



M.A.B.A.S Division 19

Constitution and By-Law

Policies and Procedures

Special Team By-Laws

Contents

	<u>SECTION</u>
1. MABAS Division 19 Constitution and By-Laws	1
2. Standard Operational Procedures	2
a. Administration	
i. 19-100 General Operating Procedures	
ii. 19-101 Investments	
iii. 19-102 Firefighter II Academy	
iv. 19-103 Ambulance Billing	
v. 19-104 Command Vest Colors	
vi. 19-105 Billing for the MABAS19 Underwater Search & Recovery Team	
vii. 19-106 MABAS 19 CBRN Policy	
b. Operations	3
i. 19-200 Requesting a Box Alarm	
ii. 19-201 Receiving a Box Alarm	
iii. 19-203 Fire Ground Frequency Usage	
iv. 19-204 Fire Ground Communication	
v. 19-205 Scene Safety Officer	
vi. 19-206 Staging Officer	
vii. 19-207 Emergency Evacuation Signal	
viii. 19-208 Striking out the Box Alarm	
ix. 19-209 Change of Quarters	

- x. 19-210 Rapid Intervention Team Standardized Guidelines
 - xi. 19-211 Task Force Response
 - xii. 19-212 Disaster Damage Assessment
 - xiii. 19-213 Fire-Ground Channel Selection
 - xiv. 19-214 Emergency Incident Rehabilitation
 - xv. 19-215 Incident Safety Officer
 - xvi. 19-216 IMT Response
 - xvii. 19-217 Decon 19 Response Policy
 - xviii. 19-218 I Am Responding Procedure
 - xix. 19-219 Fire Ground Terminology
 - xx. 19-220 Accountability System
 - xxi. 19-221 Rural Water Operations
- c. Underwater Search and Recovery Team By-Law 4
- d. Fire Investigation Team 5



THE CONSTITUTION AND BY-LAWS

OF

M.A.B.A.S. DIVISION

#19

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INDEX PAGE

ARTICLE I:	IDENTITY AND SCOPE	2
ARTICLE II:	PURPOSES AND OBJECTIVES	2
ARTICLE III:	MEMBERSHIP Membership holder, class, dues, removal	3
ARTICLE IV:	VOTING RIGHTS Membership voting, proxy, nominations	4
ARTICLE V:	OFFICERS OF THE ASSOCIATION Elected, appointed, qualifications, method of selection, term of office, vacancy, removal nominating committee	5
ARTICLE VI:	DUTIES OF ELECTED/ APPOINTED BOARD	7
ARTICLE VII:	EXECUTIVE BOARD Membership meetings, regular, special, authority, quorum	8
ARTICLE VIII:	COMMITTEES Appointment of, membership, types	8
ARTICLE IX:	MEETINGS OF THE ASSOCIATION Regular, annual, special, quorum	9
ARTICLE X:	FISCAL YEAR	10
ARTICLE XI:	PARLIAMENTARY AUTHORITY	10
ARTICLE XII:	AMENDMENT PROCEDURE	10
ARTICLE XIII:	DISCLAIMER OF ENDORSEMENTS	10
ARTICLE XIV:	MISCELLANEOUS	11
ARTICLE XV:	ADMINISTRATIVE POLICIES/PROCEDURES	11
ARTICLE XVI:	EFFECTIVE DATE - APPROVAL	12

CONSTITUTION AND BY-LAWS

ARTICLE I - IDENTITY AND SCOPE OF ORGANIZATION

The organization described in this document is the Mutual Aid Box Alarm System, a non-profit organization incorporated by and under the laws of the State of Illinois. The organization shall consist of representatives of political Sub-divisions within the state as accorded recognition by the MABAS Agreement, and life and honorary members and representatives from the ranks of industrial commercial and educational institutions as may receive recognition under the Constitution and By-Laws of the organization

ARTICLE II- PURPOSES AND OBJECTIVES

The broad objectives of the Mutual Aid Box Alarm System Division #19 are to assist state and local government to maintain an effective emergency services and disaster management program locally and statewide~ to be a vital and effective element of our Mission; and through research educational and informational programs, to advance the professional standards of individuals so engaged. Within these broad objectives, the association has as its purposes:

SECTION 1 Purpose/ Objectives:

- A. To coordinate the efforts of its members in a common cause, to protect the lives and property of all persons within its territorial limits from fire or natural disaster, and to preserve and protect property.
- B. To evaluate and disseminate the common experiences and collective judgment of the fire service organizations and those other specialists trained in and responsible for emergency management activities.
- C. To serve as a clearing house for the collective experience, ideas and/or suggestions as well as successful courses of action among our members and to make this material available to our members and agencies, both private and governmental
- D. To provide Opportunities for the members to keep abreast of new developments and approved principles relating to emergency management and to encourage members to take advantage of these services.
- E. To act in concert with and in a professional advisory capacity to other organizations regarding emergency management and emergency services matters.
- F. To establish a medium for effecting liaison between industrial, commercial and educational organizations and emergency service agencies.

ARTICLE III - MEMBERSHIP DEFINITION AND MEMBERSHIP DUES

Membership in the association shall be extended to a political subdivision i.e., County, township, city, village, Fire Protection District, or incorporated town and such membership rights and duties shall be exercised only by the individual responsible for the administration of their emergency service program. Therefore within these limitations there shall be four classifications of membership listed as follows:

SECTION 1. MEMBERSHIP:

1. **ACTIVE MEMBER:**

A political subdivision that is a current member of the MABAS Division #19, The Chief/Administrator, or the individual, who has been appointed by the Chief, shall be the representative for that political subdivision. Each political subdivision within MABAS division #19 shall have one voting representative that actively participates in all aspects of Division #19 functions including the Mutual-Aid Box Alarms.

2. **AFFILIATE:**

Individuals and/or organizations sponsored by an active member. Individuals with responsibility in emergency management/preparedness, emergency services or related fields, other than as a qualified active member. Individuals in local, state and federal governments, as well as, private industry, educational, military, local emergency response planning and coordination also qualify for professional/technical membership. The Affiliate member will not participate in the box alarm system but may be called as an advisor or for support.

3. **ASSOCIATE:**

Individuals and/or organizations sponsored by an active member of their political subdivisions, who do not qualify for an affiliate membership, but are concerned with and are involved with the emergency management service program in their political subdivision. The Associate member may participate in the box alarm system.

4. **LIFE:**

Life membership shall be accorded each active member, affiliate member who has been a continuous member for 10 years or more and:

1. That the active member, affiliate member is no longer associated with a political subdivision in a capacity which would make them eligible for such membership; or
2. Those that are past presidents of this association, having served their term of office, shall by virtue of their accomplishments be known as Past President life members.

SECTION 2. DUE AND ASSESSMENTS.

1. **MEMBERSHIP DUES:**
Membership dues shall be paid annually, in advance, in an amount and at a time established by the Executive Board and confirmed by the membership.
2. **SPECIAL ASSESSMENTS:**
Special assessments may be made in manner prescribed by the Executive Board with prior approval of the membership.

SECTION 3. REMOVAL OF MEMBER

By two-thirds (2/3) vote of the Membership, any member of the division may be reduced in membership or sanctions may be imposed for any activity or behavior that may be deemed contrary to the best interest of the division. . The member shall be accorded all rights to reply to the charges and testify in his/her own behalf before the Executive Board.

ARTICLE IV - VOTING RIGHTS

SECTION 1. VOTING RIGHTS.

Voting rights for all members are contingent upon meeting and maintaining qualifications for membership and payment of all dues, fees and special assessments.

SECTION 2. VOTING MEMBERSHIP:

Memberships shall be accorded voting rights as follows:

1. **ACTIVE MEMBER:** Shall be accorded (1) one full vote per active member.
2. **ASSOCIATE:** Shall be considered a non-voting membership.
3. **AFFILIATE:** Shall be considered a non-voting membership.
4. **LIFE:** Shall be considered a non-voting membership.

SECTION 3. PROXY/ABSENTEE VOTING:

Absentee voting shall be permitted as prescribed in the Division Policies and Procedures.

ARTICLE V - OFFICERS OF THE ASSOCIATION

SECTION 1. OFFICERS:

- A. OFFICERS ELECTED: Officers elected by the membership shall be:
 - 1. President
 - 2. Vice-President
 - 3. Secretary
 - 4. Treasurer

- B. OFFICER APPOINTIVE: Officers appointed/ elected/ hired by the President at the direction of the Executive Board shall be:
 - 1. EXECUTIVE SECRETARY
 - 2. EXECUTIVE TREASURER

- C. IMMEDIATE PAST PRESIDENT: If a vacancy occurs in this office, the President shall appoint and with the consent of the Executive Board, the next most immediate past president. The immediate past president shall be considered a voting member of the Executive Board.

SECTION 2. QUALIFICATIONS FOR ELECTIVE/APPOINTIVE OFFICER:

No person may be elected or appointed to office or continue to hold elective or appointive office unless they are a member in good standing of Division #19. For the office of President, Vice President, Secretary, Treasurer and they must hold an Active membership status. All persons elected or appointed to office shall exhibit qualities of leadership and have an active interest in the Division and emergency management services.

SECTION 3. METHOD OF SELECTION:

An election shall be held at the annual meeting of the association.

- A. PRESIDENT: The person holding the office of Vice-President shall automatically be designated as the President.
- B. VICE-PRESIDENT is chosen alphabetically from a list of member departments
- C. SECRETARY, TREASURER: Not less than thirty (30) days prior to the election date, prospective candidates for office shall place their names and qualifications in the hand of the nominating committee for consideration of placement on the official ballot.
- D. NOMINATION FROM THE FLOOR: Nomination of additional candidates for the office of Vice President, Secretary, and Treasurer shall be permitted from the floor.

SECTION 4. TERM OF OFFICE:

A. The term of office for an elected officer shall be two (2) years and shall commence upon taking the Oath of Office at the annual meeting, following the election of officers.

B. The term of office for an appointed officer shall be for two (2) years and shall commence upon taking Oath of Office.

C. Upon completion of term of office or removal from office and within thirty (30) days or less, all accounts, records, materials and monies properly the property of the Division, shall be placed in the hands of the Executive Board or the representative thereof.

SECTION 5. NOMINATING COMMITTEE:

A. The President shall appoint a Nominating Committee consisting of three (3) delegate members. A chairman will be chosen from those selected. With the consent of the Executive Board the Committee shall be affirmed. This committee shall be named at least thirty (30) days prior to election.

B. This committee shall receive the names and qualifications of prospective candidates for election to office and upon examination and majority vote of committee as to their suitable qualifications, cause their name to be placed on the Official Ballot.

SECTION 6. VACANCY IN OFFICE:

A. Whenever a vacancy occurs in an office of the association for a reason other than expiration of term of office, the vacancy shall be filled in the following manner:

1. President: If a vacancy occurs in the office of President, the Vice President shall assume that office.

2. Vice President. Secretary, Treasurer~ If a vacancy occurs in the office of Vice President, Secretary, Treasurer, the President shall appoint, and with the consent of the Executive Board, a successor to that office who shall serve out the unexpired term at which time an election will be held. If the vacancy occurs in the office of President, a special meeting of the Executive Board shall be held within thirty (30) days following the date of vacancy.

3. Appointed Officer: If a vacancy shall occur in any appointed office, the President shall appoint with the consent of the Executive Board a new appointee to serve out the unexpired term.

SECTION 7. REMOVAL OF ELECTED OFFICE:

By a two-thirds (2/3) vote of the Membership, an officer may be removed from office for just cause but before such proceedings become final, the office shall be accorded all of the legal rights and privileges that are available to citizens of the United States, including the right of counsel, to reply to charges and to testify in his/her own behalf before the Executive Board.

ARTICLE VI- DUTIES:

SECTION 1. PRESIDENT:

The President shall preside at all meetings of the association and meetings of the Executive Board, authorize expenditures within budget appropriations approved by the Executive Board, and perform all of the duties incumbent upon a President.

SECTION 2. VICE PRESIDENT:

In the event of the absence or disability of the President, the Vice-President shall perform all the duties of that office. The Vice President shall also serve the Executive Board as they may designate.

SECTION 3. IMMEDIATE PAST-PRESIDENT:

The Immediate Past-President shall act in an advisory capacity to the Executive Board and may preside at meetings of the division when requested by the President, or Vice President.

SECTION 4. SECRETARY:

At all meetings of the division and all meetings of the Executive Board, the Secretary shall keep, or cause to be kept, accurate records of such proceedings and upon approval of such records place them in a record book.

SECTION 5. TREASURER:

A. The Treasurer shall have charge of all monies and securities belonging to Division #19 and according to policies and procedures established by the Executive Board shall disburse or direct the disbursement of all division funds. He/She shall keep, or cause to be kept, accurate accounts of all monies received or disbursed by the division. At the expiration, or within thirty (30) days of the term of office, he/she shall turn over to his/her successor or to the Executive Board an audited account of stewardship and all monies and property of Division #19.

B. The Treasurer shall be bonded in an amount established by the Executive Board, but in no event for less than twenty thousand dollars (\$50,000). This shall be a position bond covering both the Treasurer and the Executive Treasurer.

ARTICLE VII- EXECUTIVE BOARD:

SECTION 1. MEMBERSHIP.

The Executive Board shall consist of the President, Vice President, Secretary, Treasurer, s and the Immediate Past-President in good standing and pursuant to the articles of incorporation this shall constitute the Board of Directors.

SECTION 2. MEETINGS:

- A. REGULAR MEETINGS: Within thirty (30) days following the election of officers, the Executive Board shall meet to determine division policy for the ensuing year. The Executive Board shall meet to conduct regular business of the division at such other times as the President may direct; provided that all Executive Board members shall be notified at least ten (10) days in advance of such meeting.
- B. SPECIAL MEETINGS: Upon request of a majority of the elected officers of the division, the President shall call a special meeting of the Board. At such meetings only business as necessitated the call may be transacted.

SECTION 3. SPECIAL AUTHORITY:

When it is impracticable to convene the Executive Board, and circumstances demand that the President act on behalf of the division, the President is authorized to do so, provided that approval of a majority of the following officers is obtained: Vice President, Secretary and Treasurer.

SECTION 4. QUORUM

At regular meetings of the Executive Board, 2/3rds of the voting members present shall constitute a quorum.

ARTICLE VIII- COMMITTEES

SECTION 1. COMMITTEES, APPOINTMENT OF

The President shall appoint committees for the purposes that, in his judgment, will best serve the interests of the association and Emergency Management Service Programs.

SECTION 2. EX-OFFICIO MEMBERSHIP:

The President Vice and President shall be ex-officio members of all committees with the exception of the Nomination Committee.

SECTION 3. TYPES OF COMMITTEES:

There shall be three (3) types of committees in the division:

- A. **STANDING COMMITTEES:** These are continuing committees, established to advise upon the administrative and organizational affairs of the division.
- B. **SPECIAL COMMITTEES:** Those committees that are conducted with various aspects of the Emergency Management Services Programs, rather than the administrative affairs of the division.
- C. **AD HOC COMMITTEES:** These committees may be formed at any time for special purposes or assignment and shall cease to function when their specific task is completed
- D. **BUDGET COMMITTEE:**
 - 1. The Budget Committee shall be composed of the elected officers of the division.
 - 2. The Budget Committee shall meet previous to the fiscal year end and prepare a budget that shall be ratified by the Executive Board at their final meeting of the fiscal year. This budget and fiscal year end Treasures report shall be distributed to the membership in the form of an annual report, which shall be published and distributed within thirty (30) days of the fiscal year end.

ARTICLE IX - MEETING OF THE ASSOCIATION.

SECTION 1. REGULAR MEETINGS

The division shall meet at times and places designated at least one (1) year in advance and such times and places shall be established by the Executive Board. This schedule shall be prepared for the year, and distributed by the secretary at the 2nd meeting of the year to the entire membership.

SECTION 2. ANNUAL MEETING

The first regular meeting of the fiscal year shall be designated as the annual meeting.

SECTION 3. SPECIAL MEETING:

By authority of the President or a majority vote of the Executive Board, a specific meeting of the division may be convened for a specific limited purpose such specific limited purpose shall be in the notice of the meeting announced at least ten (10) days previous to the date set for the meeting and published to the division membership.

SECTION 4. QUORUM:

At any regular or special meeting of the division, there shall be in attendance voting members representing at least 2/3rds of the voting members to constitute a quorum.

ARTICLE X - FISCAL YEAR

The fiscal year of Division# 19 shall be January 1 through December 31.

ARTICLE XI- PARLIAMENTARY AUTHORITY

Robert's Rule of Order shall be the Parliamentary authority for all matters of procedure not specifically covered by the Constitution, By-Laws and Policies and Procedures of this Division.

ARTICLE XII - AMENDMENT PROCEDURE

SECTION 1. AMENDMENT PROCEDURE.

This Constitution may be amended by 2/3 vote of the members present at any regular membership meeting of the division, Providing that notice of such proposed amendment shall be circulated to all members at least thirty (30) days in advance of said meetings; and provided further that such notice shall contain a copy of the amendment to be Considered Proposed amendments shall be submitted by or through the Constitution and By-Laws Committee or the Executive Board at least ninety (90) days in advance of the general meeting of the division.

ARTICLE XIII - DISCLAIMER OF ENDORSEMENTS

No individual member or group of members representing the division shall have the authority to endorse or recommend any product or service in the name of the division.

ARTICLE XIV - MISCELLANEOUS.

SECTION 1. DEFINITIONS:

Unless otherwise specifically set forth herein, words and phrases in this constitution shall have the following meaning:

- A. “Shall” is mandatory and “May” is permissive.
- B. The masculine gender shall include the feminine gender.
- C. “Political Subdivision” means any Fire Department Fire District, county, township, city, village or incorporated town.
- D. “Emergency Management/Service” as used in this constitution shall mean all of the measures undertaken to minimize the effects of fire or natural disaster, to relieve distress among disaster victims and to aid in the recovery after disaster. It shall include such activity as the development of appropriate organizational and operational plans; the recruitment and training of personnel. It shall also mean measures for controlling post-disaster operations, including fire fighting and emergency medical services.
- E. “Division” whenever used shall mean the Mutual Aid Box Alarm System, Division #19.
- F. “Association” whenever used shall mean the MABAS Division #19 membership as a body, as it pertains to meetings, training, and all other functions not specific to emergency operations.

SECTION 2. VALIDITY:

If any provision of this constitution and by-laws, or application thereof to any person or circumstance, is held invalid by a court of law, the remainder of this constitution and by-laws and the application of its provisions to other persons or circumstances shall not be affected thereby.

ARTICLE XV - ADMINISTRATIVE POLICIES AND PROCEDURES:

The Executive Board shall, at its first meeting after this article is adopted, establish a set of policies and procedures that shall be mandatory upon all officers of this division in the conduct of division affairs. The policies and procedures shall establish administrative standards and procedures, and when deemed appropriate, interpret the provisions of this constitution. The Executive Board is empowered to formulate the policies and procedures and make changes thereto. Such provisions of the policies and procedures shall be drafted so as not to conflict with this constitution. Policies and procedures enacted shall become effective by a vote of a simple majority of the Executive Board members present at any regular meeting of the board or a special meeting when called for that purpose. Amendments, changes or deletions to previously enacted policies and procedures shall be

by 2/3 majority vote of members present at any regular or special called meeting.

ARTICLE XVI- EFFECTIVE DATE:

This constitution will take effect the day following adjournment of the meeting at which it is adopted.

APPROVAL

Approved by the membership at the annual meeting of the Mutual Aid Box Alarm System, Division #19.

POLICIES AND PROCEDURES TO THE CONSTITUTION OF THE MUTUAL AID BOX ALARM SYSTEM

The Executive Board shall enact administrative policies and procedures to the constitution of the Mutual Aid Box Alarm System so that such rulings will not be in conflict with the constitution Policies and procedures enacted shall become effective by a vote of a simple majority of Executive Board members present. Amendments or deletions to policies and procedures previously enacted shall be by 2/3-majority vote. A job description and/or list of services to be rendered to the division, whether it shall be by Standing Committee or individual conducting the business of the division, shall be appended to the policies and procedures and except as is stated in the constitution, such description shall be for better understanding of services to be rendered only.

Revised 12/01/05

Approved:

James Grady III
James Grady III
President



MABAS DIVISION 19

Standard Operating Procedure	Section Administration	Page 1 of 1 Date 12-01-05 SOP# 19-100
	Subject MABAS 19 General Operating Procedures	

PURPOSE

The primary purpose of MABAS is not to relieve the communities of their responsibilities of providing adequate emergency services for all local emergencies, since all communities should have their own first line of defense plus its reserves, but when a community exhausts these resources, then the MABAS system can be activated by the stricken community, and through a systematic structure, MABAS will provide:

- A. Immediate assistance of manpower and equipment at the scene during a large fire, medical emergency or other disaster.
- B. Response teams of, firefighters, paramedic/EMT-A's, hazardous materials, TRS, divers, etc.
- C. Access to specialized equipment which one department could not afford to own.
- D. A contractual agreement covering responsibilities and liabilities for all its members.
- E. A broad area of coverage of eight counties and nearly two hundred fire departments.

The structure of the MABAS organization is subdivided into geographical areas that are called "Divisions". Each division consists of a number of fire departments within their own division, the only exception being

Chicago, Division IX. See Appendix A for a list of each division and its members.

COMMUNICATION

The MABAS organization primarily operates on the IFERN (Illinois Fire Emergency Reporting Network) radio frequency of 154.265. It also operates secondarily on IFERN II radio frequency of 154.3025. These frequencies have been designated for interdepartmental use of emergency fire department radio traffic and are commonly referred to as the “Mutual Aid Frequency” or simply, “IFERN.

To facilitate a Mutual Aid Box Alarm, each division has designated a MABAS dispatching center and backup center with MABAS tone encoders, which activates all alerting receivers of all participating departments.

DEFINITIONS

Following is a glossary of terms and terminology that relates to the MABAS system in establishing mutual aid assistance

ALARM CARD:

The alarm card is a form which is used to record the times, equipment type, town name and vehicle number.

ALERTING ENCODERS:

A tone encoder at a Division Dispatch or back-up center used to activate receivers.

ALERTING RECEIVERS:

A receiver that is toned activated by the MABAS DIVISION DISPATCH CENTERS.

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. A box alarm is the first request For MABAS assistance. 2nd, 3rd, 4th or 5th alarms are additional calls for equipment to the same fire or disaster area.

BOX CARD:

A printed form containing details of equipment to respond to a given geographic area within a community.

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 an additional alarm.

COMMAND POST:

The location of the officer in charge of the fire or emergency scene. The command post at the scene will be identified by an orange flag or a green revolving light or both.

FIREGROUND FREQ:

The following frequencies will be used to transmit and receive critical Fire ground information. 153.830 (**RED**), 154.280 (**WHITE**), 154.295 (**BLUE**), 153.8375 (**GOLD**), 154.2725 (**BLACK**), and 154.2875 (**GRAY**). These frequencies may be used at the discretion of the Incident Commander. It is limited to ten (10) watts of transmission power. If additional channel needed, may also use 153.830.

MUTUAL RESPONSE:

This is a contractual agreement between several departments to respond with specific equipment to a special area or building in that town 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 box alarm. (Mutual response is sometimes referred to as Automatic Aid.)

REQUESTING A BOX ALARM:

It is the responsibility of the department with the fire or other emergency to notify their Dispatch Center and request a box alarm or subsequent alarms. The department alarm, address/location, staging and authority are to be given. Their Dispatch Center will then call MABAS Dispatch Center.

RETURNING EQUIPMENT:

At some time after the box alarm is struck out, the chief or officer in charge of the box alarm will return equipment. The order in which the equipment is returned will be at the discretion of the officer in charge.

SKIP ALARM:

A department, at the time of the alarm, may request to go to a 2nd, 3rd, 4th or higher alarm. Realizing that all equipment assigned to respond 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 (Inter-Divisional):

A box card designated for inter-division mutual aid, listed a MABAS division's equipment available to respond based on type of equipment and location.

INABILITY TO SUPPLY PROPERLY MANNED EQUIPMENT:

If a department that is due to respond on an alarm cannot supply properly manned apparatus because of existing situation (i.e. present fire of their own, an apparatus out of service, or lack of manpower,) THEY MUST notify the requesting division dispatcher immediately, so that the fill-in apparatus can be assigned from another department, usually this will be done from the next level of alarm.

STAGING AREA:

A location near the fire or emergency scene where additional equipment is directed to assemble for further instruction and organization.

STILL ALARM:

The alarm 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 manpower is that manpower existing on apparatus at the time agreed upon by the communities. The area between still and box, on the box alarm Card, may be used for additional responses that are not intended to activate the MABAS system.

STRIKING OUT A BOX ALARM:

When the Incident Commander feels that the fire or other emergency is under control and he will not require another level of 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 IC will notify the Division Dispatch Center and give his name, the address 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.

GENERAL OPERATING PROCEDURES

In order to have continuity within the entire MABAS organization, there must be consistency in our general operating procedures. The following are general operating procedures for:

A. COMMUNICATION

The MABAS 19 Division primarily operates on the IFERN (Illinois Fire Emergency Reporting Network) radio frequency of 154.265. It also operates secondarily on IFERN II radio frequency of 154.3025. Therefore, all MABAS alarms are toned-out on and transmitted on the 154.265 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 towns at the scene of a MABAS alarm.

1. The alerting receivers will be purchased by each department 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 see if the other dispatch centers can open the set from their area. If a town is unable to receive the different tests, the receiver should be moved to the best receiving location. If this fails, a roof 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 monitors. Some dispatch centers have total access to monitor the IFERN frequency in place of the monitors.
3. The IFERN band may be used by two or more departments on the scene of a fire or other emergency even though no MABAS box alarm had been requested, providing the towns involved have no other common frequency that they could use.
4. It is up to each individual department to have its own equipment

serviced. MABAS communication problems will be handled by the members of the MABAS Communications Committee.

5. Each division will have two communication centers capable of acting as MABAS Central Dispatch There will be a primary dispatch center and a backup dispatch center for each division. The primary dispatch center will handle all MABAS alarms. The back-up dispatch center will handle MABAS alarms when the primary center turns the alarms over to the back-up agency due to, i.e. dispatch equipment failures, multiple alarms multiple towns with calls etc.
6. Any response by a MABAS department will be voluntary. M.ABAS can be used to notify member departments 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.

B. TESTING OF THE MABAS SYSTEM

The testing of the MABAS system will be done once a month by the divisions. The alerting receivers will be tested on the first Monday or Thursday of each month to determine that all receivers and tone encoders are working properly.

There will be two-minute delay between each test to allow departments to reset the receivers for the next test and to establish that the auto reset is functioning properly.

To date this will cover all 19 MABAS divisions and their back-up dispatch centers. The test will be given as follows:

1. Orland Central Testing Division (19.) Mutual Aid Box Alarm alerting receivers. Test 1, 2, 3,4, 5, -5,4, 3,2, 1 at 10:31 hours: reset all receivers. Orland Central clear KQL902
2. The last department to test will announce, “end of test” at the end of their test.

Example: SWCD testing Division 19 Mutual Aid Box Alarm alerting receivers. Test 1, 2, 3, 4, 5, -5, 4, 3, 2, 1 at 1033 hours. SWCD clear. KQL 902, end of test.”

C. RADIO DRILLS

From time to time, radio drills will be announced by MABAS dispatch centers and their 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 radio drill.

Example: MABAS Division 19 all locals, the Mokena Fire Department is requesting a Box alarm for the radio drill for Box 6649 at Tank Farm 183rd & Wolf Rd; repeating this is a radio drill only for a Box alarm for Mokena Fire Department at the Tank Farm at 183rd & Wolf Rd. All responding units switch to IFERN and acknowledge.

OR:

Example: MABAS Division 19 to all locals, the Mokena Fire Department is requesting a Box alarm for the radio drill for Box 6649 at the Tank Farm at 183rd & Wolf Rd., repeating, this is a radio drill only for a Box alarm for Mokena Fire Department Box #6649 at the Tank Farm at 183rd & Wolf Rd. All responding units switch to IFERN and acknowledge.”

D. ALARM PROCEDURE

1. The following information from the stricken community must be obtained when the alarm is requested:
 - a. The name of the requesting fire department.
 - b. The mutual aid box alarm number requested.
 - c. The level of the alarm requested.
 - d. Nature of incident: Fire, hazardous material, ambulance, etc.
 - e. The location of the incident, address and the name of the building (hospital, school, factory name, etc.)
 - f. Staging area
2. It shall be the responsibility of all responding departments to individually, upon receipt of a box alarm, notify the MABAS

dispatch center that the department has received the box alarm information and the equipment requested will or will not be sent.

All vehicles shall inform the MABAS dispatch center over the IFERN frequency that:

“(Department name) (Type of apparatus) (Vehicle number) to (Dispatching town name) MABAS Division (Division number) responding to the box (Number of box alarm and name of stricken community) (Address of the emergency).

EXAMPLE: Orland Engine #6023 to MABAS Division 19 responding to Box 6649 at the Tank Farm at 183rd & Wolf Rd.

7

E DISPATCH PROCEDURES

1. Check the box card and start the MABAS 19 alarm card.
2. To give out a box alarm, the following must be done
 - a. Switch to IFERN frequency.
 - b. Activate the tone encoder twice in succession.
 - c. After all tones have cleared, announce:

This is MABAS Division 19 to all locals (stricken community name) Fire Department is requesting box (box number) at (location) to the box level (Level of alarm; all departments due to respond, switch to an acknowledge on the IFERN frequency.” The following departments are due to respond, (Give department name and apparatus due)

EXAMPLE: This is MABAS Division 19 to all locals; Mokena Fire Department is requesting box #6649 at Tank Farm at 183rd & Wolf Rd to the box alarm; all departments due to respond switch to and acknowledge on the IFERN frequency. The following departments are due to respond: “Orland with an Engine, Frankfort with a Tanker, Homer with an Ambulance, New Lenox, Manhattan & N/W Homer due for change of quarters. KQL 902

- d. Departments that are due to respond and have not acknowledged the box alarm must be notified by radio or telephone.
- e. If a department that is due to respond on an alarm cannot supply

properly manned apparatus because of an existing situation (i.e., present fire of their own, apparatus out of service, or lack of manpower). 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).

- f. If a department sends the wrong equipment, it is up to the dispatcher to return the equipment and advise them of the equipment that they were due to respond with on the box alarm. If they are unable to send the proper equipment, the dispatcher should refer to the next level of alarm (on the box card) to replace the missing piece of equipment.
 - g. When a box alarm is called, all local apparatus on the scene will change to the IFERN frequency.
 - h. Division Dispatch Centers have the authority to advise non-due apparatus that they were not to respond and that they should withdraw their response This is important when agencies begin sending apparatus at will when they hear a box alarm dispatched.
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 was used on a previous alarm, then a dispatcher will have to provide a fill-in on each subsequent alarm.
 4. All departments due to respond must switch to the IFERN frequency and acknowledge. This must be done on all box alarms.

EXAMPLE: “This is MABAS Division 19 to all locals, Mokena Fire Dept. Is requesting a 2nd alarm for box #6649 at the Tank Farm at 183rd & wolf Rd; all departments due to respond switch and acknowledge on the IFERN frequency.

5. The MABAS Division dispatcher will contact the Command Post after twenty (20) minutes advising them of the amount of time into the alarm and request a progress report on the incident. The dispatcher will again contact Command after forty (40) minutes advising them of the amount of time into alarm and then thereafter every half hour.
6. 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. This should only be done after checking with the officer in charge of the alarm (Incident Commander at the scene) to see if he thinks any additional equipment will be needed at the box location.

7. Manpower is to respond with fire department apparatus and not in their private vehicles.
 - a. On a change of quarters, the assigned vehicle must physically change to the designated station.
8. When a box alarm is struck out, the following information is needed:
 - a. The name of the Chief or the Officer in charge of the box alarm.
 - b. The location of the box alarm.
9. Dispatching procedures for striking out a box alarm.
 - a. On the NIFER, \ frequency, the MABAS tone should be activated two (2) times. Then announce the following.

“This is M.ABAS Division 19 to all locals; (name of community with box alarm) Fire Department has struck out (box alarm #) by authority of chief (name of chief or officer in charge).” Repeat the message.

EXAMPLE: “This is MABAS Division 19 to all locals; Mokena Fire Dept. has struck out box #6649 by authority of Chief Golden 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 officer in charge of the box alarm.

GENERAL INFORMATION

A. EMERGENCY FUEL SUPPLIES

Each division will be responsible for emergency fuel supplies. This procedure should be available at the primary and backup dispatch.

B. INTER-DIVISIONAL BOX CARDS

This card is to be used when and if a division is requested to send equipment to another division. In case of an emergency in one division or a fire going beyond a 5th alarm and most of the equipment in their division is used up, they can call the next division and ask for equipment from the Inter-Divisional box card of that division.

C. DESIGNATED BOX CARDS

As the mutual aid system modified itself, it became necessary to address specific emergency situations that warrant special equipment, therefore, designated box cards are used for: underwater rescue, medical emergencies, hazardous materials, special high-rise rescue, tankers, etc.

D. UNIFORM BOX CARD PROCEDURE

1. Even though the other types of box cards have merit, the MABAS Executive Board has agreed to MANDATE the use of the “traditional” box card used in the MABAS general operating procedures, with certain allowable modifications. Also, divisions or departments that wish to use a different type or format should be allowed to use them, with the mandate that box alarm cards that are different than the “Traditional” MABAS box alarm card not be sent out of the division or department that is using a non-traditional card.
2. The Executive Board will make available a computer based format to any dept or division that wishes to use that option. This format will be provided in any popular IBM compatible format, through the Procedures Committee.
3. The box alarm card hard copy format should be 8 1/2h x 11”, 3 hole punched for placement in three ring binders-eliminating hard card stock on smaller paper. Only one box alarm card per page is allowed. Formats could be traditional, across the page, or sideways.

4. Departments that provide additional information, for example, an area map with each box alarm card, could be placed either on the bottom or the back of the box alarm card, or both.
5. The area between STILL and BOX, on the box alarm card, may be used for additional responses that are not intended to activate the MABAS system.

EXAMPLE:

STILL

FULL STILL

Example of additional response not intended to Activate
MABAS

6. All box cards must show an effective date or revised date in the center box on the top line. The department Chief's signature will be located on the top line in the "Authorized Signature Box".
7. Department placed on a card must be given the opportunity to approve/disapprove their assignment before the box alarm card goes into effect.
8. Box alarm cards sent out for comment/approval, and not intended for Implementation, must be stamped DRAFT across the face of the box card.

Revised 12/01/05

Approved:

James Grady III

James Grady III
President



MABAS DIVISION 19

Standard Operating Procedure	Section Administration	Page 1 of 3
	Subject Investments	Date 12-01-05 SOP# 19-101

Purpose:

It is the policy of M.A.B.A.S. Division 19 to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the entity and conforming to all state and local statutes governing the investment of public funds.

Scope:

This investment policy applies to all financial assets of M.A.B.A.S. Division 19. These funds are accounted for in M.A.B.A.S. Division 19's Comprehensive Annual Financial Report.

- Funds:
- General Fund
- Training Fund
- Money Market Fund (Illinois Fund)

Application:

Investments shall be made with judgment and care-under circumstances then prevailing-which persons or prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

The standard of prudence to be used by investment officials shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence, shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is take” to control adverse developments.

Objective:

The primary objectives, in priority order of M.A.B.A.S. Division 19’s investment activities shall be:

- 1 Safety: Safety of principal is the foremost objective of the investment program. Investments of M.A.B.A.S. Division 19 shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
- 2 Liquidity: M.A.B.A.S. Division 19’s investment portfolio will remain sufficiently liquid to enable M.A.B.A.S. Division 19 to meet all operating requirements which might be reasonably anticipated.
- 3 Return on Investments: The M.A.B.A.S. Division 19 investment portfolio shall be designed with the objective of attaining a rate of return throughout budgetary and economic cycles, commensurate with M.A.B.A.S. 19’s investment risk constraints and the cash flow characteristics of the portfolio.

Delegation of Authority:

Authority to manage the M.A.B.A.S. Division 19 investment program is derived from, the Division’s by-laws. Management responsibility for the investment program is hereby delegated to Treasurer, who shall establish written procedures for the operation of the investment program consistent with this investment policy, Procedures should include reference to: safekeeping, PSA repurchase agreements, wire transfer agreements, banking service contracts and collateral/depository agreements. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of Policy and the procedures established by the treasurer. The Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

Ethics and Conflict of Interest:

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions, Employees and investment officials shall disclose to the M.A.B.A.S. 19 President any material financial interests in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of M.A.B.A.S. Division 19, particularly with regard to the time of purchases and sales.

Authorized Financial Dealers and Institutions:

The Treasurer shall maintain a list of financial institutions authorized to provide investment services, in addition, a list will also be maintained of approved security/dealers selected by credit worthiness that are authorized to provide investment services in the State of Illinois. These may include “primary” dealers or regional dealers that qualify under Securities & Exchange Commission Rule 15C3-1 (uniform net capital rule). No public deposit shall be made except in a qualified public depository as established by state/province laws~

All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions investments shall be made with the judgment and care -under circumstances when prevailing - which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income derived.

Revised 12/01/05

Approved:

James Grady III

James Grady III
President



MABAS DIVISION 19

Standard Operating Procedure	Section Administration	Page 1 of 1 Date 12-01-05 SOP# 19-102
	Subject Firefighter II Academy	

Purpose: The MABAS 19 Firefighter II Academy (Academy) is created to promote quality, standardized training to entry level firefighters. The Academy consolidates the training effort by using several Instructors from area departments to conduct the classes. The Academy follows the Illinois Office Of State Fire Marshal curriculum for Firefighter II. At the end of the Academy students challenge the Firefighter II and Hazardous Materials Awareness certification exams administered by OSFM personnel, standards and education division.

Scope: The Academy is open to all firefighters from the suburban area who are employed by a fire department that is part of MABAS Division 19. This requirement ensures that the student and instructors are covered under the insurance of their host Department. Students who are employed by Departments that are not part of MABAS 19 may participate, however, they will be assessed an out-of-district tuition rate,

Application: Student Requirements:

All students must meet the following requirements to be accepted and remain in the Academy:

1. Make application to the Academy Coordinator. Application shall include a signature of the Chief of the sponsoring Department.
2. Successfully complete pro-entrance testing. This will consist of a written reading comprehension test, and physical ability test.
3. Attend all classroom and practical session. In the event a student

misses a missed session on their own time by the end of the specific module.

4. Students must adhere to the uniform policy of the academy.
5. Successfully complete end of unit (subject) quiz with a score of 70% or better within the module. Student has the option to retake for the preparation of the module exam. However, only the first grade will be calculated In the students grade point average.
6. Successfully complete end of module exam with a score of 70% or better. Failure of an exam will place the student on probation. Failure of two consecutive module exams is cause for dismissal.
7. Complete all practical skills successfully 100%. Practicals will be graded on a pass/fail basis.
8. Successfully complete end of course exam for Firefighter 11 and Haz-Mat Awareness with a score of 70% or better.
9. Bring appropriate materials with them to all classes and practical sessions. This will include but not limited to books, notebooks, writing materials~ turnout gear, SCBA, spare air bottles, etc.

Sponsoring Department Requirements:

1. Provide a certificate of insurance for each student and/or instructor attending/participating in the academy.
2. Provide required books to each student (optional).
3. Provide NFPA approved turnout gear (coat, pants, boots, gloves, helmet, Nomex hood). Those departments that do not issue bunker pants must have 36" or 48" length bunker coats. Eye protection must follow NFPA standards (full face protection or approved NFPA goggles),
4. Provide one (1) SCBA and one (1) spare bottle per student for each practical session.
5. Assign instructor from within the Department to work with the students in delivery of the Firefighter II curriculum.
6. Provide funding of the program by prompt payment of tuition (by the end of the first module.
7. Provide needed equipment for Academy practicals, including personnel needed to operate the equipment. This will be done on a rotating basis and the department will be notified of the time and dates needed.
8. The Chief must review the student's progress throughout the Academy. This will be facilitated by the Academy through periodic progress reports. The Chief must address any deficiencies or problems as he/she is made aware of them.
9. The Chief must assure that the student completes any missed classes. This will be verified by returning the missed classes progress report signed by the Chief and a certified Instructor,
10. All lecture and practicals for any given module must be made up with their department before the module exam. Failure to comply, the

student is subject to dismissal. Proper documentation and approval must be submitted to the coordinator prior to the end of the module.

Attendance

Students are required to attend all lecture and practical sessions. In the event the student cannot make a particular class, he/she will need to notify the Academy coordinator, when calling in, you need to give the reason for not attending. All sessions missed will need to be made up on the student's own time with their host Department. A signed report that describes the made up training will be returned to the Academy coordinator. The student will be given the missed assignment which describes the particular objectives or skills that need to be covered. This material will be taught to the student by the sponsoring department's assigned certified instructor. Students must complete missed sessions before the end of module exam for that subject. Excessive absenteeism will be addressed on a case by case basis. Excessive absenteeism can be cause for dismissal from the Academy.

Class Location and Times

Location to be announced.

Code of Conduct:

Students shall maintain loyalty to their Department as is consistent with all laws and the code of personal ethics. All students are charged with establishing and maintaining a high spirit of cooperation with the Academy. Engaging in conduct which adversely affects the morale or efficiency of the Academy or in the alternative, engaging in conduct which has a tendency to destroy public respect for the student and/or the Academy is prohibited. Students shall obey and fully execute all orders and instructions written or oral given to them by an instructor or Department officer.

Independent Study Requirement

Because the Academy is taught on a generic format it is necessary for each department to individualize training for their students. During the Academy the student is given a record to document training that is conducted within the sponsoring department aside from Academy hours. This training shall consist of procedures, equipment, and operations that are specific to your Department.

Instructors

All instructors shall be a member of a MABAS 19 department or a fire department which has a mutual aid agreement with MABAS 19. Instructors are required to follow and enforce the policies of the Academy. Instructors for the Academy are required to be Instructor I, however, an instructor that is not certified Instructor I may be used to present material in an area of expertise they have. Occasionally there is a need to use assistants in preparing practicals. These assistants will not conduct the class instruction but are required to adhere to all policies of the Academy. On completion of each class, the instructor will be evaluated using an instructor evaluation sheet. Once the Academy coordinator reviews the evaluation, it will be forwarded to the instructor. Instructors will be compensated at \$15.00 per hour; assistants will be compensated at \$7.50 per hour. Instructors are paid at the end of the Academy. All instructors must be approved by the Academy Director prior to instruction.

Progress Reports and Grade Point Average

Students will be required to maintain the following grade point using a simple average. Each category will carry a specific weight in the final grade for a total of 100 points:

Quizzes: 70% (per module)		10 pts
Module exams:	70%	20 pts
Final exam:	70%	30 pts
Practical exams: must pass all practicals		30 pts
Class Project: inventory of sponsor apparatus		10 pts

The student and Chief will be given progress reports at the end of each module. A 70% average will need to be maintained. If a student falls below the 70% mark, he/she will be on probation during the next module. If white on probation the student fails to improve the average before the next end of module exam, he/she will be dismissed from the Academy.

The progress reports need to be signed by the student's Chief and returned to the Academy coordinator. This will verify that the Chief is aware of the student's progress.

Prerequisites

Students who apply to the Academy must be a member of a MABAS 19 Fire Department or a fire department which has a mutual aid agreement with MABAS 19.

Applicants must complete a pre-entrance test before the Academy. The

pre-entrance test will consist of a timed written exam and physical ability. Applicants that do not meet our minimum requirements of the evaluation will be referred to their respective Chief. The sponsoring Chief may override our recommendation to not accept the applicant and place the applicant in the class. If the Chief exercises this option, he/she must agree to terms set forth by the Academy coordinator before the start of the Academy.

Students must produce a written release from his/her physician authorizing him/her to participate in firefighting activities, If a M. D. needs direction regarding the type of release that is needed, he/she can refer to OSHA standard 29 CFR 1910.134 or NFPA.

Safety

The tasks that firefighters are faced with on the fire ground are extremely physically demanding. These tasks must be performed without any warm-up and are always under environmentally hostile conditions. This set of circumstances is conducive to a very high risk of injury. If injuries are going to be reduced, the capacity to endure the physical demands of firefighting must be increased. This can be significantly assisted by being physically fit.

Regular physical fitness activities are very important to the total well being of the firefighter. Participating in them not only helps to reduce injuries, it also increases our strength and stamina - keeps our minds alert - releases various forms of personal stress and can be a key factor in the building of friendship and closeness with the class. As a part of this Academy, students will be required to participate in physical fitness training (including but not limited to stretching exercises) on days when practical sessions are conducted. Failure of the student to participate in physical fitness training will be cause for the student to be dismissed from the practical.

Firefighters killed in the line of duty while conducting training are a realistic and verifiable fact. The Academy feels that live fire training is some of the most valuable training the firefighter will receive. However, live fire training has the highest potential for firefighters to be injured. In an effort to minimize the risk of trainees being injured, they must adhere to the guidelines set forth to assure their safety.

The Academy will adhere to all safety procedure outlines in MABAS 19 bylaws (accountability, incident command, etc.). All live fire training is conducted in accordance with NFPA 1403 live fire training standard. Students and instructors are required to bring full protective gear to all

practical sessions, A minimum of 3:1 student to instructor ratio will be used whenever live fire training is being conducted.

Students are required to produce a written release from their physician prior to being accepted to the Academy. The Academy coordinator must be made aware of any ailments or injuries that may preclude the student from participating in the Academy practical sessions. Injuries that are sustained while in the Academy must be reported to the instructor in charge. The instructor will notify the sponsoring Chief of the injury.

Testing

Students will be required to take quizzes and exams to demonstrate their proficiency in the subjects presented. At the end of each subject, the student will take a quiz. The quiz is administered at the end of class following the session. A comprehensive module exam will be given at the end of each module. The final exam is comprehensive covering all material presented in the Academy. On completion of the Academy, the student will be signed up for the OSFM certification exam. If the student fails the exam on the first attempt, it will be the student's responsibility to prepare for and retake the exam. The Academy will not tolerate any cheating, or other unethical behavior. A violation of this rule may result in immediate termination from the Academy.

Tuition and Fees

All students will be assessed a fee of for the Academy. The tuition will be used to supply the student with two Academy T-shirts, pay instructor costs, and administer the Academy (copying, training aids, etc.). A financial report will be submitted to the Chiefs at the end of each Academy indicating the expenditures and revenues. Revenue and expenditures of the Academy will be handled by the Treasure of the MABAS Division 19.

Uniform

Students will be required to wear Academy T-shirts or sweatshirts to all classes and practicals. When wearing T-shirts or sweatshirts, the student may wear jeans, sweatpants or other pants. Shorts and cut-offs are prohibited from both classroom and practicals. Students who have hair which extends below the collar must have the hair secured so that it does not pose a safety problem (ponytail, braided, pinned, etc.) when attending practicals. When participating in practical evolutions, wearing of jewelry shall be limited to one medical I.D. bracelet or wristwatch, one ring for each hand, and religious medals. All body piercing jewelry will not be permitted. During classroom sessions, no hats are to be worn. Instructors

will wear their respective department uniform (no T-shirts) in order to present a professional image.

Classroom Environment

During classroom sessions, no food or gum chewing is permitted. Beverages shall be permitted with the understanding that the student will dispose of containers properly and clean up any spills.

Revised 12/01/05

Approved:

James Grady III

James Grady III
President



MABAS DIVISION 19

Standard Operating Procedure	Section Administration	Page 1 of 1 Date 12-01-05 SOP# 19-103
	Subject Ambulance Billing	

Purpose:

Each municipality has the right to decide for themselves whether or not they choose to bill residents/non-residents for ambulance service, and at what rate they should choose to charge. These charges are spelled out in a local ordinance, are enforceable within the boundaries of their municipality, and authority for these charges does not extend outside the boundaries of the municipality.

Scope:

It is the intent of the MABAS 19 departments that if any agency provides ambulance assistance outside their own municipal borders that the assisting agency will not attempt to enforce their own ambulance/EMS billing ordinance and fee structure. If the assisting agency chooses to bill for this ambulance service, they must use the billing and fee structure utilized by the agency that they are assisting

Application:

When a stricken municipality calls for E.M.S. assistance from neighboring agencies, no fees may be assessed against the stricken municipality by any assisting E.M.S. agencies.

The stricken municipality may, by local ordinance, allow for billing for all ambulance services rendered within the boundaries of their municipality at a rate, specified in the stricken municipality's local ordinance

Revised 12/01/05

Approved:

James Grady III

James Grady III
President



MABAS DIVISION 19

Standard Operating Procedure	Section Administration	Page 1 of 1 Date 12-01-05 SOP# 19-104
	Subject Command Vest Colors	

PURPOSE: The purpose of this procedure is to provide guidance for the purchase and usage of Command vest that will be used on an emergency scene. In order to have uniformity on the emergency scene all members should use identical identifying colors on command vest used.

SCOPE: This procedure applies to all members of MABAS Division 19.

APPLICATION: The Incident Commander shall wear a vest that is a solid color of Green with White reflective strips.

The Safety Officer shall wear a vest with a solid color of Blue with White reflective strips

Sector Officers such as Operations, Haz-Mat, Triage, RE-Hab, ect... shall wear a vest that is solid in color of Red with Yellow reflective strips.

Support groups such as Tech Specialist, , Communications, Accountability, Logistic Aids shall wear a solid color vest of Yellow with Orange reflective striping.

Revised 12/01/05

Approved:

James Grady III

James Grady III
President



MABAS DIVISION 19

Standard Operating Procedure	Section Administration	Page 1 of 2 Date 2-06-07 SOP# 19-105
	Subject Billing for the MABAS 19 Underwater Search & Recovery Team	

Purpose:

Each MABAS 19 agency has the right to call upon the services of the MABAS 19 Underwater Search and Recovery Team in the event of an emergency. There are circumstances where the MABAS 19 Underwater Search and Recovery Team will be asked to recover property (to include items, articles, equipment, and/or vehicles) that have been submerged. This SOP provides guidance to the MABAS 19 agencies in these instances; it also provides re-imbursement for the specific event activated Underwater Search and Recovery Team agencies.

Scope:

It is the intent of the MABAS 19 agencies that if the MABAS 19 Underwater Search and Recovery Team is deployed in a non-emergency recovery of property (to include items, articles, equipment, and/or vehicles) that have been submerged, the specific event activated Underwater Search and Recovery Team agencies will be compensated for their efforts.

Application:

When a stricken MABAS 19 agency calls for the assistance from the MABAS 19 Underwater Search & Recovery Team in a **non-emergency article recovery mode**, the said Fire District will invoice and attempt in good faith to recover associated costs from the property owner, requesting agency, and/or associated insurance company.

The associated cost of the MABAS 19 Underwater Search and Recovery Team in a non-emergency recovery is as follows:

- Snowmobiles \$500.00
- Autos, motorcycles, small passenger trucks \$1,000.00
- Box trucks i.e. Ryder, UPS or similar \$2,000.00

- Semi trailers etc. \$3,500.00
- Any other smaller items shall be charged at a rate of \$100.00 per hour, per MABAS 19 Underwater Search and Recovery Team department involved

The stricken agency may, by local ordinance, allow for billing for all Underwater Search and Recovery services rendered within the boundaries of their agency at a rate, specified in the stricken agency's local ordinance.

The received monies will be forwarded to MABAS 19 from the stricken agency. Once received by MABAS 19, the funds will be disbursed to the specific event activated MABAS 19 Underwater Search and Recovery Team departments to help defray costs. Any excess money will be directed into the MABAS 19 general fund.

Revised

Approved:

Howard Stephens

Howard Stephens
President

Hold Harmless Release

Mutual Aid Box Alarm System (MABAS) Division 19

I, _____, the owner of submerged property, request the MABAS 19 Underwater Search and Recovery Team to recover:

_____ from the following location:

_____ In consideration of my request of the MABAS 19 Underwater Search and Recovery Team, I, _____, for myself, my heirs, and assigns, hereby release MABAS Division 19, MABAS Division 19 Underwater Search and Recovery Team, and their agents from any claims, demands, and causes of action arising from my recovery request.

I fully understand that my property which has been submerged may be damaged as a result of the recovery efforts by my request of the MABAS 19 Underwater Search and Recovery Team and I,

_____, hereby release MABAS Division 19, MABAS Division 19 Underwater Search and Recovery Team, and their agents from any liability now or in the future.

I represent and affirm by signing this document that I am the legal owner of said property and I will not seek any re-imbusement from said above agencies and/or agents for any damage or complications incurred during the recovery.

(Signature)

(printed name)

(date)

Payment Agreement

I, _____, the owner of submerged property, request the MABAS 19 Underwater Search and Recovery Team to recover:

from the following location:

_____.

I hereby agree to pay the _____ Fire Protection District according to the following payment plan for the requested recovery event:

- Snowmobiles \$500.00
- Autos, motorcycles, small passenger trucks \$1,000.00
- Box trucks i.e. Ryder, UPS or similar \$2,000.00
- Semi trailers etc. \$3,500.00
- Any other smaller items shall be charged at a rate of \$100.00 per hour, per MABAS 19 Underwater Search and Recovery Team department involved

I represent and affirm by signing this document that I am the legal owner of said submerged property and agree to fully reimburse the above stated Fire Protection District according to the above payment plan.

(Signature)

(printed name)

(date)



MABAS DIVISION 19

Standard Operating Procedure	Section Administration	Page 1 of 2 Date 4-13-2010 SOP# 19-106
	Subject MABAS 19 CBRN Policy	

PURPOSE

The MSA Millennium CBRN Gas Mask has been purchased by the Illinois Terrorism Task Force for all firefighters within the State of Illinois. All fire departments should have received a distribution of Millennium CBRN Gas Masks for each firefighter on their department during the 2004 distribution program. This policy is a suggested practice in an attempt to standard the operations of MABAS Division 19 members in the use of these masks.

Policy:

Each firefighter will be assigned an MSA Millennium CBRN Gas Mask as part of his/her standard issue of protective clothing but it will not be issued. CBRN Masks will be stored in a secure location of the departments choosing where they can be quickly distributed to firefighters when needed. This issuance consists of the following items;

- 1-Protective CBRN Mask.
- 1-Niosh Approved CBRN Filter in a sealed container.
- 1-Training filter.
- 1-Protective clamshell.
- 1-Carrying bag to hold all of the above.

Mask will be distributed to all firefighters for the following reasons;

- Whenever the threat level for the Midwest is raised to, "RED" on the Department of Homeland Security's Threat Level Scale. Firefighters will be issued their CBRN Mask and will be required to carry it with them as part of their personnel protective clothing.
- Whenever a special team (TRT, Haz-Mat...) is activated for a MABAS 19 Division response to a state disaster as requested from RED Center.

- **At any time the local Fire Chief feels it is necessary for personnel safety. (NOTE-Hazardous Materials Team Members should access the practicality of carrying the CBRN Mask in their Hazardous Material Units at all times.)**

Training:

Annual training on the Millennium CBRN Mask is required. A training package was distributed to all departments before mask distribution was initiated. Each department is responsible for the administration of their training program.

Medical Clearance:

29 CFR Part 1910.134 requires current medical clearance must be on file at the fire department.

Quantitative Facepiece Fit Testing:

Only quantitative facepiece fit testing is allowed for negative pressure gas mask and is required annually. Departments are required to maintain fit testing records locally.

Shelf Life:

The CBRN canister has a shelf life of 5 years and should remain unopened. As part of the program, unopened canisters will be replaced during the fifth year by the Illinois Terrorism Task Force Program to provide an additional 5 years of use.

Approved:
Jack Nagle
President
MABAS 19



MABAS DIVISION 19

SOG #: 19-200	Effective Date: 12/01/05
Section: Operations	
Subject: Requesting the Box Alarm	

PURPOSE:

The purpose of this Standard Operation Guideline is to provide guidance for the members of MABAS Division 19 when requesting a box alarm on an incident.

SCOPE:

This guideline applies to any and all members of MABAS Division 19 that will be requesting a box alarm or extra alarms.

DEFINITIONS:

Not Applicable

GUIDELINE:

When the Incident Commander at a fire or other emergency determines the need for a box alarm or higher, he/she should call by radio on their local dispatch frequency to his/her local dispatch OR call, on IFERN, directly to MABAS Division 19 and request the appropriate alarm. When requesting a box alarm, the following should be announced:

1. State which department is requesting the box and announce which Box Card to pull
2. Announce what level alarm he/she is requesting
3. Announce the incident type and location of the incident
4. Announce where staging will be for the incident
5. Announce which fire-ground channel companies are working on, but announce that all companies should stay on IFERN until assigned out of staging.
 - a. In the event multiple fire-ground channels are being used (water supply, etc.), command should advise what channels are being used and for what.

“(Local Dispatch or MABAS 19) from command/radio designation; the (Name) Fire Department is requesting MABAS Box Card (Box #) to the (Level of) alarm for the (Incident type) at (location / address). Staging will be at: (location / address). Companies on the scene will be operating on (fire-ground channel(s)).

Notify local dispatch that command will switch to IFERN and talk to MABAS 19 Dispatch.

SAFETY CONSIDERATIONS:

Not Applicable

SPECIAL CONSIDERATIONS:

All companies responding to a Box Alarm or higher should go enroute and report when they arrived on the scene to their own dispatch center. These companies also need to switch to IFERN and advise MABAS Division 19 they are responding and announce when they arrive in



MABAS DIVISION 19

staging. The responding units are to stay on IFERN (frequency 154.265) until they are assigned out of staging.

Local Dispatch Communication

If a box alarm or higher is requested through a department's local dispatch, local dispatch must contact MABAS Division 19 via phone and relay specific information as stated below and perform a CAN report:

1. State the name of the Fire Department requesting the box alarm
2. State the box card #
3. State the level of alarm being requested
4. State the incident type and location
5. State the staging location established by command
6. State what fire-ground channel(s) are being used
7. State what units have been dispatched off of the still and full still levels
8. State what units arrived, what units are still responding and what, if any, units took a pass.

Conditions:

"This is (Local) dispatch; the (Name) Fire Department is requesting MABAS Box Card (Box #) to the (level of) alarm for the (Incident type) at (Location/Address)

The following units have been dispatch/arrived on scene/ taken a pass/been replaced/ COQ: (read all units and departments from still and Full Still alarm in order across box card). Staging will be at: (Location / Address) and companies are operating on (fire-ground channel(s))."

Local dispatch should also give a description of the incident.

Actions:

Local dispatch should announce that all communications for (Name) Command are turned over to MABAS Division 19 on IFERN.

Needs:

Local dispatch should communicate any needs of command that may have not been filled.

Revised 3/7/17

Approved:

Howard Stephens

**Howard Stephens
President**



MABAS DIVISION 19

Standard Operating Procedure	Section Operation	Page 1 of 2
	Subject Receiving a Box Alarm	Date 12-01-05 SOP# 19-201

PURPOSE: The purpose of this procedure is to provide guidance for the members of MABAS DIV 19 when receiving a Box Alarm.

SCOPE: This procedure applies to all members of MABAS Division 19.

APPLICATION:

Each department shall establish local procedures to be followed upon receipt of a mutual aid alarm. The procedure shall include extra alarms and multiple mutual aid alarms.

All apparatus responding to the mutual aid alarm are to follow the procedures outlined in the section of Fire ground Communications.

If, for any reason, the scheduled apparatus is unable to respond, it is vitally important to the requesting department that the mutual aid dispatcher be notified immediately. ***If there is no response from the individual department after 5 minutes, mutual aid dispatch will telephone that department to confirm their response.

The mutual aid dispatch will fill in from the next level of the alarm to replace the missing apparatus.

If the department that was unable to respond becomes available later they are not to respond automatically. The department shall notify the mutual

aid dispatcher by non-emergency phone of their availability. The mutual aid dispatcher may then use them if any additional alarms are requested.

Revised 12/01/05

Approved:

James Grady III

James Grady III
President



MABAS DIVISION 19

Standard Operating Procedure	Section Operation	Page 1 of 1 Date 12-01-05 SOP# 19-203
	Subject Fire ground Frequency Usage	

Purpose: The purpose of this procedure is to assure consistency on the fire ground when multiple departments are responding to multi-alarm incident.

Scope: This procedure applies to all members of MABAS Division 19.

Application: BOX ALARMS

1. Upon receiving the request for an extra alarm, the radio operator will confirm the fire ground frequency in use at the incident. If one is not yet in use, a fire ground will be recommended, based on availability due to current radio traffic.
2. The radio operator will then announce the frequency to be used as follows;
 - A. On IFERN, the fire ground frequency to be used will be announced, advising companies to acknowledge-
 - B. If a company has not yet gone enroute, they will be advised once responding.
 - C. Included in the announcement will be the channel number, frequency and fire ground color.

Example; *“All companies responding to the Box Alarm in Orland at 16660 LaGrange, switch over to WHITE Channel, 154.280, White fire ground upon arrival! All companies acknowledge!”*

EVACUATION

1. If an evacuation order is received, OCD will activate the “Alert 2” tone for 5 seconds, and announce the evacuation order twice.
2. This is to be repeated on all necessary frequencies.

Example; (Alert 2 tone) *“All companies operating at the Orland Box alarm at 16660 La Grange, Evacuate the building! All companies operating at 16660 LaGrange, Evacuate the building!”*

MAYDAY

1. If a Mayday is declared, OCD is to activate the “Alert 2” tone for 5 seconds, and advise all companies to clear the frequency.
2. An alternate fire ground channel will then be assigned to the existing operations. This will leave the original fire ground frequency for RIT operations.
3. A Mayday announcement will be made twice on all necessary frequencies giving all pertinent information (ie; location of lost/trapped member)
4. The next level of alarm will be issued-

Revised 12/01/05

Approved:

James Grady III

James Grady III
President



MABAS DIVISION 19

Standard Operating Procedure	Section Operation	Page 1 of 1 Date 12-01-05 SOP# 19-204
	Subject Fire Ground Communication	

PURPOSE: The purpose of this procedure is to provide guidance for the members of MABAS DIV 19 when requesting a Box Alarm.

SCOPE: This procedure applies to all members of MABAS Division 19.

APPLICATION:

When a department at the scene has requested that MABAS 19 be activated, they will switch over to the I.F.E.R.N. frequency 154.265.

All apparatus responding to the Mutual Aid Alarm shall not report to their own dispatch center. The responding unit will call the MABAS 19 dispatch center on I.F.E.R.N. and advise they are responding. Each department will make provisions to keep track of times. The normal dispatch agency should not answer units talking to the mutual aid dispatcher. Their local dispatch will just monitor the call or it can be done by telephone from a person at the station. The responding units are to stay on I.F.E.R.N. 154.265 until they are removed from staging.

When a responding unit is moved up to the scene from staging the IC will determine a fire ground frequency to operate on.

Revised 12/01/05

Approved:

James Grady III

James Grady III
President



MABAS DIVISION 19

SOG #: 19-205	Effective Date: 12/01/2005
Section: Operations	
Subject: Scene Safety Officer	

PURPOSE:

The purpose of this Standard Operating Guideline is to provide guidance for the members of MABAS Division 19 assigned as a Safety Officer.

SCOPE:

This guideline applies to all members of MABAS Division 19 when assigned as the Safety Officer at an incident.

DEFINITIONS:

None

GUIDELINE:

The Safety Officer is an advisor to command and a consultant to the sector Officers. While the safety Officer is an advisor to command, he/she also has the overriding authority to stop an action when conditions or actions create an immediate safety hazard.

If the safety Officer sees that construction failure is eminent, he/she will communicate with command and announce emergency traffic and back out/change of strategy or evacuation/abandon procedures should be followed. The safety Officer must be mobile taking in all functions on the fire ground.

Safety Officers should always evaluate signs of structural weakness or impending failure including but not limited to:

1. Leaning
2. Cracking
3. Twisting
4. Flexing
5. Groaning
6. Leaking (smoke or water through walls)
7. Falling structural material
8. Disappearing roof mounted equipment

The safety Officer must be aware of sector positions and any situations that require special caution such as:

1. Crew operation directly over the fire (roof or floor)
2. Attack positions where fire can get behind attack crews
3. Roof structures that may fail suddenly



MABAS DIVISION 19

4. Below ground fires
5. Confined spaces
6. Any unvented interior fires
7. Where sector Officers do not have direct control of positions and functions
8. Limited access/exit situations
9. Incidents involving hazardous materials
10. Exterior attack combined with interior attack

The safety Officer must wear protective clothing and equipment that will allow for him/her to observe all sectors.

The S/D/G supervisor acts as the Safety Officer in his/her assigned S/D/G. The S/D/G supervisor should be assigned to the highest hazard area before an overall safety Officer

The assigned Safety Officer should monitor the fire-ground channel companies are operating on. This ensures he/she has accountability of companies and their assignments.

The assigned Safety Officer should communicate with Command directly if there is an immediate threat to life, as well as the S/D/G supervisor.

SAFETY CONSIDERATIONS:

If necessary, command may assign more safety Officers depending on the size of the emergency. Also, if there is a high level of risk to a certain sector or task assignment, the safety Officer may elect to give direct safety supervision.

SPECIAL CONSIDERATIONS:

None

Revised 02/07/2017

Approved:

Howard Stephens

**Howard Stephens
President**



MABAS DIVISION 19

SOG #: 19-205	Effective Date: 12/01/2006
Section: Operations	
Subject: Scene Staging Officer	

PURPOSE:

The purpose of this Standard Operating Guideline is to provide guidance for the members of MABAS Division 19 assigned as a Staging Officer at an incident.

SCOPE:

This guideline applies to all members of MABAS Division 19 when assigned as the Staging Officer at an incident.

DEFINITIONS:

None

GUIDELINE:

Level II Staging should be established when escalating to the Box Alarm.

Staging should be at least one block away from incident unless otherwise specified and Staging should assume a position that is visible and accessible to responding units

MABAS 19 Command Vests for Staging may be used

The Staging Officer will ensure all apparatus is parked in an appropriate manner.

- Engines
- Tenders
- Trucks
- Ambulances
- Chiefs
- Specials/Squads

The Staging Officer should manage resource allocation and monitor tactical reserve in staging
Communicate with command to ensure adequate resources in reserve

The Staging Officer should obtain a copy of the stricken agencies box card being used at the incident

The Staging Officer should track/have accountability where the units are assigned to out of staging.



MABAS DIVISION 19

The Staging Officer communicates with command/support Officer on IFERN at the Box Alarm level (unless a separate frequency is designated by command)

The Staging Officer communicates with MABAS dispatch on IFERN at the Box Alarm level(Staging requests should go through command)

The Staging Officer communicates with the units in staging on IFERN

When assigning a unit out of staging, the Staging Officer should advise the unit where to report, who they are reporting, what radio channel to switch to and what they will be utilized for so they can prepare the appropriate equipment

Units in staging should stay on IFERN until assigned out of staging.

SAFETY CONSIDERATIONS:

None

SPECIAL CONSIDERATIONS:

Staging may be assigned a different radio channel on larger scale incidents to clear up IFERN. This should be determined by Incident Command.

The Staging Officer should keep command informed of the resources in staging and when staging is limited resources

Revised 02/07/2017

Approved:

Howard Stephens

**Howard Stephens
President**



MABAS DIVISION 19

SOG #: 19-207	Effective Date: 12/01/05
Section: OPERATIONS	
Subject: EMERGENCY EVACUATION SIGNAL	

PURPOSE:

The purpose of this guideline is to provide an Emergency Evacuation Plan for the emergency evacuation of all personnel at the scene of an emergency incident.

SCOPE:

To ensure consistent use of the Emergency Evacuation Signal throughout MABAS 19.

DEFINITIONS:

The terms **Evacuate/ Abandon** are used to order immediate evacuation of a building, portion of building, or area of the fire-ground. The radio message may be transmitted by Command, a Sector (branch, group) Officer or Company Officer to order evacuation of firefighting and rescue personnel.

GUIDELINE:

A signal will be used to evacuate structures or areas that personnel are working in. (Impending structure collapse or other hazardous situations)

When an Incident Commander orders an, evacuation five (5) air horn blasts should be sounded and dispatch should utilize the evacuation tone for 3-5 seconds on both Main and IFERN. The dispatcher following the evacuation tone should announce “All companies operating at (Location/ address) have been ordered to (evacuate or abandon) the building on the orders of Command.” The dispatcher should repeat the order once.

The Fire-Ground Incident Commander should issue the order to sound the evacuation signal; or in case of extreme emergency, sector or company commanders may order the evacuation signal.

Companies operating inside the structure should exit the structure immediately and abandon any equipment that will or may slow their progress out of the structure.

Companies operating outside of a structure should perform a visual inspection of their surroundings and ensure they are not operating within a potential collapse zone.



MABAS DIVISION 19

Companies operating outside of a structure should be prepared to assist members that may be exiting the structure.

The command shall be: "ALL COMPANIES SOUND THE EVACUATION SIGNAL". The order may be given by radio, verbally, or any other expedient manner.

All Engineers/Driver-Operators on the scene, upon receipt of the command, should sound the evacuation signal as described above.

SAFETY CONSIDERATIONS:

As always, Sector Commanders, Company Officers and Firefighters involved on fire ground operations should be on the alert for structural changes that may contribute to collapse or any other hazardous conditions that may require immediate evacuation of personnel from the structure or area and report said conditions immediately to fire ground command.

The assumption by members operating on a fire-ground must be that "no one knows what I know" and report any unsafe conditions to the Incident Commander, and or Sector Officer.

SPECIAL CONSIDERATIONS:

If emergency evacuation is sounded, a Personnel Accountability Status should be conducted.

Revised 06/07/16

Approved:

Howard Stephens

**Howard Stephens
President**



MABAS DIVISION 19

Standard Operating Procedure	Section Operation	Page 1 of 2 Date 12-01-05 SOP# 19-208
	Subject Striking Out The Alarm	

PURPOSE: The purpose of this procedure is to provide guidance for the Officer in Charge of an emergency scene has determined that the situation is under control.

SCOPE: This procedure applies to all members of MABAS Division 19.

APPLICATION: When the Incident Commander determines that the emergency is under control and will not require another level alarm, he/she shall notify the mutual aid dispatcher and give the following information:

1. Department name and officer number
2. Location of emergency
3. Request that the mutual aid alarm be struck Out on his orders (he/she need not request that each level be struck only the highest level reached)

If he/she also determines that some companies still responding will not be required, he/she shall so advise M.ABAS 19 dispatch. The dispatcher will notify the affected units on I.F.E.R.N. 154.265. Change of quarter companies will always continue into the designated station unless specifically instructed.

After the mutual aid dispatcher has been notified that the alarm has been struck out, and the dispatcher has given the necessary instructions to responding apparatus, the M.ABAS 19 dispatcher will tone and announce on 154.265 I.F.E.R.N. that the alarm (give #) has been struck on the orders of (give officer # and time).

At the discretion of the Incident Commander, the companies at the scene will be released. These companies shall then notify the mutual aid dispatch center that they are returning to their quarters.

Change of quarter companies, after they have been released by the department whose quarters they are in, shall report to the mutual aid dispatch center that they are returning to their own quarters.

Revised 12/01/05

Approved:

James Grady III

James Grady III
President



MABAS DIVISION 19

Standard Operating Procedure	Section Operation	Page 1 of 2 Date 12-01-05 SOP# 19-209
	Subject Change of Quarters	

PURPOSE: The purpose of this procedure is to provide guidance for the members of MABAS Division 19 when responding as a change of quarters company to the stricken department.

SCOPE: This procedure applies to all members of MABAS Division 19.

APPLICATION: All change of quarter companies shall proceed upon receipt of the mutual aid assignment to the designated fire station. They are to remain there and respond to all alarms normally covered by that station.

The change company officer shall notify the mutual aid dispatcher each time they respond to an alarm and advise him/her if other companies should be moved in to assist them or to cover the quarters while they are out.

When the necessity arises, the mutual aid dispatcher will move other companies from the same box card, if possible. If all companies on that card are already committed, the dispatcher will then move other companies in from other departments at his/her discretion.

Revised 12/01/05

Approved:

James Grady III

James Grady III
President



MABAS DIVISION 19

SOG #: 19-210	Effective Date: 12/01/05
Section: Operations	
Subject: Managing the MAYDAY/Rapid Intervention Team	

PURPOSE:

The purpose of this Standard Operating Guideline is to provide the necessary direction to be taken in the event of a Mayday. This standard has also been established to provide consistency in the application and use of MAYDAY procedures.

SCOPE:

To ensure a consistent response to a MAYDAY call throughout MABAS 19.

DEFINITIONS:

RAPID INTERVENTION TEAM

- Fire Company that is dedicated for firefighter rescue and Can be an On Deck Company
- Company trained in firefighter rescue.
- Company that is equipped and ready to go into action.
- Company that has a wholehearted commitment to Firefighter SAFETY and SURVIVAL.

EMERGENCY TERMINOLOGY

The term “**MAYDAY**” is used to report a firefighter down, lost or missing, trapped, any circumstance that can seriously injure a firefighter(s), out of SCBA air, or injured and in need of immediate assistance. The radio message may be transmitted by a firefighter to report their status as being in trouble and in need of rescue or by any member to report a firefighter lost or down. The term “MAYDAY” will be reserved ONLY to report a firefighter in trouble.

The term(s) “**EVACUATE/ABANDON**” is used to order evacuation of a building, portion of building, or area of the fire-ground. The radio message may be transmitted by command, a sector (branch, group) officer or company officer to order evacuation of firefighting and rescue personnel. Activation of the evacuation signal (repeated air horn blasts) will be ordered by command, repeated by dispatch.

The term(s) “**BACK OUT /CHANGE OF STRATEGY**” is used to order everyone to gather tools and equipment and systematically exit the hazard zone



MABAS DIVISION 19

The term(s) “**EMERGENCY TRAFFIC**” is to be used when an emergency is imminent, or has already happened (I.E.: “emergency traffic” wires down in Alpha, “emergency traffic” safety reporting fire extending to Charlie exposure.)

- A structural collapse or potential collapse
- Rapidly changing fire conditions
- Loss of water supply
- Location of victim

“EMERGENCY MESSAGES” should be repeated at least twice and must be acknowledged by command. Dispatch should repeat the message on all applicable frequencies

GUIDELINE:

The following procedure will be used to alert firefighters on the fire-ground of a MAYDAY.

1. To clear all radio traffic on the fire-ground frequency, the member requesting the MAYDAY will preempt the message by repeating the MAYDAY three (3) times, the member will wait for acknowledgment.
2. At this time no other radio traffic will be sent until the nature, location, and type of MAYDAY is transmitted.
3. All hazard zone operations and mayday operations will remain on the same tactical channel when a mayday has been declared. This connects all hazard zone companies to the mayday operation and it also helps the IC and/or S/D Supervisors facilitate the rescue. Some types of MAYDAY situations and developed command structures may allow for multiple channels to be used as determined by Command.
4. Command or a S/D Supervisor will try to assist a firefighter who is experiencing a mayday. This order is:
 - a. Communicating to a lost firefighter self-rescue techniques to assist with the rescue
 - b. Using the mayday firefighter(s) own company to assist with the rescue
 - c. Using a company already located inside of the hazard zone to assist with the rescue
 - d. Using an On-Deck company located outside of the hazard zone as a RIC crew
 - e. Using an established R.I.T company located outside of the hazard zone to facilitate the rescue or assist companies previously deployed.
 - f. All operating units will maintain radio silence once a mayday has been transmitted. All operating units will ONLY transmit Mayday announcements (you’re having a mayday), Priority traffic, and status change reports during a mayday.



MABAS DIVISION 19

5. Command will notify M-19 Dispatch of the MAYDAY and request at least one additional alarm assignment be dispatched to staging and the MAYDAY companies be dispatched.
6. Command must ensure adequate EMS resources are available for the number of firefighters involved in the rescue.
7. Command should conduct a PAR when:
 - a. When the identity of the lost/trapped firefighter is unknown
 - b. After the initial MAYDAY is secured
 - c. Or when multiple radio channels are being used

ASSIGNMENT OF DEDICATED R.I.T.:

1. The assigned R.I.T. Company will report directly to Command or designated sector division or group or R.I.T. Chief.
2. The R.I.T. Officer, R.I.T. Chief or S/D/G Supervisor will receive briefing from command.
3. The R.I.T. company will assemble tools for rescue.
4. The R.I.T. company will determine tactics and strategy being used on the building.
5. The R.I.T. members will perform a building walk around / size-up.
6. The R.I.T. company, R.I.T. Chief or S/D/G Supervisor will monitor the radio, keep track of company positions and activities.
7. The R.I.T. company should preplan possible rescue profiles.
8. The R.I.T. Chief or S/D/G Supervisor will review the incident command's tactical worksheet, if available.
9. The R.I.T. Chief or S/D/G Supervisor will assist in maintaining the personnel accountability system.
10. Once the team is assembled, they should position personnel to view the structure and incident.
11. The R.I.T. company, R.I.T. Chief or S/D/G Supervisor should monitor fire travel, constantly sizing up the building.
12. The R.I.T. company, R.I.T. Chief or S/D/G Supervisor should assess Firefighter Safety and Risk profiles for decision making.

Tools:

On-Deck crews acting as R.I.T or established R.I.T crews must equip themselves with any required equipment based on the mayday CAN report prior to making entry. Crews calling the mayday should include any equipment and personnel requirements as part of the mayday CAN report.

The following tools will be required as a minimum, to perform tasks associated with firefighter rescue:

- Thermal Imaging Camera (optional)
- Air Supply



MABAS DIVISION 19

- Appropriate tools based on building type

SAFETY CONSIDERATIONS:

1. The On Deck / R.I.T concept should be employed on every incident. The Incident Commander should ensure that sufficient resources are available to maintain a tactical reserve to staff On Deck, R.I.T. positions, and 3 deep model.
2. When deploying On-Deck crews or R.I.T crews, they must properly equip themselves, have a rescue plan, and be ordered into the hazard zone by the IC or S/D Supervisor before making entry. Outside On-Deck crews that are deployed to perform rescue activities should always bring the air trans-fill equipment along with any other equipment needed to solve the mayday.

SPECIAL CONSIDERATIONS:

1. Deployment of R.I.T. to a firefighter in distress will cause disruption of the tactics required by the fire. Suppression and control tactics should be forced to continue in this situation. Continuation of these tactics will provide needed time margin for the R.I.T. to perform their rescue.
2. R.I.T. / On Deck concept needs to be adhered to by all Fire Departments and Fire Companies involved, to ensure a safe, successful operations during Firefighter emergencies.
3. Anytime On Deck or R.I.T. is deployed for any reason, this sector/division or groups will be supported with necessary resources.

Revised 3/1/2016

Approved:

Howard Stephens

**Howard Stephens
President**



MABAS DIVISION 19

SOG #: 19-211	Effective Date: 12/01/05
Section: Operations	
Subject: Strike Team / Task Force Response	

PURPOSE:

This document defines a consistent approach to the dispatch, acceptance, mobilization, and management of requests for Strike Teams and Task Forces made up from MABAS 19 resources. It defines the assignment and expectations of the Strike Team or Taskforce Leader and ensures adequate documentation needed for employee safety, resource recovery and historical retention of those incidents.

SCOPE:

This procedure applies to, but is not limited to, all requests for Strike Team or Taskforce type response of MABAS 19 resources.

DEFINITIONS:

Strike Team: Multiple units, often five in number, of the same resource category that have an assigned strike team leader.

Task Force: A group of dis-similar resources, typically two to five, with a common goal, common communications and a leader, that may be pre-established and sent to an incident, or formed at an incident.

Mobilize: To gather response resources and manpower at a location to plan organize and manage the safe orderly transportation and deployment of emergency responders at a large scale incident

Deploy: To allocate resources from staging/camp to an operational division with task assigned by the IAP

Convoy: Orderly movement of resources as a group from Mobilization to incident reception or required reporting location

Initial Attack Need: A request for resources for a short term incident that warrants an emergency response bypassing the mustering process and respond directly to staging to protect life or property imminently threatened by the event, e.g. Ambulance Strike Team to Morris for a hospital evacuation or Brush Strike team to Pembroke.

Immediate Need: A request for immediate response of resources to an incident that may last thru two operational periods. This response warrants a emergency response to a rendezvous point prior to arriving at staging intended to allow the Leader to gather member info to better manage the resources and manpower, maintaining response to protect life or property imminently threatened by the event, e.g. Suppression Taskforce to MABAS 15 for district coverage.



MABAS DIVISION 19

Planned Need: A request for a planned response of resources, to an incident that may last multiple operational periods. This is a response that includes a scheduled mobilization for a convoy type response to the stricken community reception area at a predetermined arrival time. This model may include members bringing multi day personal items.

GUIDELINE:

STRIKE TEAM ACTIVATION

MABAS 19 Dispatch to NOTIFY MABAS 19 IMT group via alpha page / text. Request Strike Team / Task Force Leader for proposed MABAS 19 Strike Team / Task Force activation.

Available Strike Team / Task Force Leader CONTACT MABAS 19 Dispatch for additional incident information. Ref “Strike Team Leader Dispatch worksheet”

ACCEPT responsibility as Strike Team / Task Force Leader and notify MABAS 19 Chiefs via I am Responding

ASSIGN an Assistant Strike Team / Task Force Leader

ESTABLISH Strike Team identifier e.g. Brush Strike Team 19

ESTABLISH radio communication frequency

AUTHORIZE the acceptance of the Strike Team / Task Force Request

ESTABLISH Strike Team / Task Force type response; Initial Attack Need, Immediate Need or Planned Need.

REFERENCE appropriate “Response Type” section to continue

“INITIAL ATTACK NEED” Response

EMERGENCY RESPONSE protocols shall be followed.

SELECT Appropriate MABAS 19 Out-bound Box Card.

PROVIDE MABAS 19 Dispatch with the; Out-bound box card, Strike Team / Task Force description, and Specify Emergency Response is expected.

INSTRUCT MABAS 19 dispatch to have resources “muster” at incident staging location and check in with Strike Team / Taskforce 19 Leader.

AUTHORIZE the activation of MABAS 19 Resources.



MABAS DIVISION 19

DISPATCH Strike Team / Taskforce. MABAS 19 dispatch shall then dispatch Strike Team / Taskforce via normal MABAS protocol. The message should include; Strike Team/Taskforce description, response type (Emergency /Non-emergency), muster location, responding radio frequency and Strike Team / Taskforce Leader identifier e.g. “Suppression Taskforce 19 Leader”.

RESPOND directly to the incident. Strike Team / Task Force Leader shall respond directly to the incident and establish communication with the stricken agency Staging Officer for additional planning and assignments.

ROSTER company members. Upon arrival of Strike Team / Task Force Resources, ROSTER Company members using “MABAS 19 Resource Manifest” (see attached)

BRIEF Company officers as to incident status, work assignment, tactical channels and Strike Team / Task Force accountability expectations.

DEPLOY Strike Team / Task Force Assets as assigned.

DOCUMENT Strike Team / Task Force resources and contact info using “Strike Team / Task Force Resource Form”.

MAINTAIN communication via check-in with all Strike Team / Task Force Resources and collect any completed Unit Logs.

MAINTAIN Strike Team / Task Force Leader Unit Log for all assigned resources

COMMUNICATE periodic updates as to current Strike Team / Task Force Status to MABAS 19 Dispatch.

DRAFT demobilization plan

“IMMEDIATE NEED” Response

SELECT Appropriate MABAS 19 Out-bound Box Card.

ESTABLISH Response Type e.g. Emergency Response, Non-Emergency Response, or Convoy Protocol

ESTABLISH rendezvous location (at incident or prior to arrival at the incident)

PROVIDE MABAS 19 Dispatch with the; out-bound box card, Strike Team / Task Force description, and specify type of expected response.



MABAS DIVISION 19

INSTRUCT MABAS 19 dispatch to have resources rendezvous at the specified location and check in with Strike Team / Taskforce 19 Leader.

Authorize the ACTIVATION of MABAS 19 Resources.

DISPATCH Strike Team / Taskforce. MABAS 19 dispatch shall dispatch Strike Team / Taskforce via normal MABAS protocol. The message should include; Strike Team/Taskforce description, response type (Emergency /Non-emergency), muster or rendezvous location, responding radio frequency and Strike Team / Taskforce Leader identifier e.g. "Suppression Taskforce 19 Leader"

Strike Team / Task Force Leader shall RESPOND directly to the rendezvous location and prepare for arriving Strike Team / Task Force resources.

PREPARE Transportation plan for Strike Team / Task Force as necessary.

ROSTER Company members. Upon arrival of Strike Team / Task Force resources, roster company members using "MABAS 19 Resource Manifest".

BRIEF Company officers as to incident status, transportation plan, work assignment, tactical channels and strike team accountability expectations.

ESTABLISH Communications. Upon Arrival at the incident establish communication with the stricken agency Staging Officer for additional planning and assignments.

DEPLOY Strike Team / Task Force resources as assigned .

DOCUMENT Strike Team / Task Force resources and contact info using "Strike Team / Task Force Resource Form".

MAINTAIN communication via check-in with all Strike Team / Task Force resources and collect any completed Unit Logs.

MAINTAIN Strike Team / Task Force Leader Unit Log for all assigned resources.

COMMUNICATE periodic updates as to current Strike Team / Task Force Status to MABAS 19 Dispatch.

DRAFT demobilization plan.

"PLANNED NEED" Response.

ESTABLISH Response Type e.g. Emergency Response, Non-Emergency Response, or Convoy Protocol.



MABAS DIVISION 19

ESTABLISH muster location.

INSTRUCT responding resources as to the defined “MUSTER” location and the expected response type.

INSTRUCT Strike Team / Task Force Resources to check in with Strike Team / Task Force Leader 19 upon arrival at the assigned muster location.

Strike Team / Task Force Leader shall RESPOND directly to the muster location and prepare for arriving Strike Team / Task Force Resources.

PREPARE Transportation plan for Strike Team / Task Force as necessary.

Upon arrival of Strike Team / Task Force resources, “ROSTER” company members using “MABAS 19 Resource Manifest”.

BRIEF Company officers as to incident status, transportation plan, work assignment, tactical channels and strike team / task force accountability expectations.

Upon Arrival at the incident ESTABLISH communication with the stricken agency Staging Officer for additional planning and assignments.

DEPLOY Strike Team / Task Force resources as assigned.

DOCUMENT Strike Team / Task Force resources and contact info using “Strike Team / Task Force Resource Form”.

MAINTAIN communication via check-in with all Strike Team / Task Force resources and collect any completed Unit Logs.

MAINTAIN Strike Team / Task Force Leader Unit Log for all assigned resources.

COMMUNICATE periodic updates as to current Strike Team / Task Force status to MABAS 19 Dispatch.

DRAFT demobilization plan.

DEMOBILIZATION.

NOTIFY MABAS 19 Dispatch of notification of demobilization timeline and predicted return time.

BRIEF MABAS 19 resources as to demobilization guidelines and timelines.



MABAS DIVISION 19

RELEASING MABAS 19 resources.

ESTABLISH resource release protocol.

“Initial Attack” and “Immediate Need” category responses suggest MABAS 19 resources can be released from incident staging.

Planned Need category responses shall convoy their resources and manpower back to the mobilization center for hot-wash / debrief and release.

INCIDENT DOCUMENTATION, All incident documentation shall be returned to the Strike Team Leader prior to any form of resource release.

All Incident Documentation shall be returned to MABAS 19 for retention and copies of the incident documentation should be given to the stricken agency.

SAFETY CONSIDERATIONS:

None

SPECIAL CONSIDERATIONS:

This SOG is intended to give direction and guidance however not intended to prescribe action. Issues cropping up during the execution of this can be resolved by the assigned Strike Team / Task Force Leader.

Rendezvous locations are the responsibility of the Strike Team / Task Force Leader considering the incident location and its operational expectations.

Muster location selection requires facilities conducive to administrative type resources as well as large apparatus parking areas and controlled areas for in-processing up to 30 members. MABAS 19 member fire stations and or training facilities are good candidates for muster locations.



MABAS DIVISION 19

STRIKE TEAM / TASK FORCE LEADER DISPATCH WORKSHEET

Date: _____ Time Dispatched: _____ Name of Incident _____

Incident Order# _____ Request# _____ Strike Team # _____

Situation: _____

Requesting Agency: _____ Dispatch Phone# _____

Reimbursement: Mutual Aid (non-reimbursed) MABAS Statewide(Reimbursed)

Response: Initial Attack Immediate Need Planned Need – Depart Time: _____

Rendezvous Point: _____ Time: _____ Map Ref: _____

Incident Reporting Location: _____ Time: _____ Map Ref: _____

Requesting Agency Contact Name: _____

Requesting Agency Phone Number(not dispatch): _____

COMMUNICATIONS:

Phone Numbers (cell, MABAS, etc.)

Travel Channel: _____

Staging Channel: _____

Base/Check-in Channel: _____

Command Channel: _____

Tactical Channel: _____

ASSIGNED UNITS:

STEN: _____

App#	Officer	Agency	3-Ltr	Type	Fuel	Pump	Tank	Foam	4wd	Pump & Roll

Travel Route: _____

Planned Stops: _____

Notes: _____



MABAS DIVISION 19

MABAS 19 RESOURCE MANIFEST

Task Force / Resource Name	IMT Assignment (IMT Members Only)
Order#	Incident Name#

Last Name/First	Position	Home Agency

Apparatus / Vehicle #	Resource Kind / Type	Apparatus Home Agency
------------------------------	-----------------------------	------------------------------

Notes:

Resource Left POD	Resource Arrived Home
Date / Time	Date / Time

----- **IMT use Only** -----

Check in	ST / TF Leader	Demob	ST / TFLeader
Date / Time			

09/28/2016



MABAS DIVISION 19

Strike Team / Task Force Resource Form

Incident Name					
Staging Location			Requested Arrival at Staging		
Order#			Task Force / Strike Team Identifier		
Other Information (closed roads, fuel availability, etc)					
MABAS Division Sending Resources					
MABAS Releasing Authority		Cell Phone		Agency	
Task Force / Strike Team Leader		Cell Phone		Agency	
Assistant Team Leader		Cell Phone		Agency	
Kind / Type	Apparatus #	Department	Apparatus Officer	Cell Phone	# of Personnel
List additional departments responding					



MABAS DIVISION 19

Revised 10/3/17

Approved:

Howard Stephens

**Howard Stephens
President**



MABAS DIVISION 19

Standard Operating Procedure	Section Operations	Page 1 of 1 Date 12-01-05 SOP# 19-212
	Subject DISASTER DAMAGE ASSESSMENT	

Purpose:

The purpose of this S.O.G. is to serve as a guideline for the assessment, and communication of specific damage to structures, damage due to flooding, and damage to the infra-structure.

Scope:

This SOG serves as a visual and descriptive guideline to anyone who encounters damage to structures, damage due to flooding, and damage to the infra-structure. This guide ensures the communication of the specific damage being related to others will be accurate, specific, definable, and understandable.

Guideline:

Whenever there is damage left by a disaster, it is often difficult to accurately communicate the level and to what extent the damage is. With communications being an imperative part of any emergency operation, it is paramount that the Mokena Fire Protection District (MFPD) standardize the communications being given and received during the reconnaissance period following a disaster.

The “Damage Estimate Definitions”, along with the “Windshield Snapshot Damage Assessment” provides a method to standardize the communications between personnel in the field and other personnel not in the same location.

The damage estimate should be considered from a jurisdictional standpoint. The level of danger should be identified by the number that

best describes the level of damage suffered by the majority of the structures and/or infrastructure within the specific response zone.

WINDSHIELD SNAPSHOT DAMAGE ASSESSMENT

DIRECTIONS:

1. Give you location (Your MAP PAGE)
2. This area looks like picture number?
3. The flooding is like what number?
4. The infra-structure is like what number?





DAMAGE ESTIMATE DEFINITIONS

The Damage Estimate should be considered from a jurisdictional standpoint. The level of damage should be identified by the number that best describes the level of damage suffered by the majority of the structures and/or infrastructure within your response zone.

STRUCTURAL DAMAGE

- 1. Low** Structures are basically intact with the exception of roof coverings, and wall siding, shutters, missing or damaged.
- 2. Moderate** Structures are intact with some structure damage, portions of roofs missing, buildings open to the weather.
- 3. High** Roof missing and structure open to the weather, some walls intact, extensive damage to accessory structures
- 4. Extensive** Roof and/or walls missing, buildings and accessory structures destroyed.

FLOODING DAMAGE

- 1. None** May have minor street and/or yard flooding
- 2. Low** Random street and yard flooding
- 3. Moderate** Streets may be impassable, flooding in buildings.
- 4. Extensive** Streets are impassable, flood waters are standing in buildings.

INFRA-STRUCTURE DAMAGE

- | | |
|--------------------|---|
| 1 None | Minor debris and tree limbs in roads, all roads all open |
| 2 Low | Some debris, utility lines down with minor random street flooding. |
| 3 Moderate | Secondary roads are impassable due to debris, utility poles/lines and/or trees and flooding, major roads have limited access. |
| 4 Extensive | Major roads and bridges are impassable due to debris, utility poles/lines and or trees, flooding and erosion. |

Revised 12/01/05

Approved:

James Grady III

James Grady III
President



MABAS DIVISION 19

Standard Operating Procedure	Section Operation	Page 1 of 1 Date 07-11-06 SOP# 19-213
	Subject Fire-ground Channel Selection	

PURPOSE: The purpose of this procedure is to provide guidance for the members of MABAS DIV 19 when switching emergency incident operational channels to a fire-ground designated channel.

SCOPE: This procedure applies to all members of MABAS Division 19.

APPLICATION: The different MABAS Fire-ground operational channels utilized by MABAS Division 19, in preferred order, are as follows:

White Fire-ground	-	154.2800	PL 74.4 (WA)
Red Fire-ground	-	153.8300	PL 69.3 (WZ)
Blue Fire-ground	-	154.2950	PL 85.4 (YA)

The MABAS Division 19 Communications Committee **has not adopted a standardized channel layout** for radios, however, it is noted that the above Fire-ground channel list shall be utilized, in its listed order, by MABAS Division 19 agencies and Dispatch Centers.

When the Incident Commander at a fire or other emergency, determines the need to switch the radio traffic of the incident to a Fire-ground operational channel, he/she shall call by radio on their regular dispatch frequency or on IFERN {154.2650 [PL 210.7 (M2)]} to his/her dispatch center requesting the channel change.

Example: Dispatch from 6800, have all incoming and on-scene equipment at (location) switch to Fire-ground channel White.

If the preferred Fire-ground channel is being used by a neighboring agency, the Dispatch Center shall immediately notify the Incident Commander, and suggest they change to the next preferred MABAS Division 19 Fire-ground channel.

Revised:

Approved: 07-11-06

Howard Stephens

President



MABAS DIVISION 19

SOG #: 19-214	Effective Date: 05/03/16
Section: OPERATIONS	
Subject: REHABILITATION	

PURPOSE:

The purpose of this Standard Operating Guideline is to provide guidance on the implementation and use of a rehabilitation process as a requirement of the Incident Management System (IMS) at the scene of a fire, other emergency, or training exercise. This procedure will assist personnel who might be suffering the effects of metabolic heat buildup, dehydration, physical exertion, and/ or extreme weather receive evaluation and rehabilitation during emergency operations, and training exercises as needed.

SCOPE:

This procedure applies to all personnel attending or operating at the scene of a fire/emergency incident or training exercise.

DEFINITIONS:

Not Applicable

GUIDELINE:

Rehabilitation

1. Rehabilitation should commence when fire/emergency operations and/or training exercises pose a health and safety risk, such as temperature humidity extremes, rain, snow, heat/cold conditions.
2. Rehabilitation should be established for large-scale incidents, long duration and/or physically demanding incidents, and during extreme temperatures.
3. The Incident Commander should establish rehabilitation according to the circumstances of the incident. The rehabilitation process should include the following:
 - a. Relief from climatic conditions
 - b. Rest
 - c. Medical monitoring- Baseline Vitals and Body Temperature upon entering and exiting the Rehab Sector.
 - d. Emergency medical care, including 12-lead EKG and transport to a hospital if required.
 - e. Calorie and electrolyte replacement
 - f. Release and return to service



MABAS DIVISION 19

Responsibilities

Responsibilities of the Incident Commander or Lead Instructor:

1. Establish a Rehabilitation Sector/Division/Group (SDG) to reduce adverse physical effects on firefighters while operating during fire/emergencies, training exercises, and extreme weather conditions.
2. Announce the location of the Rehab Sector and assign a Chief Officer to manage rehabilitation.
3. Ensure sufficient resources are assigned to rehabilitation.
4. Ensure EMS personnel are available for emergency medical care of firefighters as required. Ideally, 1 Ambulance per level of alarm should be established.

Responsibilities of the Rehabilitation Officer:

1. Whenever possible, select a location for rehabilitation with the following site characteristics:
 - a. Large enough to accommodate the number of personnel expected (including EMS personnel for medical monitoring), with a separate area for members to remove personal protective equipment.
 - b. Accessible for an ambulance and EMS personnel should emergency medical care be required.
 - c. Away from the hazard zone.
 - d. Provide suitable protection from environmental conditions.
 - e. Away from spectators and media.
2. Ensure personnel in rehabilitation “dress down” by removing their bunker coats, helmets, hoods, and opening their bunker pants to promote cooling
3. Provide the required resources for rehabilitation including the following:
 - a. Potable drinking water for hydration.(estimate 1 - gallon of water per responder)
 - b. Sports drink (to replace electrolytes and calories) for long-duration incidents (working more than one hour)
 - c. Water and equipment for active cooling where required.
 - d. Medical monitoring equipment (chair to rest on, blood pressure cuffs, stethoscopes, check sheets, etc.)
 - e. Wipes to clean hands, face, and neck while in rehab.
 - f. Food where required and means to wash or clean hands and face prior to eating.
 - g. Blankets and warm, dry clothing for winter months where practical.
 - h. Bathroom facilities where possible.
4. Time personnel in rehabilitation to ensure they receive at least 10 minutes to 20 minutes of rest.



MABAS DIVISION 19

5. Ensure personnel rehydrate themselves. 1- 8 oz bottle of water for every SCBA bottle used
6. Maintain accountability and remain within rehabilitation at all times.
7. Document members entering or leaving rehabilitation.
8. Inform the Incident Commander and EMS personnel if a member requires transportation to and treatment at a medical facility; or if the company is available to return and is available for assignment.
9. Serve as a liaison with EMS personnel.
10. Upon completion of the incident, will collect all reports generated by EMS/Rehab personnel and deliver these reports to the Incident Commander for filing.

Responsibilities of the Company Officers:

1. Be familiar with the signs and symptoms of heat stress and cold stress.
2. Monitor their assigned company members for signs of heat stress and cold stress.
3. Notify the Sector Officer when stressed members require relief, rotation, or reassignment according to conditions.
4. Provide access to rehabilitation for company members as needed.
5. Ensure that the company is properly checked in and out with the Rehabilitation Officer and Accountability Officer (resource unit), and that the company remains intact.
6. Ensure Crews remove protective clothing to promote cooling when indicated.

Responsibilities of the Crew Members:

1. Be familiar with the signs and symptoms of heat and cold stress.
2. Maintain awareness of themselves and company members for signs and symptoms of heat stress and cold stress.
3. Promptly inform the Company Officer when members require rehabilitation and/or relief from assigned duties.
4. Maintain unit integrity.

Responsibilities of the Rehab EMS Personnel:

1. Report to the Rehabilitation S/D/G Officer and obtain the rehabilitation requirements.
2. Coordinate with the Rehabilitation Officer.
3. Check firefighters vital signs, monitor for heat stress and signs of medical issues.
4. Document medical monitoring on approved rehab form.
5. Provide emergency medical care and transportation firefighters to medical facilities as required.



MABAS DIVISION 19

6. Inform the Rehabilitation Officer when personnel require transportation to and treatment at a medical facility.
7. Document emergency medical care provided on approved EMS system patient care form.

SAFETY CONSIDERATIONS:

1. All personal should maintain hydration on an ongoing basis (pre-incident, incident, post-incident).
2. Members may be sent to rehabilitation as required by the Sector Officer, Company Officer or Safety Officer.
3. All members should be sent to rehabilitation following the use of two 30-minute SCBA cylinders or one 45- to 60- minute SCBA cylinder. Shorter times might be considered during extreme weather conditions.
4. Active cooling (e.g., wet towels, forearm immersion, misting fans) should be utilized where temperatures, conditions, and/or workload create the potential for heat stress and when possible.
5. In hot, humid conditions, a minimum of 20 minutes of active cooling should be applied following the use of a second and each subsequent SCBA cylinder.
6. Personnel in rehabilitation should rest for at least 10 minutes to 20 minutes prior to being reassigned or released.
7. EMS personal should provide medical monitoring and emergency medical care as per medical protocol.
 - a. Medical monitoring process –
 - Each individual will have vitals taken and recorded
 - An initial medical monitoring will be performed with a second follow up medical monitoring completed after a ten to twenty-minute time frame
 - After this second medical monitoring, it will be at the discretion of the Rehab Officer/Supervisor to determine if the individual or crew is cleared for reassignment, if additional rest is required, or if a complete medical evaluation is to be performed
 - If any individual demonstrates extreme fatigue or requires prolonged rehabilitation, all members of that crew should be carefully scrutinized so as to recognize potential problems as soon as possible

Upon entering rehab and/or prior to release of assignment from the incident, all active assigned personnel should complete a medical monitoring.



MABAS DIVISION 19

Contributing factors influencing a decision for a complete medical evaluation are ambient temperatures, humidity, wind conditions and duration, level of activity performed during the incident, and patient vitals.

Personnel will not be cleared from the rehab area for reassignment, until: (see Medical Monitoring Flow Chart” Appendix “A”)

- Body temperature is less than 100.6
 - Heart rate is less than 100
 - Blood pressure:
 - Systolic is less than 160 or greater than 90
 - Diastolic is less than 110
 - Respiratory rate is between 10 to 20 with appropriate respiratory parameters
 - SpO₂ is greater than 97% with no signs of hypoxia
 - SpCO is less than 10% (if available) with no signs and symptoms of CO poisoning
 - Emergency responders that exhibit the following signs or symptoms (these are some, but not limited to) will be immediately transferred to the “Treatment/Transportation” Division:
 - Chest pain
 - Shortness of breath
 - Altered mental status
 - Skin that is “HOT” and either dry or moist
 - Irregular pulse
 - Temperature over 101 F after rest period
 - Pulse greater than max heart rate (220-agex0.7) after 20 minutes in Rehab.
 - Systolic blood pressure greater than 200 after “cool down”
 - Diastolic blood pressure greater than 130 at any time
 - Any Additional sign or symptom that Rehab S/D/G/ Officer deems necessary.
8. Personnel transported to a medical facility for treatment should be accompanied and attended to by a department representative as soon as possible.
 9. Members should drink 8 - 16oz of water during rehabilitation. After the first hour, a sport drink containing electrolytes should be provided. Soda and caffeinated and carbonated beverages should be avoided.
 10. Nutritional snacks or meals will be provided as required during longer duration incidents.
 11. No tobacco use shall be permitted in or near the rehabilitation area.
 - Documentation
 - All medical monitoring will be documented
 - All emergency responders will be tracked and recorded through an accountability tracking system



MABAS DIVISION 19

- Rehab areas will track:
 - Time-in/Time-out for all emergency responders entering or leaving the rehabilitation area
 - Medical monitoring
 - If medical evaluation, treatment or transportation is necessary

SPECIAL CONSIDERATIONS:

1. Any emergency responders who disregard suggested medical monitoring, treatment and/or transport to a medical facility will sign a Release of Services/Refusal form
 - This form will be attached to the medical monitoring form
2. The Incident Commander or Incident Safety Officer may review these reports for the purpose of tracking injuries and illnesses
3. All emergency responder medical and personal information will be kept confidential
4. Only authorized personnel will have access to this recorded information
5. All completed documentation will be given to the Incident Commander.

Revised:

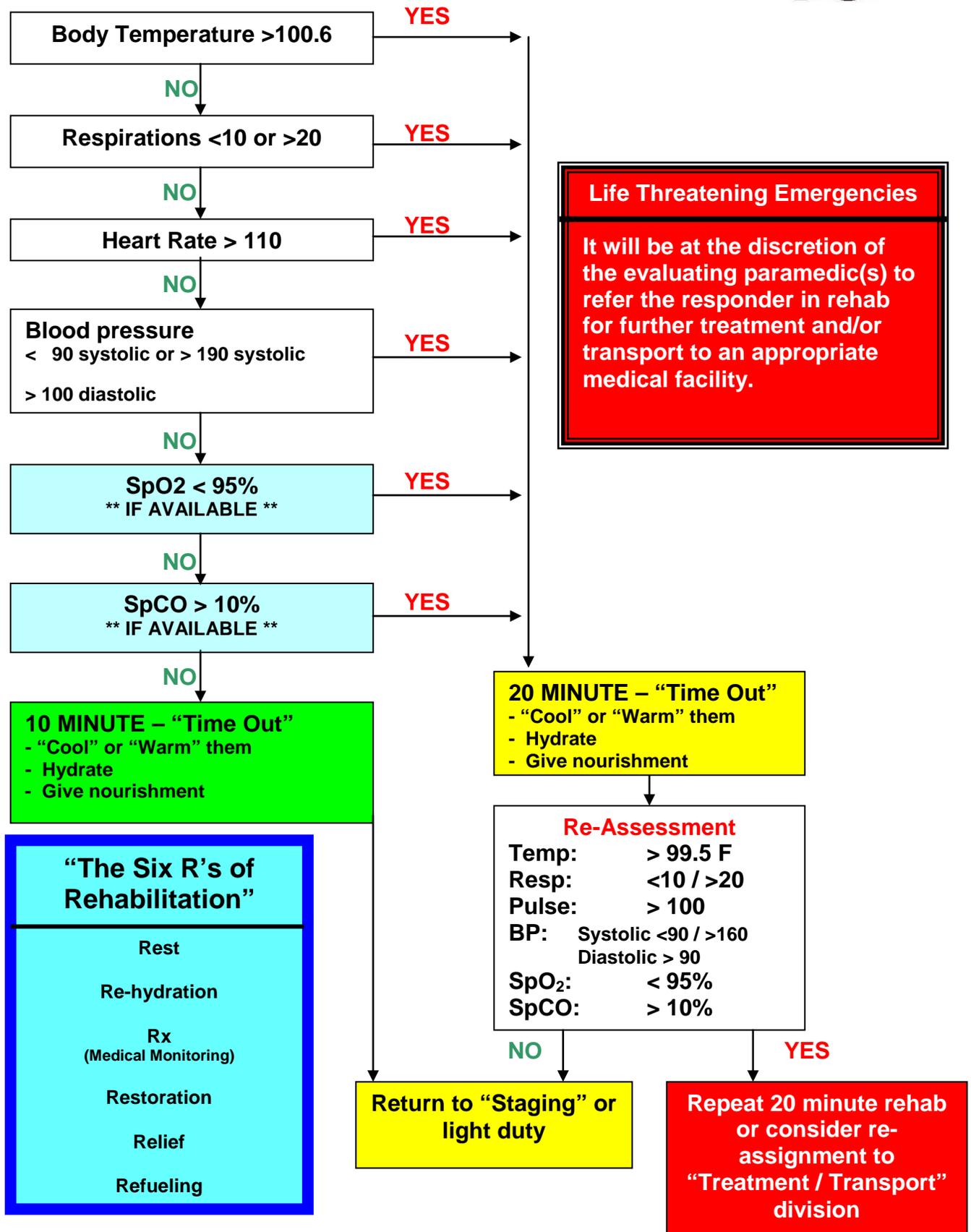
Approved: 05/03/2016

Howard Stephens

**Howard Stephens
President**



Emergency Incident Rehabilitation Flowchart



EMERGENCY INCIDENT REHABILITATION REPORT MABAS DIVISION 19

INCIDENT: _____

DATE: ___/___/___ TIME START: _____ END: _____

EIR Division Officer: _____

EIR Area Name: _____

TIMES	NAME / AGENCY	TEMP	RESP	PULSE	B/P	SpO ₂	SpCO	COMMENTS / CONCERNS	TRANSFERRED TO TREATMENT DIVISION
IN					/				
					/				
OUT					/				
IN					/				
					/				
OUT					/				
IN					/				
					/				
OUT					/				
IN					/				
					/				
OUT					/				
IN					/				
					/				
OUT					/				
IN					/				
					/				
OUT					/				
IN					/				
					/				
OUT					/				

Medical Monitoring Reference:

Acceptable Values
(< - less than // > - greater than)

Body Temperature < 100.6
Respirations 10 to 20

Heart Rate < 110
SpO₂ > 95 / SpCO < 10

Blood Pressure: **INITIAL**
Sys: >90 & <190
Dias: <100

Re-Assessment
Sys: <90 / >160
Dias: <90



MABAS DIVISION 19

Standard Operating Procedure	Section Operations	Page 1 of 3 Date 1-01-08 SOP# 19-215
	Subject Incident Safety Officer	

PURPOSE:

MABAS 19 establishes the position of Incident Safety Officer (ISO). The position’s responsibility shall include emergency-scene oversight, incident safety authority, and overall analysis for emergency scene operation.

SCOPE:

The purpose of this policy shall be to provide guidance and direction in providing ISO at all incidents where the response has reached or exceeded the Box Alarm Level, or where the Incident Commander believes the ISO’s presence will add to the operation’s safety.

DEFINITIONS:

Safety Section Officer: The safety section officer (SSO) is established as a command, staff-level position, reporting directly to the Incident Commander, and shall be established as a Chief Officer position. The SSO is responsible for overseeing the following positions: 1. Rehabilitation has been established, 2. Accountability has been established. 3. Overall Scene Safety.

Incident Safety Officer: The ISO is an operations-level Position, which is responsible for physically monitoring incident scene safety. The ISO shall be a Chief Officer position.

GENERAL SAFETY MANDATES:

- MABAS 19 ISO checklist shall be adopted for ISO use on all incidents.
- MABAS 19 shall provide an accountability system for ISO use on all incidents.

- ISO position shall be filled on all MABAS 19 Box Alarms. The MABAS 19 dispatch center shall assign a pre-qualified ISO as established at the box alarm level.
- General scene safety rules adopted by MABAS 19 shall be enforced at all emergency incidents. ISO will determine appropriate actions to be taken in the event that an unsafe act or condition exists on the fireground.
- ISO shall have the authority and responsibility to halt any unsafe act or condition present during the incident and will do so immediately. The IC will be notified after corrective action is taken.
- General safety concerns that are not an immediate danger shall be relayed to the IC and appropriate measure will be taken.
- On a structure fire, all interior personnel shall retain their SCBA in use until CO levels are measured and determined to be at a safe level.

POSITION REQUIREMENTS:

- Persons desiring to operate as an SSO, ISO shall complete and submit proof of all required training and qualifications as set forth in the training requirements. The ISO committee shall review all applications and recommend such appointments for final consideration by the MABAS 19 Chiefs.
- The following positions requirements are established for persons who wish to fill the ISO position at MABAS 19 alarms.
 - Fire Officer designation within sponsoring department
 - Fireground Safety Officer Training Course Completion or equivalent
 - Knowledge in skills necessary to manage fireground operations
 - Knowledge or background in building construction
 - Knowledge in health and safety hazards associated with fireground operations.
 - Knowledge in accountability and rehab operations
 - Minimum of 5 years experience
 - Knowledge of MABAS 19 policies and procedures
 - Knowledge of position requirements of NFPA 1521 Incident Safety Officer
 - Recommended by Chief of their Department

OPERATIONAL GUIDELINES:

The ISO shall respond to the incident and report to Staging and ensure that staging has been established. The ISO will check-in with staging and report immediately to the incident commander. The ISO check sheet will guide the ISO through the scene evaluations that need to be conducted. These will serve as a minimum as each scene may differ in operations.

- Don appropriate level of protective clothing for incident

- Report to IC for briefing of incident status
- Conduct 360 size-up of incident using operational checklist as a guideline
- Evaluate incident in accordance with accepted practice
 - Consider Building Construction, Fire Behavior, Personnel Operating
 - Evaluate need and equipment for RIT
 - Confirm utility disconnection (Confirm with IC that utilities have been notified)
 - Accountability is being followed
 - Establish an appropriate rehab and paramedic ambulance dedicated for personnel on the scene

The ISO will report findings and evaluate operational plan with IC on regular intervals. Any unsafe act or condition shall be immediately corrected by the ISO and reported to the IC. **It is understood that the ISO has the authority to stop and correct actions being taken by crews working on the fireground.**

Conditions warranting immediate emergency scene evacuation shall be broadcast by the ISO or IC over all fireground frequencies including IFERN. All personnel shall evacuate the building. After this has been done an accountability of all personnel shall be conducted.

In the event of a MAYDAY situation, the ISO shall continue to conduct assigned activities.

The ISO shall make a determination and recommendation to the IC as to the continued use of SCBA and other protective clothing levels. Air samples will be taken in the interior for the purpose of CO in order to establish a safe atmosphere prior to doffing any SCBA's.

In technical rescue incidents, the ISO shall not be responsible for the specialty sector (haz-mat, dive, confined space etc.) unless certified and authorized to do so. Specialty teams are responsible for furnishing their own Safety Officer. The ISO shall evaluate hazards to fireground companies and work as a liaison with the specialty team safety officer for the IC.

INCIDENT TERMINATION AND POST INCIDENT REQUIREMENTS:

Upon termination of the incident or striking of the box alarm, the ISO shall have a face-to-face meeting with the IC and any pertinent information shall be exchanged.

When requested by the IC, the ISO shall follow-up the incident with a written report of summary of findings/recommendations to the stricken department as soon as possible after the incident.

Any critique of the incident shall include the ISO if requested by the IC.

Approved:

Howard Stephens

President



MABAS DIVISION 19

Incident Safety Officer - Application

PLEASE PRINT OR TYPE

NAME (LAST, FIRST, MI)			DATE OF BIRTH		
HOME ADDRESS (STREET, PO BOX)			DAYTIME PHONE ()		
CITY	STATE	ZIP	DEPARTMENT PHONE ()		
DATE OF APPLICATION	OFFICER SINCE	SPONSORING DEPARTMENT		CURRENT RANK	

Please include copies of any Incident Safety Officer certificates for courses completed within the last year.

Must meet the following requirements:

1. Completion of 40 Hr. OSFM Incident Safety Officer class _____
2. Fire Officer designation within sponsoring department _____
3. Knowledge in skills necessary to manage fireground operations _____
4. Knowledge or background in building construction _____
5. Knowledge in health and safety hazards associated with fireground operations _____
6. Knowledge in accountability and rehab operations _____
7. Minimum of 5 years experience _____
8. Knowledge of MABAS 19 policies and procedures _____
9. Knowledge of position requirements of 1521 Incident Safety Officer _____
8. Recommendation by Chief of the sponsoring Department _____

I affirm that I have reviewed the completed application, and recommend this officer to function as a MABAS 19 approved Incident Safety Officer.

RETURN TO:

MABAS 19
c/o Mokena Fire Protection District
19853 S. Wolf Road
Mokena, IL 60448
(708) 479-5371

CHIEF'S SIGNATURE

DATE

MABAS 19 ISO (Rev. 2/07)

Additional copies of this application are available at: www.mabasdiv19.org

MABAS
DIVISION

19



ISO

Operational
Checklist

Time of Incident: _____ I/C# _____ SSO _____

Level of Alarm _____ Report to I/C & PASSPORT In _____

RIT Assigned _____ RITO _____ RITO Briefing _____

Elapsed
Time

5

10

15

20

25

30

35

40

45

50

60

Incident Information

Action Plan	OFFENSIVE	MARGINAL	DEFENSIVE
Significant Incident Events	Rescue(s)	Flashover	Backdraft
	Master Streams	Primary Search	Ventilation
	How Long Operating	Secondary Search	Collapse
Primary Functions	Complete 360 Size-up	Evaluate & remove imminent hazards	Advise IC of potential hazards
			Evaluate assignments & effectiveness

Construction Information		
Dimensions:		
Stories:		Basement: Y / N
Lightweight/Truss	Wood Frame	Ordinary
Noncombustible	Fire Resistive	Installed Systems
Collapse Potential Evaluation		
Likely	Questionable	Unlikely
EVALUATE THE POSITIONS OF COLLAPSE DANGER ZONE		
<input type="checkbox"/> Structural degrada-	<input type="checkbox"/> tion	<input type="checkbox"/> Ex- cessive loads
Utilities		
Gas	Electric	Water
Incident Termination Activities		
CO Monitoring <small>Issue all clear from SCBA</small>	RIT Demobilized <small>All companies advised</small>	Debrief with IC

Operations Evaluation	
Flashover / Back draft potential	
Traffic control	
Smoke evaluation (color, velocity)	
% of building involved in fire	
Estimate of required water flow	
Ladders to upper floors for escape	
Exposures protected	
Tactical assignments effective	
Overall PPE use	
Slip / fall hazards	
Communications within span of control	
Accountability system usage	
Environmental conditions	
Rehab & EMS on standby	
Operational benchmarks completed	



MABAS DIVISION 19

SOG #: 19-216	Effective Date: 11/02/10
Section: Operations	
Subject: Incident Management Team	

PURPOSE:

The purpose of this procedure is to provide guidance for the members of MABAS Division 19 participating in the Incident Management Team when responding within Division 19 and neighboring Divisions, when requested.

SCOPE:

MABAS Division 19 has developed an Incident Management Team (IMT) to respond to incidents and disasters within Division 19, and neighboring Divisions, as requested. The IMT provides:

- 1) Assistance to the stricken agency to implement the incident management system and
- 2) A look outside the incident to maintain the integrity of Division 19 assets.

GUIDELINE:

It is a Division 19 Standard Operating Guideline (SOG) that the IMT's are dispatched to all Full Still Alarm assignments within the Division in order to maintain the integrity of the Division's remaining assets, and as necessary, be prepared to assist the incident commander with incident management should the incident escalate beyond the Full Still level.

IMT CHIEF:

The president and executive board of MABAS Division 19 should appoint the IMT Chief.

The IMT Chief is responsible for management and supervision of the IMT and to provide for the professional and effective deployment of IMT to intra and inter-divisional requests.

The IMT Chief will coordinate with the training committee for regular training sessions to ensure that the MABAS 19 IMTs maintain a high level of proficiency.

IMT SELECTION:

Any chief officer of a member agency within MABAS Division 19 may apply to the IMT through the following process:

1. If the chief officer is not the fire chief, the fire chief should send a letter to the IMT Chief requesting that their chief officer be considered for IMT membership, and that the applicant meets the IMT educational requirements, and further, that



MABAS DIVISION 19

he/she will be permitted and required to participate in all activities, response, and education of the MABAS 19 IMT.

2. All IMT applicants must be a chief officer of a MABAS Division 19 agency, unless approved by the member's agency Chief, IMT Chief and the MABAS 19 President.
3. The Fire Chief of the recommending agency, by virtue of recommendation, attests that the chief officer has completed IS-100, 200, 300, 400, 700 & 800 of the National Incident Management System.
4. The IMT Chief and the President of MABAS 19 will establish a committee of two or more IMT members to review applications and insure applicants are prepared to fulfill the mission of the IMT. Recommendations to the IMT must be unanimous from the selection committee, who should then notify the applicant's fire chief.

IMT RESPONSE:

The IMT is dispatched by text messaging and the I Am Responding Program from the MABAS Division 19 Box Alarm Communication Center known as MABAS 19 Dispatch. The local dispatch center if different from MABAS 19 Dispatch will contact MABAS 19 Dispatch via phone or IFREN to alert them that the IMT are due to respond to an incident.

IMT members responding to the assignment should contact MABAS 19 Dispatch via the I Am Responding Program and IFERN/Stricken Agencies Main Dispatch frequency and advise they are en-route.

In most cases, the response of the IMT does not warrant an emergency (lights and siren) response. In general, IMT response will be non-emergency unless the incident situation indicates otherwise and an emergency response is warranted (large life hazard, complex situation, extreme circumstances), or in the event that the scene incident commander requests emergency response from IMT members. The responding IMT member will use his/her discretion relative to their response mode.

IMT ROLES AND RESPONSIBILITIES:

The IMT is a resource for the incident commander to develop the management system, and to advise the incident commander.

IMT members are not responding to take operational assignments. However, some situations may warrant the assignment of an IMT chief upon arrival to an operational



MABAS DIVISION 19

role. “Command” should not use an IMT routinely in operational assignments, and if used, should replace the IMT as soon as possible so they may resume their intended role.

The IMT response should function as follows:

First Arriving IMT should:

- a. Set up the Command Van if applicable
- b. Once set-up, take over communications from Command
- c. Begin a resource request “list” as requested by S/D/G
- d. Serve as the Senior Advisor in the Command Van once Command has made the transfer into the Command Van
- e. Oversees the entire incident, supporting Incident Command

Second Arriving IMT should:

- a. Assume the role of the Resource Officer
- b. Communicate with IC & Staging Officer to deploy adequate resources to the incident
- c. Communicate with MABAS Dispatch to maintain an adequate supply of resources available in staging

Third Arriving IMT should:

- a. Assume the role of the Communications Officer
- b. Monitor and communicate with the stricken agency’s dispatch center to manage other incidents within its agency
- c. Communicate with the Senior Advisor to evaluate resource capabilities throughout the division

Once the initial IMT positions are filled and the incident warrants a larger command structure the additional arriving IMT’s may be assigned roles within the CFLOP (command, finance, logistics, operations, planning), including leadership of additional CFLOP functions that become necessary to support incident management. As necessary, an IMT may be deployed to MABAS 19 Dispatch or local dispatch center to assist with advisory matters in the communications center. If remaining CFLOP positions are not required, the IMT’s should assist those positions that have already stood up.

The Planning Section, Finance Section, Operations Section and the Logistics Section are supporting “Command” and serve as the primary general staff. They are working as a team to enhance the command process and make the functions of command more effective.

In order to maintain continuity and overall effectiveness, the Planning Section and the Logistics Section should remain with the Incident Commander. Physical location should promote situation based communication and functional support for the Incident Commander.



MABAS DIVISION 19

Planning Section:

The Planning Section is responsible for the collection, evaluation and dissemination of operational information related to the incident, and for the preparation and documentation of the Incident Action Plan. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

Logistics Section:

The Logistics Section is responsible for providing facilities, services, and material in support of the incident. The Logistics Section participates in development and Implementation of the incident action plan.

Finance/Administration Section:

The Finance/Administration Section is responsible for all administrative and financial considerations surrounding an incident.

Operations Section:

This section is responsible for all tactical incident operations and implementation of the Incident Action Plan. In the Incident Command System, it normally includes subordinate Branches, Divisions and/or Groups.

SAFETY CONSIDERATIONS:

Not Applicable

SPECIAL CONSIDERATIONS:

Any agency that has not pre-designated an IMT response on Full Still Alarms and escalates the alarm to a Full Still Alarm level can expect to see an IMT presence; however, until requested by the incident commander the IMT members will only be considering Division assets outside the incident and as such time as over extension of Division assets is emerging should offer assistance to the incident commander on planning of resources management.

The IMT will utilize the Fire & Rescue Field Guide and NIMS, Incident Command System as its guide for field operations with regard to Command, Finance, Logistic, Operations, Planning (CFLOP) and other applicable operations during an incident. *Field Operations Guide* or *FOG* is referenced in this document.

Revised 3/1/2016

Howard Stephens

**Howard Stephens
President**



MABAS DIVISION 19

Standard Operating Procedure	Section Operation	Page 1 of 2 Date 4-13-2010 SOP# 19-217
	Subject Decon 19 Response Policy	

PURPOSE: The purpose of this policy is to provide guidance for all MABAS Division 19 members for Decon 19 Responses

SCOPE: This procedure applies to all members of MABAS Division 19.

APPLICATION: MABAS Division 19 has been provided with a MODEC Decontamination truck capable of decontaminating 200 people. This unit remains a MABAS asset assigned to Division 19. As a MABAS asset, Decon 19 may be called as part of any MABAS authorized deployment.

MABAS Deployment

When requested to respond as part of a MABAS Deployment, Decon 19 will be manned with two firefighters/officers capable of operating the unit. Deployed firefighters should take provision to remain self sufficient for 72 hours. This includes food, clothing, sleeping accommodations, toilet facilities, credit card or cash, & communications.

Decon 19 deployed personnel will coordinate through MABAS 19 dispatch the following information prior to departing;

- Location of incident
- Routing instructions
- Radio frequencies
- Fueling locations
- Contact information
- Known Hazards

MABAS Division 19 Deployment

As a benefit of accepting and operating Decon 19, MABAS Division 19 also has the ability to use Decon 19 within the division as necessary. These responses are generally less than 24 hours and do not require extend duty preparations.

Decon 19 deployed personnel will coordinate through MABAS 19 dispatch the following information prior to departing;

- Location of incident
- Routing instructions
- Radio frequencies
- Contact information
- Known Hazards

The follow are pre-authorized responses for Decon 19.

- Southwest Haz-Mat Team Responses
- Division 19 Fire Investigator Responses
- Division 19 Underwater S & R Team Responses
- Any Division 19 Department operating at a 2-11 or higher

ANY REQUEST NOT LISTED ABOVE MUST BE APPROVED BY AT LEAST TWO MEMBERS OF THE MABAS DIVISION 19 EXECUTIVE COMMITTEE.

All Decon 19 responses require responding members to update MABAS Division 19 Dispatch with an update on the deployment at the following intervals;

- Once arrived
- After setup and decontamination has started
- Every 12 hours throughout the deployment for MABAS Deployments
- Every 4 hours for Division 19 Deployments
- Dispatch will notify the department that responded and the Division Deployment Chief

Approved:
Jack Nagle
President
MABAS Division 19



MABAS DIVISION 19

Standard Operating Procedure	Section Operations	Page 1 of 2 Date 6-3-2014 SOP# 19-218
	Subject IAM Responding Use and Operations	

Purpose: The purpose of this procedure is to establish IAM Responding as the primary messaging software for the notification, information, and member reply of MABAS division 19 assets. It is also intended to standardize text delivery and promote consistent use of the IAM Responding Software. The result of effective use of this protocol is predictable messages, with predictable results for the effective management of information and response.

Scope: This procedure shall be used a guide when activating IAM Responding for the distribution of MABAS 19 information to member's mobile telephone and / or Email. MABAS 19 information is defined as any time critical operational information that is distributed via alpha page. Examples include; box alarm dispatch notification, specialized team response, training notifications, system testing and other situations requiring the expeditious distribution of MABAS div 19 information.

Application: This procedure applies to all members, dispatch centers and dispatchers authorized access to send messages using IAM Responding.

Definitions:

IAM Responding - A web based program designed to communicate to subscribers cell phones providing critical messages. This software has the capability for a receiving member to respond with one of ten pre-assigned messages in response to an initiated message. Those messages are available for the users to view live on the hosts website. The program was developed to manage responding team members.

MABAS 19 Asset - Any organized unit such as; a single resource, strike team, taskforce, specialized response team, or any specialized apparatus, or other specialized equipment assigned to MABAS 19 or a member of MABAS 19.

Special Teams - Teams of technicians organized and/or assembled to provide specialized response to MABAS Division 19 members' incidents. MABAS 19 Special Teams include; MABAS 19 Cause and Origin, MABAS 19/22 Hazmat, MABAS 19 Underwater Search and Recovery, MABAS 19 IMT, CART Black and CART Blue.

Body:

Dispatching via IAM Responding

1. Enter www.iamresponding.com into your web explorer.
2. Select Subscriber login at the upper right of the home page
3. Agency is "MABAS19"
4. Member User login and password is specific to you
 - a. User login_____
 - b. User Password_____
5. Select "Administrative Functions"
6. Re-enter Login specifics
7. Select "send message" in left column.
8. Step #1, in the dialog box enter the message to be sent. You are limited to 130 characters and spaces.
9. Step #2 Select method of delivery. "ALL"
10. Step #3 Select either Group or individuals. (groups on right, individuals on left)
11. Step #4 press "send". Wait 30 seconds for acknowledgment of page sent and close IAMResponding by clicking on "sign out", upper right corner.

Text Message Content: Messages should contain the following;

- **Type of message being transmitted, Resource or Agency requested, Location of situation, Type of situation, and expected resource response.**
 - **Type of message being transmitted**
 - **SYSTEM TEST** - A System Test is used to test; the Notification System, the selected resource's ability to receive the notification and return an acknowledgment of the notification. The system test may come from MABAS 19 Dispatch. This test can additionally be initiated by the special team coordinators in order to verify system operability for both Team leadership as well as Team members.
 - **ADVISORY** – A situation has occurred or is imminent. All information is "for your information only", no action generally required
 - **ALERT** – MABAS 19 Resources have a probability of being requested in the next 24 hours. The selected resource may be required to establish availability and readiness to respond. Additional incident information is generally available to resource leadership. This is a higher level communication, Action generally required by recipient

- **ACTIVATION** – A situation has required the response of MABAS 19 resources. Resource leadership may or may not have already been notified as to the potential for response. This is a response notification action including situation type, report times and reporting location. Members may be given situation type and location at the mustering point designated Point of Departure.
 - **CANCELLATION** – Request for the MABAS 19 resource has been cancelled or no longer needed. Resource leadership will be required to take action to close out any current activities related to mobilization or deployment.
- **Agency:** CART Blue, Cart Black, MABAS 19 C&O, MABAS 19 DIVE, SW Hazmat, MABAS 19 IMT, etc. Enter the agency to which the message is being sent. Personnel may participate in multiple teams.
- **Enter Location and type incident;** “123 S State, Manhattan, Confined space Rescue.”
- **Member’s Expected Response Options; Members expected response are programed as follows. The number designated the key pad on their cell phone, the next designator is their response to the notification.**
 - **#1 Responding, Member is enroute to the expected location**
 - **#2 On Scene, Member is actually On Scene at the expected location**
 - **#3 Available, Member is available for requested duty**
 - **#4 Unavailable, Member is not available for expected duty**
 - **#5 Affirmative, Member is replying Yes to stated question**
 - **#6 Negative, Member is replying No to stated question**
 - **#7 Option 1, Member is selecting Option #1 as paged**
 - **#8 Option 2, Member is selecting Option #2 as paged**
 - **#9 Received Test, Member acknowledges they received the system test.**
 - **Default or no entry = No Reply, Member did not reply or Member timed out.**
- **Enter member expected response.** “Dial 8002916142, press 1 or responding , press 4 or unavailable. Or No Action Req’d. Those members using the “IAR” Mobile App have the ability to open the App and select their response options without dialing the phone number and pressing a numeric integer. They scroll the option for the correct response description (Responding, On Scene, Option 1,Received Test, ETC.). They are immediately added to the responding list.

Example Dispatches

- Examples;
 - ACTIVATION CART Blk 123 State St Manhattan for Conf Sp Rescue- Call8002916142 press 1 at prompt or Respnd , 4 or unavail. (118 characters)
 - ADVISORY M19 Dive Lckpt #6@0900 Equipment Training, Call8002916142 press 5 at prompt or attending, 4 or unavail.
 - ACTIVATION M19 Executive Call OCD 7083493141 IMMEDIATELY for MABAS statewide deployment.

- ALERT SW HAZMAT, New Lenox Fire @ 605 Ford warehouse fire incl. potential chemical spill. No Action req'd.
 - ACTIVATION M19 IMT to 7550 w Joliet Rd, Peotone, Box Alarm Struc Fire, Call8002916142 press 1 at prompt or Respd, 4 or unavail.
 - ALERT CART Blu Team Leader call OCD 708349141 IMMEDIATELY for Statewide Deployment info
 - CANCELLATION SW Hazmat Team Leader call OCD 7083493141 for additional information.
 - SYSTEM TEST M19 C&O Call8002916142 press 9 or Received Test.
- MABAS 19 Resource Leadership will be monitoring IAMRESPONDING for message reply and team status. MABAS 19 dispatch may be contacted by resource leadership for additional information or other situation related information.



MABAS DIVISION 19

Standard Operating Procedure	Section Administration	Page 1 of 1 Date 2-1-2014 SOP# 19-219
	Subject MABAS 19 Fire Ground Terminology	

PURPOSE: The purpose of this procedure to establish clear and concise terminology to be used on all MABAS Division 19 fire grounds

SCOPE: All MABAS Division 19 personnel should become familiar with Blue Card Terminology

APPLICATION:

CLEAR ALARM: This is a pause used before the initial radio report to gain control of the channel & to ensure that dispatch is prepared to receive/repeat back key elements of the report.

“Dispatch from Engine X...” (wait for acknowledgement)

SIZE UP:

The part of an initial radio report designed to capture key elements of the critical fireground factors. The acronym SHOPS is used to assist in remembering these key elements in an easy to follow standardized flow.

“Engine X is _____ bound with a.....”

S.H.O.P.S. -> SIZE, HEIGHT, OCCUPANCY, PROBLEM, STRATEGY

SIZE:

SMALL, MEDIUM, LARGE, and MEGA

- Based on % of preconnect or hose coverage point of entry (100% Small, 75% Medium, 50% Large, 25% Mega)

HEIGHT:

How many STORIES?

OCCUPANCY:

RESIDENTIAL

MULTI-FAMILY

- Apartments, Condos, Townhomes, Complex

COMMERCIAL

- Strip Mall, Big Box, Industrial, Other _____

PROBLEM:

SHOWING:

- NOTHING
- SMOKE
- FIRE (Working) or (Defensive) Conditions

FROM:

- (SIDE: _____ FLOOR: _____)

STRATEGY:

Investigating
Offensive
Defensive

Assume COMMAND

**REQUEST RESOURCES if needed (upgrade the alarm) or hold response
360* / FOLLOW UP REPORT:**

The visualization of all sides of the structure with an emphasis on the conditions of the Rear (CHARLIE Side).

This should be performed by the Initial I/C (first-in officer) if logistically possible. Consider this an essential safety and survival action that identifies:

Any fire behavior conditions on the B/C/D sides that differ from the Alpha side?

Is there a basement (walkout, lookout, English style, other)?

Victims/Hazards?

Additional pertinent traffic needed or missed in Initial Report?

Any indications of lightweight/poor building construction or areas where firefighter escape could be compromised?

DOES THIS CHANGE YOUR INITIAL STRATEGY/I.A.P.?

TACTICAL BENCHMARKS:

Indicators of specific strategic and task level progress which help determine the on-going assessment of risk.

(AFLaC)

ALL I.A.P.'s should be directly related to accomplishing these tasks!

- **All Clear:** **SEARCH** classification distinguishing completion
(*primary/secondary/final*)
- **Fire control:** **FIRE** controlled/knocked in the main area (*Check for attic extension!*)
- **Loss Stopped:** **SALVAGE & OVERHAUL** operations with property conservation.
- **Customer Stable:** Occupant Service Unit, 4 P's (pets/pictures/purses/pills), relocation etc.

LEVEL 1 STAGING:

Remainder (balance) of Initial Response - excluding 1st Engine/1st Truck/1st Ambulance/BC which proceed to scene per protocol.

Automatic & required in effect after initial arrival of 1st Unit in direction of travel (*Usually within one block or so radius of the fire building, not passing your last tactical advantage*);

Thus, this is an automatic staging assignment that needs not to be broadcast over the radio unless one central staging area is desired (*i.e. "All units stage First & Main"- that is a Level 2 assignment and used if required*).

Once staged - announce to Dispatch (& *on Fireground channel if in use*) of your arrival as Staged Level 1.

This will prompt Command to give you an assignment if required.

WAIT for orders – do not self-deploy!

LEVEL 2 STAGING:

One Central collection point set a minimum of two blocks from the incident and is implemented for Full Still Alarms, Box, or greater (Mutual Aid, etc).

ON DECK:

Crews are readily available with PPE, Air-packs, & Tools in a designated S/D/G of the building ready to take over the assignment of company (or may perform RIT functions if needed). They should not be directly in the IDLH "Hot Zone" area (*could also meet the OSHA Two In – Two Out requirement*).

RECYCLE vs. REHAB:

“RECYCLE”- Recycling crews is the concept that each interior company will work through a cylinder of air and report to recycle. The crew will drink a bottle of water, change their air cylinder and report back to their last division as an “ON DECK” assignment.

“REHAB” is considered moving to another division and units MAY be reassigned out of Rehab if they become available. Could also be considered another staging area.

SECTOR, DIVISION, GROUP (S/D/G):

Classifies the area in which crews are working (Ex.: 1st floor, Roof, Alpha, Charlie, Interior, etc). This helps the Incident Commander to track their working crews as well as assigning other companies to work under only one S/D/G officer. Thus, it will reduce radio communication so only one boss is communicating from that division. Other communication within that division between units is usually face to face (or voice/visual/radio).

SIDES – Alpha, Bravo, Charlie, Delta:

Clockwise from Front: (A - ALPHA) to left (B - BRAVO) to rear (C - CHARLIE) to right (D - DELTA)

Normally the Address side is ALPHA (*or as defined*)

FLOORS / DIVISION:

Use floor numbers or locations to create divisions - Floor 1, 2, or Basement, Roof, etc.

EXPOSURE:

Structures or Units directly next to & away from the Main Fire area
(*i.e. Exposure Delta 1, Delta 2 or Exposure Bravo 1, Bravo 2, Etc.*)

TASK LOCATION OBJECTIVE (T.L.O.):

This is a general communication principle used to improve the process of making assignments to individual companies.

It will always begin by using the Communication Model - identifying the unit, then pausing to wait for acknowledgment (*Hey you, it's me*).

Task - What is the assignment?

- Get hose from..., etc.
- Spot your Rig (position) at.....

Location- Where is this task to be performed?

- Where is your crew advancing to?

Objective- What is the primary function based on TACTICAL BENCHMARK?

- (All Clear, Fire Control, Loss Stopped, Roof report/Ventilation type, etc.)

C.A.N. REPORT:

A format for a brief progress, status, or action report from a task level or S/D/G officer

Conditions, Actions, Needs.

Conditions: Smoke, Fire, Heat conditions, building conditions, etc.

Actions: Updates command of working assignments & Tactical Benchmarks completed.

Needs: Prompts command to send additional resources/assign companies if needed.

TRANSFER OF COMMAND:

Formal transfer of “COMMAND” from First Engine (IC #1) to next arriving Chief (IC #2), IF NECESSARY. Should be made only after assigned units are accounted for.

TACTICAL WORKSHEETS:

Should **always** be completed to assist the 2nd I.C. track resources locations, actions, & needs as well as a reminder prompts for Tactical Benchmarks, etc. These can also be used for Critiques & could become part of the Fire Report supplement notes.

P.A.R.'s:

Personnel Accountability Report

Updates Command (preferably after each C.A.N. report & change of Strategy/Mayday/etc) that each member of your crew is present/accounted for.

SUPPORT OFFICER (S.O.):

Supports & Aids the IC with resource allocation, dispatch traffic, etc. & part of COMMAND TEAM (Radio ID is also “Command”). This should be assigned early if possible to the Command Post.

SENIOR ADVISOR (S.A.):

Supports I.C. & S.O. during large incidents, or as needed, & part of COMMAND TEAM (Radio ID is also “Command”). The Senior Advisor can take over the monitoring of Dispatch, IFERN; allocate resources from staging to the incident from the S.O. They are also responsible to intercept any other outside influences/communications to I.C. so the I.C. can focus on tactical benchmarks & I.A.P.’s.

QUICK HIT:

Fire Attack from the outside to knock down fire venting before we go in. This is still considered an “OFFENSIVE” attack if the I.A.P. is an interior attack.

BACK OUT / CHANGE STRATEGY vs. EVACUATE / ABANDON:

Use of ALERT tones by Dispatch &/or Command unit should also be transmitted on all channels starting with the FireGround channel in use.

Advise Command of PAR’s when out of structure. CONSIDERED A STRATEGIC SHIFT.

BACK OUT / CHANGE OF STRATEGY:

- Crews and equipment quickly back out of the building (*Change in Strategy from Offensive to Defensive*)

EVACUATE / ABANDON:

- **Imminent DANGER!**

IMMEDIATELY leave your equipment & use closest means of egress

SKID LOAD (Horizontal standpipe):

200’+ of 2.5” or 3” hose attached to a gated wye with 100’-150’ of 1 3/4” attack line.

PASSPORTS:

Accountability tags for crews (1 for each member on each rig). One stays on the apparatus, one with Officer at all times for S/D/G Officer to track Companies/personnel in that Division.

Approved:

Daniel Forsythe

President



MABAS DIVISION 19

SOG #: 19-220	Effective Date: 09/06/2016
Section: Operations	
Subject: Accountability System	

PURPOSE:

The purpose of this Standard Operating Guideline is to identify a system of personnel accountability. The purpose is to account for all personnel at any given time, within a small geographic area inside the hazard zone.

SCOPE:

This SOG applies to all members of MABAS Division 19 operating on the scene of an emergency incident.

DEFINITIONS: (EQUIPMENT)

Command Board: White board with Velcro strips for passport tags and an area to write on at the top. This board should be located on the interior of a cab door on the driver's side of the apparatus. This will also be called accountability board.

PASSPORT: Red and white tags affixed on the Officer's side dash in the cab of an apparatus. The red passport should stay in the apparatus, the white passport should be retained with the Officer of the apparatus. The green passport is an extra in the event the red or white passports get lost and can be kept in the station.

Name Tags: Tags that are specific to a firefighter which should include the members rank, first initial and last name as well as the department information at a minimum.

GUIDELINE:

Each Company Officer will be responsible for ensuring that the passport reflects only the members presently assigned to the company. Passports shall reflect only those crewmembers who are about to enter the hot zone. When entering the hot zone with a partial crew, such as when an engineer remains at the engine to pump lines, the Company Officer must place the members tag upside down for those members not entering the hot zone. The Company Officer must carry the white passport tag on their helmet or in his/her coat pocket.

The use of the accountability system will commence as the first unit arrives on the scene. The first arriving company will give an initial radio report a follow-up report. In the follow up report, their accountability unit identification and geographic location will be announced, "E-1 will be the Alpha side accountability location".

A strategic level boss with an updated passport command board may replace the need for the use of the initial accountability location for initial arriving companies. Any company(s) that is not on the strategic level command board must use the accountability location and place their company tags at the designated accountability location.



MABAS DIVISION 19

Upon exit, the Company Officer must retrieve their passport. The Company Officer, Engineer and S/D/G Officer will be responsible to see that passports are retrieved. Crews exiting at a different location other than the original point of entry must immediately notify their original S/D/G and/or accountability Officer of their changed status.

Tactical Level Passport Accountability

When S/D/G supervision is transferred from a company Officer to a command Officer, it elevates S/D/G management with a true tactical level boss vs. a working boss. This greatly facilitates the completion of the S/D/G objectives, it enhances the accountability process and it increases firefighter safety in the S/D/G.

Command Officers assigned to manage an S/D/G, will need to be fully turned-out. The S/D/G Officer assigned will bring the MABAS19 accountability board to assist in running the accountability process and managing the work/rest cycle of the companies assigned to your work location.

The S/D/G boss must collect the passport tags of all companies assigned in the S/D/G. They may be collected from the initial Accountability location, command, or the company Officer.

A company being assigned to a location that already has a Chief Officer in place in the S/D/G, will report to the S/D/G Officer face to face, give him/her the company passport, and await an assignment from the S/D/G Officer while remaining intact as a crew.

The S/D/G Officer will need to help manage the air supply of the Units assigned to their area. This is one of the main functions of the accountability/air management board. S/D/G Officers assisting assigned Unit's with their air management times in no way takes away or diminishes the Company Officer's responsibility for managing his/her crews air supply.

Companies exiting the hazard zone will perform a face to face with the S/D Officer. One item to cover in the face to face communication is the physical condition of the crew exiting the hazard zone. S/D/G and company Officers are responsible to monitor the welfare of their personnel at all times and determine if S/D/G recycling or a formal rehab is appropriate.

If the company is able to recycle, they will retain their assignment to the S/D/G, and the S/D/G Officer will retain the Unit's passport on their accountability board, noting the company is recycling.

If the company is sent to rehab, the S/D/G Officer will return the passport to the Unit being sent to rehab and they will notify command of the status change of the company ("Charlie to Command, I'm sending E-2 to Rehab and I need another engine company to replace them").

Staging

A company arriving in a level 2 staging will deliver their white passports to the designated staging Officer. If a staging Officer has not been established, the first arriving unit in staging will assume staging and collect all white passports from incoming units until relieved by a strategic level boss.



MABAS DIVISION 19

A company will receive a fire-ground assignment on IFERN or by face to face communication with the staging Officer. The staging Officer will give the white passport tag to the company Officer and instruct him where his/her company is assigned, what equipment they need (tools or apparatus) and the fire ground channel they are operating on. Upon arrival at the S/D/G, the company Officer will hand his white passport tag to the S/D/G boss.

Terminating the passport system

Passport accountability will be maintained throughout the entire incident. Accountability will be terminated once the last passport is returned to the last company exiting the hazard zone.

Upon termination and release from the incident, Company Officers and crew members will ensure that the passport is accurate and returned to the dash of their apparatus.

General passport rules:

- Passports will be delivered to the assigned accountability location prior to entering the hazard zone.
- Passports will reflect only those personnel presently assigned to the Unit who are ready to make entry into the hazard zone.
- Passports will be maintained at the point of entry in the warm zone.
- Passports will be retrieved by crews upon exiting the hazard zone.
- Initial passport accountability location is the 1st apparatus to a geographic location where identified by initial radio report.
- When S/D/G management is bumped up to a command Officer, all passports are managed by the S/D/G Officers who are responsible for the Units in that work location.
- On larger incidents the passport accountability management may become a function of the IMT.

SAFETY CONSIDERATIONS:

All personnel must utilize the standard passport accountability system to ensure accurate accountability of all personnel operating in the hazard zone.

SPECIAL CONSIDERATIONS:

Revised: 02/07/2017

Approved:

Howard Stephens
President



MABAS DIVISION 19

SOG #: 19-221	Effective Date: 10/04/2016
Section: Operations	
Subject: Rural Water Operations	

PURPOSE:

The purpose of this SOG is to standardize position assignments and responsibilities for rural water supply operations will ensure consistency within the MABAS 19 Fire Departments. Whether your department has non-hydranted areas or not, there is still a great benefit to standardizing apparatus functions. There are six different positions/functions within the rural water supply operation.

SCOPE:

This SOG applies to all members of MABAS Division 19 operating on the scene of an emergency incident.

DEFINITIONS:

Attack Engine: first arriving engine on the scene of an incident requiring rural water operations.

First Arriving Tender: may nurse or begin rural water set-up on the scene of an incident requiring rural water operations.

Water Supply Engine: second arriving or later assigned engine on the scene of an incident requiring rural water operations.

Second Arriving Tender: Typically dumps water into port-a-tank.

Fill Site: a location, may be pre-determined, where the tender shuttle reports to fill tanks.

Water Supply Officer: coordinates the tender shuttle operation on designated fire-ground channel.

GUIDELINE:

Attack Engine Responsibilities

Conduct Size-up of building and area

- Investigating
 - “Engine 1 is on the scene of a small 2 story residential with nothing showing from 3 sides. Engine 1 will be investigating and Engine 1 will be Main St. command”.
- Working Fire
 - “Engine 1 is on the scene of a small 2 story residential with a working fire, second floor alpha side. Engine 1 will be leading in for rural water operations, stretching



MABAS DIVISION 19

an attack line for fire attack/search and rescue through alpha. Engine 1 will be Main St. command”.

- Select an area that will support port-a-tank operations (end of driveway, intersection, etc.).
 - Lead out LDH supply line from the selected area to the incident, leaving the hydrant bag/appropriate fittings (LDH to 2 ½” female reducer) with the LDH supply hose.
 - Keep supply line to the side of the driveway/roadway and set-up rural water operations on the same side as the supply line (see below).
 - Proceed to incident and begin attack using tank water.
 - Connect supply line to the intake of the Engine.
 - Notify first arriving tender or water supply engine to charge the supply line when applicable.
 - Refill tank as soon as possible.
- “Engine 1 is on the scene of a small 2 story residential with light smoke showing from the 1st floor alpha side. Engine 1 will be investigating and setting up nursing operations. Engine 1 will be Main St. command”. Tender 1, take the drive and set-up nursing operations”.

First Arriving Tender Responsibilities

Conduct size-up of lead-out

Local Nursing Operation (decision of first-in officer)

- Access drive to nurse the attack Engine with a minimum of a 3” hose.

Remote Nursing Operation (set-up to nurse attack engine via LDH lead-out)

- Position Tender in an area that will not obstruct the positioning of the Water Supply Engine.
- Lead-out to area out of the way of the Water Supply Engine if necessary.
- Connect to Attack Engine’s lead-out with Siamese when possible (rural skid is an option).
- Notify attack Engine, on the assigned fire-ground channel, that you are ready to supply water.
- Charge hose-line to a minimum of 50 psi when ordered by the attack Engine.
- Adjust pressure as required to maintain the flow of water to the attack Engine.



MABAS DIVISION 19

- The first arriving Tender and Water Supply Engine personnel are responsible for dropping the tarp and port-a-tank for drafting operations.
 - Identify where the Water Supply Engine wants to position the port-a-tank (keep in the lane closest to the incident)
 - Deploy tarp and port-a-tank (consider multiple tanks/drainage)
 - If multiple port-a-tanks, ensure the primary port-a-tank will be lower in elevation than the secondary port-a-tanks.
- Notify Attack Engine when your tank is ¼ full.
- Respond to the Fill Site when empty.

Water Supply Engine Responsibilities

Conduct Size-up of lead-out and Tender set-up

Lead-out required

- Continue supply line lead-out from Attack Engine if necessary.

Lead-out in place

- Position apparatus for drafting operations if needed.
- Connect 100' length of 3" or LDH from rural skid and supply Attack Engine from tank water if needed.
- Place suction hose into port-a-tank and prepare for drafting operations once port-a-tank is filled by second arriving Tender.
- Notify nursing tender and attack engine of your ready status.

Second Arriving Tender Responsibilities

Conduct Size-up of access and port-a-tank location

- Position apparatus near port-a-tank and dump tank water.
- Respond to fill site determined by Water Supply Officer, Incident Command or predetermined location (box card) to refill.
- Follow travel path as described by Water Supply Officer.
- Position Tender at fill site for ease of filling and stay in apparatus.
- Respond back to port-a-tank location for dumping as directed by Water Supply Officer (stay in apparatus whenever possible).
- Radio communication by Tender operators is discouraged. IFERN or blue fire-ground may be assigned to water supply.
- Respond back to Fill Site when directed.



MABAS DIVISION 19

Fill Site Engine Responsibilities

Fill Site Engine in Rural Setting

- Size-up fill site area to provide for good flow of water tender traffic in and out of the fill site
- Connect hard suction to drafting source and obtain draft
- Layout minimum 100 ft. 3" hose from discharge of pumper to fill Tanker
- Ensure pump operator is ready for first tanker.
- Layout minimum 100 ft. 3" hose from second discharge of pumper to fill Tanker.
- Notify Incident Command of Fill Site readiness.
- Provide traffic control for incoming tankers.
- Fill Tenders one at a time.
- Fill site engine shall fill water tenders at a pressure at a pressure of 150 psi.
- Pump operator can switch from one tender to another at pressure by opening the opposite discharge to the second Tender before closing the discharge to the full tanker.
- Pump Operator shall fill tenders while operating in the volume or parallel pumping mode if applicable.
- A goal of 1000 GPM filling rate is expected.
- Company members shall assist in hose handling and connections at the Tender to speed operations.
- Fill Site officer should continue to re-assess the need for a second fill site and communicate that to the Incident Commander when necessary.

Fill Site Engine off Hydrant

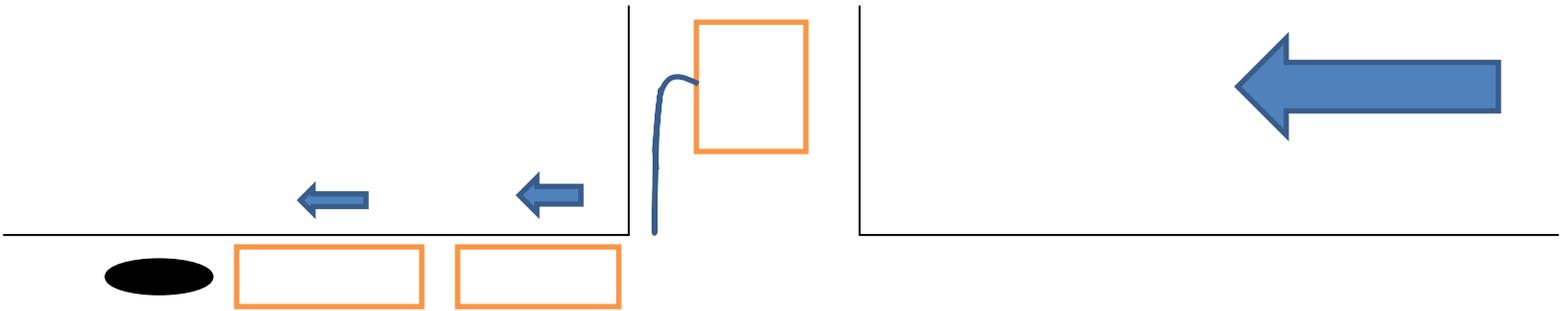
- Size-up fill site area to provide for good flow of water tender traffic in and out of the fill site
- Engine tags hydrant via steamer port and LDH.
- Layout two (2) 100 ft. 3" hose from the engine's discharges to fill Tenders
- Ensure Engineer is ready for first tender
- Notify Incident Command of Fill Site readiness.
- Provide traffic control for incoming tenders.
- Fill Tenders one at a time.
- Fill site operations shall fill water tenders at a pressure at a pressure of 150 psi.
- A goal of 1000 GPM filling rate is expected.
- Fill site personnel shall assist in hose handling and connections at the Tender to speed operations.



MABAS DIVISION 19

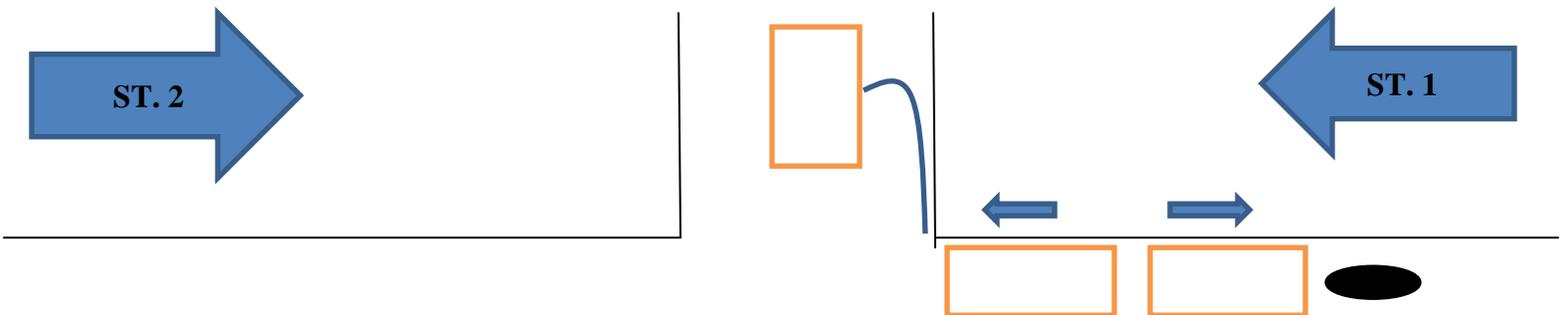
- Fill Site officer should continue to re-assess the need for a second fill site and communicate that to the Incident Commander when necessary.

*RESPONDING FROM **SAME** DIRECTION*



*ATTACK ENGINE LAYED LDH supply hose ON THE **OPPOSITE** SIDE THEY RESPONDED FROM*

*RESPONDING FROM **DIFFERENT** DIRECTIONS*



*ATTACK ENGINE LAYED LDH supply hose ON THE **SAME** SIDE THEY RESPONDED FROM*



MABAS DIVISION 19

SAFETY CONSIDERATIONS:

Proper communication of all Engine and/or Tender operators is essential to ensure a constant flow of water for companies operating on the fire-ground.

SPECIAL CONSIDERATIONS:

A rural skid is a configuration of a shorter length of supply hose, a Siamese and/or fittings designed to connect to a large diameter supply line (LDH), allowing a tender to pump to the attack engine while the water supply engine establishes a draft and is ready to take over supplying the supply line.

Whenever possible, maintain access to the hazard area; Leave the all driveways open, leave the front of the fire building/ incident area open and available for Ambulances, Light Units, Cascades, Squads, Trucks and other necessary support apparatus. This important step is the first step in organizing the incident scene to allow for the expected growth of the incident.

Staffing shortages/apparatus shortages may require initial companies dedicated to fire attack, therefore Auto Aid/Mutual Aid Companies may be responsible for setting up rural water operations.

It is common to find narrow roadways in a rural setting. Staging tenders and other apparatus on the same side of the road as the port-a-tank operations is critical, ensuring an open traffic flow at that incident location.

Revised 10/04/2016

Approved:

Howard Stephens

**Howard Stephens
President**