



ILLINOIS STATEWIDE MUTUAL AID

PLANNING AND REFERENCE GUIDE

FIRE - EMS - SPECIAL OPERATIONS TEAMS

"COLORING BOOK"

For Official Use Only
CONFIDENTIAL

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INTRODUCTION AND OVERVIEW

This document is specifically designed for use by MABAS Divisions, Fire Department Dispatchers and Population Centers, Local Mutual Aid Pacts and Fire Chiefs for the specific purpose of planning for activation of the Statewide Mutual Aid Plan and local subsequent responses.

The document is designed to force discussion, thought and decisions, so decisions have been already made before the requests are received. Dispatchers have pre-determined decisions in hand, and references are in dispatch centers for smooth resource mobilization control. Accordingly, local Chiefs are encouraged to have dialogue with their colleagues and local dispatchers in planning for a statewide activation, and simply fill in the blanks.

Directions for use and implementation of this planning guide is fairly simple. It is recommended that local Chiefs charged with Mutual Aid and Statewide Plan Coordination meet with their local Dispatch Center Coordinator and fill in the blanks where responses are required.

Upon completion of filling in the blanks, it is suggested that local fire officials and especially local dispatchers be trained and familiar with the document and its contents.

A copy of the completed planning guide must be kept in dispatch centers and readily available for use and reference by dispatchers during an activation of the Statewide Plan.

If all the directions are followed, all required decisions will be pre-determined. Such actions completed in partnership between local Chiefs and their Fire, EMS and Special Operations Dispatchers will assist in efficient and smooth mobilization when the plan is activated.

STATE OF ILLINOIS DISASTER PLAN ENHANCEMENTS

OVERVIEW

Goal

To enhance the State of Illinois Emergency Operations Plan (IEOP) by establishing a standard, statewide mutual aid plan for fire, EMS, hazardous materials mitigation, technical rescue and the like through a recognized system which will effectively support existing plans.

Objectives

Design a system interface between the MABAS system and the State of Illinois Emergency Operations Plan to mobilize EMS resources statewide during a time of need through coordination with IDPH (EMS) through the IOHNO.

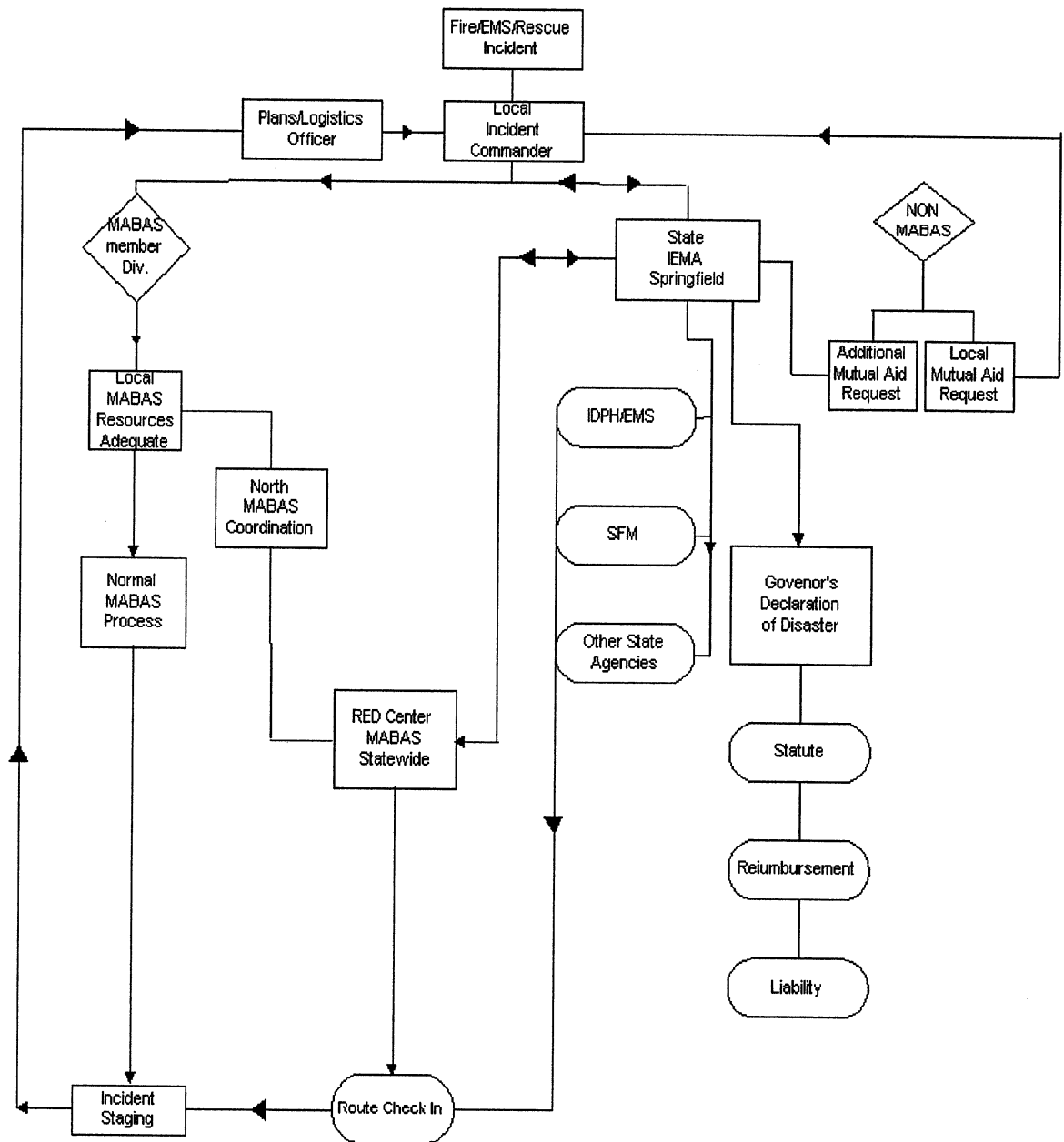
Design a system interface between the MABAS system and the state's disaster plan to mobilize fire/rescue and specialized capability resources statewide during a time of need through coordination with IEMA and OSFM office.

Integrate, modify or create statute to assure resource reimbursement, insurance and liability and tort immunity coverage for mobilized resources when requested by a stricken community's incident commander and affirmed by IEMA through the governor's office.

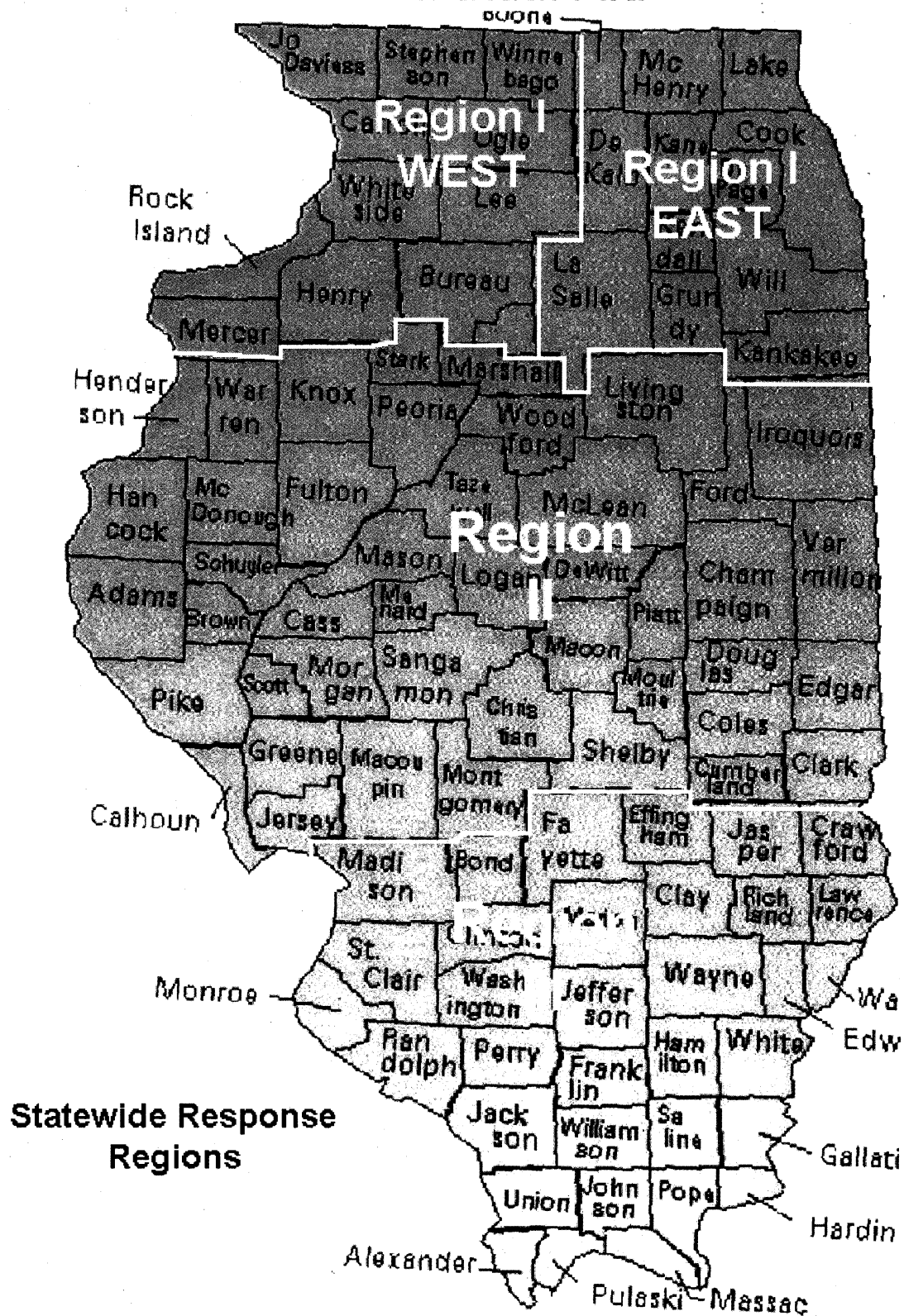
Construct Memorandum of Understanding and mobile support teams to facilitate a statewide mutual aid system, utilizing the MABAS system, their corporate documents and operational procedures as the standard for fire, EMS and specialized resources in a permissive manner for local units of government to access the system and its statutory covenants.

Fulfill a statewide disaster plan as not to diminish local command, control and the swift facilitation of MABAS resources during a time of need but rather as a mechanism to mobilize mass resources in a swift and coordinated manner with various state agencies.

Provide retroactive application of resources for rights, privileges, and reimbursement which according to a prescribed dispatch plan, become committed to the incident/event, prior to the confirmed actual Declaration of Disaster.



Illinois State Wide Mutual Aid



TAB - A

IMPORTANT LOCAL PHONE NUMBERS AND RADIO FREQUENCIES

Internal Contacts

√ Your 24-hour direct access phone number at your dispatch center:

Primary - _____

Secondary - _____

√ Your fax number at your dispatch center:

√ Your 24-hour direct access e-mail address at your dispatch center:

√ Your local Fire Chief Mutual Aid Coordinator's contacts:

	Name	Work Phone	Home Phone	Pager	Radio Signature
1)					
2)					
3)					
4)					

√ Your local Emergency Management Coordinator:

	Name	Work Phone	Home Phone	Pager	Radio Contact
1					
2					

External Contacts:

√ RED Center 24-hour direct access (Regional Emergency Dispatch)

Phone - Primary: (847) 724-5700

Secondary: (847) 272-2121

Backup: (847) 297-2121

Fax: (847)498-5968

√ Orland Central Dispatch

Phone - Primary: (708)349-3121

Fax: (708)349-2602

TAB - A (Continued)

✓ RED Center Radio Frequency:

MABAS / IFERN: 154.265 MHz

Fireground Red: 153.830 MHz (For Tactical Use Only On Scene)

Fireground White: 154.280 MHz (For Tactical Use Only On Scene)

Fireground Blue: 154.295 MHz (For Tactical Use Only On Scene)

✓ IEMA - State EOC: 24-Hour Phone Numbers:

1-800-782-7860

1-217-782-7860

✓ IEMA Radio Frequency: (all four frequencies have a PL of 103.5)

1) 45.44 Direct and Control 2) Tact 1 - 45.28

3) Tact 2 - 45.36 4) Tact 3 - 45.40

✓ IEMA SEOC Fax Number:

1-217-782-2589

✓ State Fire Marshals SEOC Phone Number: 217-557-4812 or 217-557-6202

✓ State Fire Marshals Command Center Phone Number: 217-558-0328

✓ State Fire Marshals Command Center Fax Number: 217-558-0330

✓ Illinois Department of Public Health:

SEOC Phone Number: 217-557-4808

IDPH IOHNO (Control Center): 217-558-0224

✓ Other Important Phone Numbers and Contacts:

✓ Miscellaneous Numbers:

TAB - B**LOCAL ACTIONS AND CONTACT CHECKLIST
STATEWIDE PLAN ACTIVATION - LOCAL PROCEDURES**

*** IMPORTANT** - Keep a log of all of your actions and time references.

Upon contact by RED Center for Statewide Activation of Mutual Aid Plan - obtain the following information (recall a dispatcher if needed):	
Type of request - resource needed.	
How many of the resource needed.	
Type of incident or event.	
Name of RED Center Controller.	
Authorizing resource response (Name - IEMA)	
Contact phone number at RED Center.	
Security validation code for access to incident reception site. (Note: Security validation code cannot be announced over radio frequency - only telephones)	
Location of reception site.	
Suggested routing to reception site for incident.	
Support/refueling sites while enroute along suggested routes.	
Any other special instructions.	

TAB - B (Continued)

Local actions after initial mobilization direction is received:	
Notify and advise local Fire Chief Coordinator's of your Mutual Aid Plan.	_____
Refer to this reference book under appropriate resource categories to identify which local units are due to respond.	_____
Contact local fire departments/districts due to fill the Statewide Mutual Aid Response tasking on local radio frequencies - DO NOT dispatch or contact them on MABAS frequency or IFERN - use local radio frequencies or telephones.	_____
<p>Advise units due to respond once they acknowledge:</p> <ul style="list-style-type: none"> - Telephone you for security validation code needed for reception access - this code is classified information and cannot be repeated over a radio frequency, only over telephone lines. - Also inform tasked, responding units: <ul style="list-style-type: none"> ◆ Preferred route to incident site. ◆ Support sites enroute to reception site. ◆ Review Statewide Mutual Aid - Responding Unit Checklist (attachment Tab U). ◆ Units should caravan to reception area as a group - pick local gathering site where units from your local area can meet and caravan or convoy to reception site. - Advise units to contact you when they are enroute as convoy. - Notify RED Center via telephone when your local, tasked units are enroute. Be prepared to provide number of units and their owning agency. 	
Post response "To Do" List:	
<ul style="list-style-type: none"> - Contact local Fire Chiefs / Mutual Aid Coordinators for off duty recalls to "staff up" service capacities to normal levels (important action to qualify for reimbursement of personnel expenses from State and Federal levels). - DO NOT give reception area validation access code to any other individuals other than units assigned to respond. - Discourage self-dispatching or volunteering to go to the incident. Stick to the plan and direction provided by RED Center. 	
Your local units and actions when they are released from the incident:	
<ul style="list-style-type: none"> - When units from your local area have been released and are back in their normal stations - notify RED Center. - Accumulate all records, logs and other documents from event. 	

TAB - B (Continued)

Critique and Debrief: <ul style="list-style-type: none">- Conduct a debriefing to identify things which went smoothly and those that did not.- Clarify issues within two (2) categories: Internal Issues / External Issues.- Present internal issues to local Mutual Aid Fire Chiefs' Coordinators.- Present and forward external issues to MABAS Executive Board.- MABAS will debrief IEMA and make amendments to Plan as indicated.- Amendments to Plan are then briefed to key elements of field deployment and mobilization.	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
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TAB C

**MABAS / IEMA Mutual Aid
Mobilization Procedures
SEOC / RED Dispatcher Checklist**

		Done	Follow-Up	Notes
1A	Confirm and validate request for mutual aid from IEMA through: <div style="display: flex; justify-content: space-between;"> <u>Agency</u> <u>Name</u> <u>Return Phone #</u> <u>Authorized by (IEMA name):</u> <u>Mission #</u> </div> <input type="checkbox"/> IEMA <input type="checkbox"/> OSFM <input type="checkbox"/> IDPH/EMS <input type="checkbox"/> Other <input type="checkbox"/> Other			
1B	Call State EOC back immediately (217-782-7860) and validate request directly with on-duty SEOC manager. Once confirmed validation complete, proceed.			
2.	Determine the type of request being made and establish concurrence between dispatch (SEOC/RED) Centers of status condition. Review status condition in interim procedure before mobilizing units. <u>Status Category</u> <input type="checkbox"/> Declaration of Disaster <input type="checkbox"/> IEMA Special Request (No Declaration of Disaster) no guarantee of reimbursement <input type="checkbox"/> Voluntary Assistance Request <input type="checkbox"/> MABAS to MABAS Agency			
3.	Contact phone numbers are as follows: Always attempt to capture SEOC/RED Center conversations on an audiotaped circuit. <div style="display: flex; justify-content: space-between;"> <div><u>State EOC</u> (Springfield) (800) 782-7860 (217) 782-7860</div> <div><u>RED Center</u> (Northbrook) (847) 724-5700 (847) 272-2121</div> <div><u>Orland Central</u> (Orland Park) (708)349-3121 (708)349-2602 (Fax#)</div> </div>			
4.	Operating radio frequencies for RED Center and State EOC include: <div style="display: flex; justify-content: space-between;"> <div><u>State EOC</u> Direct & Control - 45.44 Tactical 1 – 45.28 Tactical 2 – 45.36 Tactical 3 – 45.40 (PL 103.5) (for tactical use only)Fireground (Red) (for tactical use only)Fireground (White) (for tactical use only)Fireground (Blue)</div> <div><u>RED Center/Orland Central</u> IFERN 154.265 RED Repeater Frequencies Talk-In Frequency 156.135 Talk-Out/Talk-Around 159.660 (both have DPL 031) 153.830 154.280 154.295</div> </div>			
5.	Recall additional RED Center dispatchers as needed. Notify RED Center Director and RED Center Chiefs to report to RED so that several can act in command capacity for critical decisions or modification of Statewide Flow Plans if needed.			
6A	Type of incident or incident characteristics.			
6B	Fax Incident Commanders Checklist to scene location or have SEOC IEMA representative provide copy of checklists (Q-1-5) to incident commander.			
6C	Request ISP Trooper for security at RED Center - Lockdown RED Center.			
6D	Request SEOC & IEMA have Incident Commander establish reception site, away from incident but near main roads. Have IEMA give RED Center reception site officers cell phone number and have local police establish a secure area at reception site, and routes to incident staging location(s). Advise IEMA that RED Center will call reception site officer with instructions and resources that will be arriving.			

TAB C (Continued)**MABAS / IEMA Mutual Aid
Mobilization Procedures
SEOC / RED Dispatcher Checklist**

7. Determine region flow page (letter & number) to be used based on geographic location (region) and type of needed resource. (Confirm RED and SEOC are working from the same page in this booklet regarding resource flow plan.)

Region I-East _____

Region I-West _____

Region II (Central Illinois) _____

Region III (Southern IL) _____

Resource:

- ☐ HazMat (J 42-45)
- ☐ Technical Rescue (J 46-49)
- ☐ EMS – Amb. (J 10-17)
- ☐ Engines (J 18-25)
- ☐ Trucks (J 26-33)
- ☐ Heavy Sqds (J 34-41)
(also manpower to assist IDPH at pretreatment site setups)
- ☐ Tankers (J-55-58)
- ☐ Brush Trks (J 50-54)
- ☐ Task Forces (J 2-9)
- ☐ Command Overhead Teams (J-1)
- ☐ Paramedic Mobilization (J 58 - __)
- ☐ MARK Kit Mobilization (J__ - __)
- ☐ Administrative Support Packages (J_-_-)

*Note: See Minimal Staffing requirements below.

Flow Page References

Letter Number

Recommended Minimum Staffing Levels with Statewide

Responses

Engine – 4 Paramedic only - see flow pages
Aerials – 4 MARK Kit Mobilization - see flow pages
Hvy Squad – 4 Manpower only - use heavy squad flow sheets
Ambulances – 2 Admin. Support Packages - see flow pages
Brush Truck – 2
Tanker – 2
HazMat – 10 per team
TRT – 10 per team (plus 1 or 2 person Advance Team)

TAB C (Continued)**MABAS / IEMA Mutual Aid
Mobilization Procedures
SEOC / RED Dispatcher Checklist**

8.	<p>Determine type of resource request being made (singular or combination of below):</p> <p><input type="checkbox"/> Domestic Terrorism – HazMat/TRT Teams (5 teams sent immediately & next 5 teams placed on standby)</p> <p><input type="checkbox"/> Domestic Terrorism – Technical Rescue Teams - Is collapse a factor? Are victims heavily trapped and search & rescue needed? How many teams? (5 teams sent immediately and next 5 teams on standby)</p> <p><input type="checkbox"/> Domestic Terrorism – EMS Amb need (attempt to send ambulances with ALS capability in packages of 10 units at a time)</p> <p><input type="checkbox"/> MARK Antidote Kits – How many? Delivery location?</p> <p><input type="checkbox"/> Fire Resources Engines _____ How Many? _____ Ladder Trucks _____ How Many? _____ Tankers _____ How Many? _____ Command Officers _____ How Many? _____</p> <p><input type="checkbox"/> Heavy Rescue Resources Heavy Squads _____ How Many? _____ Light Squads _____ How Many? _____</p> <p><input type="checkbox"/> Specialized Team Resources (non-terrorism) HazMat Teams _____ How Many? _____ Technical Rescue _____ How Many? _____ (Above/Below Grade/Hi Angle/Building Collapse) Underwater Rescue/Recovery ____ How Many? _____ Fire Investigators _____ How Many? _____ Other _____ How Many? _____ CART Team (TRT) _____ How Many? _____</p> <p><input type="checkbox"/> Specialized Equipment Helicopter MediVac ____ How Many? _____ Mass Casualty Trailer ____ How Many? _____ Foam Trailers _____ How Many? _____ Crash Fire Rescue Airport Trucks – How Many? _____ Boats (define types) _____ How Many? _____ Portable Pumps _____ How Many? _____ Other _____ How Many? _____</p> <p><input type="checkbox"/> Paramedic Mobilization (Just personnel - no ambulances) How many? _____ Reporting Locations? _____ Reporting Time(s) _____</p> <p><input type="checkbox"/> MARK Kits How Many? _____ Reporting Location(s) _____</p> <p><input type="checkbox"/> Admin. Support Packages How Many? _____ Where to report? _____</p> <p><input type="checkbox"/> *Manpower Only (IDPH) How Many? _____ Reporting locations? _____</p> <p>(*use heavy squads for manpower only - respond in cars not with heavy squads)</p>			
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TAB C (Continued)**MABAS / IEMA Mutual Aid
Mobilization Procedures
SEOC / RED Dispatcher Checklist**

8A	<p>Encourage local dispatchers to use "Coloring Book" planning guide as reference.</p> <p>Dispatchers Instructional Note: The response flow cards (pages beginning with the "J" designator) indicate MABAS Divisions or population centers, with each assigned a number of units in each category to send. It is up to each specific MABAS division or population center to determine which specific departments in their division or region will be assigned the response. Local control is maintained by individual divisions if interdivisional response cards are used to fill the assignment or pre-assigned task force packages are assigned the response. Non-MABAS population centers identified are encouraged to develop a local plan with their area's neighboring departments to fill assignments. This includes coordination with hospital-based, private provider EMS systems.</p> <p>RED Center's role is to contact the assigned MABAS division or population center, instruct them how many and type units are due to respond, provide routing and staging particulars. When the assigned division or population center of confirmed enroute resources, they need to re-contact RED via telephone and confirm response. In turn, RED will relay specifics on resources responding to SEOC (OSFM/IDPH) representatives. The SEOC will advise the local incident commander of confirmed resources enroute.</p>			
9.	<p>Define routing of convoys location & staging area of incident.</p> <ul style="list-style-type: none">◆ Name of city/county _____.◆ Nearest large city _____.◆ Nearest major roads. _____.◆ Suggested routing on major roads (coordinate with State Police through State EOC) _____. <p>Identify state sponsored refueling sites, mechanical assistance sites and comfort stops along suggested routes. Forward to responding unit dispatch centers.</p> <ul style="list-style-type: none">◆ Reception area location _____. <p>(not the same as staging)</p> <ul style="list-style-type: none">◆ Reception site access security validation code.◆ Special instructions _____.◆ Logistical support sites while enroute (fuel, food, washrooms, etc.) _____.◆ Have SEOC coordinate establishment of:<ul style="list-style-type: none">- reception site near routing.- reception site officer and their cell phone number(s).- safe route from reception to staging area.			

TAB C (Continued)**MABAS / IEMA Mutual Aid
Mobilization Procedures
SEOC / RED Dispatcher Checklist**

10	Confirm SEOC/RED dispatchers names/identifiers and correct callback phone numbers / frequencies / etc. Confirm callbacks when unit responses are confirmed. Determine direct SEOC telephone number to OSFM and/or IDPH official who will be working request with RED Center.			
11	Notify MABAS Executive Board (by RED) and brief them of situation. Request one Executive Board member report to RED. (E-6) Activate MABAS oversight team (S-1-5): Select application for City of Chicago only or statewide activation, excluding Chicago as disaster site.			
12	Establish security validation code to be used at reception site with responding resources (number/color/object).			
13	Review flow plan for appropriate region and resources and begin notification of departments / MABAS divisions / specialized team responses (F-1 & 2). Inform each contact of: <ul style="list-style-type: none">◆ Status Category (declaration / voluntary)◆ Type incident.◆ Equipment, materials or manpower requested.◆ Suggested Route.◆ Location of incident.◆ Security validation code.◆ Reception site location.◆ Notify you when response confirmed.◆ Logistical Enroute Support Sites.◆ Reporting times and locations (if applicable)◆ Skip over impacted MABAS Division/Population Center listed on flow pages. Their resources are probably fully committed at the scene.			
14	Contact Reception Site Officer and: <ul style="list-style-type: none">- provide validation security code.- brief on equipment/materials/manpower enroute and from where.- confirm a safe route has been secured from reception to staging.- give the Reception Officers several good, not well known phone numbers at RED Center where they can call you.- confirm the Reception Officer has a lawn enforcement officer present to deal with self-dispatchers and those without the security validation code.			
15	Keep state EOC updated as needed of resources enroute (217-782-7860).			

TAB C (Continued)**MABAS / IEMA Mutual Aid
Mobilization Procedures
SEOC / RED Dispatcher Checklist**

16	File documentation report of dispatch actions, including approximate times, specific units / agencies / divisions contacted and other associated actions unique to incident.			
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TAB D**ILLINOIS STATEWIDE MUTUAL AID
RESOURCE MOBILIZATION SEQUENCING**

	Done	Follow-Up	Notes
Illinois Activities State Plan.			
Declaration of Disaster Requested.			
IEMA Secures Declaration.			
SEOC Contacts RED Center.			
RED Center activates mobilization per Incident Command.			
RED Center contacts Divisions & Population Centers.			
RED Center provides validation security codes.			
RED Center advises resources to send.			
RED Center advises routing and caravan process.			
RED Center advises resource responding reception site.			
Divisions and Population Centers tasked notify agencies to respond per RED Center directions.			
Division / Population Centers provide code needed at reception site.			
Units mobilized respond via route and switch to IFERN frequency.			
Division / Population Centers advise RED Center when and what resources tasked are responding.			
RED Center advises reception site officer of resources responding and of the security validation code.			
RED Center advises SEOC of resources responding to reception site.			
Reception site officer provides secure route (with Police Department) from reception to staging area.			
Responding resources report to reception and have validation code checked. Resource accepted or turned over to law enforcement.			
Units in reception site are briefed, prepared and sent to staging area.			
Units in staging area report to staging officer and become Incident Command asset.			
RED Center's responsibility ends when resources are in reception site.			
Units released from staging or site by Incident Command return to reception area.			
Units / resources released from reception back to their own agency notify RED Center and switch to IFERN.			
RED Center notifies SEOC of released assets - SEOC may redirect resources returning to another reception area.			
Once units return to their own agencies and are back in their own stations - RED Center should be notified.			
RED Center notifies SEOC of units mission completion.			
END PROCESS			

TAB D (Continued)**Dispatch and Pre-Staging
Checklist**

	Procedure:	Done	Follow Up	Notes
1.	Upon activation of the statewide fire/EMS/Special Ops mutual aid plan by the SEOC, RED Center will assume full mobilization control of requested resources.			
2.	RED Center will make all initial mobilization taskings from the statewide flow plan by contacting MABAS and population center dispatch offices by telephone. Secondary department notifications by dispatch centers will also be initially communicated by way of telephone. Both telephone notifications are intended to:			
3.	Prevent MABAS frequency overload by initial dispatch center transmission.			
4.	Maintain communication security.			
5.	Provide clear direction of response routing and convoy collection points.			
6.	Provide pre-staging reception site and confidential coded information to dispatched units in order to:			
	<ul style="list-style-type: none">• Validate the unit as one actually dispatched by RED Center.			
	<ul style="list-style-type: none">• Provide a safe and secure staging area remote from the scene.			
	<ul style="list-style-type: none">• Maintain a secure routing path between staging and a single entry control point at the incident site.			
7.	RED Center shall, by telephone, advise every tasked MABAS division and population center dispatch office.			
8.	What type of unit(s) is/are being requested, the staffing requirements and other assigned tasks.			
9.	The designated response routing, convoy collection point, authorized refueling and service sites.			
10	A coded phrase that each unit authorized to respond, in accordance with RED Center's direction, is provided during telephone dispatch. The coded phrase will consist of a number, color and object. The coded phrase will be needed to gain access to the central staging site through the pre-staging reception center. <i>The coded phrase may only be passed by telephone and never stated over any radio frequency, Coded phrases are considered confidential in nature and if released to unauthorized individuals can damage security initiatives significantly.</i>			

TAB D (Continued)**Dispatch and Pre-Staging
Checklist**

11	RED Center shall advise the reception site by telephone of the coded phrase being used.			
12	As MABAS dispatch centers and population dispatch centers units' are enroute, RED Center shall be notified by telephone by the dispatching centers. Responding units should switch over to the MABAS frequency; however, they <u>should not</u> acknowledge response over the MABAS frequency.			
13	Compromise of the coded phrase will require RED Center to define a new coded phrase and implement as quickly as possible.			
14	Units directed to respond will follow routing to the pre-staging reception area and expected to provide the coded message (number, color, object) as provided by RED Center through the unit's primary dispatch center. Units who fail to provide the correct coded phrase will be removed from staging access to a holding area and subject to specific security screening procedures and RED Center revalidation.			
15	Once responding units provide the correct coded phrase, they will be provided and entry authorization form by the reception site to the primary incident staging area.			
16	MABAS and population dispatch centers tasked will contact RED Center by telephone with the specific units tasked and enroute by their unit's department/agency name and unit number. RED Center will (by telephone) provide the specific name and unit number validated for response and enroute to the pre-staging reception site and main staging area. As units enter the main staging area, RED Center will be notified by telephone by the staging sector area of their arrival.			
17	RED Center shall maintain a complete status of units authorized and directed to respond and their arrival at reception site. Following a reasonable amount of enroute time, units which have not yet arrived in reception area will be identified by RED Center who will initiate a status inquiry with all parties involved in order to insure the status, welfare and location.			
18	RED Center will advise the SEOC as needed throughout the incident of response status. Once resources have arrived, a specific summary of units dispatched and their status will be provided to the SEOC by RED Center.			

TAB E**STATEWIDE PLAN
MOBILIZATION PHASES**

PHASE I - PREPARATION	DONE	FOLLOW-UP	NOTES
Dispatch Center Training			
Pre-assignments of units / department to fill request for response mobilization.			
Training of firefighting staff - Statewide Plan Orientation			
Education and knowledge of security and validation procedures by command personnel.			
No Self-Dispatching Policy - follow the plan.			
Preparation of individual and company mobilization bags (personal needs and supplies).			
MABAS Division - Population Center recall / backfill procedures established.			
Knowledge of Statewide Plan equipment/apparatus and minimal staffing standards.			
Identification of local MABAS/Population Center Statewide Plan Liaison or Director.			
PHASE II - RECALL PROCEDURES	DONE	FOLLOW-UP	NOTES
Local plan established to recall personnel for predetermined departments and apparatus to fill Statewide Plan mission assignments.			
Recall plan for additional personnel to staff backup holes in local service response system caused by units dispatched to fill statewide response assignment. (Important to qualify for reimbursement of costs beyond normal operating expenses - a must for paid departments)			
Local recall system designed not to overload local radio system. The MABAS / IFERN Radio System shall not be used to dispatch local departments to report to their stations or predetermined point for recall reporting - frequency overload.			
Individuals check and secure personal mobility bags and PPE/fire gear to be brought with them during response.			
Local Command Personnel / Company Officer contacts local MABAS dispatch center to receive critical response information, including: <ul style="list-style-type: none">✓ Type of incident✓ Special instructions in order to be ready to provide assistance✓ Suggested main routes to reception area - refuel, rest stops, mechanical assistance, police assistance, etc.✓ Confirmation of response radio frequency - MABAS/IFERN✓ Required security access code at the reception site (not to be used over radio and for validation and scene security purposes) - security access code to be held in confidence by command / company officer responding with assigned unit(s).			
Confirm apparatus and its staffing meets Statewide Plan standards.			

TAB E (Continued)**STATEWIDE PLAN
MOBILIZATION PHASES**

PHASE II - RECALL PROCEDURES (Continued)	DONE	FOLLOW-UP	NOTES
Local agencies take actions necessary to maintain local levels of service while units are committed to response with Statewide Plan.			
Bring credit card with in case supplies are needed enroute. Keep receipts and a log of expenses and events while enroute and on scene at the incident.			
Task Forces must respond as a group, together and not separate while enroute.			
PHASE III - MOBILIZATION	DONE	FOLLOW-UP	NOTES
Have your local dispatch center advise RED Center when your unit is enroute to the reception area and completed the following tasks: <ul style="list-style-type: none">✓ Follow suggested routes. Don't take back roads or shortcuts, as no support enroute will be provided off main routing on interstates.✓ Mobilization should be a caravan design where units stay in a single lane, straight caravan lineup. No passing other units enroute.✓ Activation of the Statewide Plan is to provide a large quantity of sustainable resources. <u>Speed of response is not as important as organization.</u> Warning lights should be used however; sirens will not be of benefit.✓ Monitor the MABAS/IFERN frequency while enroute.✓ Responding units must report to the stated, incident reception site. Units who bypass the reception site or attempt to go directly to staging without first reporting to the reception site will be considered security risks and detained by police and security forces.			
PHASE IV - RECEPTION REPORTING	DONE	FOLLOW-UP	NOTES
A formal reception and security validation area will be in operation a reasonable distance from the incident site. It will be in relatively close proximity to the suggested interstate routing. A secure route will be provided between reception and incident staging locations.			
It is imperative all assigned units report to the reception site. Bypassing reception may result in the unit and its staffing being secured by police forces and/or returned back to its local assigned station.			
When arriving to reception site the Command/Company Officer will be asked to state the dispatch authorization security validation code. No unit or personnel will be allowed beyond reception without first stating the correct validation codes.			
Once validated, the unit and its personnel are logged in and are officially transferred over as a state resource and asset to assist as directed by the Incident Commander.			

TAB E (Continued)**STATEWIDE PLAN
MOBILIZATION PHASES**

PHASE IV - RECEPTION REPORTING(Continued)	DONE	FOLLOW-UP	NOTES
While in reception, pre-scene actions will be taken as needed, possibly; ✓ A scene operations and safety/security briefing ✓ Vaccinations / medications of personnel if needed ✓ Instructions for bed down, decontamination processes, etc. ✓ Sign-In / Sign-Out procedures, accountability and work/rest cycles			
✓ Issuance of unique PPE gear ✓ Conveniences for personal use ✓ Refueling of apparatus ✓ Issuance of site access badges/ID placards ✓ Documentation and records logging instructions			
Once reception activities are complete, units and personnel will be released to a secure, staging area with a defined route to access.			
PHASE V - RECALL PROCEDURES	DONE	FOLLOW-UP	NOTES
Upon reporting to staging - Command/Company Officers will report to the Staging Officer in charge.			
The Staging Officer will facilitate you and your team as an available resource and place you under the control of the Incident Commander as a resource to be used in the employment (Phase VI) phase.			
The Staging Officer will also provide accountability instructions between staging and on-scene operations. This includes signing in and out required actions, bed down and feeding procedures and security awareness actions.			
Once released from staging to the Incident Commander employment phase, you and your team will be assigned to a sector.			
PHASE VI - EMPLOYMENT ON THE INCIDENT SCENE	DONE	FOLLOW-UP	NOTES
Report to your Sector Commander.			
Understand and follow accountability procedures - safety procedures.			
No free lancing, follow Sector Commander direction.			
Do not take a break or leave the assignment until instructed to do so or permission to do so is approved by the Sector Commander.			
Stay together as a company. Officers are responsible for their assigned personnel.			
When released from the sector for a work rest cycle, report back to the staging area where you were first released by staging and sent to incident scene employment.			
Upon reporting back to staging or bed down, report back in to the officer in charge at staging or bed down (accountability). Report and document any injuries, lost or damaged equipment.			

TAB E (Continued)**STATEWIDE PLAN
MOBILIZATION PHASES**

PHASE VI - EMPLOYMENT ON THE INCIDENT SCENE (Continued)	DONE	FOLLOW-UP	NOTES
Follow instructions while on site until released to report to a different site (follow same routine and process as previously stated) or directed to return to your home station and released from assignment as a state resource.			
PHASE VII - ROLLUP AND RETURN TO HOME STATION	DONE	FOLLOW-UP	NOTES
Before leaving site and scene staging, check and inventory all equipment. Report missing or broken items to the sites Commanding Officer and log the action in your records.			
Return to home station following the suggested return route (assistance and refueling availability) - stay on MABAS frequency.			
Upon return to home station, advise your dispatch center and have them advise RED Center of your return in quarters and the time.			
Complete and assemble all records and logs of events, expenses, injuries, expendables used, broken/lost equipment. Provide records to your local commanding officer.			
Responding departments and units who were authorized to do so, will be contacted for completion of reimbursement forms and records through MABAS and IEMA.			

TAB - F

REQUEST TO MOBILIZE TASK FORCE RESOURCE

√ Definition: A Task Force is a resource package consisting of 2 engines, 1 ladder truck, 1 heavy squad, 3 ambulances (ALS preferred) and 1 Chief Command Officer. A Task Force's units from various fire departments/districts of a MABAS Division or geographic population area, who form a single resource package and convoy to site/reception area. They are deployed as an Incident Commander may see fit. Staffing is 4 firefighters on each engine, ladder and squad, 2 firefighters (paramedics) per ambulance, and 1 Chief Officer.

√ Pre-work: Local MABAS Divisions/Population Center Dispatchers and local Fire Chief Coordinators need to fill in the following blanks, representing the sequence of departments/districts which will fill in the various elements of a task force resource package.

(Sequence of contacts)

Engine (Send 2)	Ladder Truck (Send 1)	Squad (Send 1)	Ambulance (Send 3)	Chief (Send 1)	24-hour Contact Method

√ Identify and direct Task Force elements where they should meet locally and form convoy for response.

√ Notify Task Force Chief Officer via telephone - not via radio - and advise:

- Suggested routing to reception site.
- Support locations while enroute along suggested route.
- Security validation code (needed to enter reception site).
- Location of reception area.
- Switch to IFERN while enroute.

√ Notify RED Center when Task Force is enroute to reception site - advise RED Center of departments assigned to your Task Force.

√ MABAS originated Task Forces radio signatures are "MABAS Division _____ Task Force" and non-MABAS originated Task Forces radio signatures are known as "County Task Force".

√ See Tab B for situation where a private ambulance firm provides local EMS transport services.

TAB - G

MOBILIZATION REQUEST FOR AMBULANCES

 How many ambulances are you being asked to mobilize? _____.

✓ Definition: An ambulance filling a mobilization request must be IDPH licensed, ALS or BLS, and have victim transport capabilities. Ambulances must be staffed by appropriately licensed personnel based on the BLS or ALS ambulance licensure. Staffing of an ambulance consists of two (2) individuals. It is preferred that ALS - Paramedic level ambulances be selected over BLS ambulances. It is preferred that Paramedics being sent on the ambulances also be firefighters. Fire agencies or service areas whose primary EMS transport service is private firms, may fill the ambulance slots (3 ambulances per task force) with private ambulance services, so long as those private ambulances are signature of the local Mutual Aid System and their governing body(s).

✓ **Pre-Work:** List sequencing of departments, districts, EMS Third Service, private agencies filling an ambulance mobilization request.

[illegible]

TAB - H

REQUEST FOR MOBILIZATION OF ENGINE COMPANIES

√ How many engine companies are you being asked to mobilize? _____.

√ Definition: An engine company must meet NFPA Standards, and when responding to a Statewide Mutual Aid and staffed by four (4) firefighters, of which one (1) is a Company Officer. Responding units must be a MABAS Division member or have signed an MOU with IEMA to participate in Statewide Plan activation.

√ Pre-Work: Dispatchers and local Fire Chiefs need to fill in the blanks by sequencing names of departments/districts who will fill the mobilization response request.

ENTITY:	METHOD OF CONTACT: (24-hour)

TAB - I

REQUEST FOR MOBILIZATION OF LADDER TRUCKS (AERIAL DEVICES)

√ How many ladder trucks (aerial devices) are being requested to mobilize? _____.

√ Definition: A ladder truck, or other type of aerial device, must comply with NFPA Standards. An aerial device is further defined as a vehicle with a permanently mounted and powered aerial ladder, aerial platform, snorkel and the like. Aerial device vehicles are not required to have a pump or booster tank. Staffing of an aerial device for a Statewide Response is four (4) firefighters, of which one (1) is an Officer.

√ Pre-Work: Local Fire Chiefs and dispatchers should fill in a sequential listing of fire departments/districts of aerial devices which will fill a request for Statewide Response.

ENTITY:	METHOD OF CONTACT: (24-hour)

TAB - J

**REQUEST FOR MOBILIZATION OF HEAVY SQUAD UNITS
- OR -
MANPOWER ASSISTANCE ONLY**

√ How many heavy squads (HS) are requested for mobilization response? _____.
- or -

√ If for manpower only (MO) - how many firefighters are requested? _____

√ Definition: A heavy squad is a utility vehicle, which normally carries a variety of equipment and tools. Examples include, but are not limited to; extrication equipment, air bags, saws, cascade systems, generator(s), lighting equipment, salvage equipment, etc. Heavy squads are normally described as a vehicle mounted on a full truck or fire truck/commercial chassis with a cabinet body of larger scale. A heavy squad is not a vehicle with a smaller chassis such as a pickup truck or the like. Staffing of a heavy squad is four (4) firefighters, of which one (1) is an Officer.

SPECIAL NOTE: Requests for manpower only (such as to assist IDPH in setting up public pre-treatment centers) uses the heavy squad template and sequencing to support the request. When a manpower request is made, filling the request comes from the heavy squad list. The difference is when manpower is requested only, they travel to the reception site in staff car(s) rather than a heavy squad vehicle.

√ Pre-Work: Local Fire Chiefs and dispatchers need to fill in the blanks by sequencing of what departments/districts will fill the mobilization request for heavy squad or manpower only.

ENTITY:	METHOD OF CONTACT: (24-hour)	(HS) HEAVY SQUAD - OR - (MO) MANPOWER ONLY
		1 vehicle/HS 4-staff
		2 vehicles/HS 4-staff
		3 vehicles/HS 4-staff
		4 vehicles/HS 4-staff
		5 vehicles/HS 4-staff
		6 vehicles/HS 4-staff

TAB - K

REQUEST FOR PARAMEDIC ASSISTANCE ONLY - NO AMBULANCES

✓ How many paramedics are being requested from your division/area for mobilization response? _____

✓ **Definition:** A request for paramedic skill level individuals and no ambulances is possible from IDPH. Such a request is likely to assist local and county health agencies in confronting a "surge" in pre-medicating or vaccinating the public due to a bio threat or outbreak. Such paramedic only requests will be short-lived in nature (commitment of 24 to 72 hours), assisting local health agencies. Paramedics are described as IDPH licensed EMT-P, individuals. Paramedics reporting to such mobilization will be assigned a reporting location and travel such in cars and not in ambulances. Communities whose primary EMS providers are private in nature may fill such requests with private ambulance service paramedics. So long as the private ambulance provider has an official written agreement with the local municipality, or is a MABAS member - or an MOU with IEMA/IDPH.

✓ Pre-Work: Local Fire Chief's and dispatcher's should sequence agencies and number of paramedics available to commit to a mobilization response:

[illegible]

TAB - L

REQUEST FOR MOBILIZATION OF ADMINISTRATIVE SUPPORT TEAMS

√ No more than a single Administrative Support Team is expected from any single MABAS Division or geographic Population Center.

√ Definition: An Administrative Support Package is comprised of six (6) individuals including one (1) Administrative Assistant Team Leader, one (1) Information Management Specialist, three (3) computer literate secretary typists and a dispatch center telecommunicator. Hard equipment includes general office supplies, three (3) laptops and portable printers. Administrative Support Teams will be utilized away from the frontlines of an operation and normally function in rear echelons, such as EOC's and associated recovery centers.

√ Pre-Work: Local Fire Chiefs and dispatchers should develop a sequenced list of agencies or individual departments who will contribute individuals to an Administrative Support Team.

FUNCTION:	AGENCY/ENTITY:	METHOD OF CONTACT: (24-hour)
1A - Administrative Assistant		
1B - Administrative Assistant		
2A - Information Management		
2B - Information Management		
3A - Secretary/Typist		
3B - Secretary/Typist		
3C - Secretary/Typist		
3D - Secretary/Typist		
3E - Secretary/Typist		
3F - Secretary/Typist		
4A - Dispatch Center Telecommunicator		
4B - Dispatch Center Telecommunicator		

TAB - M

REQUEST FOR MOBILIZATION OF HAZARDOUS MATERIALS TEAMS

√ No more than one HAZ-MAT Team will be requested from a MABAS Division or geographic Population Center.

√ Definition: In Illinois a HAZ-MAT Team minimum standards have been defined in writing and have been adopted by MABAS and ITTF (Interim) for Statewide Plan Response. Requests for HAZ-MAT Teams often will be for single units. Under an event where Domestic Terrorism/WMD is suspected or confirmed. A HAZ-MAT package of five (5) teams will be sent automatically (each team from a different MABAS Division/geographic area). A HAZ-MAT Team is comprised of ten (10) HAZ-MAT Technicians, meeting training and certification minimums in the previously noted Statewide Standard. The standard includes a minimal equipment inventory standard.

√ Pre-Work: Each Division or geographic area with a HAZ-MAT Team listed on the Statewide Plan has recall systems in place to activate their HAZ-MAT Team. Under a Statewide Plan activation notification of HAZ-MAT Team members needs to be achieved through methods other than MABAS tones and use of the IFERN frequency.

TEAM TO ACTIVATE:	24-HOUR ACTIVATION METHOD:

TAB - N

REQUEST FOR MOBILIZATION OF TECHNICAL RESCUE TEAMS (TRT)

√ MABAS, CART and other Technical Rescue Teams may be tasked to respond under the Statewide Response Plan. Under such circumstances, only one TRT Team response will be requested from a MABAS Division, geographic area or CART Regional Team.

√ Definition: A Technical Rescue Team (TRT) is defined under an adopted standard by MABAS and ITTF for Statewide Response Application. A TRT Team consists of ten (10) multi-discipline, certified individuals and one (1) team leader, command advisor. The standard includes the minimum equipment inventory for response.

Normally, TRT Teams are requested to respond by the Incident Commander on an as needed basis. Under a suspected or confirmed Domestic Terrorism/WMD event a TRT response will automatically initially include three (3) teams, plus one (1) advisor coordinator per team (USAR Light package approximately thirty (30) people.

√ Pre-Work: MABAS Divisions, CART Agencies and other TRT Teams listed on the Statewide Plan are aware of their involvement. Dispatch centers where TRT's reside need to know how to activate their TRT Team by methods other than use of the MABAS Radio System and IFERN frequency.

TEAM TO ACTIVATE:	24-HOUR ACTIVATION METHOD:

TAB - O

MOBILIZATION OF MARK ATROPINE AUTO INJECTORS AND/OR AMYL NITRATE

 Determine the amount of MARK Kits or boxes of Amyl Nitrate being requested for mobilization _____.

1 Determine the location where the MARK Kits or boxes of Amyl Nitrate are to be delivered _____.

✓ Determine where your local cache of MARK Kits auto injectors or Amyl Nitrate is kept (300 auto injectors minimal at each deployed location)_____.

✓ Definition: Throughout the State of Illinois, Atropine Auto Injectors or Amyl Nitrate are deployed at various locations. Every MABAS Division is assigned at least three hundred (300) auto injectors, as are other, non-MABAS Population Centers. HAZ-MAT Teams are assigned two hundred (200) units each.

Upon request of local Incident Commander or as directed by RED Center, MARK Kit Auto Injectors and/or Amyl Nitrate may be mobilized to an incident scene. Upon such direction, the number of auto injectors requested should be immediately located, placed in an Emergency Response Vehicle and transported to a scene. The local drug cache should be mobilized and NOT the HAZ-MAT assigned auto injectors.

✓ Pre-Work: List location of MARK Kits, contact and access phone numbers and transporting agency(s):

[illegible]

TAB - P

REQUEST FOR MOBILIZATION OF WATER TANKERS

√ Determine how many water tankers are being requested for mobilization response _____.

√ Definition: A water tanker is for firefighting purposes and not for potable drinking water supply. A tanker should meet industry standards including quick dumps, dump tanks, siphons, etc. Tankers loaded GVW must be appropriate within the vehicle's rating and Secretary of State limits. Under an activation of the Statewide Plan two (2) firefighters accompany each tanker.

√ Pre-Work: Local Chiefs and dispatchers should identify what local department water tankers will respond if requested to mobilize.

AGENCY/ENTITY:	METHOD OF CONTACT: (24-HOUR)

TAB - Q

REQUEST TO MOBILIZE BRUSH TRUCKS FOR FIREFIGHTING

√ Determine how many brush trucks you are being asked to mobilize _____.

√ Definition: A brush truck is normally a 4-wheel drive unit, smaller truck design, with a pump and water tank. Often the brush truck can "pump & drive" to maneuver and extinguish the fire. Brush trucks must be safely designed and meet Secretary of State Standards and Rules. Brush trucks responding should do so with two (2) firefighters.

√ Pre-Work: Local Chiefs and dispatchers should determine a sequential response list of agencies who will send brush fire trucks.

AGENCY/ENTITY:	METHOD OF CONTACT: (24-HOUR)

TAB - R

MOBILIZATION REQUEST FOR COMMAND FIRE OFFICER OVERHEAD LIAISON TEAM

√ How many trained Command Chief Officer Liaisons are being asked to mobilize? _____.

√ Definition: A Command Officer Liaison is trained in ICS, Unified Command, MABAS, Statewide Plan, NIMS, NRP and Haz-Mat Operations. They are provided to the Incident Commander as Incident Management Team Liaisons and advisors to assist in organizing the incident or the EOC. A Chief must be trained in all of the above areas and approved by MABAS Executive Board (approvals will not be issued sooner than January 2005) as being trained in all areas. Top Off II taught us that is you think you need ten more Chief Officers, you will probably actually need more like twenty. Requesting a number of Command Incident Management Liaison Team Members is encouraged for all activation's of the Statewide Pla.

√ Pre-Work: List sequencing Chiefs who have met the training requirements or are in training for MABAS recognition from your division for response.

NAME/RANK:	METHOD OF CONTACT (24 HOUR)