

MABAS Division 2

Mutual Aid

Box Alarm System



General Operating Procedures

Adapted for use by [MABAS](#) Division 2 – January 14, 2009

<p style="text-align: center;">MABAS DIVISION 2</p>	<p style="text-align: center;">General Operating Procedures</p>	<p>Effective Date: Replaces: Approval Date:</p>
<p>Approved</p> <p style="text-align: center;">President</p>		<p>Communications Committee</p>

**MUTUAL AID BOX ALARM SYSTEM
MABAS DIVISION 2
GENERAL OPERATING PROCEDURES**

I. PURPOSE

The primary purpose of the Mutual Aid Box Alarm System (MABAS) is to coordinate the effective and efficient provision of mutual aid during emergencies, natural disasters, or manmade catastrophes. MABAS is not intended to relieve a community of their responsibilities of providing adequate emergency services for all local emergencies, since all communities should have their own first line of defense. When a community exhausts its resources, MABAS can be activated by the stricken community and through a systematic plan, MABAS will provide:

- A.** Immediate assistance of personnel and equipment at the scene of an emergency or disaster.
- B.** Response teams of: Firefighters, Emergency Medical Personnel, Hazardous Materials Responders, Technical Rescue Specialists, Divers, etc.
- C.** Access to specialized equipment.
- D.** A contractual agreement covering responsibilities and liabilities for all its members.
- E.** Standardized policies and procedures for mutual aid responses.

II. DEFINITIONS

Following is a glossary of terms and terminology that are consistent with the National Incident Management System (NIMS) and the Incident Command System (ICS) and relate to MABAS in establishing mutual aid assistance:

ALARM LOG	The Alarm Log is a form which is used to record the times, incident location, box alarm number, alarm level, responding equipment type, community name and vehicle number.
ALERTING ENCODERS	A tone encoder at a Division Dispatch or Back-up Center used to activate MABAS alerting receivers.
ALERTING RECEIVERS	A receiver on the IFERN frequency that is tone activated by MABAS Division Dispatch Centers.
AMBULANCE	A vehicle whose primary function is the care and transportation of sick or injured persons. An ambulance can be classified as ALS (Advanced Life Support) or BLS (Basic Life Support). Minimum staffing of two (2) appropriately licensed EMT's.
AUTOMATIC AID	An agreement between two (2) or more departments whereby units from multiple departments are dispatched simultaneously by the local dispatcher to an incident, prior to activation of the MABAS system.
BOX ADDRESS	The address of an intersection in the center of the Box area or the address of the emergency scene itself.
BOX ALARM	For the purpose of MABAS, a Box Alarm is a fire or other emergency requiring mutual aid through MABAS. A Box Alarm is the first request level for MABAS assistance. A 2 nd , 3 rd , 4 th or 5 th Alarm (or higher) are additional calls for equipment to the same fire or disaster area.

INTERDIVISIONAL BOX

Interdivisional Box Alarms are an extension of a fire department's box alarm system for use at major incidents when all alarm levels on the box alarm card have been requested and additional manpower and/or equipment resources are needed. This type of response is requested from division to division and is generally used when speed of response is important and the event will usually be of a shorter duration (less than 12 hours). This may also be used for major incidents prior to activation of state resources when adjacent resources are needed immediately while state response assets are being mustered.

BOX CARD

A printed form containing details of departments, specialized personnel and equipment to respond to a given geographical area, target hazard and/or specialized response within a community. See Appendix A.

BOX CARD NUMBERING

Box alarm numbers are utilized to identify specific box alarm assignments for a fire department. Box alarm numbers can be duplicated between multiple departments.

BRANCH

Used whenever the number of operational Divisions or Groups exceeds the span of control. Can be either geographical or functional. The person in charge of each Branch is designated a Director.

CHANGE OF QUARTERS

Apparatus assigned physically changes to the stricken community to be available for simultaneous calls or move up to the fire scene on additional alarms.

CHIEF OFFICER

A command level position whose primary job and duties within the fire department are within ranks of Chief, Deputy Chief, Assistant Chief, and/or Battalion Chief.

COMMAND POST

The location of the Incident Commander of the fire or emergency scene. The Command Post at the scene will be identified by a flag or green revolving or flashing light or both.

DIVISION	Established to provide resources and coordination for a specific geographical location at an incident. The person in charge of each Division is designated as a Supervisor.
DIVISION (MABAS)	A group of MABAS member departments that have organized together to share common MABAS dispatch services and organizational structure with the approval of the MABAS Executive Board.
EMT	Defined as an individual licensed by the State's health department as meeting the minimum qualifications for Emergency medical Technician Basic or Paramedic.
EMERGENCY TRAFFIC	To alert personnel to clear a fireground or other frequency due to a request to pass emergency traffic to the incident commander.
ENGINE	A vehicle whose primary function is the delivery of water at increased pressures on the emergency scene. Reference is NFPA 1901. Recommend staffing of four (4) firefighters; in no case less than three (3) firefighters.
FIREFIGHTER	Defined as an individual that is certified by the state certifying authority as meeting the minimum requirements for a firefighter as defined by NFPA Standard 1001. This definition includes unit leaders (company officers) and driver/operators.
FIREGROUND FREQUENCIES	These frequencies are used to transmit and receive critical fireground information and may be used at the discretion of the Incident Commander. <u>All radios transmitting on fireground channels are limited to ten (10) watts of transmit power.</u> (See Appendix B)
GROUP	Established to provide resources and coordination for a specific tactical responsibility for an incident. The person in charge of each Group is designated as a Supervisor.

IFERN	The Interagency Fire Emergency Radio Network is the primary fire service mutual aid dispatch and coordination channel used by MABAS. (Formerly known as NIFERN)
MEMBER UNIT	A unit of local government including, but not limited to, a city, village, township, or fire protection district having a fire department recognized by the involved State Government; or an intergovernmental agency and the units of which the intergovernmental agency is comprised which is a party to the MABAS agreement and has been appropriately authorized by the governing body to enter into such agreement.
MUTUAL RESPONSE	This is a contractual agreement between two (2) or more Departments to respond with specific equipment and personnel to a special area or building in that community on an initial Alarm. This equipment should be listed in the “Still” column (or in a separate column between STILL and BOX) on the Box Alarm Card as it is due prior to the calling of a MABAS Box Alarm. Mutual Response is sometimes referred to as Automatic Aid.
REQUESTING A BOX	It is the responsibility of the Department with the fire or other emergency to notify their Division Dispatch Center and request a Box Alarm or subsequent Alarms. The Box Number, type of incident, level of Alarm requested, address/location, staging, and authority are to be given.
RETURNING EQUIPMENT	At some time after the Box Alarm is struck out, the Incident Commander will return equipment. The order in which it is returned will be at the discretion of the Incident Commander.
SAFETY OFFICER	A member of the Command Staff who is a Chief Officer, or other individual with specialized training, capable to perform incident scene safety officer responsibilities.

SINGLE RESOURCE

May be individuals, a piece of equipment and its personnel complement, or a crew or team of individuals with an identified supervisor that can be used at an incident.

SKIP ALARM

A department at the time of the alarm, may request to go to a 2nd, 3rd, 4th or higher alarm. All equipment assigned to respond to the scene or change of quarters on each previous level of alarm will respond or change quarters to the emergency. This may occur at any other level as well as when the original Box Alarm is called.

SPECIAL BOX CARD

A Box Card designated for Interdivisional mutual aid listing a MABAS Division's equipment that is available to respond based on the type of equipment and location.

SQUAD

A vehicle whose primary purpose is to provide personnel and/or heavy rescue support services on the emergency scene. Reference is NFPA 1901. Recommend staffing of four (4) firefighters; in no case less than three (3) firefighters.

STAGING AREA

A location near the fire or emergency scene where additional equipment is directed to assemble for further instruction and organization. Also known as Level II staging.

STILL ALARM

The initial response to an incident. A Still Alarm may involve mutual response or change of quarters. This response is left to the individual community's discretion. Minimum staffing is that personnel existing on apparatus at the time agreed upon by the communities. Multiple levels of still alarms (Full Still, Working Still, etc.) are permitted. NOTE: The local dispatcher is responsible for dispatching all units listed in the Still Alarm level(s).

STRIKE TEAM

A set number of resources (normally five) of the same kind and type with common communications operating under the direct supervision of a Strike Team Leader.

STRIKING OUT A BOX

When the Incident Commander feels that the fire or other emergency is under control and he will not require another level of Box Alarm, he is to “Strike Out the Box Alarm”. The striking out of the Box Alarm is only done once and not for each level of the Alarm. The Incident Commander will notify the Division Dispatch Center and give his name, the location of the Box Alarm and request that the Box Alarm be struck out per his orders. This means that companies due to respond on additional alarms will know that they will not be needed.

TASK FORCE

Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

TENDER

A vehicle constructed primarily for the purpose of transporting water to fire incidents and should have the capability to rapidly unload water into portable tanks and is staffed by a minimum of two (2) persons.

TRUCK

A vehicle whose primary function is performing rescue and/or the delivery of large volumes of water from an elevated height on the emergency scene. Reference is NFPA 1901. A truck may have a platform installed on the distal end of the aerial ladder. Trucks may also have pumping capabilities similar to an engine company. Recommend staffing of four (4) firefighters; in no case less than three (3) firefighters.

III. RESPONSIBILITY

It shall be the responsibility of all MABAS Division 2 Member Units to adhere to the policies and procedures of MABAS as adopted by both the MABAS Division 2 and MABAS Executive Board and amended from time to time.

IV. DIVISION AUTHORITY

MABAS Division 2 shall have the authority and responsibility to ensure that the policies and procedures of MABAS are adhered to by all Member Units. Variances to the MABAS procedures are not generally recommended, but under certain circumstances a MABAS Division is authorized to make minimal modifications. Any modifications must be consistent with the existing procedures.

V. COMMUNICATIONS

A. MABAS DIVISION 2 DISPATCH CENTERS

To better organize and centralize MABAS communications, MABAS Division 2 has designated a primary (QuadCom) and back-up (Elgin Emergency Communications) MABAS Dispatch Centers. Each of these dispatch centers is capable of both receiving and transmitting on IFERN.

B. IFERN FREQUENCY

The MABAS organization operates on the IFERN (Interagency Fire Emergency Radio Network) VHF radio frequency of 154.265 MHz. IFERN has a two-tone encoding utilizing 1082.0 Hz for Tone A and 701.0 Hz for Tone B. Radios must transmit a Carrier Tone Coded Squelch System (CTCSS) (PL) tone of 210.7Hz (M2).

This frequency has been designated for interdepartmental use of emergency fire department radio traffic and is commonly referred to as the Mutual Aid Frequency or simply IFERN.

C. BOX ALARM TRANSMISSION PROCEDURES

Both MABAS Division 2 Dispatch Centers are equipped with MABAS tone encoders that are responsible for activating all alerting receivers of all participating Departments. The Primary Dispatch Center will handle all MABAS Alarms, except when that community is in need of mutual aid or other technical, staffing or increased call volume prevents the Primary Dispatch from efficiently and effectively handling the MABAS Alarm. MABAS dispatch should be transferred to the Back-Up MABAS Dispatch whenever any situation prevents the Primary Dispatch from functioning effectively.

All MABAS Alarms are toned out on and transmitted on the IFERN frequency. It should be noted that MABAS does not own the IFERN frequency, but has been granted the right to use the frequency for a fire or other emergency situation between two or more communities at the scene of a MABAS Alarm.

1. The alerting receivers will be purchased by each Department and/or Dispatch Center and will be the type which will have both the alert and monitor positions. Each time a test is received, the radio should be reset to determine if the other Dispatch Centers can open the alert receiver from their area. If a community is unable to receive the different tests, the receiver should be moved to the best receiving location. If this fails, a rooftop or exterior antenna should be used.

2. The alerting encoders are located in the Main and Backup Dispatch Centers for each Division of MABAS. When these tones are activated on the IFERN frequency, all the Departments having the alerting receivers will get the tones and the message on their alerting receivers. Some Dispatch Centers have the ability to continuously monitor the IFERN frequency in place of the alert monitors.
3. The IFERN frequency may be used by two or more Departments with dissimilar primary dispatch frequencies, on the scene of a fire or other emergency even though no MABAS Box Alarm has been requested.
4. It is up to each individual Department to have its own radio equipment and related services. MABAS communication problems will be referred to the MABAS Division 2 Communications Committee.
5. MABAS will not be used to dispatch equipment for an isolated incident in a fire department which is not a member of MABAS. Any response by a MABAS department will be voluntary. MABAS can be used to notify member department for a major disaster in a fire department which is not a member of MABAS. Any response by a MABAS department will still be voluntary.

D. TESTING OF THE MABAS SYSTEM

Testing of the MABAS system will be done on a monthly basis by each Division to determine that all receivers and tone encoders are working properly. MABAS Division 2 will conduct tests on the 1st Monday of each month at 9:55a.m. for the primary dispatch and 9:57a.m. for the back-up.

The monthly tests will be given as follows:

1. “QuadCom testing MABAS Division 2 Mutual Aid Box Alarm Alerting Receivers, Test 1-2-3-4-5; 5-4-3-2-1 at (time); reset all receivers for the Elgin Back-up test. QuadCom Clear, _____ (FCC#).”
2. There will be a two minute pause between tests.
3. “Elgin Fire Back-up testing MABAS Division 2 Mutual Aid Box Alarm Alerting Receivers, Test 1-2-3-4-5; 5-4-3-2-1 at (time); reset all receivers for the Division 5 test. Elgin Fire Clear, _____ (FCC#).”

E. DRILLS

1. From time to time, response drills will be conducted by MABAS members to test our procedures and equipment. When these drills occur, the request for, dispatch of, and all subsequent pertinent traffic regarding the Box (or higher level) Alarm will indicate that it is for a RESPONSE DRILL.

EXAMPLE: “MABAS Division 2 to all locals for a RESPONSE Drill; the South Elgin Fire Department is requesting a RESPONSE DRILL for Box Number 2-511 at 500 N Collins Street. All responding units switch to IFERN and acknowledge MABAS Division 2.”

2. “Radio Drills” where a simulated MABAS alarm is dispatched and only radio acknowledgments are transmitted in a response to the MABAS alarm are not authorized for members of MABAS Division 2 or the MABAS Division 2 Dispatch Centers without the approval of the MABAS Division 2 Executive Committee.

F. ALARM PROCEDURE

In an effort to simplify dispatching and maintain organization, Incident Commanders are strongly encouraged to utilize the MABAS Box Alarm System to request additional resources instead of “piecemealing” resources to an incident. A request for a MABAS Division 2 MABAS Dispatch Center or through the local dispatch center of the stricken community to MABAS Division 2 and can be made either via telephone or radio (on IFERN) with the radio being the preferred medium.

The stricken community must provide the following information to the Dispatch Center when requesting the MABAS Box Alarm activation:

1. The name of the requesting Fire Department.
2. The type of Alarm (Ambulance-Tender-etc.) and the Box Alarm number requested.
3. The level of the Alarm requested.
4. Nature of incident: Fire-hazmat-Ambulance-etc.
5. The location of the incident, address and/or the name of the building (hospital-school-factory-etc.).
6. Staging location.
7. Time of actual alarm.

A fill-in worksheet has been included in the appendices (Appendix F) of this document for use by dispatchers.

All responding vehicle shall inform the requesting MABAS Division Dispatch Center over the IFERN frequency that they are responding. The normal radio message for a responding unit must include: [Department name, Type of Apparatus] to MABAS 2 responding to the Box (Number of Box Alarm and name of Stricken Community) (Address of the Emergency or Staging Area).

EXAMPLE: “MABAS 2, Bartlett Engine is responding to South Elgin’s Box #2-511 located at 500 North Collins Street.”

G. DISPATCH PROCEDURES

1. Check the Box Card and start MABAS Alarm Log.
2. To dispatch a Box Alarm, the following must be done:
 - a. Switch to the IFERN frequency.
 - b. Activate the tone encoder providing two sets of alert tones.
 - c. After all tone have cleared, announce:

“This is MABAS Division 2 to all locals, (Stricken Community) Fire Department is requesting Box (Number) at (Location) to the (Level) Alarm level; all Departments due to respond, switch to and acknowledge MABAS Division 2 on the IFERN frequency.” (Repeat this portion of the message.) Divisions may elect to announce which Departments are due to respond, as the example below shows:

EXAMPLE: “This is MABAS Division 2 to all locals: The South Elgin Fire Department is requesting Box Number 2-511 at 500 North Collins Street, to the Box Alarm level; all Departments due to respond, switch to and acknowledge MABAS Division 2 on the IFERN frequency. (Repeat this portion of the message.) The following Departments are due to respond: (read all units due from each appropriate level of alarm being dispatched.)

- d. Departments that are due to respond and have not responded to the Box Alarm within five (5) minutes must be notified by radio or telephone by the MABAS Dispatcher.

- e. If a department that is due to respond on an Alarm can not supply properly staffed apparatus because of an existing situation (i.e., present incident of their own, apparatus out of service, or lack or personnel), THEY MUST notify the requesting MABAS Division Dispatcher immediately so that the fill-in apparatus can be assigned from another department (usually this is done from the next level of alarm). The MABAS Division 2 dispatcher has the expressed authority to fill unavailable units (companies) from higher levels of alarm or from available resources. The Incident Commander shall be notified by the Division Dispatcher of changes to the response cards and when the card assignment has been met.
 - f. If a department responds that is not due on the MABAS alarm or responds with the wrong equipment, the MABAS Division Dispatcher has the authority to return the equipment and advise them of the equipment that they were due to respond with on the Box Alarm.
 - g. When a Box Alarm is requested, units responding to the Box Alarm shall withhold acknowledging their response on the IFERN frequency until after the Box Alarm has been dispatched.
 - h. Units responding to a MABAS alarm shall report to the designated Level II staging area, unless otherwise directed by the Incident Commander, and shall operate on the IFERN (not Fireground) frequency. The first unit arriving in staging shall assume the roll of Staging Supervisor unless a Staging Supervisor has been assigned by the Incident Commander.
 - i. The practice of self-dispatching to an incident is not permitted.
3. Each request for additional Alarms will require the repeating of the alerting sequence and revising only the level of the Alarm. If a fill-in unit was used on a previous Alarm, a dispatcher will have to provide a fill-in unit on each subsequent Alarm.
 4. The MABAS Division Dispatcher will contact the Incident Commander every twenty (20) minutes advising them of the amount of time into the incident and request a progress report on the incident.
 5. If a second fire or emergency in the same area should require a Box Alarm during the original Box Alarm, it may be to the advantage of the dispatcher to use the remaining equipment from the next level of Alarm from the Box Alarm in progress.
 6. The use of personal vehicles for response to the scene of MABAS Alarms is discouraged.
 7. On a change of quarters, the assigned vehicles are to physically change to the designated station. Use of warning lights and siren for change of quarters is prohibited.

8. To facilitate radio communications with the Incident Commander and change-of-quarters units, local dispatch centers for the stricken department are to dispatch the units on their local frequency. If the change-of-quarters do not have radios with the local frequency they will then acknowledge on IFERN.

9. When a Box Alarm is struck out, the following information is needed:

a. The identity of the Incident Commander

b. The location or number of the Box Alarm

10. Dispatching procedures for striking out a Box Alarm:

a. On the IFERN frequency, the MABAS tone should be activated providing one (1) set of alert tones, then announce the following:

“This is MABAS Division 2 to all locals: (Name of Community with the Box Alarm) Fire Department has struck out (Box Alarm Number) by authority of the Incident Commander.” Repeat the message.

b. The dispatcher shall continue to control the IFERN frequency until all companies at the scene are released and are returning.

c. The order in which equipment is returned is at the discretion of the Incident Commander of the Box Alarm.

d. Responding companies should continue to the scene unless directed otherwise by the Incident Commander or MABAS Dispatcher.

H. LOCAL DISPATCH RECEIVING RADIO EMERGENCY SIGNAL

Departments who have personnel and radios equipped with a “Man Down” distress option that is enabled, should establish local policies on how to address the receipt of a distress signal from a firefighter working on a mutual aid incident. Most devices are programmed to alert on their local dispatch channel and the mutual aid incident commander will not know if a device is activated if he/she is running the incident on a different frequency such as IFERN.

Policy considerations may include having the local dispatch agency attempt to contact the incident command (IC) on the IFERN frequency or have the local agency contact the appropriate MABAS communications center who is handling the incident to pass along the emergency message.

MABAS Division 2 should consider the development and adoption of a model procedure for such an occurrence.

I. EMERGENCY TRAFFIC/MAYDAY PROCEDURE

Various procedures have been enacted by member departments and MABAS to alert personnel at emergency scenes of impending or imminent dangers including flashover, building collapse, downed power lines, missing firefighter, change from offensive to defensive operations and many other potentially dangerous events or situations. This Emergency Traffic procedure was adopted to assure a quick and uninterrupted communication to the Incident Commander. The term EMERGENCY TRAFFIC will be utilized by a unit encountering an immediately perilous situation and will receive the highest communications priority from Command, Dispatch, and ALL OPERATING UNITS on the frequency (any frequency). Units may initiate emergency communications by verbally contacting Command or Dispatch. The following procedure is established to provide consistency in the application of the terms EMERGENCY TRAFFIC and MAYDAY.

1. EMERGENCY TRAFFIC: The term EMERGENCY TRAFFIC will be used when a true emergency is imminent or has already happened. The following conditions are examples that dictate when the term EMERGENCY TRAFFIC will be utilized:
 - a. A structural collapse or potential collapse.
 - b. Rapidly changing fire conditions.
 - c. Loss of water supply.
 - d. Immediate evacuation of the building is necessary by any of the above situations or any other circumstances that the IC feels is appropriate.

2. MAYDAY: The term MAYDAY will be used when firefighters are in immediate peril. The following situations are examples that dictate when the term MAYDAY will be used by the firefighter in peril:
 - a. Injured and in need of immediate assistance.
 - b. Lost or Missing
 - c. Trapped
 - d. Out of SCBA Air
 - e. Any circumstance that could seriously injure the firefighter.
 - f. Used by a firefighter who located another firefighter in any of the above situations.

3. EMERGENCY TRAFFIC PROCEDURE: The following procedure will be used by personnel on the fireground requesting an EMERGENCY TRAFFIC alert:
 - a. To clear all traffic on the fireground channel, the firefighter declaring the emergency will preempt the message by repeating the word EMERGENCY three (3) times. **At this time, no other radio traffic will be sent until the nature, location and type of EMERGENCY has been transmitted to the IC.**
 - b. The IC should copy the nature of the EMERGENCY TRAFFIC and relay essential information to all units utilizing the procedure in paragraphs I through K of this section.
 - c. If appropriate, the IC will initiate a Personnel Accountability Report (PAR) utilizing the Personnel Accountability System.

4. MAYDAY PROCEDURE: The following procedure will be used by personnel on the fireground requesting a MAYDAY alert:
 - a. To clear all traffic on the fireground channel, the firefighter declaring the MAYDAY will preempt the message by repeating the word MAYDAY three (3) times. **At this time, no other radio traffic will be sent until the nature, location and type of MAYDAY has been transmitted to the IC.**
 - b. The IC should copy the nature of the MAYDAY and relay essential information to all units utilizing the procedure in paragraphs I through K of this section.
 - c. The IC will order all units to immediately switch to an alternate fireground channel assigned by the IC to clear the fireground channel for the unit(s) in danger, RIT, or other unit(s) involved in the rescue operation.
 - d. If appropriate, the IC will initiate a Personnel Accountability Report (PAR) utilizing the Personnel Accountability System.

J. RADIO ALERT TONE

When so equipped, the Incident Commander shall cause an audible alert tone of 1500 Hz to be transmitted for 3 to 5 seconds over all fireground frequencies in use. Examples for the use of the radio alerting ton include, but are not limited to;

EVACUATION: Anytime during an incident when it is necessary to immediately evacuate a building, trench, confined space, hazardous area or other position when such evacuation is necessary to protect the safety of personnel working the incident.

DANGEROUS SITUATION: Alerting personnel to an unusual condition or situation at the scene of an emergency that puts personnel at increased risk. These situations may include but not be limited to, downed power line, unstable wall or structure, vicious animal, or other safety related situation or message.

PERSONNEL ACCOUNTABILITY REPORT: To alert crews working an emergency incident of an impending Personnel Accountability Report.

EMERGENCY TRAFFIC: To alert personnel to clear a fireground or other frequency due to a request to pass emergency traffic to the Incident Commander.

MAYDAY: To alert personnel to clear a fireground or other frequency due to a firefighter in imminent peril.

K. RADIO ALERT TONE PROCEDURE

When an Incident Commander determines that an emergency exists or a potential situation exists that adversely affects the safety of personnel working at the incident, and the Incident Commander has the capability to transmit a radio alert tone, the following process is hereby recommended:

FIREGROUND FREQUENCIES: Starting with the primary tactical frequency (firefighters in greatest danger) the Incident Commander shall cause the Radio Alert Tone to be transmitted followed immediately by the phrase “ALL UNITS STAND BY FOR EMERGENCY TRAFFIC” followed immediately by a description of the emergency or situation.

For example, the Safety Officer determines that a structure has become unstable and the Incident Commander orders an evacuation of interior companies. The following transmission should be broadcast on each fireground channel in use at the incident:

Transmit Radio Alert Tone: announce “EMERGENCY TRAFFIC – ALL PERSONNEL EVACUATE THE BUILDING DUE TO IMPENDING COLLAPSE” (The alert tone and announcement should be repeated.)

L. EVACUATION PROCEDURE

Situations may occur where the immediate evacuation of the involved structure or other IDLH atmosphere is necessary to protect the safety of fire service personnel. When this type of situation is identified, the Incident Commander shall cause the following to occur:

1. The incident Commander should announce “EMERGENCY TRAFFIC” over all operational fireground and dispatch radio frequencies.
2. If so equipped, the Incident Commander shall cause an Emergency Alert Tone to be transmitted over the affected frequencies for 3 to 5 seconds.
3. The Incident Commander should then re-announce “EMERGENCY TRAFFIC” and proceed to describe the nature of the emergency evacuation.
For example: “EMERGENCY TRAFFIC (Alert Tone) EMERGENCY TRAFFIC ALL COMPANIES IMMEDIATELY EVACUATE THE FIRE BUILDING AND MAINTAIN A SAFE PERIMETER DUE TO IMPENDING COLLAPSE.” (Repeat message)
4. The Incident Commander shall order the air-horns to sound on one or more fire apparatus at an incident scene when necessary to immediately warn all personnel working at the incident of the need to immediately evacuate the building or hot zone. Examples of when air-horns should be sounded include, but not limited to, impending collapse, flashover, explosion, hazardous atmosphere, etc. Apparatus Operators shall sound the air-horns, using a sequence of air-horn blasts that shall not exceed 10 seconds in length followed by a 10 second period of silence, and it is done 3 times.
5. The Incident Commander shall order a complete Personnel Accountability Report (PAR) from all units at the incident, starting with the units working in or near the evacuated areas.

M. REQUESTING MABAS DIVISION 2 SPECIAL TEAMS RESOURCES

When a MABAS Division 2 special teams asset is requested to respond to an incident, the Special Team Resources (STR) asset must be requested through MABAS Division 2 either by radio using the IFERN frequency or by telephone. The MABAS Division 2 Dispatch Center will document a MABAS response for all Special Teams resource requests utilizing the standard MABAS dispatch procedures.

VI. BOX ALARM CARDS

A. UNIFORM BOX CARD

MABAS Division 2 has adopted the standardized MABAS Box Alarm Card format as found in MABAS policy B-20-001 adopted on 03/02/05. (See Appendix A)

B. BOX CARD ALARM DISTRIBUTION

To ensure that all fire departments receive and have adequate time to review and implement new Box Alarm Cards the following procedure must be followed:

1. Draft box alarm cards will be distributed to all MABAS Division 2 members, and any non-division department that is included on the card, a minimum of forty-five (45) days before the effective dates for review and comment. They shall be stamped draft, not signed and the effective date left blank. If there is no response from a department within the 30 day period, it will be understood that the draft cards are acceptable.
2. After the 30-day review/approval process, cards shall be formalized by the addition of the authorized signature (actual or electronic) and effective date on each card. Final cards shall be sent electronically in either a Word or Adobe PDF file to the MABAS Division 2 Secretary a minimum of fifteen (15) days prior to the effective date. In the event the Secretary is incapacitated or otherwise unable to process the new box alarm cards, the cards should be sent to the MABAS Division 2 President.
3. The Secretary, or designee, shall review the cards for completeness, accuracy and compliance with MABAS Division 2 procedures.
4. No less than seven (7) days prior to the effective date of the box alarm cards, the Secretary, or designee, shall transmit all new box alarm cards to each MABAS Division 2 Department, and any other departments listed on the cards, via the internet, utilizing Adobe PDF files, to the Chief of the Department, and any additional designees. The alarm cards should be grouped in folders by department name.
5. New Box Alarm Cards will become effective at 00:01 hours on their effective date.
6. Box Alarm Cards and department resource listings will be reviewed by each agency on a yearly basis on or about November 1st.
7. Temporary Box Alarm Cards for special events or exigent circumstances can be issued by a department with the approval of the MABAS Division 2 Executive Board. The fire department issuing the temporary Box Alarm Cards will be responsible for distribution to all departments due on the card(s).
8. It is the responsibility of each department to notify and copy their dispatch center with all new and/or temporary box alarm cards.
9. To facilitate timely and accurate requests for a MABAS Box Alarm by a stricken agency, each Department should maintain current copies of the Box Alarm Cards for their Department in all emergency response vehicles.

C. CHANGE OF QUARTERS/NON-EMERGENCY RESPONSES

1. Units responding on a change-of-quarters response shall respond non-emergency (without the use of warning lights or sirens). Change-of-quarters units that are redirected to the scene of the incident or diverted to another incident should upgrade their response to emergency (using warning lights and siren) if appropriate.
2. Certain MABAS incidents may not involve the rescue of savable lives or protection of savable property. For these incidents, the Incident Commander should determine that an emergent condition does not exist and request all responding units to report to the incident non-emergency. The MABAS Dispatcher shall announce all non-emergency responses as part of the initial dispatch or whenever that information becomes available.

D. INTER-DIVISIONAL BOX CARDS

An Inter-Divisional Request is activated when all units and resources have been dispatched on the specific Box Alarm Card and additional companies are required for a large scale incident. **During an Inter-Divisional request, speed of response is important.** The Division providing units determines which department and units respond based upon pre-determined Inter-Divisional Strike Team or Task Force response cards. Types of Inter-Divisional cards may include Fire, Engine Only, Tender Only, Ambulance, Hazmat, Technical Rescue or other responses.

Inter-Divisional Box Cards will be prepared by a committee assigned by the MABAS Division 2 Executive Board with the overall thought being that this equipment may leave the Division for a long period of time. In case of a natural disaster, one or more Divisions may be in need of assistance. They can call neighboring Division for assistance.

For example, if MABAS Division 2 requests three engines and one ladder company from MABAS Division 41, the MABAS Division 41 Dispatcher will set off the MABAS tones on the IFERN frequency and request the equipment on the Box Card to respond into MABAS Division 2. This equipment may be out of MABAS Division 41 for several days. When developing the Inter-Divisional Box Card, each Division should use equipment that will not render their Division inadequately protected.

VII. INCIDENT MANAGEMENT SYSTEM

In order to establish a standardized system for incident management, MABAS Division 2 and the MABAS Executive Boards have adopted the Incident Command System (ICS) as outlined in the National Incident management System (NIMS) as the standard operating procedure for all MABAS members.

VIII. USE OF MEDICAL HELICOPTERS

The recommended procedure for use of medical evacuation helicopters is included as Appendix C of this document. The use of IFERN for medical helicopter landing zones is expressly forbidden.

IX. ACCOUNTABILITY

It is the policy of MABAS to account for the location and safety of all personnel within an EMERGENCY INCIDENT PERIMETER at an emergency incident. Participation by members of any Fire Department in emergency incident mitigation without entering the PASSPORT ACCOUNTABILITY SYSTEM is unauthorized.

X. SEARCH & RESCUE MARKING SYSTEMS

The search and rescue marking system is to be used in times of local and area wide disasters, when numerous building/vehicles/etc. need to be searched. A uniform marking system used by all responding and/or assisting Fire Departments is necessary for efficiency and control. The FEMA/USAR structure marking system can be found in Appendix D.

XI. EMERGENCY FUEL SUPPLIES

MABAS Division 2 will be responsible for maintaining resource lists for emergency fuel supplies. These lists should be available at the Primary and Back-up Dispatch Centers. If the Incident Commander requests that the MABAS Division 2 Dispatch Center contact a fuel vendor from the fuel resource list, it is expressly understood that the stricken community acknowledges financial responsibility for reasonable emergency fuel and delivery charge.

XII. MEMBER SERVICES

In order to better serve its members, MABAS and MABAS Division 2 offers the following services that are available upon request:

- A.** Presentations
- B.** Training Programs on MABAS Procedures
- C.** Mediation
- D.** Resource Directory
- E.** Internet Websites:
 - i. www.mabas.org
 - ii. www.mabasradio.org
- F.** MABAS Decontamination Apparatus's locations can be found in Appendix G
- G.** MABAS Hazardous Materials team locations can be found in Appendix H
- H.** MABAS Technical Rescue team locations can be found in Appendix I

XIII. EMERGENCY INCIDENT REHAB

MABAS Division 2 recognizes the need to rehab emergency response personnel at the scenes of extended emergencies and/or disasters. The full Rehab guideline can be found in Appendix E.

XIV. RAPID INTERVENTION TEAM

A. PURPOSE:

A Rapid Intervention Team (RIT) will be established to assure firefighter safety at incidents where operations are conducted that have limited ingress and egress, an IDLH atmosphere, or where firefighters may become lost or trapped. (Fire, Technical Rescues, Hazmat, etc.) The sole purpose of the RIT is to perform firefighter search and rescue in the event of an emergency or loss of accountability.

B. ASSIGNMENT:

The initiation of the RIT will be the responsibility of IC as soon as resources permit. If additional resources are needed at the scene, the IC should request an additional response and leave the RIT intact. The RIT assignment will remain a Division/Group until the hazard or IDLH atmosphere no longer exists. Additional units should be added to RIT to meet the needs of the incident.

C. RIT RESPONSIBILITIES:

Search and rescue of trapped or lost firefighters.

- Assemble as a unit lead by a unit leader with appropriate tools and equipment and stage close to the command post or other assigned location.
- Enter and operate only when assigned to do so by the IC.
- Monitor radio transmissions, review pre-plans of the building, conditions and locations of working units.
- When ordered into action, “EMERGENCY TRAFFIC” will be declared on the primary fireground radio frequency and only communications pertinent to firefighter rescue will be permitted on the channel. All other personnel will switch to an assigned secondary fireground frequency.

D. SUGGESTED MINIMUM RIT EQUIPMENT:

- Portable Radios
- Flashlights
- Ladders
- Rope Bags
- Stokes Litter
- Power Saws
- Forcible Entry Tools
- Air Bags/Cribbing/Hydraulic Rescue Tools
- Air Supply for Trapped Firefighter
- Thermal Imaging Camera
- Access to Suppression Hoselines

APPENDIX A – Box Card Design



www.MABASRADIO.org

Mutual Aid Box Alarm System
Communications Committee

REQUIRED

MABAS Box Card Design

1.0 Purpose

- 1.1 To help coordinate the design of MABAS Box Alarm Cards for new and existing MABAS Divisions using one standardized template containing all of the required information needed to dispatch a MABAS Box Alarm and for the MABAS Box Alarm to be easily understood by emergency personnel and telecommunicators.

2.0 Scope

- 2.1 This recommended practice applies to all new and existing MABAS Divisions wishing to have one template for use throughout their division that incorporates the traditional style card with recommended changes designed to make dispatching MABAS Box Alarms easier for telecommunicators and emergency service personnel.

3.0 Background

- 3.1 MABAS is currently experiencing rapid growth throughout numerous locations, with many new divisions being formed. Many of these new divisions have limited internal experience to draw upon in developing box alarm cards and have requested assistance with the design process as well as a generic box alarm card in an electronic format. The MABAS Communications Committee was tasked

with this responsibility at the MABAS Executive Board meeting in February 2004. The MABAS Communications Committee has developed a standard template that contains all of the required elements needed to be able to design a MABAS Card and to be able to dispatch MABAS resources easily by a primary or secondary dispatch center.

- 3.2 Several changes to the “**traditional style**” card have been recommended to make it easier for telecommunicators and emergency service personnel to understand and reduce the number of errors during alarm dispatch. Those changes include:
 - 3.2.1 The four-letter abbreviations for each department should be discontinued and full names are to be used. 8-point Arial Font should be the minimum size font used.
 - 3.2.2 The “**Change of Quarters**” section on the older style cards has been a source of many errors and omissions. The new style card incorporates the “**Change of Quarters**” into the top portion of the alarm response area.
 - 3.2.2.1 Some departments may bring “**Change of Quarters**” companies into their stations and leave them there to handle further calls in their jurisdiction, throughout all the alarms. Other departments may bring “**Change of Quarters**” companies into the stations and move them to the scene on the next level of alarm. These are both allowable alternatives.
 - 3.2.2.2 “**Change of Quarters**” companies will be placed in the column for “**Change of Quarters**” and the station where they are expected to go will be placed in parentheses. The address and directions to get to that station should be placed in the “**Information**” section.
 - 3.2.3 The new style card does not limit the number of alarms that each department can have on their card. Each division can add as many alarms, per card as desired, by adding additional rows to the card.
 - 3.2.4 It is recommended that the last level of alarm be reserved for “**Interdivisional Request**” and that level should include the “**1st CHOICE, 2nd CHOICE and 3rd CHOICE**” of which divisions to call when extra equipment is needed. (This request does not refer to, or should be confused with, the State of Illinois’ Mutual Aid Response Flow Plan.)
 - 3.2.5 The bottom of the card should be kept for addresses for the change of quarter’s stations and other pertinent information or instructions.

- 3.2.6 The card is designed to be placed in a clear plastic sheet protector with reinforced holes and to be placed in a 3-ring binder and/or on computer. Do not punch holes in the box alarm card, as that will make it harder to read and duplicate.

4.0 Guideline

- 4.1 Each box alarm card should include the following: The top section of the card is to include: **“Department Name, Box Alarm Type, Effective Date, MABAS Division #, Box Alarm #, Location or Area of Alarm, and Authorized Signature.”** There will be no other changes to this area.
 - 4.1.1 The next section is the **“Local Dispatch Area”** and will be the responsibility of the local dispatch authority. This is not a **MABAS** area and may include: **“Still, Full Still, Working Still, Automatic Aid, General Alarm, Etc.”** This area may be any number of rows that you choose for your division or department.
 - 4.1.2 **“Change of Quarters”** has been added to the Still Alarm areas, and may be filled in, left blank or deleted.
 - 4.1.3 The Box Alarm Card is designed around a progressive structure. **It is imperative that all still alarm companies be dispatched by the local dispatch authority prior to or simultaneously with the MABAS Box Alarm request.** It is not the responsibility of the MABAS Dispatcher to dispatch companies listed on a Box Alarm Card before the Box Alarm level.
 - 4.1.4 The next section is the **“MABAS BOX ALARM”**. This is where MABAS dispatching starts. Column heading may include: **“Alarm Level, Engines, Tenders, Trucks, Squads, EMS, Chiefs, Special Equipment, Change of Quarters”**, or others for specialized cards as standardized throughout the Division.
 - 4.1.4.1 Department names are to be spelled out and are to be in at least 8-point, Arial font.
 - 4.1.4.2 Card is to be read left to right. Departments are to be sent to the scene unless in the **“Change of Quarters”** area.
 - 4.1.4.3 In **“Change of Quarters”**, the department listed is to be sent to the fire station listed in parenthesis. The addresses should be given in the information portion of the box alarm card, or on back of the card.

- 4.1.4.4 In the “**Special Equipment or Other**” column, apparatus or equipment that does not fall into the primary categories can be listed.
- 4.2 The number of alarm levels is left to the individual fire department to determine. MABAS starts at the “**Box Alarm Level**”, proceeds to the “**2nd Alarm Level, 3rd Alarm Level, 4th Alarm Level, 5th Alarm Level**”, and may continue through any number of level that are put on the cards.
- 4.2.1 The last level of alarm is reserved for “**Interdivisional Request**” and that level should include the “**1st CHOICE, 2nd CHOICE and 3rd CHOICE**” of which divisions to call when extra equipment is needed. (This request does not refer to, or should be confused with, the State of Illinois’ Mutual Aid Response Flow Plan.)
- 4.3 The bottom of the card should be left for “**Special Instructions or Information**”. Included in the Special Instructions should be the addresses for the stations listed in the “**Change of Quarters**” and any other pertinent information.
- 4.4 To eliminate clutter and confusion on box alarm cards, the following information **should not** be included on the front of box alarm cards:
- 4.4.1 Telephone numbers for responding agencies. The MABAS System is designed to use radio alerting on the “**IFERN Frequency**” (Interagency Fire Emergency Radio Network) to notify departments due to respond. This includes departments within adjacent MABAS divisions.
- 4.4.2 Area for Response District Maps. If a department desires to include maps for the response jurisdiction, change of quarters stations locations, etc., this information may be included on the back of the box alarm card.
- 4.4.3 Shaded Areas or Color Copies. The use of shading or color, other than black, is discouraged for various features on box alarm cards may limit the readability of the document after photocopying.
- 4.5 New cards should be sent out to all of the departments on the cards for a minimum thirty-(30) day review/approval process. They shall be stamped draft, not signed and the effective date left blank. If there is no response from a department within the 30-day review/approval process, cards shall be formalized by the addition of the authorized signature (actual or electronic) and effective date on each card. They shall then be sent out to each department in the Division and all departments listed on the cards at least seven (7) days prior to the effective date. It is the responsibility of each department to notify and copy their dispatch center.

- 4.6 To facilitate timely and accurate requests for a MABAS Box Alarm by a stricken agency, each Department should maintain current copies of the Box Alarm Cards for their Department in all emergency response vehicles.
- 4.7 Each MABAS Division may decide on a standardized numbering system for box alarm cards for use in their division. The following numbers should be reserved by MABAS for system wide use:
- 4.7.1 BOX #888, METRA/PACE BUS/Transportation Emergencies
- 4.7.2 BOX #999, Weapons of Mass Destruction
- 4.8 Examples of different types of Box Alarms, using the standard format, are included as guides to completing new cards for your divisions.

DEPARTMENT NAME:	BOX ALARM TYPE:	EFFECTIVE DATE:	MABAS DIVISION:
BOX ALARM #:	LOCATION OR AREA:	AUTHORIZED SIGNATURE:	

LOCAL DISPATCH AREA:

ALARM LEVEL	ENGINES	TENDERS	TRUCKS	SQUADS	EMS	CHIEFS	SPECIAL EQUIPMENT	CHANGE OF QUARTERS (Sta #)
STILL								

MABAS BOX ALARM:

ALARM LEVEL	ENGINES	TENDERS	TRUCKS	SQUADS	EMS	CHIEFS	SPECIAL EQUIPMENT	CHANGE OF QUARTERS (Sta #)
BOX								
2 ND								
3 RD								
4 TH								
5 TH								
6 TH								
7 TH								
INTERDIVISIONAL REQUEST	1 st Choice DIVISION #		2 nd Choice DIVISION #		3 rd Choice DIVISION #			

SPECIAL INSTRUCTIONS:

DEPARTMENT NAME: MOUNT PLEASANT	BOX ALARM TYPE: STRUCTURE FIRE	EFFECTIVE DATE: DRAFT	MABAS DIVISION: 102
BOX ALARM #: 12	LOCATION OR AREA: STATION #1 & STATION #2 – NON-HYDRANT AREAS	AUTHORIZED SIGNATURE: DRAFT	

LOCAL DISPATCH AREA:

ALARM LEVEL	ENGINES	TENDERS	TRUCKS	SQUADS	EMS	CHIEFS	SPECIAL EQUIPMENT	CHANGE OF QUARTERS (STA #)
STILL	Mt. Pleasant 121 Mt. Pleasant 122	Mt. Pleasant 123	Mt. Pleasant			Mt. Pleasant		
WORKING STILL		Somers Randall			Kenosha	Command Recall 414-567-9999 *9999		

MABAS BOX ALARM:

ALARM LEVEL	ENGINES	TENDERS	TRUCKS	SQUADS	EMS	CHIEFS	SPECIAL EQUIPMENT	CHANGE OF QUARTERS (STA #)
BOX	Rochester	Raymond Franklin			Union Grove	Rochester	Fire Bells Rehab	Newport Engine (1) Harvard Tanker (1) Newport Chief (1)
2 ND	Newport	Darien Harvard	Waukegan			Newport		Waterford Engine (1) Kansasville Tanker (1) Burlington Rescue (1) Raymond Chief (1)
3 RD	Waterford	Kansasville		Milwaukee		Raymond		Franklin (1)
4 TH	Franklin							S/Milwaukee Engine (1) Cudahy Truck (1) S/Milwaukee Chief (1)
5 TH	South Milwaukee		Cudahy			South Milwaukee		Greenfield Engine (1) St. Francis Squad (1)
6 TH	Greenfield			St. Francis				
7 TH								
INTERDIVISIONAL REQUEST	1 ST CHOICE Division 4		2 ND CHOICE Division #104		3 RD CHOICE Division #106			

INFORMATION:

Change of Quarters (1) = Mt. Pleasant Station #1, 6200 Durand Ave., Racine, WI 53406, Hwy 11 and Hwy 31, see police dispatcher to open doors.

MABAS Box Alarm Card Definitions

<u>Cell Title</u>	<u>Definition</u>
Department Name	The name of the Fire Department issuing the card.
Box Alarm Type	The type of emergency situation covered by the card.
Effective Date	The date the use of the card is authorized to begin by the issuing department.
MABAS Division	The Division in which the Fire Department holds a membership.
Box Alarm Number	The number for the card designated by the Fire Department. The numbering system should be coordinated with the other members of the Division.
Location or Area	This can be a single location or building; a geographical portion of the departments area of response or the entire area of response.
Authorized Signature	The signature of the Fire Chief of the department issuing the card.
Local Dispatch Area	This portion of the card is intended to show the response for any units prior to the Box Alarm level. The primary responding units will be those of the local department and possibly outside departments generally using auto-aid agreements.
Alarm Level	This refers to the designation given by the issuing department for responses to this location prior to the Box Alarm level. This allows for the two levels prior to the Box Alarm level. The name of the alarm levels will be based on local preference Includes the names of the departments that are committed to provide this type of equipment at the alarm level designated.
Engines	Based on local designations.
Tenders	Based on local designations.
Trucks	Based on local designations.
Squads	Based on local designations.
Chiefs	Can include Chief, Deputy Chief, Assistant Chief, Battalion Chief or those staff officers acceptable to the members of the Division.

- Special Equipment** Any ancillary units, individuals or specialized apparatus that would be beneficial for the type of alarm designated by the card. These resources may or may not be owned and operated by the member departments.
- Change of Quarters** This lists the station/s that will house units from neighboring departments. The specific units that are specified on each level will respond to other emergency calls for the duration of the original call or moved up to the scene during further alarms.
- MABAS Box Alarm** This portion of the card is intended to show the response for any units starting at the Box Alarm level. These responses are covered by the MABAS mutual aid agreements.
- Special Instructions** This area is reserved for any information that will allow the MABAS Telecommunicators handling the radio communications for the incident to have quick access to specific information to assist responding units. Some of these could be the address of the change of quarter's stations, special contact numbers for key department members, and numbers for departments that are due to respond that may have special contact requirements.
- Interdivisional Request** An Interdivision Request is activated when all companies have been dispatched on the specific Box Alarm Card have been dispatched and additional companies are required for a large scale incident. **During an Interdivision Request, speed of response is important.** The Division providing companies determines which departments and units respond based upon pre-determined Interdivisional or Task Force response cards. Types of Interdivisional cards may include Fire, Engine Only, Tender Only, Ambulance, Hazmat or Specialized Rescue.
- Task Force Request** A Task Force Request refers to activation of MABAS assets through the State of Illinois Mutual Aid Response Flow Plan. This type of request is intended for extended duration incidents where Quality and Quantity of Response takes president over speed of response.

APPENDIX B - MABAS Division 2 Tactical Frequency use Guideline

April 2008

DEFINITIONS:

- Dispatch** Local frequency(ies) normally used for daily dispatch (base/mobile) of emergency calls.
- IFERN** MABAS mutual aid dispatch and response frequency (base/mobile). (154.265 MHz – 210.7 Hz)
- IFERN2** Alternate base/mobile mutual aid dispatch frequency (154.3025 MHz – 67.0 Hz). (Reserved for future implementation and/or major incident coordination.)
- Fireground** Low power tactical frequencies used for on-scene communications between the Incident Commander and units working the incident.

<u>Channel/Frequency</u>	<u>“PL” Tone</u>
RED	153.830 MHz 69.3 Hz
WHITE	154.280 MHz 74.4 Hz
BLUE	154.295 MHz 85.4 Hz
GREEN	150.790 MHz 77.0 Hz
GOLD	153.8375 MHz* 91.5 Hz
BLACK	154.2725 MHz* 94.8 Hz
GRAY	154.2875 MHz* 136.5 Hz
HM-1	460.575 MHz 88.5 Hz

*Narrow-band Frequency

- IREACH** Illinois Radio Emergency Assistance Channel (155.055 MHz). Used for interdisciplinary coordination.
- MERCI** VHF ambulance to hospital frequencies. (155.280, 155.340 & 155.400 MHz) [Statewide “PL” 210.7 Hz, transmit only.]

	Routine Incidents	Box-2nd Alarm	Major Alarms	Mass Casualty	Fire with MCI	Tech Rescue	Hazmat	Water Rescue	Major Disaster
IC to Local Dispatcher	Dispatch	Dispatch	Dispatch	Dispatch	Dispatch	Dispatch	Dispatch	Dispatch	Dispatch
IC to MABAS Dispatcher		IFERN	IFERN	IFERN	IFERN	IFERN	IFERN	IFERN	IFERN
Staging		IFERN	IFERN	IFERN	IFERN	IFERN	IFERN	IFERN	IFERN
Scene/First Due Companies	RED	RED	RED	RED	RED	RED	RED	RED	RED
Interior/Fire Companies	RED	RED	RED		RED				RED
Operations Officer	RED	RED	RED	RED	RED	RED			RED
Safety Officer	RED	RED	RED	RED	RED	RED	RED	RED	RED
RIT Team(s)	RED	RED	RED		RED				RED
Accountability	RED	RED	RED	RED	RED	RED	RED	RED	RED
Water Supply	RED or BLUE	BLUE	BLUE		BLACK	BLUE	BLUE		BLACK
Aerial Operations	RED or BLUE	BLUE	BLUE		BLACK	BLUE	BLUE		BLACK
Logistics		WHITE	WHITE	WHITE	WHITE	WHITE	WHITE	WHITE	GRAY
Public Information Officer		WHITE	WHITE	WHITE	WHITE	WHITE	WHITE	WHITE	GRAY
Liaison Officer(s)		WHITE	WHITE	WHITE	WHITE	WHITE	WHITE	WHITE	GRAY
Support Functions		WHITE	WHITE	WHITE	WHITE	WHITE	WHITE	WHITE	GRAY
Extrication & Manpower				RED					RED
Triage Sector				BLUE	BLUE				BLUE
Treatment Sector				BLUE	BLUE				BLUE
Transport to Ambulances				IFERN	IFERN				IFERN
Transport to Med Control				MERCI	MERCI				MERCI
Helicopter Landing Zone	IREACH	IREACH	IREACH	IREACH	IREACH	IREACH	IREACH	IREACH	IREACH
SRT Entry Teams						GOLD			GOLD
Hazmat Officer							RED		
	Routine Incidents	Box-2nd Alarm	Major Alarms	Mass Casualty	Fire with MCI	Tech Rescue	Hazmat	Water Rescue	Major Disaster
Hazmat Resource							BLACK		
Hazmat							BLACK		

Entry/Back-up									
Divemaster/Dive Operations								BLUE	
Boat Operations								BLUE	
Base Camp Operations									IFERN2
Fire Operations									RED
SRT Operations									WHITE
EMS Operations									BLUE
Interdisciplinary Coordination	IREACH	IREACH	IREACH	IREACH	IREACH	IREACH	IREACH	IREACH	IREACH

APPENDIX C - Recommended Procedure Requesting a Medical Helicopter

Purpose: This recommended procedure is for use by fire department dispatch centers as a tool to efficiently request medical helicopters to the scene of medical emergencies at the request of EMS personnel at the scene.

This procedure should be implemented whenever Fire/EMS personnel at the scene of an incident request a medical evacuation helicopter.

Procedure:

1. The following information must be obtained or known by the radio operator from the incident commander or EMS unit before a request for a medical helicopter can be processed:

Department Requesting Helicopter: _____

Landing Zone Location: _____
(Major Intersection/Cross Streets)

GPS Coordinates (if available): _____ **North**
_____ **West**

Landing Zone Frequency: GREEN Fireground (150.790 MHz)
MERCY 340 (155.340 MHz)
IREACH (155.055 MHz)
LOCAL Frequency (_____ MHz)

Basic Call Information: (Auto Accident, Construction Accident, Shooting, Amputation, Etc.)

Hazardous Materials Involved? Yes No

Number of victims requiring helicopter transport: _____

2. The radio operator must telephone one or more helicopter services to locate available units:

Flight for Life (McHenry) 800-344-1000 or 815-344-1000
Flight for Life (Milwaukee) 800-451-4673
Loyola Lifestar (Maywood) 800-888-5862
University of Chicago 800-621-7827
REACT (Rockford) 815-971-4750
Lifeline (Rockford) 815-395-5499
Air Angels (DuPage) 877-247-5438
Med Flight (Madison) 608-263-3258

Note: Flight for Life McHenry is self dispatched if in quarters. Calls are forwarded to Milwaukee when McHenry is out of quarters.

3. Advise the responding helicopter(s) the information obtained in Section 1. Advise all helicopter services if more than one service is responding to the same landing zone for multiple patients. Obtain helicopter ETA(s). **A single page worksheet is attached for actual use by the dispatcher.**
4. The radio operator must update the Incident Commander or Landing Zone Sector as to the name of the responding helicopter agency(ies), their ETA or that no helicopter agency is available or unable to fly due to weather.

Medical Helicopter Request Worksheet

Department Requesting Helicopter: _____

Landing Zone Location: _____
 (Major Intersection/Cross Streets)

GPS Coordinates (if available): _____ **North**
 _____ **West**

Landing Zone Frequency: GREEN Fireground (150.790 MHz)
 MERCI 340 (155.340 MHz)
 IREACH (155.055 MHz)
 LOCAL Frequency (_____ MHz)

Basic Call Information: (Auto Accident, Construction Accident, Shooting, Amputation, Etc.)

Hazardous Materials Involved? YES NO

Number of victims requiring helicopter transport: _____

Helicopter Service	Dispatch Number	Available?		ETA
		No	Yes	
Flight for Life (McHenry)	800-344-1000			_____
Flight for Life (Milwaukee)	800-451-4673			_____
Loyola Lifestar (Maywood)	800-888-5862			_____
University of Chicago	800-621-7827			_____
REACT (Rockford)	815-971-4750			_____
Lifeline (Rockford)	815-395-5499			_____
Air Angels (DuPage)	877-247-5438			_____
Med Flight (Madison)	608-263-3258			_____

Date: _____ **Time:** _____ **Operator:** _____

APPENDIX D – Task Force Marking System

Urban Search & Rescue

TASK FORCE MARKING SYSTEMS

(Adopted from FEMA US&R Field Operations Guide)

It is imperative that the information derived from a coordinated building triage be consolidated by the task force supervisory personnel to be used to identify operational priorities, and assist with their overall assessment of the event.

The FEMA US&R Task Force Marking System is identified and divided into two sections:

- Structure/Hazards Evaluation Marking
- Search Assessment Marking

The Structure/Hazards Evaluation and Search Assessment marking procedures are designed to identify specific information pertinent to each affected building. Each component can be completed independent of the other, although normally the Structure/Hazards Evaluation would be completed first. Symbols will be conspicuously made with spray paint of International Orange color to permanently identify and mark safe entrances to a structure. The Search Assessment findings would be similarly denoted with the same orange spray paint. The two marking systems use differing formats to distinguish between the two as outlined in their respective sections.

It is expected that the task force Structures and Hazardous Materials Specialists on the search and reconnaissance team address the Structure/Hazards Evaluation marking while the balance of the team addresses the Search Assessment marking. The Structure/Hazard Evaluation Form will be used to record critical information regarding building type, framing, occupancy, victim location, hazards, search and rescue access, etc., for each structure. The appropriate structure/hazard mark will then be recorded on the form and on the building.

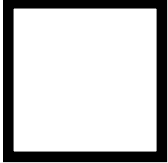



A. STRUCTURE/HAZARDS EVALUATION MARKING

The Structures Specialist, and other task force members as appropriate, will outline a 2' X 2' square box at any entrance accessible for entry into a compromised structure. Aerosol cans of spray paint, International Orange color, will be used for this marking. It is important that an effort is made to mark all normal entry points to a building under evaluation to ensure that task force personnel can identify that it has been evaluated.

Specific markings will be clearly made inside the box to indicate the condition of the structure and any hazards at the time of this assessment. Normally the square box

marking would be made immediately adjacent to the entry point identified as safe. An arrow will be placed next to the box indicating the direction of the safe entrance if the Structure/Hazards Evaluation marking must be made somewhat remote from the safe entrance.

The depictions of the various markings are as follows:

	<p>Structure is accessible and safe for search and rescue operations. Damage is minor with little danger of further collapse.</p>
	<p>Structure is significantly damaged. Some areas are relatively safe, but other areas may need shoring, bracing, or removal of falling and collapse hazards. The structure may be completely pancaked.</p>
	<p>Structure is not safe for search and rescue operations and may be subject to sudden additional collapse. Remote search operations may proceed at significant risk. If rescue operations are undertaken, safe haven areas and rapid evacuation routes should be created.</p>
	<p>Arrow located next to a marking box indicates the direction to the safe entrance to the structure, should the marking box need to be made remote from the indicated entrance.</p>
<p>HM</p>	<p>Indicates that a Hazardous Material (Hazmat) condition exists in or adjacent to the structure. Personnel may be in jeopardy. Consideration for operations should be made in conjunction with the Hazardous Materials Specialist. Type of hazard may also be noted.</p>

The following information; TIME, DATE, and SPECIALIST ID, will also be noted outside the box at the upper right-hand side. This information will be made with pieces of carpenter's chalk or lumber crayon. An optional method may be to apply duct tape to the exterior of the structure and the detailed information written on the tape with a grease pencil or black magic marker.

B. TASK FORCE MARKING SYSTEMS

All task force personnel must be aware of other Structure/Hazards Evaluation markings made on the interior of the building. As each subsequent assessment is performed throughout the course of the mission, a new TIME, DATE, and SPECIALIST ID entry will be made (with carpenters chalk or lumber crayon) below the previous entry, or a completely new marking box made if the original information is now incorrect.

The following illustration shows the various components of the Structure/Hazards Evaluation marking system:



The depiction above indicates that a safe point of entry exists above the marking (possibly a window, or upper floor, etc.). The single slash across the box indicates the structure may require some shoring or bracing before continuing operations. The assessment was made on July 15, 1991 at 1:10 PM. There is an apparent indication of natural gas in the structure. This evaluation was made by the #1 task force out of the state of Oregon. It should be understood that this building would not be entered until the Hazmat (natural gas) had been mitigated. When performed, the marking should be altered by placing a line through the "HM", and adding the time and task force who performed the mitigation. An entirely new mark could also be added when the mitigation is done, or after any change in conditions such as an aftershock.

Marking boxes would also be placed in each of the specific areas within the structure (i.e., rooms, hallways, stairwells, etc.) to indicate conditions in separate parts of the building.

C. SEARCH ASSESSMENT MARKING

A separate and distinct marking system is necessary to denote information relating to the victim location determinations in the areas searched. This separate Search Assessment marking system is designed to be used in conjunction with the Structure/Hazards Evaluation marking system. The Canine Search Specialists, Technical Search Specialists, and/or Search Team Manager (or any other task force member performing the search function) will draw an "X" that is 2' X 2' in size with International Orange color spray paint. This X will be constructed in two operations - one slash drawn upon entry into the structure (or room, hallway, etc.) and a second crossing slash drawn upon exit.



Single slash drawn upon entry to a structure or area indicates search operations are currently in progress.



Crossing slash personnel exit from the structure or area.

Distinct markings will be made inside the four quadrants of the X to clearly denote the search status and findings at the time of this assessment. The marks will be made with carpenter chalk or lumber crayon. The following illustrations define the Search Assessment marks:



LEFT QUADRANT - FEMA US&R task force identifier

7/15/91
1400 hr

TOP QUADRANT - Time and date that the task force personnel left the structure.



RIGHT QUADRANT - Personal hazards.



BOTTOM QUADRANT - Number of live and dead victims still inside the structure. ["0" = no victims]

2 - LIVE

3 - DEAD

Search personnel shall use International Orange-colored spray paint to mark the exact location of a victim alert. In addition, surveyors tape may be used as a flag to denote the appropriate area, in conjunction with the spray paint marking. As with the Structure/Hazards Evaluation, it is important that markings are made specific to each area of entry or separate part of the building. If an area is searched and no victims are found, it must be noted with an X. It is also important that situation updates be noted as they are available, to reduce needless duplication of search efforts. Previous search markings would be crossed out and a new marking would be placed next to it with the most recent information.

A victim location mark will be placed near each victim within each confined space at this time. This will better define the specific location and condition of each victim.

Personnel using the marking system will be inundated with additional information relative to the incident. This information needs to be acknowledged and appropriately disseminated - in most cases this information would not be noted on the structure marking.

Generally, the Search Team Manager will be in a position to pass additional information received on to the appropriate element - rescue, command, medical, technical, etc.

NOTE: It is important to clearly identify each separate structure within an area when important information is being disseminated to other operational entities. The primary method of identification should be the existing street name and building number, if known. Obviously, such identification is not always possible due to site conditions. In these situations, it is important that the task force supervisory personnel establish a workable identification method for each specific structure.

D. VICTIM LOCATION MARKING SYSTEM

During the search function it is necessary to identify the location of potential and known victims.

The amount and type of debris in the area may completely cover or obstruct the location of any victims.

The victim location marks are made by the search team or others aiding the search and rescue operation whenever a known or potential victim is located and not immediately removed.

The victim location marking symbols should be made with orange spray paint or orange crayon.

APPENDIX E – Emergency Incident Rehab

MABAS DIVISION II

REHABILITATION POLICY

Purpose

To ensure that the physical and mental condition of employees operating at the scene of an emergency, training exercise, or other fire department activity does not deteriorate to a level that affects the safety or well-being of each employee or that jeopardizes the safety and integrity of the operation.

Scope

This guideline shall apply to all activities of MABAS Division II, including, but not limited to, fire ground operations, EMS operations, training exercises and drills where strenuous mental and physical activities or exposure to heat or cold exist.

1. Responsibilities

- 1.1 Incident Commander - The Incident Commander (IC) shall have the responsibility and authority to implement and monitor all provisions of this operational guideline. The Incident Commander is to consider circumstances of each incident and make adequate provisions early in the incident for the rest and rehabilitation for all members operating at the incident. These provisions are to include: medical evaluation, treatment and monitoring; food and fluid replenishment; physical and mental rest; relief from extreme climatic conditions; relief from other extreme environmental factors caused by the incident. The rehabilitation shall include provisions for Emergency Medical Services (EMS) at the Advanced Life Support (ALS) level.
- 1.2 Division/Group Supervisors and Company Officers - Division/Group Supervisors and Officers (CO) shall maintain an awareness of each member operating within his/her span of control and ensure adequate steps are taken to provide for each member's health and safety. The Incident Command System (ICS) shall be utilized to request relief and/or reassignment of working crews.

- 1.3 Line Personnel - Each member is responsible for his/her preparedness prior to an incident, including sufficient rest prior to reporting for duty, pre-hydration during hot days, proper dress during cold days and ensuring that protective clothing and equipment is present and in good working order. During any emergency incident or training activity, all members are to advise their supervisor when they believe that their level of fatigue or exposure to heat or cold is approaching a level that could affect themselves, their crew, or the operation in which they are involved. Members shall remain aware of the health and safety of other members of their working crew.

2. Establishment of Rehabilitation

- 2.1 Responsibility - The Incident Commander shall establish Rehab when conditions indicate that rest and rehabilitation is needed for personnel working at an incident scene or training exercise. The IC shall designate a Licensed Paramedic as Rehab Manager. The Rehab manager shall then act within the ICS and report to the Medical Unit Leader or Logistics Section Chief if assigned. If no Medical Unit Leader or Logistics Section Chief is designated, the Rehab manager is to report to the IC.
- 2.2 Rehabilitation should consider the scope of the incident, including the following:
 - 2.2.1 Time. Extended use of turnout gear; extended exposure to weather conditions.
 - 2.2.2 Complexity. Crime scenes, standoffs, search operations, mass gathering/public events, hazardous materials incidents and so on.
 - 2.2.3 Intensity. Mental and/or physical stress on a member such as major extrications, actual fire attack, or interior search and rescue.
 - 2.2.4 Climatic conditions such as hot or cold weather.
- 2.3 The Incident Commander may establish a Rehab Manager during any other fire department activities at his/her discretion; climatic and environmental factors need not be the sole criteria or justification for establishing Rehabilitation.
 - 2.3.1 Location
 - 2.3.1.1 The Incident Commander will normally designate the location for the Rehabilitation. If a specific location has not been designated, the Rehab Manager shall select an appropriate location based on the site characteristics listed below.

2.3.1.2 Multiple Rehab locations may be necessary if the incident is large or divided. In the event there is more than one Rehab location, they shall be designated Rehab 1 and Rehab 2, etc. Each Rehab will have its own Rehab Manager who shall report to the Medical Unit Leader or Logistics Officer if established. Each Rehab Manager shall be a certified Paramedic.

2.3.2 Site Characteristics

2.3.2.1 It shall be in a location that will provide physical rest by allowing the personnel to recuperate from the demands and hazards of the emergency operation or training evolution.

2.3.2.2 It shall be far enough away from the scene that personnel may safely remove their turnout gear and SCBA and be afforded mental rest from the stress and pressure of the emergency operation or training evolution.

2.3.2.3 It shall provide suitable protection from the prevailing environmental conditions. During hot weather, it should be in a cool, shaded area. During cold weather, it should be in a warm, dry area.

2.3.2.4 It shall enable personnel to be free of exhaust fumes from apparatus, vehicles, or equipment (including those used in the Rehab Sector).

2.3.2.5 It shall be large enough to accommodate several crews, based upon the incident size.

2.3.2.6 It shall be easily accessible by EMS vehicles.

2.3.2.7 It shall allow prompt re-entry to the incident.

2.3.3 Site Designations

2.3.3.1 MABAS Tents/Shelters

2.3.3.2 Ambulance(s) not available for transporting patients

2.3.3.3 School buses, Pace buses or Metra train cars.

2.3.3.4 Nearby buildings, stores or other structures.

2.3.3.5 If in a high-rise, several floors (3 min.) below the incident.

2.3.3.6 An open area where tarps, fans, heaters, etc can be set up.

2.3.4 Resources

2.3.4.1 Medical Equipment – The Rehab Manager shall maintain at least one Advanced Life Support Ambulance for every 15 people undergoing rehabilitation in the Rehab location.

2.3.4.2 Medical Personnel - The Rehab Manager shall maintain one Licensed Paramedic for every 10 people undergoing rehabilitation in the Rehab location.

2.3.4.3 Fluids/Food - The Rehab Manager shall provide, or have provided sufficient potable water, oral electrolyte solution, ice and food as may be necessary. Outside resources such as the Salvation Army Mobile Canteen should be notified early into an incident to allow for travel time.

2.3.4.4 Other Equipment –The Rehab Manager shall secure from the Medical Unit Leader or Logistics Section Chief any other needed items such as, tarps, lights, fans, blankets, towels, traffic cones, fire-line tape, etc.

3. General Operational Principles

3.1 Establishment

3.1.1 Climatic or environmental conditions that indicate the need to establish Rehab are a heat stress index above 90 degrees Fahrenheit or wind-chill index below 10 degrees Fahrenheit.

3.2 Hydration

3.2.1 During heat stress, each personnel should replace at least one quart of water per hour. Plain water should be used for the first hour of the operations and then supplemented with a commercially prepared beverage such as Gatorade™. Carbonated beverages, coffee, tea or alcoholic beverages should be avoided.

3.3 Nourishment

3.3.1 If food is required or provided, it shall be soups, broths, fruits (bananas, apples, oranges) or other easily digested foods. Fast food sandwiches, fatty or salty foods should be avoided.

3.4 Rest

- 3.4.1 Rest shall be provided after the “two bottle rule” or 45 minutes, whichever comes first.
- 3.4.2 Personnel should re-hydrate at least 16 ounces during SCBA bottle change.
- 3.4.3 Rest shall be no less than 10 minutes and may in some cases exceed 30 minutes as determined by the Rehab Manager. Personnel requiring rest periods of greater than 30 minutes should be closely monitored for medical conditions. Those who exhibit problems with their baseline medical assessment after 30 minutes should be treated under EMS protocol and transported to a medical facility.
- 3.4.4 Personnel requiring more than one hour of rest should be released from duty and transported to a medical facility.
- 3.4.5 Personnel released by the Rehab Manager are to report to the Staging Area, Planning and/or Operations as determined.

3.5 Medical Evaluation

- 3.5.1 Rehab shall be staffed with a Personnel/Paramedic ratio of no less than 10:1.
- 3.5.2 Rehab medical evaluation shall consist of a minimum of a) visual exam, b) blood pressure, c) pulse, d) temperature.
- 3.5.3 Any member who exhibits a body temperature of > 100.6F, a consistent pulse rate of > 110 bpm shall not be permitted to wear full protective clothing, including SCBA and shall require additional rehabilitation.
- 3.5.4 Any member(s) who receives any treatment(s) other than fluid, food, and/or rest shall be treated and documented as an injury to personnel. As an example, ice for sprains or strains shall be considered injuries rather than rehabilitation.
- 3.5.5 All Rehab evaluations shall be documented on the MABAS Division XII Rehab Form and shall become a permanent record attached to the incident report.
- 3.5.6 All injury reports shall remain part of the employee’s protected medical file and treated as other confidential medical records.
- 3.5.7 Any/all Rehab reports involving Mutual or Auto Aid personnel shall be made available to their respective departments.

4. Accountability

- 4.1 Personnel assigned to Rehab shall enter and exit the Rehabilitation Area as a crew. The crew designation, number of crew personnel, and the times of entry/exit shall be documented by the Rehab Manager, or his/her designee on the MABAS Division II Rehab Form.
- 4.2 Crews shall not leave the Rehabilitation Area unless authorized to do so by the Rehab Manager.

HEAT STRESS INDEX										
		Relative Humidity								
		10%	20%	30%	40%	50%	60%	70%	80%	90%
T										
E	104	98	104	110	120	132				
M	102	97	101	108	117	125				
P	100	95	99	105	110	120	132			
E	98	93	97	101	106	110	125			
R	96	91	95	98	104	108	120	128		
A	94	89	93	95	100	105	111	122		
T	92	87	90	92	96	100	106	115	122	
U	90	85	88	90	92	96	100	106	114	122
R	88	82	86	87	89	93	95	100	106	115
E	86	80	84	85	87	90	92	96	100	109
	84	78	81	83	85	86	89	91	95	99
F	82	77	79	80	81	84	86	89	91	95
	80	75	77	78	79	81	83	85	86	89
	78	72	75	77	78	79	80	81	83	85
	76	70	72	75	76	77	77	77	78	79
	74	68	70	73	74	75	75	75	76	77

Note: Add 10F when protective clothing is worn and add 10F when in direct sunlight.

Humidity Index F	Danger Category	Injury or Threat
Below 60 F	None	Little or no danger under normal circumstances
80 – 90 F	Caution	Fatigue possible if exposure is prolonged and there is physical activity
90 – 105 F	Extreme Caution	Heat cramps and heat exhaustion possible if exposure is prolonged and there is physical activity
105 – 130 F	Danger	Heat cramps or exhaustion likely, heat stroke possible if exposure is prolonged and there is physical activity
Above 130 F	Extreme Danger	Heat Stroke Imminent!!

WIND CHILL INDEX														
		Temperature Degrees Fahrenheit												
		45	40	35	30	25	20	15	10	5	0	-5	-10	-15
W	5	43	37	32	27	22	16	11	6	0	-5	-10	-15	-21
I	10	34	28	22	16	10	3	-3	-9	-15	-22	-27	-34	-40
N	15	29	23	16	9	2	-5	-11	-18	-25	-31	-38	-45	-51
D	20	26	19	12	4	-3	-10	-17	-24	-31	-39	-46	-53	-60
S	25	23	16	8	1	-7	-15	-22	-29	-36	-44	-51	-59	-66
P	30	21	13	6	-2	-10	-18	-25	-33	-41	-49	-56	-64	-71
E	35	20	12	4	-4	-12	-20	-27	-35	-43	-52	-58	-67	-75
E	40	19	11	3	-5	-13	-21	-29	-37	-45	-53	-60	-69	-76
D	45	18	10	2	-6	-14	-22	-30	-38	-46	-54	-62	-70	-78

Wind Chill Temperature °F		Danger
A	Above -25 F	Little danger for properly clothed personnel
B	-25F / -75F	Danger, flesh may freeze
C	Below -75F	Flesh may freeze in 30 seconds

MEDICAL ASSESSMENT CRITERIA

MENTAL STATUS:

- Alert and oriented on arrival at rehab

If any alteration in mental status – Provide Immediate Transport

HEART RATE:

- < 110 BPM = Within normal limits
- > 110 BPM = Close monitoring required by medical personnel

Normal = < 100 BPM five minutes after arrival in Rehab

SKIN CONDITION:

- May be somewhat flushed on arrival. Should be improved five minutes after arrival in Rehab.
- If skin remains flushed or is unusually dry, monitor patient for signs of heat stress/stroke.

BLOOD PRESSURE:

- Systolic Pressure < 150 and Diastolic Pressure < 100
- Systolic Pressure > 150 and Diastolic Pressure \geq 100 = Close monitoring by medical personnel

Normal: Systolic Pressure < 140 and Diastolic Pressure < 90 five minutes after arrival in Rehab

Abnormal: Systolic Pressure >140 or Diastolic > 90 after 15 minutes in Rehab – Consider Transport

RESPIRATIONS:

- < 26 = Within normal limits
- < 20 = Five minutes after arrival in Rehab

Abnormal: \geq 26 after 5 minutes in Rehab

TEMPERATURE:

- < 100.6 = Within normal limits
- > 100.6 up to 100.9 = Close monitoring required by medical personnel

> 101 = Transport to – Provide Immediate Transport

REHAB FLOW CHART

INITIAL ACTIONS

1. Collect Passport
2. Document: "Firefighters Name" and "Time In"
3. Remove Protective Equipment (Be sensitive to environmental conditions and sheltering)
4. Baseline assessment:
 - Mental Status
 - Skin Condition
 - Vitals: Pulse, Blood Pressure, Respirations, Temperature

Medical Assessment within normal limits?

Medical Assessment not within normal limits?

1. Hydrate orally with 16 oz of fluid.
2. Implement passive cooling measures with sensitivity toward environment.
3. Rest for 10 minutes
4. Medically Assessment within normal limits?

1. Consider the need to move to EMS Protocol.
2. Implement active cooling.
3. Hydrate with 32 oz of fluid.
4. Rest for 20 minutes
5. Medically reassess every 5 minutes until baseline assessment returns to normal.

Release from Rehab

Medical Assessment within normal limits?

Medical Assessment not within normal limits?

Release from Rehab

1. Consider the need to move to EMS Protocol.
2. Continue active cooling.
3. Continue hydration adding a commercially prepared sport drink.
4. Rest for 10 minutes
5. Assess Glucose level
 - If hypoglycemic, provide nourishment
6. Medically reassess every 5 minutes until

Medical Assessment within normal limits?

Medical Assessment not within normal limits?

Release from Rehab

1. Move to EMS Protocol
2. Transport for medical evaluation at E.R.
3. Notify I/C with name of FF and Department

Firefighters returning for second round of rehab should be hydrated with sports drink and provided nourishment.

MABAS DIVISION II



REHAB Forms

These documents are to be filed with final incident report.

These documents are to be considered confidential medical records.

MABAS DIVISION II

Incident Rehab

Company Level Check In/Out Document

Incident Location _____ Incident Date _____

Rehab Officer _____

Dept	Unit Type	Crew Size	Time In	Time Out		Dept	Unit Type	Crew Size	Time In	Time Out

MABAS DIVISION II

Incident Rehab - Individual Rehabilitation Report

Incident Location _____ Date _____ Time _____

Rehab Officer _____

Name	Time In/Out	# SCBA Cylinders	Exam Period	BP	Pulse	Resp	Temp	Skin	COOLING / HEATING	HYDRATION / NOURISHMENT	MEDICAL COMPLAINTS	Trans. Y / N
			INITIAL									
			10 Min.									
			20 Min.								(Glucose _____)	
			30 Min.								(Glucose _____)	
			INITIAL									
			10 Min.									
			20 Min.								(Glucose _____)	
			30 Min.								(Glucose _____)	
			INITIAL									
			10 Min.									
			20 Min.								(Glucose _____)	
			30 Min.								(Glucose _____)	
			INITIAL									
			10 Min.									
			20 Min.								(Glucose _____)	
			30 Min.								(Glucose _____)	

APPENDIX G – MABAS Decontamination Apparatus Locations

Decontamination Apparatus by MABAS Division	Location by County	MABAS DIV HQ Telephone
MABAS Division 1	Northwest — Cook Arlington Heights	847-398-1130
MABAS Division 3	Northeast - Cook	847-724-5700
MABAS Division 6	DeKalb	815-895-2155
MABAS Division 8	Winnebago Rockford	815-987-5649
MABAS Division 9	Chicago - Cook	312-347-1313
MABAS Division 11	West/Central Cook Oak Park	708-386-2131
MABAS Division 12	DuPage	630-627-6911
MABAS Division 16	DuPage	630-420-0911
MABAS Division 19	Lockport	708-349-3121
MABAS Division 21	Southwest Cook	708-499-7721
MABAS Division 22	Southern Cook	708-349-3121
MABAS Division 24	South Cook	708-349-3121
MABAS Division 28	Champaign	217-333-8911
MABAS Division 31	Knox/Henry/Warren	309-345-3721
MABAS Division 36	Peoria	309-494-8000
MABAS Division 43	Rock Island	309-732-2511
MABAS Division 48	Sangamon	217-788-8450

APPENDIX H – MABAS Hazardous Materials Locations

Hazardous Materials	Location - County	MABAS DIV HQ Telephone	MABAS Decon Vehicle
MABAS Division 1 CCCERT	Northwest - Cook	847-398-1130	YES
MABAS Division 1 HMMRT	Northwest - Cook	847-398-1130	
MABAS Division 3	Northeast - Cook	847-724-5700	YES
MABAS Division 4	Lake	847-270-9111	
MABAS Division 6	DeKalb	815-895-2155	YES
MABAS Division 7 *	Kankakee	815-937-8479	
MABAS Division 8	Winnebago	815-987-5649	YES
MABAS Division 9	Chicago Cook	312-347-1313	YES
MABAS Division 10	Western Cook, DuPage	708-246-3141	
MABAS Division 11	West/Central Cook	708-386-2131	YES
MABAS Division 12	DuPage	630-627-6911	YES
MABAS Division 13	Kane	630-377-0911	
MABAS Division 15 Joliet	Will/Grundy	815-439-4230	
MABAS Division 15 Will County	Will/Grundy	815-439-4230 Will County EMA	
MABAS Division 16	DuPage	630-420-0911	YES
MABAS Division 17	Stephenson	815-235-8222	
MABAS Division 19	Will	708-349-3121	YES
MABAS Division 20	Western Cook	630-832-2417	
MABAS Division 21	Southwest Cook	708-499-7721	YES
MABAS Division 22	South Cook	708-349-3121	YES
MABAS Division 24	South Cook	708-349-3121	YES
MABAS Division 25*	LaSalle/Grundy	815-433-2121	
MABAS Division 26*	Douglas	217-345-0060	
MABAS Division 28	Champaign	217-333-8911	YES
MABAS Division 31	Knox/Henry/Warren	309-345-3721	YES
MABAS Division 32	St Clair	618-277-3500	
MABAS Division 35	Madison	618-656-2131	
MABAS Division 36	Peoria	309-494-8000	YES
MABAS Division 39*	Henry/Rock Island	309-937-3911	
MABAS Division 40*	Vermillion	217-442-0155	
MABAS Division 41 *	McClellan	866-888-5030	
MABAS Division 42	Tazewell	309-346-4141	
MABAS Division 43	Rock Island	309-732-2511	YES
MABAS Division 44	Cass/Pike/Adams/Morgan/Schuyler/Brown	217-773-3961	
MABAS Division 45*	Franklin/Union/Jackson/Johnson/Williamson/Saline	618-997-6541	
MABAS Division 46	Macon	217-424-2711	
MABAS Division 47*	Clinton/Marion/Washington/Wayne/Montgomery/Fayette	618-548-2232	
MABAS Division 48	Sangamon	217-788-8450	YES
MABAS Division 54*	Effingham/Fayette/Shelby	217-342-4131	

MABAS Division 55	Fulton/McDonough/Hancock	309-833-2323	
MABAS Division 56*	Montgomery	800-412-8035	
MABAS Division 45 Carbondale	Jackson	618-997-6541	
Non MABAS Division Mt. Vernon	Jefferson	618-242-2131	

APPENDIX I – MABAS Technical Rescue Team Locations

HS Region	Illinois Technical Rescue Team	MABAS DIV HQ Telephone
1	MABAS Division 17	815-235-8222
2	MABAS Division 8 ** MABAS Division 18 ** MABAS Division 6 — DeKalb	815-987-5649 815-732-2136 815-895-2155
3	MABAS Division 4 **	947-270-9111
4	MABAS Division 12 ** MABAS Division 13** MABAS Division 16 ** CART Silver ** MABAS Division 2 — Elgin	630-627-6911 630-377-0911 630-420-0911 708-349-3121 847-428-8784
5	MABAS Division 1 ** MABAS Division 3 ** MABAS Division 9 Chicago ** MABAS Division 20 ** CART White (changed to Division 10) MABAS Division 10 ** MABAS Division 21 CART Red ** CART Gray ** CART Blue ** MABAS Division 11 - Oak Park	847-398-1130 847-724-5700 312-347-1313 630-832-2417 708-246-3141 708-246-3141 708-499-7721 708-349-3121 708-349-3121 708-349-3121 708-386-2131
6	MABAS Division 39 MABAS Division 43	309-937-3911 309-732-2511
7	MABAS Division 25	815-433-2121
8	MABAS Division 7 CART Green ** CART Orange ** CART Black **	815-937-8479 708-349-3121 708-349-3121 708-349-3121
9	MABAS Division 53	309-647-5131
10	MABAS Division 36 MABAS Division 42	309-494-8000 309-346-4141
11	MABAS Division 41**	866-888-5030
12	MABAS Division 28 **	217-333-8911
13	MABAS Division 40	217-442-0155
14	MABAS Division 48 **	217-788-8450
15	MABAS Division 46	217-424-2711
16	MABAS Division 32 **	618-277-3500
17	MABAS Division 26	217-345-0060
18	To be recruited	
19	MABAS Division 45	618-997-6541

** TRT Teams validated