Equipment permanently affixed to vehicles, buildings, etc. is not considered a Cache, this should be reported as capabilities of the location or mobile equipment

   ii. For the purpose of this section; the equipment must be compatible and approved by the SIRN, however equipment not meeting this requirement i.e. VHF, Low Band, 800, etc. can be entered into the State EMD Resource Management Tracking Application (SRMTA) and could be used if needed.

   iii. Cache Radio Equipment must be listed in a State EMD Resource Management Tracking Application following current guidelines.

      1. Entry should only be made once, by the cache owner or county Emergency Management Office of the cache owner.

2. It is the responsibility of the entering agency to maintain current availability and location of the equipment.

iv. All Cache Radios should follow all policies and procedures for proper programming.

1. Field reprogramming of cache radios should only be done with consent of the cache owner. Programmer certification can be revoked for improperly programming cache radios.

v. Nothing in this policy is intended to prevent local use of local assets as needed, however; proper accountability and status is required so that requests for use can be filled in a timely manner.

b. Cache Radio Request

i. In general cache radio equipment should be requested in the following method;

1. Local Cache (Internal to Agency, In-County Agency)

a. The Request should follow internal policies for agency owned and controlled cache equipment, provided;

i. Any Cache that has been listed in SRMTA as an available resource for deployment, use should be reported to the County Emergency Manager who will keep the availability of the equipment updated in SRMTA.

b. Other Agency, In-County, requests should be requested through the county established protocol at the county level, provided;

i. Any Cache that has been listed in SRMTA as an available resource for deployment, use should be reported to the County Emergency Manager who will keep the availability of the equipment updated in SRMTA.

2. Regional Cache or Outside of the County Cache

a. Requests for all cache equipment from outside the home county should be requested through the home county Emergency Management Office.

       i. If the region or group of counties has an agreement to loan equipment as needed, those guidelines should be followed, provided;

           1. Any Cache that has been listed in SRMTA as an available resource for deployment, use should be reported to the County Emergency Manager who will keep the availability of the equipment updated in SRMTA.

       ii. If the home county EM Office is unable to fill a request an entry into the SRMTA, following current guidelines provided by WVEMD. See the section below for the process followed after the request if entered into SRMTA.

   3. Statewide Cache Equipment

      a. All requests should be entered into SRMTA by the County Emergency Management Office, following current guidelines provided by WVEMD. See the section below for the process followed after the request if entered into SRMTA.

   4. Equipment should be requested and will be filled at the lowest level possible and requestors should begin local, if unable to fill locally, then regionally and then statewide if needed.

  ii. Requests for any equipment should include as much of the following information as possible;

     1. Requesting agency name, contact information, and appropriate authorization verification
     2. Identification of requesting agency command
     3. Reason for requesting the radio cache/type of event
     4. Primary purpose of the use of the radio cache
     5. Type of radio cache assets required
     6. Quantity of radio cache assets required (including Chargers, Batteries, Mics, etc)
     7. Expected duration of the event
     8. Required location/access information and is pickup or delivery of equipment being requested
     9. User/requestor and/or servicing dispatch contact phone number.
    10. Additional support services (e.g., technician, Fuel) requested.

iii. Radio Cache Activation

   1. Local or Agency to Agency Cache equipment that has an existing agreement in place will follow the agreement for activation, etc.

   2. Activation requests through SRMTA or WVEMD will follow this process;

      a. As soon as practical review the request, obtain further information if needed and either "Approve" or "Deny" the request. Emergency requests should be followed up with a phone call to WVEMD.

      b. Approved requests will be forwarded to the SWIC for Cache assignment

         i. The SWIC will coordinate with the RIC Chairpersons, Appropriate COML and/or Approved Cache hosting agencies as needed to get the best solution to the request.

      c. Once the equipment has been allocated and entered into SRMTA, the SWIC, State EOC or assigned person will make contact with the supplying agency and requestor and have them work out the details of activation.

iv. Cache Deactivation

   1. Once the event has ended the cache shall be returned to the host agency as soon as practical

   2. The requesting agency is responsible for all loss, damage, etc to cache equipment

   3. SRMTA entries should be made indicting the cache is demobilized and when it is back available for another deployment

v. Issues with a Cache

   1. Any issues with a cache should be reported to the host agency as soon as possible

   2. The SWIC can also be notified if additional support is needed.