

DEPARTMENT NAME: Division 2	BOX ALARM TYPE: TASK FORCE RESPONSE	EFFECTIVE DATE: 11/11/2015	MABAS DIVISION: 2
BOX ALARM #: Task Force 2	LOCATION OR AREA: OUTBOUND FIRE / DISASTER	AUTHORIZED SIGNATURE: <i>Chief Mitch Crocetti</i>	

TASK FORCE RESPONSE: (2) Engines, (1) Truck, (1) Squad, with (4) personnel per vehicle (3) Ambulances with (2) personnel per vehicle, (1) Chief with aide) **Dispatch should fill Truck and Squad first due to limited resources:**

ALARM LEVEL	ENGINES	TRUCKS	HEAVY SQUADS	AMBULANCES	CHIEFS	SPECIAL EQUIPMENT
Task Force	South Elgin Rutland Dundee	West Dundee	Bartlett	East Dundee Pingree Grove Fox River	Elgin Rutland	Elgin Van (Upon request of task force Chief)
Alternate	Elgin	Hampshire	Pingree Grove	Carpentersville	West Dundee	
Alternate		South Elgin			South Elgin	

INFORMATION: This card is activated via telephone, and not via radio / Elgin & Rutland Fire Chiefs to be contacted first.

Only ONE piece of equipment, excluding Chiefs from any fire department shall be sent to the stricken community or division. You can send an Engine and Chief from the same department, but you cannot send a Squad and Ambulance from the same department. Be sure to review the box card for the stricken community and eliminate any departments which have already sent equipment to the scene. The Task Force shall report to Division 2 Point of Departure (POD) at Elgin Fire Station #2 650 Big Timber Road, Elgin 60123

** Once all departments have been notified, contact MABAS Division 2 President Chief Mitch Crocetti, Pingree Grove FPD (224) 629-0372. If the Chief cannot be located at the above number, contact Kane County Dispatch to have him paged out to contact Quadcom.

MABAS Division 2 Mutual Aid Task Force / Strike Team Notification / Procedure

- Upon request for Division 2 Task Force or Strike Team, MABAS Dispatch center shall acknowledge receipt of the request and contact MABAS Division 2 President for approval.
- Division 2 Dispatch shall contact the assigned Chief of the task force or strike team as soon as possible.
- The Division 2 Dispatch center shall contact via telephone all departments which are indicated on the box card to advise them that their response is due to an incident and location of the stricken division.
- Any department that cannot respond to the incident shall immediately notify the Division 2 dispatch center via telephone. The Division 2 dispatch center shall then go down the box card to the alternate department listed to fill the request.
- When departments have their assigned crew members email the task force / strike team Chief with the following crew information:
 - Name
 - Rank
 - Department
 - Social Security Number / or Department ID number
 - Convoy Vehicle Information: (Department / Vehicle # / Type of Vehicle)
- The task force / strike team Chief will need to fill out Illinois Pre-Deployment Roster form, and Support Vehicle Inventory (Appendix 8 of the MABAS Preparedness Workbook). The forms will be emailed (dispatch@redcenter.org) or faxed (847-498-5968) to Red Center. When Red Center has received your forms Red Center is to contact the Task Force Chief via telephone and advise of the following information:
 - Suggested routing to reception site
 - Support locations while enroute along suggested route
 - Security validation code (needed to enter reception site)
 - Location of reception area

If Red Center does contact Task Force Chief in a timely manner, Contact Red Center at:
(847) 724-5700 / (847) 272-2121

- Responding departments shall meet at the POD (Elgin Station #2 650 Big Timber Road) at the specified time. Responding members should have their 2 tier cards, and personal deployment items for a multi-day operation without relief (Turn out gear, extra clothing, food, water, sleeping bag etc.).
- Responding vehicles should complete a Convoy Safety Checklist, which includes:
 - Vehicle Driving Requirements
 - Pre-trip Inspection
 - In Transit Responsibilities
 - Vehicle Safety Inspection check list
- The Chief of the task force or strike team shall utilize the common local frequency to talk to units assigned to the group.
- The task force or strike team will leave the POD following the designated route per the Chief in a caravan style following suggested routes given by Red Center.
- Units responding to a statewide mutual aid incident should have the capability to communicate via radio on IFERN, and STARCOM MABAS Talk Group. Division 2 dispatch will contact Red Center when the task force or strike team is enroute to the reception site. Units will monitor the MABAS / IFERN and STARCOM MABAS talk Group frequency while enroute. Your radio signature will be “MABAS Division 2 Task Force”.
- Task force or Strike team shall report to the incident reception site where the formal check in process will take place.

Personal Deployment Checklist:

1. All firefighting gear- turnouts, SCBA with extra bottle, spare gloves, boots, etc.
2. Identification cards- Tier 2 card, driver's license, department ID
3. Extra clothing- uniforms, underwear, socks, off-duty clothing, shoes, etc.
4. Cell phone and chargers
5. Personal items- spare eyeglasses/contacts, sunglasses, medications, sun screen, insect repellent, etc.
6. Portable radio, flashlight and spare batteries
7. Writing equipment-pencils, pens, paper, envelopes, stamps, etc. Personal computers are not recommended unless needed for your functional assignment.
8. Entertainment devices, AM-FM radio, CD player, iPod, etc.
9. Cash, credit/debit cards for personal purchases. Note: purchases of personal items may not be reimbursable.
10. Sleeping bag, pillow, towels, soap, shampoo, deodorant, and other personal care items.
11. Basic first aid kit and extra medical exam gloves.
12. Rain gear
13. Laundry bag (or garbage bags), paper towels, moistened towelettes.
14. Food, water, snacks, sports drinks sufficient for at least 72hrs.
15. ICS 214 Daily Log Forms: One form per person, per day is required for each day of the operational period.

Pre-Trip Inspection

1. **Conducting the Inspections:** Before you begin, you should have a copy of the checklist in hand and have a pen to write with. The checklist will help you in performing the inspection in a logical sequence and assist you in doing a complete and thorough inspection of your vehicle. If your vehicle does not contain all of the equipment that is reflected in the checklist, i.e. organization van vs. POV, simply cross out the items that do not apply and move on to the next item.
2. **Fluid Levels, hoses, Belts:** Before you start the engine, lift the hood. Check the fluid levels in the radiator, battery, and windshield washer. Note any excessive usage and add the appropriate fluids. Check the oil level and add if indicated. Note any of the fluids additions. Visually check the hoses for signs of leaking and or cracking. In a similar way that you checked the belts.
3. **Interior, Lights, Dials, Gages and Ventilation:** Once you get behind the wheel, set the emergency brake, start the vehicle, check the appropriate lights, dials, and gages. For example, oil gage or warning light should give you an indication as to whether the oil pressure is sufficient to keep the engine running without damaging it. Do not allow the engine to “race” when you first start it. If the engine seems to be running too fast (idle) and will not slow down, do not put it into gear. Shut it down and report the problem to the manger.

If the alternator or generator light stays or if there is a gauge that tells you the battery is not charging, you could end up with a dead battery on the route. If you do get such an indication you should have it corrected before starting out on your assigned trip.

Check to see if heater and air conditionings are working. Notice any foreign smells coming from the ventilation system. Inspect the interior for any hazards, torn upholstery, loose objects, etc. Check the interior lights, and seat belts. If car seats or child restraint systems are to be used, check to determine if they are matched to the vehicle and that they can be properly activated. Note the presence of driver side airbags in planning for the anticipated passengers, i.e., if they are present and activated then children and small adults should not ride in positions with functioning air bags.

Check for the vehicle registration and proof of insurance, and make sure that neither has expired. Check for presence of EZ Clean Kit in the vehicle. Check supplies in the kit.

4. **Windows and Mirrors:** Make sure that all windows and mirrors are free of ice, snow, or frost before moving the vehicle. If it is not too cold outside, you can check to see that the windshield washer and wipers are working.

Adjust all of your mirrors to make sure that you can see what it is you need to see within your safety zone.

5. **Horn, Steering Wheel, and Brakes:** Tap the horn to make sure it works. Move the steering wheel from side to side to make sure that it does not have excessive “play” in it. Push on the brake pedal. It shouldn’t feel soft or spongy.
6. **Doors and Emergency Exits:** Examine all regular and emergency doors to make sure that they are functional and not obstructed or otherwise damaged. The time to find out that an emergency door does not work is before the vehicle is put into service.
7. **Left Front:** Turn on all the exterior lights, including the high beams, turn signals and emergency flashers. Make sure the emergency brake is on and get out and check the left front vehicle lights to make sure that they are clean and not burned out. As you begin this outside inspection, remember to note any new damage to the vehicle.
8. **Left Side Tires:** Look at the left front and left rear tires for signs of damage or obvious pressure problems. An over inflated tire will give a rougher ride. An under inflated tire will build up heat and make it more susceptible to damage from obstacles or potholes in the road. If you have a tire gauge, check the pressure against recommended levels.
9. **Trunk, Rear Lights and Signs:** Check in the truck, interior, or under the vehicle for the spare tire and tire changing tools. Check inflation of the spare. Check for presence of emergency equipment (chains, flashlights, blankets, ice scrapers).

Inspect all lights on the rear of the vehicle such as the emergency flashers, taillights, etc. If there are any signs on the back of the vehicle make sure that they are clean. If lights are dirty clean them.

Check to determine if the license tabs have expired.

10. **Under Vehicle Inspection:** Stand back a few feet from the rear of the vehicle and look under the vehicle for any foreign objects or fluid leaks. If there are objects hanging or wedged under the vehicle, either remove them or determine if part of the vehicle is hanging down. If a part of the vehicle is hanging down, report it to the manager for repair before starting your run. If you see any puddles of any kind other than obvious rainwater or water from melted snow/ice, check the source of the leak and report it to the manager.
11. **Right Side Tires:** Now check the right rear and right front tires just as you did the tires on the left side. Again look for any signs of fresh vehicle damage.

VEHICLE SAFETY INSPECTION CHECK LIST			DATE OF INSPECTION	
NAME of Driver (LAST, FIRST, MI)		DRIVERS LIC. #	EXPIRATION DATE	
R	VEHICLE	Vehicle NUMBER	EXPIRATION DATE	
ORGANIZATION		STATE REGISTRATION	EXPIRATION DATE	
LICENSE PLATE # / ST	YR/MAKE OF VEHICLE	STATE SAFETY INSPECTION #	EXPIRATION DATE	
INSURANCE COMPANY		INSURANCE POLICY #	EXPIRATION DATE	
ITEM	CHECK THE APPROPRIATE COLUMN		DEFECTIVE ITEM(S)	INITIAL
	SATISFACTORY	REPAIR OR ADJUST		
LIGHTS: Do they work? Are they cracked? (High & low HEAD / TAIL / EMERGENCY / BACK UP / TURNSIGNALS / PARKING / BRAKE / LICENSE PLATE)		REPAIR ADJUST		
HORN: Functional?		REPAIR ADJUST		
BRAKES: Will the emergency brake hold?		REPAIR ADJUST		
WINDSHIELD WIPERS: Both wipers present and in good condition? Rear if applicable.		REPAIR ADJUST		
WINDSHIELD: Free from cracks that impair vision?		REPAIR ADJUST		
TIRES:(Including Spare): At least 1mm of tread over the entire traction surface? Penny: if you can see the top of Lincoln'd head, not enough TREAD! Inflation?		REPAIR ADJUST		
EXHAUST SYSTEM: Free of leaks? Excessive noise or smoke coming from exhaust?		REPAIR ADJUST		
REAR VIEW MIRROR: Serviceable? Side mirrors if applicable?		REPAIR ADJUST		
DOORS AND GLASS: Open and close freely? Cracked Glass? Tinted no more than legal limit? Check at craft shop.		REPAIR ADJUST		
FUEL TANK: Free from leaks? Gas cap missing?		REPAIR ADJUST		
SEAT BELTS: One for each seating position, serviceable?		REPAIR ADJUST		
ALL FLUIDS: Fluids filled to correct level? (OIL / TRANSMISSION / STEERING / CLUTCH / BRAKES / COOLANT / WINDSHIELD WASHER)		REPAIR ADJUST		
BABY/CHILD SEAT (as applicable): SECURED / INSTALLED PROPERLY	N/A			

Vehicle Operations: Driving / Convoy Safety Checklist

This checklist address vehicle operations (driving) by personnel actively engaged in response activities, including driving while assigned to a specific incident or during initial response. In the absence of more restrictive agency policy, these guidelines will be followed during mobilization and demobilization as well.

1. No driver will drive more than 11 hours (behind the wheel) within any duty-day.
2. A driver shall drive only if they have had at least 10 consecutive hours off duty.

Exception to the minimum off-duty hour requirements is allowed when essential to:

1. Accomplish immediate and critical mission objectives, or
2. Address immediate and critical public safety issues.

Pre-Trip

- Conduct Pre-Trip vehicle safety inspection
- Commercial (box trucks, tractor trailer, etc.
- Support (vans, pick-ups, dedans, etc.

In Transit

- Ensure accountability is maintained.
- Ensure inter-operability communications are established between each convoy vehicle.
- Establish convoy vehicle “break down” procedures prior to departure.
- Provide adequate time for rest and rehabilitation.
- Monitor weather and road conditions.
- Monitor safety issues while in transit.
- Update safety plan to include environmental conditions as conditions change.
- Ensure members have meals and water
- Observe personnel and equipment during loading and off-loading to identify safety hazards.
- Provide accident procedure information in each vehicle

MABAS Trailer Hitch Color Code

White 1 7/8

Orange 2

Blue 2 5/16