

EMERGENCY EQUIPMENT RENTAL AGREEMENT – CONTRACTOR CHECKLIST

Always keep available a copy of your EMERGENCY EQUIPMENT RENTAL AGREEMENT, YOUR LAST VEHICLE/HEAVY EQUIPMENT INSPECTION, AND THIS CHECKLIST.

WHEN CALLED TO AN INCIDENT, QUESTIONS TO ASK!

1. What is my RESOURCE ORDER NUMBER? These numbers will be used to track your equipment to the incident, during the incident and when it is released. Get a copy of your RESOURCE ORDER prior to departing for your assignment.
2. Who is calling? – Individual's NAME AND AGENCY. It is important to be able to identify who requested the equipment.
3. WHERE TO REPORT? The incident may have several reporting locations. Be sure to have a specific identifiable location to which to report.
4. WHO TO REPORT TO? Name of individual or position title.
5. Agree upon a STARTING TIME. Confirm an ETA to the reporting location. This is important to assure payment begins at an agreed upon time.

UPON ARRIVAL AT LOCATION OF INCIDENT.

1. Have a copy of your Resource Order available.
2. At this time you must have your Emergency Equipment Rental Agreement or a copy available. You must have this document so your equipment can be used and paid according to the agreement.
3. Be sure to have an Emergency Equipment Shift Ticket started at this time. You must have an Emergency Equipment Shift Ticket for all hours of work to receive payment. Each Emergency Equipment Shift Ticket shall have an authorized Government Official's signature.
4. Be sure to have a Heavy Equipment Inspection done at this time and keep your copy. Don't lose this. If your equipment is damaged on the incident you will need this document to verify the condition of your equipment prior to use on the incident.

DURING INCIDENT.

1. Be sure an Emergency Equipment Shift Ticket is completed at the end of each operation period. A Government Officer and the Contractor or his authorized agency, must sign each shift ticket.
2. Be sure to keep your copies of each shift ticket. Do not lose these. Your payment is based upon the information recorded on these forms.
3. If you receive any government supplies (fuel, oil, equipment parts, etc.) or require government repair services obtain a receipt (OF-304 for fuel, ICS Form 213 or other appropriate invoice for parts and/or service) and keep them, again don't lose. This is so you may verify charges that will be deducted from your payment.
4. Operators are expected to exercise judgment in safe use of equipment to prevent damage. If you feel that you have been directed to do something that is apt to damage your equipment or endanger yourself or others, you are responsible for advising the person directing the work of this fact and, if told to proceed, either refusing, or obtaining written authorization to proceed regardless of the consequences.
5. Brush scratches are considered normal wear and tear. If more serious damage occurs, operators are responsible for calling it to the attention of responsible Government personnel at the earliest possible opportunity so damage can be assessed, witness statements taken and re-inspection performed.

UPON RELEASE FROM THE INCIDENT

1. Be sure to have release inspection performed on your equipment. This is the time to document any damage that may have occurred during the incident.
2. Emergency Equipment Shift Tickets are complete (A copy of all your time on the fire).
3. Emergency Equipment Use Invoice is completed and posted accurately and signed by a Government Officer and the Contractor or his authorized agent. THIS IS YOUR PAYMENT DOCUMENT, be sure it is corrected prior to signing the invoice.