

MUTUAL AID BOX ALARM SYSTEM -DIVISION XII

Policy – Practices – Guidelines Manual

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Subject:	Section B	
Functional Area:	Operations	
Category:	MABAS Planning and Reference Guide	
Approved By:	Douglas Halverson President 	

Scope: This document, previously referred to as the “Coloring Book”, is specifically designed for use by Illinois MABAS Divisions, fire department dispatchers, and divisional dispatch centers (primary and secondary), MABAS mutual aid pacts, and fire chiefs for the specific purpose of planning for rapidly escalating events, including statewide mobilizations and local subsequent responses.

Purpose: This workbook is designed to allow MABAS divisions, fire chiefs, and divisional dispatch centers to properly prepare for a tasking/request. This document provides the framework for each division to build its outbound response cards in advance of a request.

Responsibility: It is the responsibility of all members to have a thorough knowledge of this policy.

PLANNING AND
MOBILIZATION
REFERENCE GUIDE
FOR MABAS
DIVISIONS AND
DISPATCH
CENTERS

FIRE, EMS AND
SPECIAL
OPERATIONS
TEAMS

ILLINOIS STATEWIDE MUTUAL AID

MABAS PREPAREDNESS WORKBOOK

AUGUST 2023



◆ ◆ ◆ ◆ ◆

For Official Use Only
CONFIDENTIAL

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INTRODUCTION AND OVERVIEW

This document, previously referred to as the "Coloring Book", is specifically designed for use by Illinois MABAS Divisions, fire department dispatchers and divisional dispatch centers (primary and secondary), MABAS mutual aid pacts and fire chiefs for the specific purpose of planning for rapidly escalating events including statewide mobilizations and local subsequent responses.

This workbook is designed to allow MABAS divisions; fire chiefs and divisional dispatch centers, to properly prepare for a tasking / request. This document provides the framework for each division to build their outbound response cards in advance of a request. Once completed, dispatchers will have pre-determined decisions in hand, and the references will be in dispatch centers for smooth resource mobilization control. Accordingly, local chiefs are encouraged to have dialogue with their colleagues and local divisional dispatchers in planning for a statewide activation, through creation of Divisional specific Inbound and Outbound Cards (see appendix).

Directions for use and implementation of this planning guide are 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. The fill in the blank guide cards.

Upon completion of filling in the blanks for incoming and outgoing requests, it is suggested that local fire officials and especially local dispatchers be trained and familiar with the document and its contents, as well as the Statewide Plan for Mutual Aid.

A copy of this completed planning guide must be kept in dispatch centers and readily available for use and reference by dispatchers during rapidly escalating emergency events.

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, Haz-Mat, Technical Rescue, Water Rescue/Recovery, Urban Search and Rescue and other associated related resources 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 the IDPH (EMS).

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.

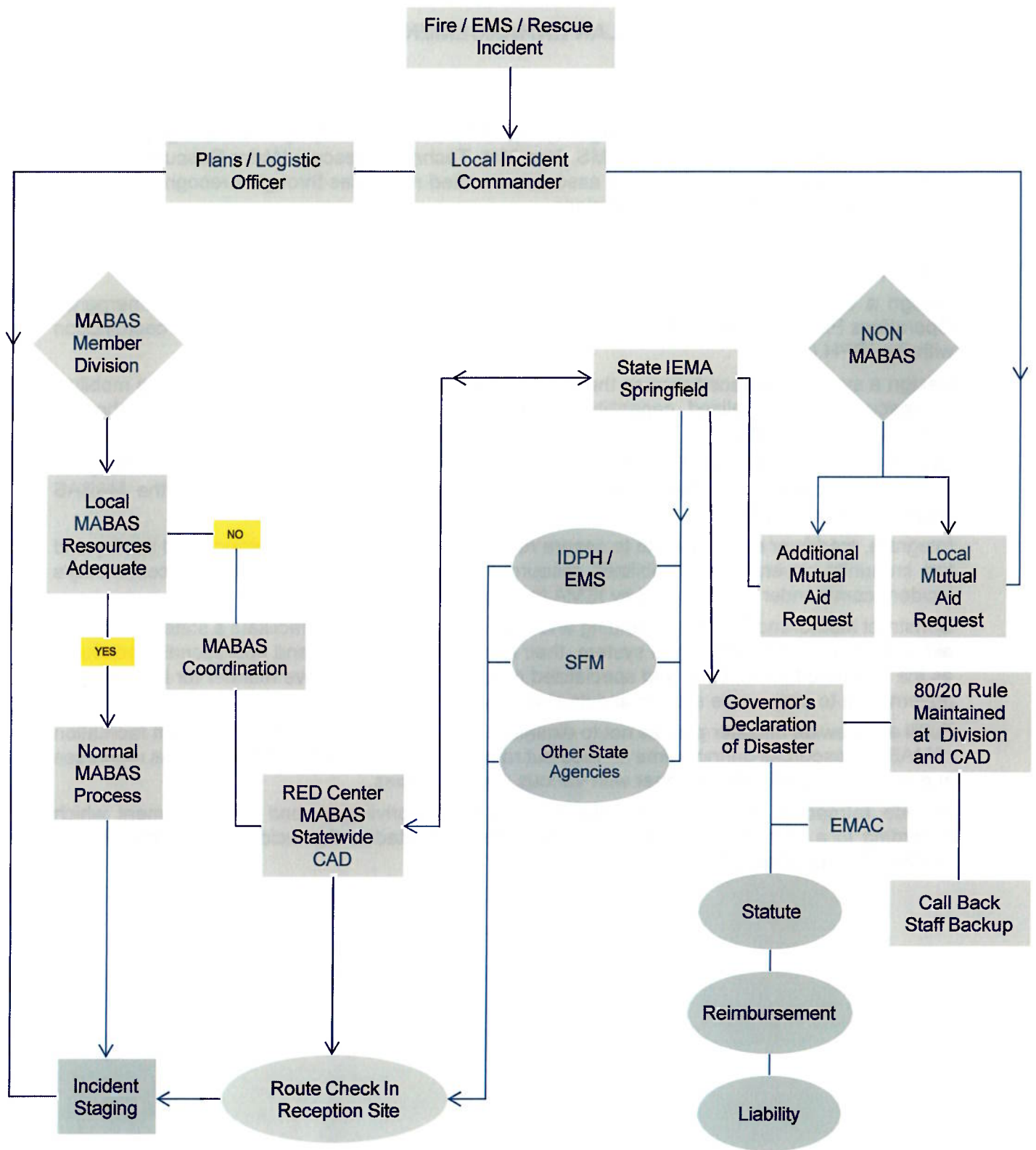
Design a system through the MABAS Preparedness Workbook to predetermine assigned resources in coordination the Regional Emergency Dispatch (RED) Center and the MABAS Readiness Center (MRC).

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 Memoranda 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.



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Date: 1/5/2021

TAB - A

LOCAL ACTIONS AND CONTACT CHECKLIST UPON CONTACT FROM RED CENTER/ ACTIVATIONS - 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 need:

Name of RED Center Controller:

How many of the resource are needed?

Authorizing resource response (Name of IEMA / Agency and/or Agency Representative):

Type of incident or event:

Contact phone numbers at RED Center:

(847) 272-2121(Primary) | (847) 724-5700(Back up)

Security validation code for access to incident reception site. (**Note:** Security validation code cannot be announced over radio frequency - only telephones)

Support/refueling sites while enroute along suggested routes (for extended travel distances only):

Location of reception site:

Any other special instructions:

Suggested routing to reception site for incident:

TAB - A (CONTINUED)

Local actions after initial mobilization direction are received:

- ☐ Divisional Executive Board members. Confirm receipt of notification by Divisional Executive Board members and determine next steps, including acceptance or denial of tasking at the appropriate time.
- ☐ Under appropriate resource categories, use this workbook to identify which local units are due to be tasked and respond.
- ☐ Contact local fire departments/districts that are due to fill the Statewide Mutual Aid Response tasking on local radio frequencies - **DO NOT** dispatch or contact them on IFERN - use local radio frequencies or telephones. When units/agencies confirm acceptance of mission assignment from your division, gain names of individuals assigned to units.
- ☐ This information will be used to complete a pre-deployment roster and support vehicle inventory, to be forwarded to RED Center via email (dispatch@redcenter.org) or fax (847) 498-5968 (**security validation code is confidential information not to be shared with non-response assigned personnel**).

Advise units due to respond once they acknowledge:

- ☐ Receive security validation code needed for reception access - this code is **classified** information to be given to the Team Leader/Chief only, and cannot be repeated over a radio frequency, only over telephone lines.
- ☐ Also inform tasked, responding units:
 - Preferred route to take to the reception site/incident scene if known.
 - Support sites enroute to reception site if known.
 - Review Statewide Mutual Aid - Responding Unit Checklist (attachment Tab U).
 - Units should caravan (leave Division as convoy) to reception area as a group from local Division's point of departure (POD) - pick local gathering site where units from your local area can meet and caravan or convoy to reception site.
- ☐ Notify (if not yet completed) RED Center via the appropriate means as directed by RED Center when your local, tasked units are en route. Be prepared to provide the number of units and their owning agency, and names of agencies and individuals assigned to event.
- ☐ Provide RED Center support vehicle inventory form, pre-deployment roster, and primary/secondary cell phone numbers of leaders of responding group(s) via email to dispatch@redcenter.org or fax at (847) 498-5968.

The Pre-Deployment roster and Vehicle Inventory **MUST** be completed before ANY response.

Post response "To Do" List:

- ☐ 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).
- ☐ Discourage self-dispatching or volunteering to go to the incident. Stick to the plan and directions provided by RED Center. Self-dispatching is against MABAS policy and will not be a reimbursable response.

TAB - A (CONTINUED)

Your local units and actions when they are released from the incident:

- ☐ When units from your local area have been released notify RED Center
- ☐ When units from your local area are back in their POD or home stations notify RED Center.
- ☐ Accumulate all records, logs and other documents from event.

Critique and Debrief:

- ☐ Conduct a debriefing to identify things which went smoothly and those that did not.
- ☐ Clarify issues within two (2) categories:
 - Internal Issues / External Issues
 - Host Issues/Guest Issues
- ☐ Present internal issues to local Mutual Aid Fire Chiefs' Coordinators.
- ☐ Present and forward external issues and host/guest issues to your MABAS Branch Chief.
- ☐ 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.

TAB - B

RED CENTER – MABAS MCC MATTERS
MABAS / IEMA MUTUAL AID MOBILIZATION PROCEDURES
RED CENTER DISPATCHER CHECKLIST

1. Coordinate with MABAS staff – Conduct Escalating Events call to provide details on incident, initial request, and determine MABAS involvement; including response plans, staffing of the Mobility Control Center (MCC), and additional event needs.
2. Determine the type or request being made and established concurrence between dispatch (SEOC/RED) Centers of status condition. Review status condition in interim procedure before mobilizing units.

<u>STATUS CATEGORY</u>	Done	Follow – Up	Notes
▪ Declaration of Disaster	☐	☐	
▪ IEMA Special Request (No Declaration of Disaster) No guarantee of reimbursement	☐	☐	
▪ Voluntary Assistance Request	☐	☐	
▪ MABAS to MABAS Agency	☐	☐	

3. Contact phone numbers are as follows: Always attempt to capture SEOC / RED Center conversations on an audiotaped circuit.

	Done	Follow – Up	Notes
SEOC (Springfield) (800) 782-7860 (217) 782-7860	☐	☐	
RED Center (847) 272-2121 (847) 724-5700	☐	☐	
MRC – MCC (Wheeling) (847) 403-0500 <u>Normal Business</u> (847) 419-0911 <u>During Mobilizations</u>	☐	☐	

TAB - B (CONTINUED)

4. Type of incident or incidents characteristics.

Done ☐Follow – Up ☐

Notes:

5. Recommended staffing levels with Statewide Responses.

	Done	Follow – Up	Notes
▪ Engine - 4	☐	☐	
▪ Aerials - 4	☐	☐	
▪ Heavy Squad – 4	☐	☐	
▪ Ambulances – 2	☐	☐	
▪ Brush Truck - 2	☐	☐	
▪ Tender - 2	☐	☐	
▪ HazMat - 10 per team	☐	☐	
▪ TRT - 10 per team	☐	☐	
▪ Water Rescue - 8/14 per team*	☐	☐	
▪ Fire Task Force: 2 Engines, 1 Truck, 1 Squad, 3 Amb., & 2 Chiefs (24 total people)	☐	☐	

6. Determine type of resource being requested. See appropriate tab(s) for definitions and typing.
(Single or multiple requested resource types from list below.)Done ☐Follow – Up ☐

Notes:

TAB - B (CONTINUED)

7. Encourage local dispatchers to use MABAS Preparedness Workbook Planning Guide as reference. RED Center's role is to contact the assigned MABAS Division, instruct them how many and type units are requested to respond, and to provide routing and staging particulars. When the assigned Division confirms internally they are able to accept the deployment, they need to contact RED Center via telephone and inform them of team leader and his/her contact information. RED Center will send a Pre-Deployment Roster and Support Vehicle Inventory forms (Appendix 3). Once RED Center receives completed form, they will again contact the team leader via phone and provide validation code and any other specific deployment-related information. RED Center will then relay specifics on resources responding to MABAS personnel staffing the SEOC / as well as updating any computer based situational awareness platforms in use for the specific event. RED Center will notify the stricken division's Divisional Dispatch Center as to the resources responding and estimated arrival time etc. This exchange of information will be given directly to the Divisional Dispatch Center personnel to allow that agency to update the Incident Commander, as well as providing accountability of resources locally. This is particularly important when sending resources to provide local area coverage as well.

Done ☐Follow – Up ☐

Notes:

TAB - B (CONTINUED)

Resource Type requested from your division	Number of units requested from your division		MABAS Staffing Standard	Workbook Reference	Remarks
Request	Division Available				
Ambulance – ALS			2	Tab G	Division asset
Ambulance – BLS			2	Tab G	Division asset
UTV with Trailer	1	1	2	Tab R	Division deliver & drop
Brush Truck			2	Tab P	Division asset
Chief, Fire (5 Bugle) w/aide			1/2	Tab Q	1 – Chief 1 – Aide
Command, Fire (Battalion) w/aide			1/2	Tab Q	1 – Chief 1 – Aide
Compressor / Cascade Vehicle			2	Tab S	Division deliver & Oper.
Decontamination Vehicle			2	Tab S	Division deliver & Oper.
Engine ≥1000 GPM			4	Tab G	Division asset
EMS Mass Casualty Trailer			2	Tab T	Division deliver & drop
EMS – Support – Morgue	N/A	N/A	1	Tab T	MABAS MRC
EMS – US&R Trauma	N/A	N/A	US&R	Tab T	MABAS MRC
Expedient Shelter / Trailer	1	1	2	Tab R	Division deliver & drop
Firefighters – Tactical			As Req.	Tab J	Division deliver & Oper.
Fuel Tender – Trailer	N/A	N/A	2	Tab T	MRC deliver – Oper.
Generator Light Tower	1	1-2	2	Tab R	Division deliver & Oper.
Hazmat – State Team			10	Tab L	Division all certified
Incident Mgmt. Trailer	1	1	0	Tab R	Deliver & Drop
Mechanics – Fleet Support	N/A	N/A	4	Tab T	MRC deliver – Oper.
Mission Support Unit	N/A	N/A	2-5	Tab T	MRC deliver-Oper.
Paramedics Only			As Req.	Tab J	Division deliver & Oper.
Squad – Heavy Rescue			4	Tab J	Division asset
Support Utility Vehicles			As Req.	Tab J	Division asset
Swiftwater Team	N/A	N/A	6-16	Tab V	MABAS MRC - IEMA approval needed
Fire Task Force					
▪ 2 Engines	4ea = 8				
▪ 1 Truck	4 = 4				
▪ 1 Squad	4 = 4				
▪ 1 Chief w/ Aide	2 = 2				
▪ 3 Ambulance	2ea = 6				
			24	Tab F	Division deliver & Oper.
Tender – Water Tanker			2	Tab O	Division deliver & Oper.
Tent City Semi (220)	N/A	N/A	2	Tab T	MABAS MRC
Tent City Trailer (60)	N/A	N/A	2	Tab T	MABAS MRC
TRT – State Team			10	Tab M	Division all certified
Truck – Aerial – Gen.			4	Tab I	Division deliver & Oper.
Truck – Platform – Spec.			4	Tab I	Division deliver & Oper.
Truck – Articulating – Spec.			4	Tab I	Division deliver & Oper.
US&R Urban Search & Rescue	N/A	N/A	70 - 80	Tab U	MABAS MRC – IEMA approval required
Utility Trailer	N/A	N/A	2	Tab T	MABAS MRC
Utility (Box) Truck	N/A	N/A	2	Tab T	MABAS MRC
Ventilation Unit – Mobile			2	Tab S	Division deliver & Oper.
Warehouse – Mobile Semi	N/A	N/A	2	Tab T	MABAS MRC
Water – Boat (2) Package			2	Tab R	Statewide team
Water – Robot Underwater	N/A	N/A	2	Tab S	Statewide team
Water – Sonar Side / Sector			2	Tab S	Statewide team
Water – Sub-Surface State Team			10/14	Tab N	Division all certified
Water – Surface State Team			8/14	Tab N	Division all certified
Water – Zodiac Boats/Motors 4-pack	N/A	N/A	2	Tab T	MABAS MRC

TAB - B (CONTINUED)

8. Be aware of the routing for convoys, location, and staging area of incident.

Done

Follow – Up

County and City:

☐☐**Notes:**

Nearest large City:

☐☐**Notes:**

Nearest major roads:

☐☐**Notes:**Suggested routing on major roads. Coordinate with State
Police through MABAS LNO at SEOC:☐☐**Notes:**Identify state sponsored refueling sites, mechanical
assistance sites and comfort stops along suggested routes.
Forward to responding unit dispatch centers.☐☐**Notes:**

TAB - B (CONTINUED)

Done

Follow – Up

Reception area location: (Different from staging.)

☐
☐

Notes:

Reception site access security
validation code:

☐
☐

Notes:

Special instructions:

☐
☐

Notes:

Logistical support sites while enroute (fuel, food,
washrooms, etc.):

☐
☐

Notes:

Have MABAS/MRC coordinate establishment of:

- Reception site near routing.
- Reception site officer and their cell phone number(s).
- Safe route from reception to staging area.

☐
☐

Notes:

TAB - B (CONTINUED)

9. RED Center personnel will establish security validation code to be used at reception site with responding resources (number / color / object). Any other validation codes that do not originate from RED Center are to be considered counterfeit and appropriated actions should be taken.

Done ☐Follow – Up ☐

Notes:

10. Review recommendation for appropriate region and resources and begin automated notification system (3 messages) of departments / MABAS Divisions / specialized team responses. Include appropriate information in notification and tasking messages.

- | | |
|---|--|
| ▪ Status Category (declaration / voluntary). | ▪ Reception site location. |
| ▪ Type incident. | ▪ Notify you when response confirmed. |
| ▪ Equipment, materials or manpower requested. | ▪ Logistics en route support sites. |
| ▪ Suggested Route. | ▪ Reporting times and locations (if applicable). |
| ▪ Location of incident. | ▪ Skip over impacted MABAS Division/Population Center listed on flow pages. Their resources are probably fully committed at the scene. |
| ▪ Security validation code. | |

Done ☐Follow – Up ☐

Notes:

TAB - B (CONTINUED)

11. Coordinate with MABAS MCC to ensure contact is made with the Reception Site Officer:

- Provide security validation code.
- Brief on equipment/materials/manpower en route and from where (division, departments, personnel names).
- Forward via email scanned rosters.
- Confirm a safe route has been secured from reception to staging.
- Give the Reception Officer several good, not well-known phone numbers at RED Center where they can call you.
- Confirm the Reception Officer has a Law Enforcement Officer present to deal with self-dispatchers and those without the security validation code.

Done ☐Follow – Up ☐

Notes:

12. File documentation report of resource actions, including approximate times, specific units/agencies/divisions contacted and other associated actions unique to incident.

Done ☐Follow – Up ☐

Notes:

TAB - C

SEQUENCING SYSTEMS COMPREHENSIVE CHECKLIST
ILLINOIS STATEWIDE MUTUAL AID
RESOURCE MOBILIZATION SEQUENCING

	Done	Follow – Up	Notes
▪ Illinois activates state plan.	☐	☐	
▪ Declaration of disaster requested.	☐	☐	
▪ IEMA secures declaration – Mission #	☐	☐	
▪ SEOC contacts MABAS – Mission #	☐	☐	
▪ MABAS contacts Red Center – Mission #	☐	☐	
▪ RED Center activates mobilization per Incident Command.	☐	☐	
▪ RED Center contacts Divisions via MABAS notification system.	☐	☐	
▪ RED Center advises resources to send.	☐	☐	
▪ RED Center advises routing and caravan process.	☐	☐	
▪ RED Center contacts MABAS reception site manager and forwards responding resource information (Divisional resource en route).	☐	☐	
▪ Divisions tasked notify agencies to respond per RED Center directions. Forward Pre-Deployment Roster and Support Vehicle Inventory.	☐	☐	
▪ RED Center contacts the responding Team Leader/Chief and provides the Security Validation Code, and all pertinent response information. Units mobilized respond en route and switch to STARCOM 21 talk group and/or specific communications method specified by RED Center.	☐	☐	

TAB - C (CONTINUED)

	Done	Follow – Up	Notes
▪ Division advises RED Center when and what resources tasked are responding.	☐	☐	
▪ Companies responding shall contact RED Center via telephone prior to departure for the security validation code. Once en route these companies shall inform RED Center via Starcom 21 talk group or other means of communication specified by RED Center. RED Center shall relay this information to Reception Site office and MABAS SEOC	☐	☐	
▪ RED Center advises MABAS/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 operations staging area. Personnel Tier 2 in-processed.	☐	☐	
▪ Units in staging area report to staging officer and become Incident Command asset.	☐	☐	
▪ RED Center mobilization responsibility ends when resources are in reception site.	☐	☐	
▪ RED Center should maintain incident situational awareness and provide other support as directed by the MABAS MCC.	☐	☐	
▪ Units released from staging or site by Incident Command return to reception area.	☐	☐	

TAB - C (CONTINUED)

	Done	Follow – Up	Notes
▪ Units / resources released from incident and out processed through deployed location's reception and then back to their home agency, notify RED Center and switch to STARCOM 21 talk group and/or specific communications method specified by RED Center.	☐	☐	
▪ RED Center notifies MABAS/SEOC of released assets - may redirect resources returning to another reception area.	☐	☐	
▪ Once units return to their own agencies and are back in their home stations - RED Center should be notified.	☐	☐	
▪ RED Center notifies MABAS of unit's mission completion.	☐	☐	
▪ END PROCESS	☐	☐	

TAB - D

STATEWIDE PLAN MOBILIZATION PHASES

PHASE I <u>PREPARATION</u>	Done	Follow – Up
Dispatch center training and coordination. Notes:	☐	☐
Pre-assignments of units/department to fill request for response mobilization. MABAS Preparedness Workbook completion. Notes:	☐	☐
Training of firefighting staff - Statewide plan orientation. Notes:	☐	☐
Education and knowledge of security and validation procedures by command personnel. Notes:	☐	☐
No Self-Dispatching Policy - follow the plan. Notes:	☐	☐
Preparation of individual and company mobilization bags (personal needs and supplies). Notes:	☐	☐
MABAS Division – recall/backfill procedures established. Notes:	☐	☐
Knowledge of statewide plan equipment/apparatus and minimal staffing standards. Notes:	☐	☐

TAB - D (CONTINUED)

PHASE II RECALL PROCEDURE**Done****Follow – Up**

Local plan established to recall personnel for predetermined departments and apparatus to fill statewide plan mission assignments.

☐☐**Notes:**

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.)

☐☐**Notes:**

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. Use telephone lines.

☐☐**Notes:**

Individuals check and secure personal mobility bags and PPE/fire gear to be brought with them during response.

☐☐**Notes:**

Local Command Personnel/Company Officer contacts local MABAS dispatch center to receive critical response information, including:

☐☐

- 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 - StarCom 21, cell phone, or other suitable means as directed.

Notes:

TAB - D (CONTINUED)

PHASE II**Done****Follow – Up**

Confirm apparatus and its staffing meets Statewide Plan standards.

☐☐

Notes:

Local agencies take actions necessary to maintain local levels of service while units are committed to response with Statewide Plan.

☐☐

Notes:

Bring credit card within case supplies are needed en route. Keep receipts and a log of expenses and events while en route and on scene at the incident.

☐☐

Notes:

Fire Task Forces must respond as a group, together and not separate while en route.

☐☐

Notes:

TAB - D (CONTINUED)

PHASE III MOBILIZATION**Done Follow – Up**

Provide RED Center with a pre-deployment roster and support vehicle inventory via email

Advise RED Center when your unit is en route to the reception site and completed the following tasks:

☐☐**Notes:**

Follow suggested routes. Don't take back roads or shortcuts, as no support en route will be provided off main routing on interstates.

☐☐**Notes:**

Mobilization should be a caravan design where units stay in a single lane, straight caravan lineup. No passing other units en route.

☐☐**Notes:**

Activation of the Statewide Plan is to provide a large quantity of sustainable resources. Speed of response is not as important as organization and providing a self-sustained capability of units and personnel assigned to the mission. Warning lights may be used; however, a convoy movement for sustained operations does not require speed of response especially while traveling over interstate distances.

☐☐**Notes:**

Monitor the StarCom MABAS Talk Group frequency while en route.

☐☐**Notes:**

Responding units must report to the stated incident reception site. Units who bypass the reception site or attempt to go directly to the staging without first reporting to the reception site will be considered security risks and detained by police and security forces.

☐☐**Notes:**

TAB - D (CONTINUED)

PHASE IV RECEPTION REPORTING**Done****Follow – Up**

A formal reception and security validation area will be in operation within 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.

☐☐**Notes:**

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.

☐☐**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.

Notes:

Once reception activities are complete, units and personnel will be released to a secure, staging area with a defined route to access.

☐☐**Notes:**

TAB - D (CONTINUED)

PHASE V RECALL PROCEDURES**Done****Follow – Up**

Upon reporting to staging - Command/Company Officers will report to the Staging Officer in charge.

☐☐**Notes:**

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 (Phase VI).

☐☐**Notes:**

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.

☐☐**Notes:**

Once released from staging to the Incident Commander employment phase, you and your team will be assigned to operations.

☐☐**Notes:**

TAB - D (CONTINUED)

PHASE VI <u>EMPLOYMENT ON THE INCIDENT SCENE</u>	Done	Follow – Up
Report to your supervisor and follow directions. (DO NOT self-deploy.) Notes:	☐	☐
Follow accountability - safety procedures. Notes:	☐	☐
Do not take a break or leave the assignment until instructed to do so (or get supervisor's permission). Notes:	☐	☐
Stay together as a company. Officers are responsible for their assigned personnel. Notes:	☐	☐
When released from operations for a work rest cycle, report back to the staging area where you were first released by staging and sent to incident scene employment. 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. Notes:	☐	☐

TAB - D (CONTINUED)

**PHASE VI DEMOBILIZATION ROLLUP AND
RECONSTITUTION TO HOME STATION****Done Follow – Up**

Before leaving site and scene staging, check and inventory all equipment. Report missing or broken items to the site's Commanding Officer and log the action in your records. File written documentation with validation signatures, titles, and phone numbers.

☐☐**Notes:**

You may be required to "out process" from your base of operations or tent city reception site. Bypassing the "out processing" steps put the unit and its personnel in potentially great peril and is a procedural violation of the rules of engagement. If directed to "out process", please do so. You are considered an incident resource until you arrive at your Division POD or home quarters.

☐☐**Notes:**

Return to home station following the suggested return route (assistance and refueling availability) – continue to monitor IFERN and the StarCom MABAS Talk Group.

☐☐**Notes:**

Upon return to home station, advise your dispatch center and have them advise RED Center of your return in quarters and the time.

☐☐**Notes:**

Complete and assemble all records and logs of events, expenses, injuries, expendables used, broken/lost equipment. Provide records to your local commanding officer.

☐☐**Notes:**

Responding departments and units who were authorized to do so, will be contacted for completion of reimbursement forms and records through MABAS and IEMA.

☐☐**Notes:**

TAB - E

REQUEST TO MOBILIZE TASK FORCE RESOURCE

Definition: A Task Force is a resource package consisting of two (2) engines, one (1) ladder truck, one (1) heavy squad, three (3) ambulances (ALS preferred) and one (1) Chief Command Officer with aide. A Task Force's units from various fire departments/districts of a MABAS Division or geographic population area form a single resource package and convoy to site/reception area. They are deployed as the Incident Commander may see fit. Staffing is four (4) firefighters on each engine, ladder and squad, two (2) firefighters (paramedics) per ambulance, and one (1) Chief Officer with aide. Under an event where Domestic Terrorism/WMD is suspected or confirmed, a Task Force will be sent automatically (each team from a different MABAS Division).

Pre-work: Local MABAS Division 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.

OUTGOING TASK FORCES REQUEST

Sequence of contacts. Required completion by division chiefs and divisional dispatch centers.

Engine (Send 2)	Ladder Truck (Send 1)	Squad (Send 1)	Ambulance (Send 3)	Chief w/aide (Send 2)	Method of Contact (24- hour)
8	4	4	6	2	= 24

Identify and direct Task Force elements where they should meet locally and form convoy for response. Forward completed Pre-Deployment Roster and Support Vehicle Inventory forms to RED Center.

Once tasked, RED Center will notify the Task Force Chief Officer via telephone, and advise the following:

- Suggested routing to reception site.
- Support locations while enroute along suggested route.
- Security validation code (needed to enter reception site).
- Location of reception area.
- Monitor and StarCom MABAS Talk Group while enroute.

A MABAS Division's Task Force radio signature is "MABAS Division ____ Task Force".
(For example: "MABAS Division 58 Task Force".)

Definition: An ambulance filling a mobilization request must be IDPH licensed ALS or BLS ambulances 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 are private firms, may fill the ambulance slots (three (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). **Under an event where Domestic Terrorism/WMD is suspected or confirmed, an Ambulance Strike Team consisting of five (5) ambulances will be sent automatically (each team from a different MABAS Division).**

[illegible][illegible]

TAB - H

REQUEST FOR MOBILIZATION OF AERIAL LADDER DEVICES

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

Determine specifics of ladder truck units if applicable, including:

- Size aerial (75 or 100 ft.)
- Type aerial (straight aerial stick, ladder platform tower, articulating boom)
- Specific capabilities (quint, quad, not applicable)

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. Ask and note below if ladder truck is a "quint" or "quad". Service ladder trucks are not to be used in statewide mobilizations.

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.

OUTGOING AERIAL LADDER DEVICES REQUEST

Entity	Method of Contact (24- hour)

Ladder Trucks – Specialized

List agencies whose ladder trucks are of platform design and aerial height:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

**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.

OUTGOING HEAVY SQUAD UNITS OR MANPOWER ASSISTANCE

[illegible]

TAB - I (CONTINUED)

Pre-work: For incoming resources to your MABAS Division regarding Incoming Heavy Squad or Manpower only units → Sequentially list divisions nearest to you that you would call if needed.

INCOMING HEAVY SQUAD UNITS OR MANPOWER ASSISTANCE

[illegible][illegible]

TAB - J

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.

Pre-work: Local fire chiefs and dispatchers should sequence agencies and numbers of paramedics available to commit to a mobilization response:

OUTGOING REQUEST OF PARAMEDICS

[illegible]

TAB - J (CONTINUED)

Pre-work: For incoming resources to your MABAS Division regarding Incoming Paramedic Assistance → Sequentially list divisions nearest to you that you would call if needed.

INCOMING PARAMEDIC ASSISTANCE

[illegible]

TAB - K

REQUEST FOR MOBILIZATION OF ADMINISTRATIVE SUPPORT TEAM

An Administrative Support Team may be requested to support incident operations.

Definition: An Administrative Support Package is comprised of individuals that can serve as an Administrative Assistant Team Leader, Information Management Specialist, Executive Administrative Assistants, and/or a Dispatch Center Telecommunicator. Administrative Support Teams may be utilized away from the incident command post in an EOC or in an associated recovery center.

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.

OUTGOING ADMINISTRATIVE SUPPORT TEAM REQUEST

Function	Agency / Entity	Method of Contact (24-hour)
1A - Administrative Assistant Team Leader		
1B - Administrative Assistant Team Leader		
2A - Information Management		
2B - Information Management		
3A - Executive Administrative Assistant		
3B - Executive Administrative Assistant		
3C - Executive Administrative Assistant		
3D - Executive Administrative Assistant		
3E - Executive Administrative Assistant		
3F - Executive Administrative Assistant		
4A - Incident Telecommunicator		
4B - Incident Telecommunicator		

TAB - K (CONTINUED)

Pre-work: For incoming resources to your MABAS Division regarding Incoming Administrative Support → Sequentially list divisions nearest to you that you would call if needed.

INCOMING ADMINISTRATIVE SUPPORT TEAM

Division	Function	Quantity Needed	Contact Number
	1A - Administrative Assistant Team Leader		
	1B - Administrative Assistant Team Leader		
	2A - Information Management		
	2B - Information Management		
	3A - Executive Administrative Assistant		
	3B - Executive Administrative Assistant		
	3C - Executive Administrative Assistant		
	3D - Executive Administrative Assistant		
	3E - Executive Administrative Assistant		
	3F - Executive Administrative Assistant		
	4A - Incident Telecommunicator		
	4B - Incident Telecommunicator		

REQUEST FOR MOBILIZATION OF STATEWIDE HAZARDOUS MATERIALS TEAMS

Definition: In Illinois Statewide Haz-Mat Team minimum standards have been defined in writing and have been adopted by MABAS and HSAC for Statewide Plan Response. Requests for Haz-Mat often will be for single Statewide Team. **Under an event where Domestic Terrorism/WMD is suspected or confirmed, a Statewide Haz-Mat package of five (5) teams will be sent automatically (each team from a different MABAS Division).** 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 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.

OUTGOING REQUEST OF HAZ-MAT TEAMS

Team to Activate	24-hour Activation Method

Pre-work: For incoming resources to your MABAS Division regarding Incoming Haz-Mat Teams
→ Sequentially list divisions nearest to you that you would call if needed.

INCOMING HAZ-MAT TEAMS

[illegible]

TAB - M

REQUEST FOR MOBILIZATION OF STATEWIDE TECHNICAL RESCUE TEAMS (TRT)

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

Definition: A Statewide Technical Rescue Team (TRT) is defined under an adopted standard by MABAS and HSAC for Statewide Response Application. A Statewide TRT 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 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/Leader that could serve in a TRT operational command role.**

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

OUTGOING REQUEST OF TRT

Team to Activate	24-hour Activation Method

Pre-work: For incoming resources to your MABAS Division regarding Incoming TRT
→ Sequentially list divisions nearest to you that you would call if needed.

INCOMING TRT

Division	Contact Number	Division	Contact Number

TAB - N

REQUEST FOR MOBILIZATION OF STATEWIDE WATER RESCUE TEAMS

This tab is for Statewide Sub-Surface Water Rescue Teams and their specialized resources. The mission of Statewide Sub-Surface Water Rescue Teams is primarily for underwater search and rescues with or without ice cover. The mission's secondary activity is recovery. Swift water rescue is not part of the Statewide Sub-Surface Water Rescue Teams.

A MABAS Statewide Sub-Surface Water Rescue Team includes:

- Ten (10) team members (divers, Shore Master, boat operators).
- Sonar units (side or sector scan) – special request required and two (2) operators per sonar unit.
- Double boat (Zodiac & pan deck) system.
- Underwater search robot – special request required; only two (2) in state.
- All underwater search support equipment.

Pre-work: Identify Underwater Teams sequencing by incoming division (closest teams).

INCOMING UNDERWATER TEAMS

Division	Contact Number

Division	Contact Number

TAB - O

REQUEST FOR MOBILIZATION OF WATER TENDERS

Determine how many water tenders are being requested for mobilization response: _____

Definition: A water tender is for firefighting purposes and not for potable drinking water supply. A tender should meet industry standards including quick dumps, dump tanks, siphons, etc. Tenders 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 tender. Tenders must be 1,500 gallons or greater.

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

OUTGOING WATER TENDERS REQUEST

Agency / Entity	Method of Contact (24-hour)

Pre-work: For incoming resources to your MABAS Division regarding Incoming Water Tenders
 → Sequentially list divisions nearest to you that you would call if needed.

INCOMING WATER TENDERS

Division	Contact Number

Division	Contact Number

TAB - R

REQUEST FOR MOBILIZATION OF DIVISION ASSIGNED MABAS SUPPORT EQUIPMENT

This tab is to provide guidance in mobilizing the following MABAS support equipment assigned to all divisions. The specific equipment under Tab U includes:

- UTV with trailer
- Expedient shelter with trailer (tent system)
- Generator light tower
- Incident management trailer

What type and quantity of resources are you being asked to mobilize?

	Qty
UTV with Trailer	_____
Expedient Shelter	_____
Generator Light Tower	_____
Incident Management Trailer	_____

Mobilization of any or all of the Tab U assets requires an adequate and safe towing vehicle(s), qualified driver(s), and a staff of two (2) individuals who may be required to simply deliver the asset – or – deliver and operate the asset(s). Provide clarity of requirements associated with mission tasking at point of notification.

Important: Inspect towing assembly on all units and tow vehicles before moving to roadways.

Pre-work: List sequencing of departments/districts filling a mobilization request for any and all Tab U MABAS assets assigned to your division:

OUTBOUND REQUEST

Assets	Entity	Method of Contact (24- hour)
UTV with Trailer		
Expedient Shelter		
Generator Light Tower		
Incident Management Trailer		
Other:		

TAB - R (CONTINUED)

Pre-work: List sequencing of other MABAS Divisions that you might contact should your division/departments request Tab U MABAS Division assigned resources.

INBOUND REQUEST

Assets	Entity	Method of Contact (24- hour)
UTV with Trailer		
Expedient Shelter		
Generator Light Tower		
Incident Management Trailer		
Other		

TAB - S

REQUEST FOR MOBILIZATION OF DIVISION ASSIGNED SPECIALIZED ASSETS / VEHICLES

This tab is to provide guidance in mobilizing the following MABAS specialized assets/vehicles assigned to local MABAS Divisions. Specialized assets under Tab V include:

- Decontamination Vehicles
- Compressor – Cascade Vehicles
- Mobile Ventilation Units

What type(s) of resources are you being asked to mobilize?

	Qty
Decontamination Vehicle	_____
Compressor-Cascade Vehicle	_____
Mobile Ventilation Unit	_____
Boats – Flat Bottom	_____
Inflatable Rescue Boats	_____
Water Remotely Operated Vehicle (ROV)	_____

Mobilization of Tab V resources requires the vehicle and two (2) trained unit operators provided by the assigned division owning the resources for all “outbound” mobilization requests.

Pre-work: This section should be completed *if the noted division has been assigned* any of the Tab V assets (decon, compressor-cascade, mobile ventilation units). If your division **does not** have any of the Tab V assets, the outbound box below does not require completion.

OUTBOUND REQUEST

Assets	Entity	Method of Contact (24- hour)
Decontamination Vehicle		
Compressor – Cascade Vehicle		
Mobile Ventilation Unit		
Boats – Flat Bottom		
Inflatable Rescue Boat		
Water Remotely Operated Vehicle (ROV)		

TAB - S (CONTINUED)

Pre-work: List sequencing of other MABAS Divisions that you might contact should your division/departments request Tab V MABAS Division assigned resources.

INBOUND REQUEST

Assets	Entity / Division	Method of Contact (24- hour)
Decontamination Vehicle		
Compressor – Cascade Vehicle		
Mobile Ventilation Unit		
Boats – Flat Bottom		
Inflatable Rescue Boat		
Water Remotely Operated Vehicle (ROV)		

TAB - T

REQUEST FOR MOBILIZATION OF MABAS READINES CENTER (HEADQUARTERS) HOUSED AND OPERATED RESOURCES / VEHICLES

This tab is to provide guidance in mobilizing the following MABAS Readiness Center (HQ, Wheeling IL) based specialized resources and vehicles. Requests for any of the resources noted below ***must*** be processed through RED Center. Included under Tab W are:

- EMS support vehicle – morgue
- Fuel tender – trailer
- Fleet mechanic support vehicle
- Mission support vehicles (mobile offices)
- Tent city semi (200 capacity each)
- Tent city trailer (60 capacity each)
- Mobile warehouse supply semi
- Inflatable rescue boat (trailer)
- EMS support (US&R triage/treatment)

Pre-work – Outbound: No outbound resources under Tab W are assigned to divisions. No pre-work required.

Pre-work – Inbound: To be filled in as actual request occurs.

What type(s) of resources is your division requesting from Tab W list?

- ☐ Utility trailer
- ☐ EMS support vehicle – morgue
- ☐ Fuel tender – trailer
- ☐ Fleet mechanics support vehicle
- ☐ CBRNE millennium masks and canisters
- ☐ Mission support vehicles (mobile offices)
- ☐ Tent city semi – 200 capacity each
- ☐ Tent city trailer – 40 capacity each
- ☐ Mobile warehouse supply semi
- ☐ Inflatable rescue boat (trailer)
- ☐ EMS support – US&R triage/treatment

TAB - U

REQUEST FOR MOBILIZATION OF MABAS URBAN SEARCH AND RESCUE (US&R) TASK FORCE

This tab reflects a Urban Search and Rescue Task Force with comprehensive self-sustained capabilities for use during critical incidents where municipal infrastructures are critically damaged or catastrophic collapses of heavy (concrete and steel) constructed structures have occurred and a search and rescue mission exists. Based on incident needs, the US&R task force can deploy as:

- Type I US&R Task Force = 70 persons (with 10 transportation specialists)
- Type III US&R Task Force = 35 persons (with 10 transportation specialists)
- Type IV US&R Task Force = 22 persons (with 5 transportation specialists)

Mobilization of the MABAS US&R Team requires approval by IEMA. Activation is facilitated by MABAS.

Specialty capabilities of the US&R team include:

- Structural Collapse
- Hazardous Materials
- Communications
- Structural Engineers
- Logistics and Planning Specialists
- Medical (trauma and emergency physicians)
- Canine Search Teams
- Water/Swiftwater Rescue

Recall, mobilization, and deployment of the MABAS US&R team may take 8 to 24 hours plus travel time.

MABAS Statewide Technical Rescue Teams (TRT) are often called "US&R Light" teams and provide quicker response (an hour or less recall and mobilization plus travel time). TRT teams have limited self-sustainment capabilities once operational on scene (variable 6-12 hours per team and rotations of multiple teams applied).

Pre-work: For US&R Team, no pre-work required – only awareness.

TAB - V

REQUEST FOR MOBILIZATION OF SWIFTWATER / FLOOD SEARCH AND RESCUE TEAM

This tab reflects a 16-person team including transportation specialists with comprehensive self-sustained capabilities for use during Swiftwater or flood incidents.

Mobilization of the MABAS Swiftwater Team requires approval by IEMA or Cook County DEMRS. Activation is facilitated by MABAS/RED Center.

Recall, mobilization, and deployment of the MABAS Swiftwater Team may take 2 to 4 hours plus travel time.

This team is formally named "Illinois Water Rescue Team 1 (IL-WR1)". It is made up of members of MABAS/Cook County divisions and has been referred to as the MABAS/Cook County Swiftwater Rescue Team (CCSRT).

Pre-work: For Swiftwater Team, no pre-work required – only awareness.

APPENDIX - 1

STATEWIDE MUTUAL AID INCIDENT COMMANDER'S CHECKLIST

The following checklist is provided for the Incident Commander's use when a declaration is declared, and the Fire/EMS Statewide Mutual Aid Plan is activated. Organization and delegation of assigned responsibilities to individuals other than the Incident Commander will be required if management will be effective. All Incident Commanders are encouraged to fill each area noted on the checklist as soon as possible after Statewide Mutual Aid Plan activation. The Incident Commander or Stricken Fire Agent shall coordinate with a MABAS Operations Branch Chief on all statewide mutual aid plan activations.

- | | Done | Follow – Up |
|---|--------------------------|--------------------------|
| <ul style="list-style-type: none"> ▪ Start keeping a log of events. Have someone stay by your side logging in all important events, situations, information and directions you provide, and people you talk to who are supporting your efforts. Have the individual keep time with all activities. <p>Notes:</p> | ☐ | ☐ |
| <ul style="list-style-type: none"> ▪ Organization. You cannot let yourself become wrapped up in details or tactical operations. Construct an organization and delegate other people to assume responsibility of major activities and event requirements. Push yourself away from the table, think about the incident, and begin to plan mid and longer-term actions. What will it be like several days from now? <p>Notes:</p> | ☐ | ☐ |
| <ul style="list-style-type: none"> ▪ Soon after the declarations of disaster and activation of the statewide fire/EMS /special teams mutual aid plan you will need to provide direction regarding where mutual aid units will report when they arrive. Identify a <u>reception area outside</u> of the perimeter of the event. Assign a reception officer who will manage the incoming resource until you know what and where you'll put them to work. Remember, a tremendous amount of resource will be arriving in the hours to come, be prepared to manage them - perhaps in a high school or shopping center parking lot. <p>Notes:</p> | ☐ | ☐ |
| <ul style="list-style-type: none"> ▪ Start to think of your priorities now and in the mid-range. What needs to be done now and over the next 24 hours? What assignments and directions will you give incoming mutual aid units? How big or small of resource packages will you need to accomplish your goals and objectives in dealing with the incident over the next 24 hours? <p>Notes:</p> | ☐ | ☐ |

APPENDIX - 1 (CONTINUED)

	Done	Follow – Up
Organization will be needed again once you have identified your first 24 hour's needs, goals and objectives. Should you assign resources to geographic area or by functions or by both? Determine your management structure to accomplish your needs, goals, and objectives. Notes:	☐	☐
- The mutual aid units will eventually need to take breaks, rest, eat and other necessities of life. Assign a logistics or R & R sector, or an individual who will manage: - Where will mutual aid resources sleep, clean up and stage (Base of Operations and/or large secure staging). Notes:	☐	☐
How will you feed and water the mutual aid Resources? Notes:	☐	☐
How will you deliver supplies to mutual aid resources working in the field? Notes:	☐	☐
What ongoing medical support will you provide mutual aid resources? Notes:	☐	☐
What supplies will you need to support mutual aid resources and where and how will you get them? (IEMA, Salvation Army, other local predetermined resources) Notes:	☐	☐
Will you maintain a 24-hour operation and if so, what work rest cycles will be planned for mutual aid resources? Notes:	☐	☐

APPENDIX - 1 (CONTINUED)

	Done	Follow – Up
▫ What plan do you have for refueling vehicles and maintenance/repair of vehicles as well for tow trucks and repair facilities? Notes:	☐	☐
▪ Incident Records and proper documentation are a critical component of any incident, therefore MABAS strongly encourages the IC to assign someone to this role as soon as possible. Proper documentation is critical for reimbursement; including personnel, incident costs such as fuel, support costs such as lodging, food, etc. ALL receipts must be collected, organized, their use during incident identified as part of this process. Notes:	☐	☐

APPENDIX - 2

STATEWIDE MUTUAL AID PRE-RESPONSE CHECKLIST

The following items are requirements for participation and response to a statewide mutual aid request. All participating departments, districts and agencies should strive toward compliance.

- | | Done | Follow – Up |
|--|-------------------------------|--------------------------|
| <ul style="list-style-type: none"> ▪ All fire apparatus responding shall meet the minimal standards of 1901 regarding the vehicle and its equipment. All squads are to be of a heavy-duty type design, typically with rescue equipment, extrication equipment, salvage equipment and basic fire, and EMS duty equipment. Ambulances responding within a statewide mutual aid request shall meet minimal licensure requirements of IDPH as an ALS or BLS unit. | ☐ NFPA | ☐ |
| <p>Notes:</p> | | |
| <ul style="list-style-type: none"> ▪ Fire apparatus responding to a statewide mutual aid response (engines, pumpers, ladder/aerial equipment, squads) shall be staffed with four (4) FFII / FOI (Officer) firefighters, with one of the individuals designated as being in charge as a Company Officer. Brush trucks and tankers require a minimum of two individuals per unit and an individual in charge need not be designated. All ambulances will be staffed with at least two, but no more than three individuals, each meeting the IDPH licensure requirements to assure an ALS or BLS vehicle's capability. | ☐ | ☐ |
| <p>Notes:</p> | | |
| <ul style="list-style-type: none"> ▪ Appropriate safety equipment and protective wear shall be with responding units and used when appropriate. | ☐ | ☐ |
| <p>Notes:</p> | | |
| <ul style="list-style-type: none"> ▪ All departments/districts assigned a response shall do so in the appropriate type vehicle they are due to respond in. Individuals <u>shall not</u> respond in personally owned vehicles but rather be on the vehicle due to respond. | ☐ | ☐ |
| <p>Notes:</p> | | |

APPENDIX - 2 (CONTINUED)

- | | Done | Follow – Up |
|---|--------------------------|--------------------------|
| <ul style="list-style-type: none"> ▪ All units will follow directions given during the dispatch with mission number provided by IEMA – through RED Center including the main routing of response caravans. RED Center will advise where authorized refueling and support sites have been established along the designated caravan response routes. MABAS Divisions and any geographic areas sending units, or directed by dispatch, shall attempt to caravan in as a group rather than respond as individual units. Response as a package facilitates resource management in the staging area and for command assignments. <u>All resources in the package must be listed on the Pre-Deployment Roster and Support Vehicle Inventory forms that were submitted to RED Center by the Division dispatch center.</u> | ☐ | ☐ |
| Notes: | | |
| <ul style="list-style-type: none"> ▪ All caravan or individual units shall report into reception, wherever designated by the host Incident Commander. Upon arriving in staging, the caravan's representative or individual unit's representative shall report to the reception officer in order to log-in and receive direction. Accountability of units and personnel will be established. Responding units that by-pass staging shall be relieved of response and assignments then returned to their community. | ☐ | ☐ |
| Notes: | | |
| <ul style="list-style-type: none"> ▪ Units responding to a statewide mutual aid incident should have the capability to communicate via radio on the StarCom MABAS Talk Groups, as well as the MABAS fireground frequencies. All responding units should monitor the StarCom MABAS Talk Group frequency throughout response and once in the reception site. The reception officer will direct frequency assignments and use for tactical operations. Plain talk communications will be used – "ten" signals and codes will <u>not</u> be used. | ☐ | ☐ |
| Notes: | | |
| <ul style="list-style-type: none"> ▪ Speed of response is secondary to providing a sustained operation under a statewide mutual aid incident. Disaster operations can be expected, and units sent to the scene may not be released for days, or in some cases longer. Assuming this will be the case, responding departments should: <ul style="list-style-type: none"> ◦ Prior to response, have personnel take personal toiletries, snacks, bottled water, a change of clothes, blankets/pillow, towels, etc. Prepare themselves for a multi-day operation without relief. | ☐ | ☐ |

Notes:

APPENDIX - 2 (CONTINUED)

	Done	Follow – Up
Departments who have personnel on the scene may wish to prepare a personnel swap-out schedule whereas deployed individuals are replaced by fresh troops after several days. Departments who swap personnel out should do so in a group or company and have personnel transported to and from the scene in an official department vehicle. Revised rosters must be sent to RED Center for tracking of individuals and apparatus. Replacement personnel will have to be in-processed at the reception site. Relieved personnel should go through demobilization/out-processing at the deployed reception location as determined by IC. Notes:	☐	☐
Date and time of response occurred. Notes:	☐	☐
Individuals assigned. Notes:	☐	☐
Stops while enroute to the incident for service or re-supply. Notes:	☐	☐
Date and time of arrival in staging and Staging Officer's name. Notes:	☐	☐
Incidents or assignments the unit dealt with while involved. Notes:	☐	☐
Swap-outs of personnel. Notes:	☐	☐

APPENDIX - 2 (CONTINUED)

	Done	Follow – Up
Expendables used or equipment damaged, lost or left on a scene. Notes:	☐	☐
Date and time released from incident and by whom (name and agency). Notes:	☐	☐
Date and time back in their original community's fire station and released from duty. Notes:	☐	☐
Departments, districts, and agencies that send resources to a statewide incident shall maintain records of the event and a log of all additional or unusual expenses the department incurred as a direct result of the statewide mutual aid response. Notes:	☐	☐
Copies of all such records and logs kept by the department, district, agency and unit responding, shall be copied and summarized by the department, district head. Each authorized, directed department / district / agency that responded will be provided the appropriate reimbursement forms and directed as to where they should be sent with appropriate documentation. Notes:	☐	☐

APPENDIX -- 3

MABAS-ILLINOIS PRE-DEPLOYMENT ROSTER

DATE: _____ TIME: _____ INCIDENT NAME: _____ IEMA MISSION #: _____
 TYPE: _____ m / d / yy INCIDENT DIVISION AND LOCATION: _____

PERSONNEL ASSIGNED

Please complete all yellow fields for an OUT OF STATE response.
 (Positions 1 and 2, should reflect the unit leaders and list their cell phone numbers.)

First Name	Last Name	Rank	Mobile Phone	E-mail	Regular Salary Hourly Rate	Exempt / Non-exempt	Department	Div
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								

SECURITY VALIDATION CODE WILL BE GIVEN TO THE OFFICER IN CHARGE AFTER RED CENTER RECEIVES THIS COMPLETED DOCUMENT.

E-mail: dispatch@redcenter.org | Fax: (847) 498-5968 | Phone: (847) 724-5700

Last Modified: August 31, 2023



APPENDIX - 3 (CONTINUE PRE-DEPLOYMENT ROSTER)

First Name	Last Name	Rank	Mobile Phone	E-mail	Regular Salary Hourly Rate	Exempt / Non-exempt	Department	Div
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								

SECURITY VALIDATION CODE WILL BE GIVEN TO THE OFFICER IN CHARGE AFTER RED CENTER RECEIVES THIS COMPLETED DOCUMENT.

E-mail: dispatch@redcenter.org | Fax: (847) 498-5968 | Phone: (847) 724-5700

Last Modified: August 31, 2023



RECORD OF CHANGES

1. Changes will be issued by the MABAS Operations Section and transmitted to agencies, personnel, and other designees specified by the MABAS CEO or designee.
2. When a change is made, an entry will be made in the following log:

[illegible]

