



**GDEM –SAA Information Bulletin
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To: All Council of Governments
All Texas State Homeland Security Grant Program Points of Contact

From: Jack Colley
Chief, Division of Emergency Management

Subject: GDEM – SAA Homeland Security Grant Program (HSGP) Equipment
Management Guideline– Use of Grant-Funded Vehicles

Purpose: To provide clarification in the proper use of grant-funded vehicles

The issue has been raised as to the extent of use for vehicles approved for chemical, biological, radiological, nuclear and explosive (CBRNE) response efforts that are purchased with funds from the Office of Grants and Training (OGT).

The terms and conditions listed in this statement have been the understood policy of the Governor's Division of Emergency Management/State Administrative Agency (GDEM/SAA) regarding the storage, maintenance and use of CBRNE response vehicles acquired through OGT funding. This statement lists these terms and conditions in written form to ensure standardization and consistency for the possession and use of these vehicles. The policy does not replace or amend any existing agreement or similar accord relating to management of CBRNE vehicles created by or recognized by the GDEM/SAA.

The agency in possession of the CBRNE response vehicle agrees to:

1. Hold and safeguard the vehicle and make it available for CBRNE response.
2. Use the vehicle to transport CBRNE response equipment and personnel to the incident site. In addition, general purpose (non-emergency response) use of the CBRNE vehicle is prohibited other than as outlined within this policy statement.
 - a. *“OGT encourages dual use of vehicles, which means that units can respond to a variety of events, including but not limited to, medical and/or biological events. However, the vehicle must first and foremost be available in case of a CBRNE incident. As a point of clarification, “dual purpose” is not to be interpreted as both emergency use and everyday use. Everyday use would be considered “supplanting”, i.e. daily patrols, etc. Jurisdictions cannot supplant any vehicle or equipment already budgeted with local funds*
 - b. *OGT expects vehicles to be used for training, exercises, emergency/catastrophic events and special use only. Special use is defined as: used for short period of time or alert duty*

(on-call). Training can include monthly responses for checking maintenance and viability of equipment and staff preparedness.

- c. Federal guidance prohibits the use of CBRNE response vehicles for executive transportation.
3. Follow the priority of use policy as established by the GDEM/SAA, generally defined as:
 - a. Local emergencies, State, and Federally declared disasters
 - b. Other agency emergencies pursuant to a mutual aid request
 - c. Local training and exercises
 - d. Other agency mutual aid training and exercises
 - e. State training and exercises
4. Allow the vehicle to be operated only by trained personnel who are (a) on official duty, (b) designated volunteer of the holding jurisdiction or (c) designated personnel who fall under an official mutual agreement, unless it has been transferred to another jurisdiction with the expressed prior consent of the GDEM/SAA.
5. Conduct appropriate and effective preventative maintenance and keep the vehicle in good operating condition at all times and coordinate insurance, fuel, oil and other maintenance consumables and all major repairs.
6. Use and operate the vehicle in compliance with state laws. In addition, the vehicle will not be operated in a negligent or reckless manner.
7. Use vehicle operator's log to track mileage/hours and usage.
8. In cases where a vehicle is assigned to an individual, the use of the vehicle is limited to activities directly related to the response team. Use of the vehicle for personal activities is strictly prohibited.
9. Make available the vehicle for inspection by a designated official of the GDEM/SAA.
10. Allow GDEM/SAA the right to reassign the CBRNE response vehicle if it is deemed that the jurisdiction in possession of the vehicle has not complied with the conditions as outlined in this and other grantee policy statements. The jurisdiction may, of its own, relinquish the vehicle back to the GDEM/SAA at any time.

In an effort to maximize the use of funds, OGT supports dual-use equipment purchases. While the purchase of a vehicle must be tied directly to an identified need in the state strategy, we do not expect it to sit in a lot unused. A person assigned to a HazMat vehicle may use that vehicle, as long as they are on-call and available for any CBRNE situation that may arise. The vehicles primary function must be to respond to CBRNE incidents.

Should you have any additional questions, please feel free to contact the Governor's Division of Emergency Management (GDEM)/State Administrative Agency (SAA) by phone at (512) 424-7802, by e-mail to Ben.Patterson@txdps.state.tx.us or by fax at (512) 424-7825.