



M.A.B.A.S. DIVISION VI

Statewide Mutual Aid Deployment Plan

SECTION I:	COMMUNICATIONS
SECTION II:	DEPLOYMENT
SECTION III:	TRANSPORTATION
SECTION IV:	APPENDIX

Operational Guidelines

- Purpose:** This plan describes the actions needed to communicate, deploy, and respond to a statewide mutual aid deployment.
- Scope:** This plan is limited to operations and information at the MABAS Division 6 level implemented for a statewide response until such time the required response departs to the stricken area.

Definitions: Local FD – local fire department apparatus and personnel required to respond per the Statewide flow plan and MABAS Division 6 Statewide Response Box Cards.

Point of Departure (POD) – The pre-designated gathering location designated DeKalb Fire Department, Station #1, 700 Pine Street, unless otherwise specified, for the purpose of gathering personnel, apparatus and equipment for a statewide mutual aid response. The POD will be staffed by a DeKalb duty chief who will serve as the POD coordinator.

DeKalb County Dispatch – A pre-designated point of contact that local fire departments will call to advise of their availability to muster, their ETA, and a contact number when alerted for a Statewide response.

Staffing – Staffing for Statewide deployments shall meet the requirements of the MABAS policy as follows:

Ambulance – 2	Engine – 4	Truck – 4	Squad – 4
Tanker – 2	Brush – 2	Haz-Mat – 10	TRT – 10

Statewide Deployment - A level of MABAS / SRT deployment requiring the notification of multiple agencies, staffing, apparatus and/or specialized equipment mustering to a point of departure prior to being transported to the stricken area. The deployment may be for as long as 10 days.

I. COMMUNICATIONS

- A. RED Center, Orland, or the IEMA EOC will notify MABAS Div 6 (DeKalb County Dispatch) via telephone of the activation of the plan.

RED Center will provide:

1. Validation security codes to Div. 6 (DeKalb County Dispatch). DO NOT give these codes out over any radio frequency. A Div. 6 fire chief will call DeKalb County Dispatch on the phone for the codes prior to the required fire units leaving the Point of Departure (DeKalb Fire Department, Fire Station #1, 700 Pine Street) to go to the stricken reception site.
2. Information about the incident.
3. Apparatus, manpower, and equipment to send.
4. Routing and caravan process.
5. Reception site.

The form in **Appendix A** will assist the dispatcher in gathering the required information.

MABAS Div. 6 will contact the appropriate dispatch center by LEADS Type 3 message and phone.

	<u>DISPATCH CENTER PHONE</u>	<u>LEADS CDC</u>
DeKalb County	815-895-2155	NRD
DeKalb City PSAP	815-748-8400	NRY
Rochelle City PSAP	815-562-2122	B7P

MABAS Div. 6 LEADS notice will contain:

1. This is an activation of the Statewide MABAS plan.
2. Name and card number of MABAS Task Forces requested
3. Departments, manpower, and equipment due to send to the Point of Departure – DeKalb Fire Department, Fire Station #1, 700 Pine Street unless noted otherwise on card.
4. Statement that the dispatch centers are to notify to MABAS Div. 6 (DeKalb County Dispatch) within 30 minutes with the availability of the apparatus, manpower & equipment required from their departments and that those resources are to be at DeKalb Fire Department, Station #1, 700 Pine Street, 30 minutes after they were notified and that the units are to stay off the IFERN radio freq.

MABAS Div. 6 (DeKalb County Dispatch) will follow up the LEADS notice with a phone call to dispatch center verifying receipt of the LEADS notice.

The form in **Appendix B** will assist the MABAS Dispatcher in notifying the dispatch centers with the correct information.

The MABAS Division 6 (DeKalb County Dispatch) dispatcher will track all apparatus, manpower, and equipment reported by the dispatch centers on the form in **Appendix C**.

- B. Each dispatch center will contact the fire departments they are responsible for either by phone or tone out.

DeKalb County Dispatch – Kirkland, Genoa-Kingston, Malta, Cortland, Shabbona,
Waterman, Hinckley, Lee, Leland, Somonauk, Sycamore
DeKalb City PSAP - DeKalb
Rochelle City PSAP - Rochelle

If the notification is by toning out, the toned message should have the department call their dispatch center. If the message goes out by phone or when the toned departments call in by phone, the dispatch center will relay the information from MABAS Div. 6 (DeKalb County Dispatch).

1. This is an activation of the Statewide MABAS plan.
2. Name and card number of MABAS Task Forces requested
3. Departments, manpower and equipment due to send to the Point of Departure – DeKalb Fire Department, Fire Station #1, 700 Pine Street, unless noted otherwise
4. Available requested apparatus, manpower, and equipment are to be in route to Point of Departure within 30 minutes
5. Do not use the IFERN radio frequency when leaving for Point of Departure

The agencies dispatch center will determine the availability of the requested apparatus, manpower, & equipment from the required departments.

The agencies dispatcher will track all apparatus, manpower, and equipment reported by their fire departments on the form in **Appendix D**.

Even if a department is not due with a resource, they should be notified by their dispatch center so they are aware of a major situation taking place in the State.

Once the agencies dispatch center knows the availability of the requested apparatus, manpower, and equipment they are to contact MABAS Div. 6 (DeKalb County Dispatch) by LEADS and report the information and verify LEADS reception by phone.

- C. DEPARTMENTS need to acknowledge the box alarm and available resources within 20 minutes and contact the agencies dispatch via phone or radio.

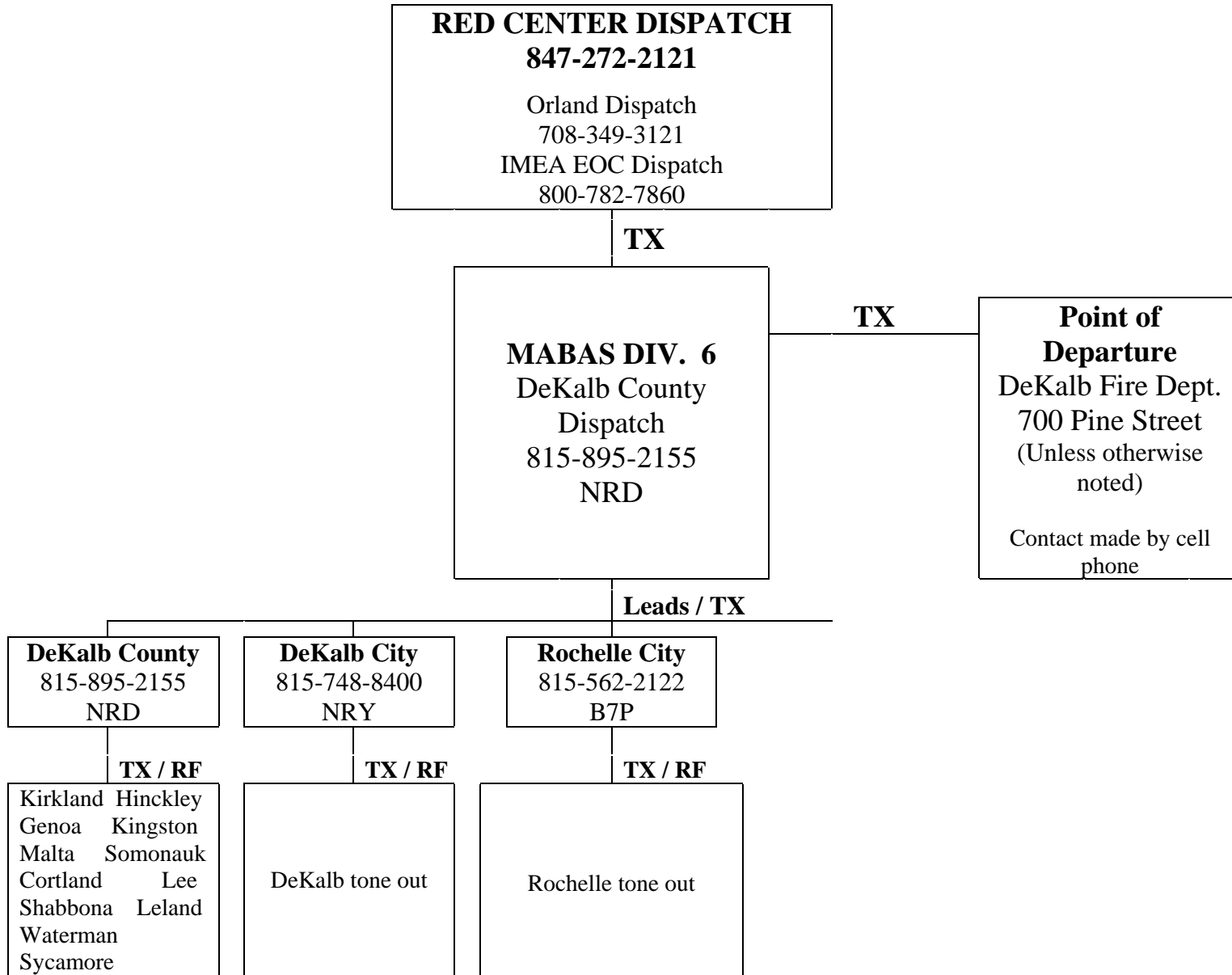
- D. RESPONDING UNITS – Units in route to the POD and responding to the reception area SHALL NOT transmit on the IFERN frequency. The frequency needs to be monitored for pertinent information.

Once arriving at the reception area, a staging officer will then direct frequency assignments for operations.

**** Response to the POD for a statewide deployment is non-emergency. ****



MABAS DIVISION 6 COMMUNICATIONS FLOW PLAN



- E. MABAS Div. 6 (DeKalb County Dispatch) will gather the information from the dispatch centers.
- F. When all requested apparatus, manpower, and equipment are accounted for, MABAS Div. 6 (DeKalb County Dispatch) will call RED Center, Orland, or the IEMA EOC and report the information.
- G. Should a requested resource not be available from a Primary fire department, MABAS Div. 6 (DeKalb County Dispatch) will fill the resource from the Secondary fire department list on the box card.
- H. The highest ranking officer in the POD will call MABAS Div. 6 (DeKalb County Dispatch) by phone, 815-895-2155, when he is in the POD. He will only report his name, rank, and department, that he is at the POD and ready to receive information. He will then give a call back number and hang up.

MABAS Div. 6 (DeKalb County Dispatch) will then call the dispatch agency of the highest ranking officer to confirm his/her identity and phone number. When the information is confirmed, Div. 6 (DeKalb County Dispatch) will call the highest ranking officer back and give him all of the information they received from RED Center, the availability of the requested apparatus, manpower & equipment and the validation security codes.

II DEPLOYMENT

- A. Procedure - Upon notification of a statewide mutual aid response per the communications plan, a DeKalb Duty Chief and local fire departments assigned to the box alarm (personnel, apparatus & equipment) will report to the Point of Departure (POD) – DeKalb Fire Department, Fire Station #1, 700 Pine Street, unless otherwise noted on card.
- B. POD Coordinators - A DeKalb Duty Chief is assigned to coordinate the Point of Departure. The highest ranking officer in the POD will call MABAS Div. 6 (DeKalb County Dispatch) by phone, 815-895-2155, when he is in the POD. He will only report his name, rank, and department, that he is at the POD and ready to receive information. He will then give a call back number and hang up. Chiefs of Div 6 departments are encouraged to report to the POD to assist in the coordination of the POD.

MABAS Div. 6 (DeKalb County Dispatch) will then call the dispatch agency of the highest ranking officer to confirm his/her identity and phone number. When the information is confirmed, Div. 6 (DeKalb County Dispatch) will call the highest ranking officer back and give him all of the information they received from RED Center, the availability of the requested apparatus, manpower & equipment and the validation security codes.

The POD Coordinators will maintain a log of all activities and communications received / transmitted using the POD log form – **Appendix J**.

The POD Coordinators will need to assure the Transportation Plan in Section III is implemented.

- C. POD Coordinators Assignments - The POD Chiefs will be assigned to perform the following tasks according to the procedure and fill out the associated worksheets:

Accountability Worksheet	Appendix E
Emergency Contact Information	Appendix F

Personal Equipment Check	Appendix G
Electronic Equipment Check	Appendix H
Deployment Bag Worksheet	Appendix I
POD Activity Log	Appendix J
MABAS Communications	Appendix K
Directions & Maps	Appendix L
Vehicle Assignments	Appendix M
Money Transfers	Appendix N

- D. Personnel - Responding personnel from each local FD shall be limited to the required certification level and staffing number as required by the MABAS Division 6 statewide box card and MABAS policy.
- E. Apparatus - The type of apparatus designated by the MABAS Division 6 statewide mutual aid box card will meet at the POD.
- F. Arrival at Point of Departure:
1. Upon arrival at the POD, members will check in for the purpose of accountability. A picture ID card and PASSPORTS are required.
 2. Members will be briefed as to the incident type and status.
 3. Each responding member will complete a member information form (**Appendix F**) prior to departure. One copy of the form will be maintained at the POD and one copy of the form will travel with the team / task force leader.
 4. Each member, in addition to his personal gear, will be issued a personal clothing/equipment cache, if required.
 5. SECURITY: Personal gear will be searched for security reasons. Video, still cameras, cell phones, pagers, and other electronic equipment will be inventoried and collected. Video and still cameras will travel with the team and be issued when authorization is received. Cell phones and pagers will be inventoried by the team leader and travel with the team / task force. They may only be used for emergencies or when authorized by the team leader.
 6. The team leader will be issued a cash stipend for the responding team's operational needs.

III. TRANSPORTATION

- A. **Procedure** - Upon notification of a statewide mutual aid response, per the communication plan, designated responders will bring selected department vehicles to the POD (Point of Departure).

Departments whose personnel are due on the box should respond with the vehicle that is due on the respond. If no personnel are due, but a vehicle is, then the department would need to bring the transport vehicle to the POD and the responders will use the vehicle. The FD driver will be returned to his station.

There may be fire department personnel who bring vehicles to the POD who will need to be returned to their stations; the overhead team of POD Chiefs will take care of those arrangements. Personnel should make every effort to be dropped off to the POD versus bringing a vehicle that needs to be shuttled back to their station.

Statewide Mutual Aid Boxes: MABAS Division 6

HAZMAT DOMESTIC TERRORISM

F. D.	VEHICLE TYPE	# PASSENGERS
DeKalb	Staff Car	4
DeKalb	Squad 4 & Haz Mat trailer	6
Rochelle	?	4
MABAS Div. 13	?	3

TECHNICAL RESCUE

F. D.	VEHICLE TYPE	# PASSENGERS
DeKalb	Staff Car	4
DeKalb	Squad 4 & TRT trailer	4
Sandwich	?	4
MABAS Div. 13	?	4

FIREFIGHTER DISASTER RESPONSE TEAMS

F. D.	VEHICLE TYPE	# PASSENGERS
DeKalb	?	4
Sycamore	?	4
Genoa Kingston	?	4
Hinckley	?	4

Units en-route from the POD to the reception area should communicate on the GREEN fireground channel and monitor IFERN.

SECTION IV

APPENDIX



ILLINOIS STATEWIDE RESPONSE MABAS Dispatch Information Sheet

Agency Initiating Notification: _____ Notification Operator & Badge #: _____

Date of Official Notification: _____ Time of Notification: _____

Call Back Name & Badge #: _____ Phone #: _____

Location of Incident: _____ Type of Incident: _____

DIVISION 6 APPARATUS, MANPOWER & EQUIPMENT DUE: (CIRCLE ALL THAT APPLY)

ENGINES	TASK FORCE	TRUCKS / AERIAL APPARATUS
HAZ-MAT OR DOMESTIC TERRORISM	EMS / AMBULANCE	MANPOWER – HEAVY SQUADS
SPECIAL / TECHNICAL RESCUE	TANKER	ADMINISTRATIVE SUPPORT TEAM
BRUSH FIRE	FF DISASTER RESPONSE TEAM	

Radio Frequencies: _____

Routing & Reception: _____

IEMA Mission Number: _____

Validation / Security Code: _____



MABAS DIVISION 6 Dispatch Notification

MABAS Division 6 (DeKalb County Dispatch) shall notify each dispatch center via LEADS then phone to execute the statewide activation procedure. The dispatch centers shall notify the fire departments that they are responsible for.

Type of Incident: _____ Location of Incident: _____

Time of Notification: _____ Card #: _____

Notification received from: _____

MABAS DIV. 6 LEADS MESSAGE:

“This is an activation of the Statewide MABAS plan. **The DeKalb Duty Chief, available Division 6 chiefs and the Following Task Forces are requested to the point of departure:**

List Departments, Manpower, and Equipment that is due. (List from box card)

State that the dispatch centers are to notify to MABAS Div. 6 (DeKalb County Dispatch) within 30 minutes with the availability of the apparatus, manpower & equipment required from their fire departments, that those resources are to be at DeKalb Fire Department, Fire Station #1, 700 Pine Street (or the alternate location if noted on card) 30 minutes after they were notified and that the units are to stay off the IFERN radio freq.

NOTIFICATIONS:

	Dispatch Center	LEADS CDC	Sent ✓	Reply ✓	Dispatch Phone	Sent ✓	Reply ✓	Person Notified	Time Notified
1	DeKalb County	NRD			815-895-2155				
2	DeKalb City	NRY			815-748-8400				
3	Rochelle City	B7P			815-562-2122				

Person Completing Form: _____

Time: _____



MABAS DIVISION 6 Statewide Deployment Plan *Accountability Worksheet*

PURPOSE:

In the event a MABAS statewide Box Card is activated personnel arriving at the POD will need to be credentialed. Each Statewide MABAS Box Card has a predetermined response that must be adhered to. In the event personnel respond to the POD for deployment, and are not credentialed, they must be returned. Strict enforcement of credentials for responding personnel is important.

POLICY:

Point of Departure (POD) Accountability Chief Responsibility

- A. The POD Chief assigned the task of accountability shall perform the following tasks before the convoy leaves the POD.
 - 1. Determine the MABAS Statewide Box Card/Cards called. From the Box Card determine the appropriate units and technicians that will be responding to the POD. Using the Division 6 Statewide Deployment Plan, determine the appropriate staffing for each vehicle responding. Use attached worksheet.
 - 2. No Task Force member will be permitted to leave the POD until his or her credentials are checked. Attempt to create a check in area for arriving personnel.
 - 3. Collect and return all completed credential information to the POD Chief or designee.

- B. Materials needed to complete task:

Materials	Amount	Completed
Division 6 Deployment Plan	1 set	
Credential Work Sheet	1	
Statewide MABAS Box Cards	Determined by MABAS Card	



MABAS DIVISION 6

Statewide Deployment Plan

Emergency Contact Information

PURPOSE:

In the event a team member being deployed to an incident is involved in a serious injury or death, information must be available which can be used to contact immediate family for notification. Officials responsible for notification must have access to current and correct information.

POLICY: Point of Departure (POD) Emergency Contact Information Chief Responsibility

- A. The POD Chief assigned the task of collecting emergency contact information shall perform the following tasks before the convoy leaves the POD.
1. Determine the MABAS Statewide Box Card/Cards called. From this Box Card prepare **Emergency Contact Information** sheets for each team member being deployed.
 2. Distribute **Emergency Contact Information** sheets to each Task Force member and instruct the member to complete the form. Stress the importance of this information. Explain that this information will be used to notify immediate family in the event of an emergency.
 3. No team member will be permitted to leave the POD until the **Emergency Contact Information** sheet is completed.
 4. The team member will then place the completed Emergency Contact Forms in a sealed envelope and print their name on the outside of the envelope. The team leader or POD Chief will only open the envelope in the event of an emergency.
 5. Collect and return all completed **Emergency Contact Information** sheets to the POD Chief or designee.

B. Materials needed to complete task:

Materials	Amount	Completed
Emergency Contact Information sheets	Determined by Box Card	
Pens	At least 6	



MABAS DIVISION 6

Emergency Contact Information

PLEASE READ:

The information you provide will be used **ONLY** in the event you are involved in a serious injury or death. Officials responsible for notification must have access to current and correct information. Please take time to fill out the form fully and accurately.

PERSONAL INFORMATION

Last Name: _____ First Name: _____ Middle Initial: _____

Home Address _____

City: _____ State: _____ Zip Code: _____

Daytime Phone Number: (____) _____ - _____ Evening Phone Number: (____) _____ - _____

Member Fire Department: _____ Shift _____ Station _____

Date of Birth: ____ / ____ / ____ Drivers License #: _____ Class: _____

Height: _____ Weight: _____ Blood Type: _____

Personal M.D.: _____ Phone Number: (____) _____ - _____

Current Medical Condition(s): _____

Past Medical Condition(s): _____

Allergies: _____

Medications: _____

Training (only check one per column)

	Vertical	Trench	Confined Space	Structural Collapse	Haz-Mat	Medical
Awareness						EMT-B
Operations						EMT-I
Technician						EMT-P

Special Skills: _____

EMERGENCY CONTACT INFORMATION

Name: _____ Relationship: _____

Home Contact Information:

Address: _____

Phone Number: _____

Work Contact Information:

Name of Employer: _____

Address: _____

Phone: _____

Pager / Cell: _____

**Special Circumstances :
(i.e. health, age, etc.)**

List names and dates of birth of all your children

Name: _____ Date of Birth: _____

Name: _____ Date of Birth: _____

Name: _____ Date of Birth: _____

Name: _____ Date of Birth: _____

Name: _____ Date of Birth: _____

Name: _____ Date of Birth: _____

List the Department member(s) you would like to accompany a chief fire officer to make the notification:

Name: _____

Name: _____

List anyone else you want to help make the notification: (i.e. friend, minister)

Name: _____ Relationship: _____
Address: _____
Phone: _____
Pager / Cell: _____

Name: _____ Relationship: _____
Address: _____
Phone: _____
Pager / Cell: _____

Optional Information:

Religious Preference: _____
Place of Worship: _____
Address: _____

Are you a veteran of the United States Armed Services? [] YES [] NO

If you are entitled to a military funeral, do you wish to have one? [] YES [] NO

Do you wish to have a fire service funeral? [] YES [] NO

Please list your membership in fire service, religious, or community organizations that may provide assistance to your family:

Do you have a will? [] YES [] NO If "yes", where is it located? _____

Special Requests: _____

Completed on: _____ Signature: _____

Copy 1 – Point of Departure

Copy 2 – Team Leader



MABAS DIVISION 6

Emergency Contact Information

PURPOSE:

In the event a MABAS statewide Box Card is activated personnel arriving at the POD will need to have the appropriate personal equipment. Each person responding to the POD and approved for deployment will need to have with them the appropriate personal equipment.

POLICY:

Point of Departure (POD) Personal Equipment Chief Responsibilities

- A. The POD Chief assigned the task of checking Personal Equipment shall perform the following tasks before the convoy leaves the POD.
1. Each firefighter who is credentialed and approved to respond to the current incident shall have the appropriate personal equipment.
 2. Check each firefighter's Personal Equipment using the attached worksheet. Each Firefighter should initial that their equipment was checked.
 3. No Task Force member should be permitted to leave the POD without having his or her Personal Equipment checked. Attempt to create a separate area for checking Personal Equipment bags.
 4. Return all completed worksheets to the POD Chief or designee.

- B. Materials needed to complete task:

Materials	Amount	Completed
Statewide MABAS Box Cards	1 Set	
Division 6 Deployment Plan	1	
Personal Equipment Work Sheet	Based on Card Called	
Division 6 SRT Policy Manual	1	



MABAS DIVISION 6

Emergency Contact Information

Personal Equipment Needed:

1. Turnout Gear (Helmet, Hood, Pants, Boots, Coat, Gloves)

2. Division 6 SRT Technical rescue required gear (Division 6 SRT Policy Manual)

- 3.

- 4.

- 5.

- 6.

- 7.

- 8.

- 9.

- 10.

- 11.

- 12.

- 13.

- 14.

- 15.

- 16.

- 17.

- 18.

- 19.

- 20.



MABAS DIVISION 6

Statewide Deployment Plan

Electronics Collection Check

PURPOSE:

In the event a MABAS statewide Box Card is activated, personnel arriving at the POD will need to have any phones, pagers, non-essential radios, cameras, and video recorders collected. For safety and security reasons, responding personnel will not be able to communicate with anyone until the responding Chief has received appropriate permission from the IC to allow communications. In addition, no photography will be allowed at the scene until the responding Chief receives the appropriate permission to allow photographs.

POLICY:

Point of Departure (POD) Electronics Collection Chief Responsibilities

A. The POD Chief assigned the task of collecting electronics shall perform the following tasks before the convoy leaves the POD.

1. Each firefighter will be asked by Electronics Collection Chief to turnover all cameras, phones, pagers, video recorders, and non-essential radios.
2. The turned over equipment will be recorded and placed in a bin for distribution at an appropriate time.
3. The electronics collection bin shall be turned over to the responding Chief prior to departure. A copy of the inventory sheet should accompany the collection bin.
4. Return all completed worksheets to the POD Chief or designee.

B. Materials needed to complete task:

Materials	Amount	Completed
Electronics Collection Bin	1	
Division 6 Deployment Plan	1	
Electronics Collection Work sheet	Based on Card Called	



MABAS DIVISION 6

Statewide Deployment Plan

Deployment Bag Handout

PURPOSE:

In the event a MABAS statewide Box Card is activated personnel arriving at the POD will need to be given a deployment bag. Each person responding to the POD and approved for deployment will be issued a Deployment Bag. This bag will consist of the supplies necessary for deployment away from home.

POLICY:

Point of Departure (POD) Deployment Bag Chief Responsibilities

- A. The POD Chief assigned the task of distributing deployment Bags shall perform the following tasks before the convoy leaves the POD.
1. Determine the MABAS Statewide Box Card/Cards called. From the Box Card determine the appropriate units and technicians that will be responding to the POD. Using the Division 6 Statewide Deployment Plan, determine the number of personnel that will be responding from the POD to the incident.
 2. Distribute 1 Deployment Bag per responding Firefighter after they are credentialed and approved to respond. Have each firefighter initial the worksheet indicating receipt of the Deployment Bag.
 3. Explain to each firefighter receiving a Bag that they are responsible for returning the bag and its contents to Division 6 upon completion of the mission.
 4. No Task Force member should be permitted to leave the POD without a Deployment Bag. Attempt to create a distribution area for assigning Deployment Bags.
 5. Return all completed worksheets to the POD Chief or designee.

- B. Materials needed to complete task:

Materials	Amount	Completed
Electronics Collection Bin	1	
Division 6 Deployment Plan	1	
Electronics Collection Work sheet	Based on Card Called	



MABAS DIVISION 6

Statewide Deployment Plan Communications Worksheet

The purpose of this position is to insure that:

- MABAS Division 6 (DeKalb County Dispatch) is notified by phone upon this Chief's arrival:
 - He will identify himself to MABAS Division 6. He will notify Division 6 he is at the POD and ready to receive information. He will await MABAS Division 6 Dispatcher's return phone call.

- Upon MABAS Divisions Dispatcher's return phone call, he will receive the following information:
 - Validation of Security Codes
 - Verify the proper Department Vehicles are at the Point of Departure
 - Status of the Deployment
 - Any additional Vehicles that are needed for response (fill in for unavailable, additional transport vehicles needed, etc.)
 - Insure directions to the response area are provided for the response team, from RED Center, Orland, or the IEMA EOC.



MABAS DIVISION 6
Statewide Deployment Plan
Directions & Maps Worksheet

The purpose of this position is to insure that:

- Proper route to Reception area as planned and promulgated by RED Center, Orland or the IEMA EOC to the Response Team
- Fuel stops from RED Center, Orland or the IEMA EOC are promulgated to the drivers and response chief
- Utilize Street Finder, or another computer mapping program for directions
- Print out copies for all vehicles
- Road construction and other road problems are noted on the maps
- Potential alternate routes are shown
- Provide maps and directions are provided to the driver of each vehicle.
- Insure that communications between vehicles during the response is planned for and known by all – MABAS frequency is not to be used
- Verify emergency contact information for each person has been received by that POD Chief prior to leaving
- Verify all Personal, Department and County supplied gear is present for each person
- Verify with State Police, or appropriate government agency, that the planned route is secure
- If required, procure accommodations for the responding personnel.



MABAS DIVISION 6 Statewide Deployment Plan Vehicle Assignments Worksheet

The purpose of this position is to insure that;

- The proper vehicles have arrived in the point of departure
- The proper personnel are on board
- Vehicles are prepared to travel the distance required
- Check sheets are utilized and filled out for **every** vehicle departing
- Passports are properly utilized by each vehicle and department
- Check that all loose items are secured prior to the vehicle leaving (hose covers, rope hose tools, etc.)

FOR NON-TECHNICIAN RESPONSES:

1. Check the vehicles against the designated box card(s). If the vehicle does not match the vehicle shown on the card, send them home. Only Primary, Secondary or Transport vehicles should be at the Point of Departure.
2. Insure that the proper numbers of personnel are on board:
 - a. Four personnel on Engines, Trucks and Squads
 - b. Two personnel on Brush Trucks
 - c. Two Paramedics on MICU ALS Ambulances
3. Additional vehicles should not be required, as it presumed that all personnel will depart on the vehicle they arrived on. However, should a specialized trailer be required insure the proper tow vehicle is on-scene, with a driver, also.
4. Check the following levels on each apparatus before any vehicle is permitted to leave:

FD Name & Vehicle Number:	
Mileage	
Engine Hours	
Fuel Level (Vehicle)	
Oil Level	
Water Level (Tank Water)	
Water Level (Radiator)	
Air Cascade Level	
All radios set to IFERN	

5. Final check of all Personal, Department and County provided gear is there.
6. Verify that the directions to the reception site, provided by RED Center, Orland, or the IEMA EOC are provided to each driver and responding chief.
7. Verify that the responding chief has the security code provided by RED Center, Orland, or the IEMA EOC.

FOR TECHNICIAN SPECIFIC RESPONSES:

1. Insure the proper Technician(s) is/are on the scene
2. Insure that the proper passports are present – vehicle, scene and team specific use
3. Insure the proper number of transport vehicles are in the Point of Departure
4. Insure the proper Technical Response Truck / Trailer in on the scene
5. Insure the Tow vehicle is on the scene and all required hook ups are there
6. Check the following levels on each vehicle before it is permitted to leave:

FD Name & Vehicle Number:	
Mileage	
Engine Hours	
Fuel Level (Vehicle)	
Oil Level	
Water Level (Radiator)	
Air Bottles Full	
All radios set to IFERN	

1. Equipment Inventory sheet is up to date and present. Make copies – one to stay with vehicle, one stays at Point of Departure, the other turn into Sector Officer or designee, at the assigned work area.
2. Insure the Chief Liaison, or his designee is present.
3. Final check of all Personal, Department and County provided gear is there
4. Verify that the directions to the reception site, provided by RED Center, Orland or the IEMA EOC. are provided to each driver and responding chief.
5. Verify that the responding chief has the security code provided by RED Center, Orland, or the IEMA EOC.



MABAS DIVISION 6
Statewide Deployment Plan
Money Transfer Worksheet

The purpose of this position to insure that:

- The money is procured for the Response Team
- All proper paperwork is filled out prior to the Response Team's leaving the Point of Departure
- All money disbursement requirements by Division 6 are understood and followed

Check to insure the following steps are completed:

Contact the MABAS Chief's representative to get the money	
\$ Amount	
Signature: _____	Counter Signature: _____