

PREFACE

This POLICY AND PROCEDURE MANUAL is a tool for communicating to all levels within MABAS DIVISION II, the proper actions and procedures to follow in a given situation. These publications are guidelines, which convey the intentions of the Chief Officers of MABAS DIVISION II Fire Departments, as they relate to MABAS DIVISION II.

The policies and procedures set forth in this manual shall not discriminate against any individual by means of race, gender or religion. All references by gender shall be meant to apply equally to both males and females. None of these policies and procedures shall be in violation of the rules and regulations of the MABAS organization, the rules and regulations of any member Fire Department, the ordinances of any governing body or the statutes of the State of Illinois. Whenever conflict shall arise between these policies and procedures and any of the above-mentioned rules, ordinances or statutes, the later shall have precedence.

DEFINITIONS

RULES

Rules are the set of instructions which shall prescribe the conduct and activities of members of this organization. As guidelines, rules indicate what must be done and what must not be done.

POLICIES

Policies prescribe a course of action adopted by this organization to carry out assigned duties and/or responsibilities. Policies may or may not be designed to enforce specific rules. If policies are in reference to a specific rule, they shall clearly describe the conditions under which the rule is enforced.

PROCEDURES

Procedures describe, in detail, the manner in which a specific policy and / or action shall be carried out. They shall clarify the policy and provide guidance to all affected by the policy.

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January 1, 1995	May 12, 2004	1 of 1	3.1

APPROVED BY DIVISION PRESIDENT: _____

DATE APPROVED: May 12, 2004

INDEX: EMERGENCY MEDICAL

SUBJECT: AMBULANCE BILLING

POLICY: It shall be the policy of all members of MABAS DIVISION II to allow the ambulance/department who actually performs transport to bill for the services rendered.

PROCEDURE: In the event that a member department requests a mutual aid ambulance to provide service in their jurisdiction, the department that actually performs or renders the service and transport, may bill the patient for service if they so desire.

The department that is rendering mutual aid shall provide to the department receiving mutual aid the following;

- * Patient Name * Patient Address * Patient Phone Number
- * Name of facility to where patient was transported

This information shall be provided to the department receiving mutual aid by the department rendering mutual aid within twenty four (24) hours of the incident. The department that receives mutual aid shall not be entitled to any compensation for their services.

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April 10, 1995		1 of 1	3.2

APPROVED BY DIVISION PRESIDENT: _____

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INDEX: EMERGENCY MEDICAL

SUBJECT: MASS CASUALTY INCIDENT TRAILER

POLICY: It shall be the policy of all members of MABAS DIVISION II to operate and maintain a Mass Casualty Incident Trailer (MCIT) through member fire departments in MABAS DIVISION II.

PROCEDURE: The MCIT is available for use in the event of a Mass Casualty Incident (MCI) or any incident requiring the use of large quantities of medical and support supplies. This trailer is kept at the West Dundee Fire Department facility and West Dundee shall be the housing department. The housing department is responsible for storage, upkeep and safety of the MCIT. The housing department shall also provide transportation and staffing of the MCIT to an incident, upon request. Ideally, the trailer should be staffed with at least two (20 paramedics. The responsibility of the responding paramedics shall be to coordinate the use of the MCIT and to dispense supplies carried on the MCIT at the incident. The housing department dispatch center shall notify their paramedic coordinator whenever the MCIT is dispatched to an incident.

The department requesting the MCIT shall advise the mode of response required (emergency or non-emergency). Upon arrival at the scene, the requesting department shall be responsible for the trailer and its resources. The paramedics assigned to the MCIT shall advise the requesting department of any “large Ticket” items missing or damaged. The housing department shall complete an inventory immediately after the incident. The requesting department shall acknowledge the use of items on a form provided by the housing department. The housing department will restock the MCIT and an invoice submitted to the requesting department for reimbursement. If the payment is not received in a reasonable period, a special assessment shall be made of all members of MABAS DIVISION II to cover the invoice expenses.

Subsequently, the executive board shall take any action necessary to recover the expenses. The housing department shall perform a weekly check of the MCIT to ensure that it is locked and secure while on standby at the facility. Also, the housing department shall complete a monthly inventory. It is requested that the housing department not be

assigned to respond with an ambulance to any incident that they are already assigned to the MCIT response. All member departments should be familiar with the MCIT through training.

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May 5, 1992		1 of 1	4.1

APPROVED BY DIVISION PRESIDENT: _____

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INDEX: EMERGENCY OPERATIONS

SUBJECT: CHANGE OF QUARTERS

POLICY: It shall be the policy of MABAS DIVISION II to have the stricken fire department provide a “spotter” to assist arriving change of quarter’s companies.

PROCEDURE: When a member department initiates a MABAS alarm that includes a “Change of Quarters” response, it shall be the responsibility of the stricken department to provide at their station a “spotter”. The spotter will assist the arriving companies with access to the station, department operating guidelines and routing to alarms. In lieu of an individual spotter, a “Change of Quarters Box” may be established. The box should be located in a clearly visible location and contain information on an alarm receipt, streets and routing, radio information and other essential information to aid arriving companies.

Departments that utilize a “Change of Quarters Box” must list on their Box Cards the location of the box and the means to gain access to the station in the REMARKS area of their Box Card. In the event that the stricken department is unable to provide a spotter AND a change of quarters box is not in use, it shall be the responsibility of the STAGING OFFICER on the scene of the stricken department incident to direct the arriving change of quarters companies until such time that a spotter can be assigned to the arriving change of quarters companies.

Date Effective	Date Revised	Page	Bulletin number
October 10, 1994		1 of 1	4.2

APPROVED BY DIVISION PRESIDENT: _____

DATE APPROVED:

INDEX: EMERGENCY OPERATIONS

SUBJECT: FIRE INVESTIGATORS BOX ALARM

POLICY: It shall be the policy of MABAS DIVISION II to allow member departments to create a BOX ALARM response card for the purpose of requesting additional qualified fire investigators response to an incident in their jurisdiction.

PROCEDURE: Departments that wish to create a FIRE INVESTIGATORS BOX shall submit their response cards to the MABAS DIVISION II dispatch center. A second copy of these cards shall be sent to the backup dispatch center for MABAS DIVISION II.

Any member department that utilizes a FIRE INVESTIGATOR BOX shall follow existing procedures when implementing a MABAS BOX ALARM response.

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October 2, 1995	April 16, 1996	1 of 2	4.3

APPROVED BY DIVISION PRESIDENT: _____

DATE APPROVED:

INDEX: EMERGENCY OPERATIONS

SUBJECT: REHABILITATION AT EMERGENCY INCIDENTS

POLICY: It shall be the policy of MABAS DIVISION II members to provide a rehabilitation sector at all MABAS incidents at the discretion of the Incident Commander from the stricken department.

PROCEDURE: To ensure that the physical and/or mental condition of the members operating at the scene of an emergency or training exercise does not deteriorate to an unsafe level, the incident commander may implement a rehab sector where conditions may warrant. The incident commander should consider rehab in the planning stages of the situation. Climatic or environmental conditions should not be the sole justification for establishing a rehab sector. Any activity that is large in scope, long in duration, mentally stressful and/or labor intensive will rapidly deplete the ability of the crews to complete their assignments safely. Any of these situations should merit consideration by the incident commander for establishment of a rehab sector. All supervisors should maintain an awareness of the condition of each member under their span of control and take adequate steps to provide for each members health and safety.

The incident commander should consider a suitable location for a rehab sector. The IC may designate a sector officer once rehab is implemented and this officer should report directly to the IC. Such location should take into account site characteristics that will allow for physical rest for members to recuperate, safe haven for members to avoid the hazards of the situation, space enough for the removal of gear and SCBA, and free from mental distraction to relieve stress. Additionally, the rehab location should provide protection from prevailing environmental conditions, warmth on cold days and cooling in hot weather. It should be free of all vehicle exhaust emissions, large enough to accommodate multiple crews, and easily accessible for EMS units.

During rehab, the sector officer should provide for the crews hydration, rest, recovery time and medical attention if needed. Hydration is critical to prevent heat injury. To avoid heat stress a member should consume one quart of water per hour of active work. To ensure proper rest, the rule of thumb is two air bottles or 45 minutes of work time as a

guideline for the need for rehab. During rest period, the rehab sector should allow at least 10 minutes to evaluate the member's fatigue. During recovery, members should maintain a high level of hydration.

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SUBJECT: REHABILITATION OF EMERGENCY INCIDENTS

PROCEDURE: (Continued)

Members should not be moved from a hot environment directly into air conditioning without a brief cool down with gear removed in ambient air with external air movement. This will avoid shut down of bodily cooling function in response to external cooling. Caution should be exercised if the member is taking antihistamines, diuretics or stimulants as they may impair the body's ability to cool itself.

Rehab sector should be staffed with at least two people capable of evaluating each member's medical condition. Medical evaluations may include measured pulse and blood pressure as early as possible in the rest period. Before returning to work, heart rate should have returned to an acceptable level and blood pressure should be under 200 mmhg systolic and/or 100 mmhg diastolic. If not, rehab time should be extended. Documentation of medical evaluations may be performed including the members name, time in, time out and vital signs. Also, any report of injury and the evaluator's impression should be noted.

Members assigned to the rehab sector should enter and exit as a crew to maintain accountability. The rehab sector officer should maintain the passport system and documentation for the entire rehab area during the incident. Crews shall not leave the sector unless directed to do so by the rehab sector officer. It is understood that not every incident will require a rehab sector established. The decision to provide rehab at an incident is left to the sole discretion of the Incident Command Officer of the stricken agency. This policy is written as a guideline in an attempt to provide members some basic information and helpful tips when the decision is made to establish a rehab sector at an incident.

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INDEX: EMERGENCY OPERATIONS

SUBJECT: RESPONSE TO ALARMS

POLICY: It shall be the policy of all members within MABAS Division II to provide an adequate number of personnel when answering mutual aid requests. Personnel responding shall meet guidelines established by Bulletin 8.1.

PROCEDURE: When mutual aid is requested, the departments providing assistance to the stricken community shall send an adequate number of personnel as set forth in the guidelines below:

- When an engine is due to respond, 4 firefighters should respond but not less than 3 firefighters shall respond.
- When a truck company is due to respond, 4 firefighters should respond but not less than 3 firefighters shall respond.
- When a squad is due to respond, 3 firefighters should respond but not less than 2 firefighters shall respond.
- When a tanker is due to respond, not less than 2 firefighters shall respond.
- When an ambulance is due to respond, not less than 2 EMS personnel shall respond.
- When a chief officer is due to respond, only those holding the rank of Captain or above shall respond.

Two or more pieces of equipment may respond to the scene to form any one of the above mentioned companies, however, the company shall be whole prior to accepting an assignment from command.

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APPROVED BY DIVISION PRESIDENT: _____

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INDEX: EMERGENCY OPERATIONS

SUBJECT: VEHICLE PASSPORT

POLICY: It shall be each member’s responsibility to provide the staging officer with a summary of each vehicle’s capabilities in the event that specialized equipment is needed or requested by command. The vehicle passport can also be used as the “ticket” in and out of the staging area without jeopardizing the effectiveness of the personnel accountability system.

PROCEDURE: Each vehicle should be equipped with a vehicle passport. This passport will contain information about the apparatus and what if any, specialized equipment it carries (see attached sample). The vehicle passport should be kept within reach of the company officer while seated. It is not necessary to provide a back-up vehicle passport.

When a vehicle enters the staging area, the company officer will provide the staging officer with the vehicle passport. At his/her discretion, the staging officer can document what the specialized equipment he has available on the staging log.

In the event that Command requests a specific piece of equipment or type of apparatus for a particular function, the staging officer will have that information immediately available. This will result in assignments being filled quicker.

When the staging officer gives a company an assignment, the vehicle passport will be returned to the company officer to be placed back in its original place. It will no longer be used during the incident. The personnel accountability passport will be used throughout the remainder of the incident.

VEHICLE PASSPORT

FORMAT AND INFORMATION

ENGINE

STRM ENG 3
1250 PUMP / 500 TANK
HARD SUCTION
3" SUPPLY LINE
**** W/ GEN
RESCUE TOOL
AIR BAGS
BLS *OR* ALS
SAWS
PPV FAN

SQUAD

ALGN SQD 1
AIR CASCADE – HP OR LP
RESCUE TOOL / AIR BAGS
250 PUMP / 300 TANK
ALS *OR* BLS
SHELTER
REHAB SUPPLIES
WINCH
3000 W GEN/TOWER LIGHT

TRUCK

ELGN TOWER 2
105' PLATFORM
1500 PUMP / 300 GL TANK
3" SUPPLY LINE
**** W/GEN
RESCUE TOOL
AIR BAGS
AIR CASCADE – HP *OR* LP
4 BOTTLE *OR* COMPRESSOR
PPV FAN

TANKER

PNGR TNK 1360
3000 TANK / 1000 PUMP
3000 GL PORT A TANK
HARD SUCTION
4" SUPPLY LINE
PORTABLE PUMP
OTHER

DIMENSIONS OF THE VEHICLE PASSPORT

PASSPORT

Width = 2 ½"

Length = 5"

LETTERING

3/8" Block

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April 10, 1995		1 of 1	10.1

APPROVED BY DIVISION PRESIDENT: _____

DATE APPROVED:

INDEX: TRAINING

SUBJECT: DRILL EVALUATORS

POLICY: It shall be the policy of all members to provide one (1) qualified officer to function as an evaluator at one (1) MABAS DIVISION II training drill each calendar year. Additionally, all member departments shall provide one (1) member to function as a control person at one (1) MABAS DIVISION II training drill each year.

PROCEDURE: Each year, the training officers committee develops a schedule for drills to be held at the various members' jurisdictions. The quality of each training drill is essential to a positive outcome for the drill. For this reason, each member department shall assign a qualified officer to function as an evaluator at one drill per year. Also, each member department shall assign a member, with a minimum certification as Firefighter II, to function as a control person at one drill per year. The drill sub-committee shall contact the department at least two (2) months prior to a scheduled training drill to request the assignment of one person to function as an evaluator or control person. It will be the responsibility of that department to commit a qualified person for the drill.

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February 24, 1992		1 of 1	8.1

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INDEX: PERSONNEL

SUBJECT: MINIMUM STANDARDS FOR RESPONDERS ON MABAS ALARMS

POLICY: It shall be the policy of all members within MABAS DIVISIONII to send qualified personnel when answering mutual aid requests dispatched by MABAS.

PROCEDURE: When mutual aid is requested, the departments providing assistance to the stricken community shall send personnel that meet the guidelines set forth below:

- When an ambulance is due to respond, it shall respond with at least one paramedic and one Emergency Medical technician on an Advanced Life Support Ambulance.
- When a fire company is due to respond, it shall respond with members who are certified as FIREFIGHTER II.
- Responding personnel, who by the nature of their response, can be expected to use self contained breathing apparatus must be able to obtain a good face piece seal while wearing the SCBA face piece.

These guidelines shall be utilized to promote safety on all Mutual aid incidents within DIVISION II.

MABAS DIVISION II

OPERATING GUIDELINES

Date Effective	Date Revised	Page	Bulletin Number
June 11, 2003		1 of 2	2.2

APPROVED BY DIVISION PRESIDENT: _____

DATE APPROVED: June 11, 2003

INDEX: COMMUNICATIONS

SUBJECT: RECIEPT & DISPATCH FOR DIVISION II TASK FORCE

POLICY: The purpose of this policy is to define an acceptable method for dispatching Division II Task Force members to outside Mutual Aid Box Alarm System (MABAS) Divisions.

PROCEDURE: Typically, QuadCom, the dispatch center for MABAS Division II will receive requests for the task force from either another MABAS division dispatch center, or Regional Emergency Dispatch (RED) Center. This request is typically made via the IFERN radio network, but may be made via telephone. The following dispatch procedure shall be used to dispatch the task force.

Upon receipt of another division’s request for Division II’s task force, QuadCom will acknowledge receipt of the alarm with the host dispatch center.

QuadCom shall contact, via telephone, all departments from Division II which are indicated on the MABAS Division II Task Force Response card to advise them that their response is due to an incident and the location of the Division II staging area.

Any department that cannot respond to the incident shall immediately notify QuadCom via telephone. QuadCom shall attempt to replace the unavailable department and their equipment by contacting another Division II department not initially due to respond.

All units responding to the division staging area shall notify QuadCom by telephone before leaving quarters.

All communications within Division II’s task force should be done on a common local frequency whenever possible. The Chief of the task force shall utilize the common frequency to talk to units assigned to his group and the IFERN frequency to talk to division dispatch centers and or Incident Command.

The Division II task force chief shall contact QuadCom by telephone upon arrival at the division staging area. QuadCom shall notify the task force chief of the equipment that will be a part of the task force group.

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When all equipment has arrived at the division staging area, the task force chief shall notify QuadCom via IFERN or telephone that the group is leaving for the host division. QuadCom shall then notify the host MABAS dispatch center that the Division II task force is enroute.

Upon arrival to the effected division, the task force chief shall notify the host MABAS dispatch center and advise them that they are on the scene and await further orders or information.

DIVISION II STAGING AREAS:

For response to Divisions XIII or XIV, staging shall be at Randall Road and US Route 20, specifically, the parking lot of the Hobby Lobby, located off of Randall Road, just south of US Route 20 on the west side of the street.

For response to all other divisions, staging shall be at Interstate I90 and Route 31, specifically, in the parking lot east of the Crown Plaza hotel located at Route 31 and Airport Road, just north of interstate 90.

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June 1, 2004		1 of 2	2.1

APPROVED BY DIVISION PRESIDENT: _____

DATE APPROVED: July 16, 2003

INDEX: COMMUNICATIONS

SUBJECT: Universal Channel Array

POLICY: It shall be the policy of all MABAS Division II departments to utilize the following channel array for all portable and mobile two-way radios.

PROCEDURE: All departments shall arrange their portable and mobile radios in the following Universal channel array. Additionally, all fire service mobile / portable radios should be programmed or modified for transmit CTCSS (PL) utilizing the following tones as listed:

- CH 1 – Local main fire frequency
- CH 2 – IFERN frequency 154.265 CTCSS (210.7)
- CH 3 – RED fire ground 153.830 CTCSS (69.3)
- CH 4 – WHITE fire ground 154.280 CTCSS (74.4)
- CH 5 – BLUE fire ground 154.295 CTCSS (85.4)

This arrangement will give the stricken towns Incident Commander more flexibility and better link up with assisting departments. All MABAS Division II fire departments should be prepared to implement the use of CTCSS on the IFERN frequency with an absolute application date of January 1, 2006.

This Universal Channel Array will allow for the following use of the frequencies on the scene of an emergency.

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CH 1 – Used by crews completing a task without traffic on IFERN or fireground. Local crews can handle many emergencies using channel 1, prior to the escalation of an alarm and for minor incidents.

CH 2 – Used by MABAS to dispatch and upgrade the alarm. Used by the Incident Commander to communicate with MABAS dispatch. Can also be used by the Incident Commander to communicate with Staging or in EMS situations with Transportation.

CH 3 – Utilized by Sector Officers to communicate with the Incident Commander, and communication between companies working under his/her direction.

CH 4 – Utilized by Sector Officers to communicate with the Incident Commander, and communications between companies working under his/her direction.

CH 5 – Utilized by Sector Officers to communicate with the Incident Commander, and communications between companies working under his/her direction.

The utilization of more than one frequency (IFERN) and the addition of numerous fireground frequencies, the chance of communications problems is greatly reduced.

Date Effective

Date Revised

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May 14, 2003

APPROVED BY DIVISION PRESIDENT: _____

DATE APPROVED: May 14, 2003

INDEX: EMERGENCY OPERATIONS

SUBJECT: TECHNICAL RESCUE INCIDENTS

POLICY: It shall be the policy of all members of MABAS DIVISION II to follow and use the attached (FOG) **F**ield **O**perations **G**uide for Technical Rescue Incidents, involving Trench, Confined Space and Rope Rescue.

PROCEDURE: See attached Operations Guide.

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February 17, 2002		1 of 1	4.8

APPROVED BY DIVISION PRESIDENT: _____

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INDEX: EMERGENCY OPERATIONS

SUBJECT: WATER RESCUE / RECOVERY

POLICY: It shall be the policy of all members of MABAS DIVISION II to follow and use the attached general operating guidelines for all water rescue and recovery Incidents.

PROCEDURE: See attached Operations Guidelines.

Date Effective

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May 12, 2004

APPROVED BY DIVISION PRESIDENT: _____

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INDEX: EMERGENCY OPERATIONS

SUBJECT: BUILDING COLLAPSE INCIDENT

POLICY: It shall be the policy of all members of MABAS DIVISION II to follow and use the attached (FOG) **F**ield **O**perations **G**uide for a Building Collapse Incident.

PROCEDURE: See attached Operations Guide.