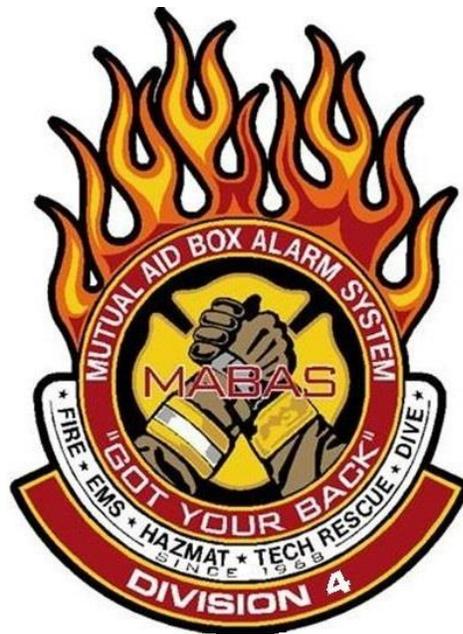


Division 4 Mutual Aid Box Alarm System



General Operating Procedures

Adapted for use by Division 4 –October 2006
Revision 102706
Revision 101012
Revision 060116

**MUTUAL AID BOX ALARM SYSTEM
DIVISION 4
GENERAL OPERATING PROCEDURES**

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APPENDIX A:

MABAS DIVISION 4 SUPPLEMENTAL POLICIES, GUIDELINES & FORMS

1. MABAS 4 Tactical Frequency Use Guideline
2. Search & Rescue Marking System
3. MABAS 4 Emergency Incident Rehab
4. MABAS 4 Dispatch Incident Log
5. MABAS 4 IMT SOP
6. MABAS 4 Fire Investigation Policy & Forms
7. MABAS Station & Radio Numbering System

APPENDIX B:

MABAS-IL Policies, Procedures & Guidelines

- | | |
|------------|--|
| A-01-01 | Policy-Practices-Guidelines Manual |
| C-01-01 | VHF Interoperability |
| C-01-02 | CTCSS Tones |
| C-01-03 | Use of IFERN & IFERN2 Frequencies |
| C-01-01.04 | EMnet Secure Messaging |
| C-01-01.05 | STARCOM21 Interoperability |
| C-01-01.06 | Interoperability with Chicago FD |
| C-01-02.01 | Statewide Radio License |
| C-01-02.02 | Radio Licenses |
| C-01-03.01 | MABAS Box Alarm Cards |
| C-01-03.02 | Development and Use of Interdivisional Box Alarm Cards |
| C-01-04.01 | MABAS Alerting/Coverage |
| C-01-04.02 | Testing of the MABAS Alert System |
| C-01-05.01 | Audible Warning at Emergency Scenes |
| C-01-05.02 | Tactical Frequency Use Guideline |
| C-01-05.03 | Use of IREACH for Tollway Responses |
| C-01-05.04 | Medical Helicopters |
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MUTUAL AID BOX ALARM SYSTEM DIVISION 4 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 fire department of their responsibilities of providing adequate emergency services for all local emergencies, since all jurisdictions should have their own first line of defense. Member fire departments may activate MABAS, through a systematic plan that may 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 EMTs.
AUTOMATIC AID	An agreement between two or more departments whereby units from multiple departments are dispatched simultaneously by the local dispatcher to a still alarm 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 NUMBER	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 fire department's fire station(s) to be available for simultaneous calls or move up to the incident 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 (NIMS)	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 tactical frequencies are used to transmit and receive critical incident scene information and may be used at the discretion of the Incident Commander. (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)
LADDER (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.
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 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 of 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 2 nd , 3 rd , 4 th , or higher alarm. All equipment assigned to respond to the scene or change 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.
SPECIALIZED RESPONSE TEAMS (SRT)	Technician level firefighters from member fire departments that have been trained and organized into response groups to address complex incidents involving hazardous materials, water rescue/recovery, technical rescues, wildland firefighting, mechanical support or other disciplines that may be included under the umbrella of the MABAS Divisions 4 & 5 Specialized Response Teams Joint Administrative Council.
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 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 be advised by the striking out of the Box Alarm 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 (LADDER)

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. DIVISION RESPONSIBILITY

It shall be the responsibility of all Division 4 Member Units to adhere to the policies and procedures of MABAS as adopted by both the Division 4 and MABAS Executive Board and amended from time to time.

IV. DIVISION AUTHORITY

Division 4 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 Division is authorized to make minimal modifications. Any modification must be consistent with the existing procedures.

V. FINANCIAL CONTROL AND PROCUREMENT GUIDELINE

Purpose:

MABAS Division 4 is a governmental cooperative that is committed to protecting and using its assets to meet the mission of the organization. Maintaining and observing proper financial controls and procurement guidelines are essential to detecting errors and preventing fraud. Strong financial controls also serves to reassure the member agencies that their dues and contributions are being used in a manner consistent with their intentions.

General Practices:

These guidelines were drafted in consideration of the financial risks faced by the organization. The Executive Board will review these guidelines from time to time to insure that they continue to meet the needs of the organization and the membership.

As much as possible the Executive Board will seek to separate the responsibilities for fiscal roles so that at least two individuals authorize, execute and monitor transactions. In all instances the person serving as

Treasurer, in their custodial role of the organization's financial assets, will not be allowed to authorize any transactions.

Receipt of Funds:

All funds, whether cash or check, will be deposited intact into the organization's approved bank account as soon as possible after receipt. No monies will be removed from deposits to make payments of for other purposes.

A. Receipt of Check:

When a check is received it will be immediately (or as soon as possible) be endorsed "for deposit only" with the organization's name and bank account number. After endorsing a photo copy made and retained with the Treasurer. Checks will be deposited as soon as practical.

B. Receipt of Cash:

When cash is received the person accepting the cash will issue a written receipt. The written receipt will contain the following information:

- Date and time the cash was received
- The reason for the cash payment
- The amount of cash received
- The person making the cash payment
- Contact information for the person making the cash payment
- The name of the individual accepting the cash payment

A copy of the receipt will be given the individual making the cash payment and a copy will be made for the Treasurer. All cash received will be kept in a secured location and deposited as soon as possible. Whenever possible receipt of all cash will occur with at least two individuals present.

C. Receipt of Donations:

MABAS Division 4 will provide a written acknowledgement of any donation received. The Secretary will respond to all donations with a letter that includes the following:

- If the donation was made by cash or check the letter will include the amount and whether the donation was cash or a check
- If the gift was donated property, equipment, or services the letter will include a description of the donation.

Procurement of Goods and Services:

It shall be the procurement policy of the MABAS Division 4 to obtain all supplies, equipment and services at the lowest cost to the organization that meet or exceed specifications for performance, quality and availability at the time of purchase. In conforming to this policy, the capability, capacity and historical performance of the supplier will be considered and weighed in the decision process. Sourcing decisions will also be tempered by supplier diversity and environmental impact considerations. Competitive bids will be solicited whenever possible and practical and in compliance with all applicable federal regulations and these guidelines.

A. Budgeted Purchases

Purchases that are made based on a budget passed by the membership will be made as follows:

- Purchases of less than \$2,000 can be made with the prior approval of the President.
- Purchases of \$2,000 to \$19,999.99 will require three written quotes.
- Purchases of \$5,000 to \$19,999.99 can be only be made with the prior approval of a majority of a quorum at a regular or special meeting.
- Purchases of \$20,000 or more shall require a formal bid process and approval of a majority of the membership.

B. Non-Budgeted Purchases

From time to time it may be necessary to purchase goods or services that are not part of the budget adopted by the organization. All non-budgeted purchases will meet the criteria outlined in Section A above except that all non-budgeted purchases of less than \$20,000 require approval from a majority of a quorum at a regular or special meeting.

C. Expense Reimbursement

In proper circumstances, individuals are entitled to be reimbursed for expenses related to the organization or that they incurred on behalf of the organization. To receive reimbursement you must meet the following requirements:

- Expenses must have been authorized in advance by the President.

- If circumstances exist that make it impossible to obtain approval prior to incurring the expense the President may approve the purchase after it has been made.
- Disputes over expense reimbursement may be brought before the membership for approval or denial.
- Those requesting are required to submit a request for reimbursement within 30 days of incurring the expense.

Credit/Debit Cards:

The Executive Board of MABAS Division 4 may authorize or obtain any credit or debit cards in the organization's name.

Borrowing and Lines of Credit:

Entering into agreements for loans or lines of credit must be in compliance with the MABAS Division 4 By-Laws.

VI. Reserved

VII. Reserved

VIII. Reserved

IX. Reserved

X. COMMUNICATIONS

A. DIVISION 4 DISPATCH CENTERS

To better organize and centralize MABAS communications, Division 4 has designated a primary (CenCom) and back-up (Countryside Fire) MABAS Dispatch Center. 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 210.7 Hz (M2).

This frequency has been designated for interdepartmental use of emergency fire department radio traffic and is commonly referred to as IFERN.

C. BOX ALARM TRANSMISSION PROCEDURES

Both Division 4 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 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. Most 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 Division 4 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. MABAS can be used to notify member departments for a major disaster in a fire department which is not a member of MABAS under the auspices of the Illinois Emergency Management Agency as provided for in the MABAS Statewide Deployment Plan. Any response by a MABAS department will 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. Division 4 will conduct tests in accordance with MABAS-IL policy C.01.04.02 *Testing the MABAS System*.

The monthly tests will be given as follows:

1. "CenCom testing Division 4 Mutual Aid Box Alarm Alerting Receivers, Test 1-2-3-4-5; 5-4-3-2-1 at (time); reset all receivers for the Countryside Back-up test. CenCom Clear, KSG250".
2. There will be a two minute pause between tests.
3. "Countryside Back-up testing Division 4 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. Countryside Clear, WPU1595".

E. TRAINING AND EXERCISES

Division 4 recognizes that to efficiently and effectively respond to major emergencies and disasters, member departments should jointly conduct training exercises based on the principles of the MABAS system.

1. From time to time, response exercises will be conducted by MABAS members to test our procedures and equipment. When these exercises 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 4 to all locals for a RESPONSE DRILL: the Libertyville Fire Department is requesting a RESPONSE DRILL for Box Number 46 A –R at 1551 N. Milwaukee Ave. All responding units switch to IFERN and acknowledge Division 4".

2. "Radio Drills" where a simulated MABAS alarm is dispatched and only radio acknowledgments are transmitted in response to the MABAS alarm are not authorized for members of Division 4 or the Division 4 Dispatch Centers.

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 Box Alarm activation by an Incident Commander can be made either directly to the Division 4 MABAS Dispatch Center or through the local dispatch center of the stricken community to Division 4 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 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.

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

All responding units 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 Division 4 responding to the Box Department (Address of the Emergency or Staging Area).

EXAMPLE: "MABAS Division 4, Round Lake Engine responding to Libertyville, 1551 N. Milwaukee Avenue.

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 tones have cleared, announce:
"This is MABAS Division 4 to all locals, (_____) Fire Department is requesting Box (Number) at (Location) to the (Level) Alarm level; all Departments due to respond, switch to and acknowledge Division 4 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 4 to all locals: The Libertyville Fire Department is requesting Box Number 46 A-R at Milwaukee and 176, to the Box Alarm level; all Departments due to respond, switch to and acknowledge Division 4 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.)

In an effort to conserve radio air time, Dispatch Centers are strongly discouraged from "Acknowledging Alarms" for their member departments. (See item 2(d))

- 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 cannot supply properly staffed apparatus because of an existing situation (i.e., present incident of their own, apparatus out of service, or lack of personnel), THEY MUST notify the requesting 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 Division 4 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 expressed 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 thirty (30) minutes advising them of the amount of time into the Box Alarm 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 so equipped should switch to and utilize the IFERN frequency for local dispatch traffic during the MABAS incident.
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 two (2) sets of alert tones, then announce the following:

"This is MABAS Division 4 to all locals: (Name of Community with Box Alarm) Fire Department has struck out (Box Alarm Number) by authority of the Incident Commander." Repeat the message.

EXAMPLE: "This is MABAS Division IV to all locals: The Libertyville Fire Department has struck out Box 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. 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 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. All units operating at the incident will remain on their assigned fireground frequency, monitoring the MAYDAY event where possible, and only transmitting critical life safety or MAYDAY related radio traffic.
 - d. The IC should promptly report the MAYDAY event to the MABAS Dispatcher. The MABAS Dispatcher is expressly authorized to increase the alarm to the next level upon notification of a MAYDAY.
 - e. The IC will initiate a Personnel Accountability Report (PAR) utilizing the Personnel Accountability System.

I. 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 tone 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 of a firefighter in imminent peril.

J. 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.)

K. 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 (IC): “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 airhorns 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 airhorns should be sounded include, but not limited to, impending collapse, flashover, explosion, hazardous atmosphere, etc. Apparatus Operators shall sound the airhorns, using a sequence of airhorn 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.

L. REQUESTING MABAS DIVISION 4 SRT RESOURCES

When a SRT resource is requested to respond to an incident, the SRT resource must be requested through MABAS Division 4 either by radio using the IFERN frequency or by telephone. The MABAS Division 4 Dispatch Center will document a MABAS response for all SRT resource requests.

M. STATION NUMBERING

Division 4 departments are encouraged to adopt the recommended Station and Apparatus Numbering system as found in Appendix C.

XI. BOX CARDS

A. UNIFORM BOX CARD

MABAS Division 4 has adopted the standardized MABAS Box Alarm Card format as found in MABAS C.01.03.01 *MABAS Box Alarm Cards*. (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 Division 4 members, and any non-division department that is included on the card, a minimum of thirty (30) days before the effective dates for review and comment. Draft cards shall be forwarded electronically from the Chief of the Department in a single .pdf file attachment to the MABAS Division 4 Secretary. They shall be stamped draft, not signed and the effective date left blank.
2. The Division 4 Secretary will distribute the draft cards to the Executive and Procedures committees for initial review of format, completeness, accuracy and compliance with MABAS Division 4 procedures. Comments will be returned to the originating department's Fire Chief within ten (10) days.
3. Once any concerns from the first review are resolved, the Division 4 Secretary will forward the draft cards to all Division 4 member agencies, as well as departments in neighboring Divisions that are included in the draft cards, for general review and comment. Departments will have ten (10) days to review the draft cards and forward comments directly to the originating department's Fire Chief.
4. If there is no response from a department within the ten (10) day general review period, it will be understood that the draft cards are acceptable.

5. After the general 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 by the Chief of the Department in a single .PDF file to the Division 4 Secretary a minimum of ten (10) days prior to the effective date. The Division 4 Secretary will promptly distribute the new box alarm cards to each Division 4 department, and any other departments listed on the cards, via the internet, utilizing a single Adobe PDF file, to the Chief of the Department, and any additional designees.
6. Temporary box alarm cards for special events or exigent circumstances can be issued by a department with the approval of the Division 4 Executive Board. The fire department issuing the temporary box alarm cards will be responsible for distribution to all departments due on the card(s).
7. It is the responsibility of each department to notify and copy their dispatch center with all new and/or temporary box alarm cards.
8. 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-EMERGENT 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. INTERDIVISIONAL BOX CARDS

An Interdivisional 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 Interdivisional Request, speed of response is important.** The Division providing units determines which departments and units respond based upon pre-determined Interdivisional Strike Team or Task Force response cards. Types of

Interdivisional cards may include Fire, Engine Only, Tender Only, Ambulance, Haz-Mat, Technical Rescue or other responses.

Interdivisional Box Cards will be prepared by the Procedures Committee assigned by the MABAS Division 4 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 Divisions for assistance.

For example, if Division 4 requests three engines and one ladder company from Division 101, the Division 101 MABAS Dispatcher will set off the MABAS tones on the IFERN frequency and request the equipment on the Box Card to respond into Division 4. This equipment may be out of Division 4 for several days. When developing the Interdivisional Box Card, each Division should use equipment that will not render their Division inadequately protected.

XII. INCIDENT MANAGEMENT SYSTEM

In order to establish a standardized system for incident management, MABAS Division 4 has adopted the Incident Command System (ICS) as outlined in the National Incident Management System (NIMS) as the standard operating procedure for all MABAS members.

XIII. USE OF MEDICAL HELICOPTERS

The recommended procedure for use of medical evacuation helicopters is included as Appendix B (C-01-05.04) of this document. The use of IFERN for medical helicopter landing zones is expressly forbidden.

XIV. ACCOUNTABILITY

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

XV. SEARCH AND RESCUE MARKING SYSTEM

The search and rescue marking system is to be used in times of local and area wide disasters, when numerous buildings/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

XVI. (Deleted)

XVII. MEMBER SERVICES

In order to better serve its members, MABAS and Division 4 offers the following services that are available upon request:

- A. Presentations
- B. Training Programs on MABAS Procedures
- C. Mediation
- D. Resource Library
- E. Internet Websites www.mabas-il.org or www.mabas4.org

XVIII. EMERGENCY INCIDENT REHAB

Division 4 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.

XIX. 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, Haz-Mat, etc.) The sole purpose of the RIT is to perform firefighter search & 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 units operating at the incident will remain on their assigned fireground frequency, monitoring the MAYDAY event where possible, and only transmitting critical life safety or MAYDAY related radio traffic.

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