



Franklin County Public Health  
280 East Broad Street  
Columbus, Ohio 43215-4562  
(614) 525-3160  
www.myfcph.org

## Mobile Joint Information Center Request Form for Trainings, Drills or Exercises

### PURPOSE

The Mobile Joint Information Center (Mobile JIC) was purchased by Franklin County Public Health (FCPH) with 2005 Urban Area Security Initiative (UASI) Homeland Security federal grant funds. The purpose(s) of this mobile joint information center is to:

- Provide the capability to establish and operate a JIC wherever needed
- Support emergency and nonemergency response operations when a JIC is not needed
- Support other events as deemed necessary by a representative of FCPH

The Mobile JIC is capable of being deployed in two primary modes. The first is to serve as a mobile communications resource that can be set up in a building or facility. The communication systems have not been permanently affixed to the trailer to allow individual components to be used, singularly or together, in a way that best meets the needs of the user. The systems can be deployed individually when one or more systems are required at different locations or cannot be setup immediately adjacent to each other.

The second purpose is to serve as a mobile resource that can setup at a deployed location where a building or facility is not accessible. The trailer comes with a 12-foot awning on either side of the trailer. The awnings come with sides to provide protection from the elements. A 10-foot by 10-foot popup tent and a 20-foot by 30-foot gable tent come with the trailer to provide additional shelter when operating at a deployed location.

The Mobile JIC is available for use by all response partners in Homeland Security Region 4.

### CAPABILITIES

The Mobile JIC provides three main communication capabilities:

1. Internet Satellite
  - a. Connection to the internet
  - b. VoIP telephone service
  - c. Fax service
2. Television Satellite
  - a. Service to two televisions
  - b. DVD and VHS capabilities
3. Multi-Media Station
  - a. 4 laptop computers
  - b. 4 black ink printers
  - c. 1 all-in-one printer/fax/copier
  - d. 2 digital cameras
  - e. 1 video recorder
  - f. 3 VoIP satellite telephones

## TRAILER SPECIFICATIONS

Length:	14 feet
Width:	7 feet
Weight Empty:	3,200 lbs approximate (including etrack, tent pole, storage cabinet)
GAWR:	3,500 lbs per axle x 2 = 7,000 lbs GVAW
Tongue Weight Empty:	250 lbs approximate
Total Weight of Trailer Loaded:	7,000 lbs approximate
Tongue Weight with Cargo:	825 lbs (safety limit is 1,500 lbs)
Total Weight on Axles:	6,175 lbs approx

## TOW VEHICLE REQUIREMENTS

- A one ton or three-quarter ton truck with brake control (sway control and weight distribution not a requirement).
- Vehicle must have tow package installed.
- Ball hitch requirements: 2-5/16" ball with 10,000 lb capacity
- 10,000 lb capacity trailer hitch
- Seven-plug electrical trailer hookup (standard seven-plug). If the truck is wired to proper specifications with a six-plug connection, a six-plug to seven-plug adapter comes with the trailer.

**To request the Mobile JIC in an emergency, contact Randy Carver at 614-561-3200 or Mitzi Kline at 614-374-1924. These are 24/7 numbers.**

The requesting agency can send someone to haul the trailer, request assistance from Logistics in the EOC, or request FCPH bring it (if possible). The tow vehicle should meet the vehicle requirements above.

A representative from FCPH will meet the person towing the Mobile JIC at the 2000 Kenton Avenue, 43205 at an established time for immediate deployment.

A "Managers Go Kit" that includes all keys and the Mobile JIC User Guide will be provided to the person picking up the Mobile JIC.

See the next page for details on how to request and reserve the MJIC for a training, drill or exercise.

## MOBILE JIC REQUEST FORM (for trainings, drills or exercises)

To request the Mobile Joint Information Center trailer for training, drills, or exercises this form must be completely filled out by the requesting agency, and then faxed (614-525-6672), mailed or emailed to the Franklin County Public Health, Director of Communication. *Franklin County Public Health requests that you submit this form four weeks prior to your scheduled event for approval and scheduling purposes.*

The form should clearly state the nature of the request; specify a point of contact and phone numbers, to ensure all necessary arrangements are properly coordinated.

**To request the Mobile Joint Information Center in an emergency, contact Randy Carver at 614-561-3200 or Mitzi Kline at 614-374-1924. These are 24/7 numbers.**

Request Date	
Person Making Request	Title
Requesting Agency	
<b>Requesting Agency Point of Contact Information</b>	
Name	Title
Work Phone	Home Phone
Fax	Cell Phone
Type and Name of Event (Training, Drill, Exercise, Demonstration, etc.)	
Date of Event	Date requesting agency requests pick up of trailer

*This portion to be completed by Franklin County Public Health*

**Franklin County Public Health Authorizing Agent**

Name	Title	Phone
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Signature	Date
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**This request has been**

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied - Explanation:
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**When can the trailer be picked up by the requestor?**

Date	Time
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Address of and directions to pick up site

**When will the trailer be returned to Franklin County Public of Health?**

Date	Time
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**\*\*\*\*\*Important Liability and Cost Recovery Information\*\*\*\*\***

**Liability**

The trailer and its contents are fully insured by Franklin County Public Health (FCPH). By requesting and utilizing the Mobile JIC Trailer the agency/organization accepts liability for the hauling of the trailer.

Should an accident occur or equipment be damaged or lost the requesting agency/organization must notify FCPH immediately for so proper claim steps can be followed. Call Randy Carver at (614) 561-3200 or Mitzi Kline at (614) 374-1924 (both are 24/7 numbers). The agency/organization hauling the trailer will need to submit claim information to their respective insurance company for the actual vehicle towing the trailer.

**Cost Recovery**

The agency/organization requesting use of the Mobile JIC accepts all costs incurred by usage.

Administrative Supplies

FCPH will invoice the agency/organization for the actual cost of supplies used based on the completed Mobile JIC Administrative Supplies Checklist that is filled out at the time the Mobile JIC is repacked to return to FCPH. FCPH accepts the responsibility to order and restock items.

Phone and Satellite Minutes Used

If the requesting agency used more than the package minutes included with the telephone and satellite systems they are responsible for the actual cost of minutes used. The cost will be calculated based on the actual cost incurred by FCPH. FCPH will invoice the cost to the requesting agency/organization along with documentation of costs.

Additionally, there is a cost of \$100/day to upgrade the satellite package to a quicker bandwidth (internet) speed if deemed necessary. If the requesting agency requests an upgrade to the package, FCPH will invoice the actual cost to the requesting agency/organization along with documentation of costs after the fact.

*The signature below represents full understanding of all liability and cost recovery associated with this request to use the Mobile JIC as presented by Franklin County Public Health.*

<b>Requesting Agency/Organization</b>	
<b>Printed Name</b>	
<b>Signature</b>	<b>Date</b>