

**I. PURPOSE** - The primary purpose of the Mutual Aid Box Alarm System (M.A.B.A.S.) is to coordinate the effective and efficient provision of mutual aid during emergencies, natural disasters, or manmade catastrophes. M.A.B.A.S. is not intended to relieve a community of their responsibilities of providing adequate emergency services for all local emergencies, since all communities should have their own first line of defense. When a community exhausts its resources, M.A.B.A.S. can be activated by the stricken community, and through a systematic plan, M.A.B.A.S. will provide:

- A. Immediate assistance of personnel and equipment at the scene of an emergency or disaster.
- B. Response teams of Firefighters, EMS, Hazardous Materials, TRS, Divers, etc.
- C. Access to specialized equipment
- D. A contractual agreement covering responsibilities and liabilities for all its members
- E. Standardized policies and procedures for mutual aid responses
- F. An organization comprised of Fire Departments from the State of Illinois and Wisconsin

**II. DEFINITIONS** - Following is a glossary of terms and terminology that relates to M.A.B.A.S. in establishing mutual aid assistance:

- ALARM LOG            The Alarm Log 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 tone activated by M.A.B.A.S. Division Dispatch Centers.
- AMBULANCE (AMB)        A vehicle whose primary function is the care and transportation of sick or injured persons. An ambulance can be classified as ALS (Advanced Life Support) or BLS (Basic Life Support); Minimum staffing of two (2) EMT-B's (BLS); or one (1) paramedic and one (1) EMT-B (ALS), or two (2) paramedics (ALS).
- AUTOMATIC AID            See Mutual Response

<u>BOX ADDRESS</u>	The address of an intersection in the center of the Box area or the address of the emergency scene itself.
<u>BOX ALARM</u>	For the purpose of M.A.B.A.S., a Box Alarm is a fire or other emergency requiring mutual aid. A Box Alarm is the first request for M.A.B.A.S. assistance. A 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> , or 5 <sup>th</sup> Alarm are additional calls for equipment to the same fire or disaster area.
<u>BOX CARD</u>	A printed form containing details of equipment to respond to a given geographical area within a community.
<u>BOX CARD NUMBER</u>	Each Department can use the same Box Numbers.
<u>CHANGE OF QUARTERS</u>	Apparatus assigned: physically changes to the stricken community to be available for simultaneous calls or move up to the fire scene on an additional Alarms.
<u>COMMAND POST</u>	The location of the Officer in Charge of the fire or emergency scene. The Command Post at the scene will be identified by a flag or green revolving light or both.
<u>DIVISION</u>	The geographically associated Member Units or unit which have been grouped for operational efficiency and representation of those Members Units.
<u>ENGINE (ENG)</u>	A vehicle whose primary function is the delivery of water at increased pressures on the emergency scene. Reference is NFPA 1901 and ISO. Minimum staffing of four (4) persons.
<u>ELEVATED PLATFORM</u>	A vehicle whose primary function is the same as “Truck” (see definition) and is equipped with a working platform attached to the extreme end of telescoping aerial device.
<u>FIREGROUND FREQUENCY</u>	The frequency 153.830 which is used to transmit and receive critical fireground information. This frequency may be used at the discretion of the Incident Commander. It is limited to 30 watts of transmission power.
<u>FOAM</u>	Also known as “light water” Fireground Commander will advise type of foam required.
<u>GROUP</u>	Small, manageable unit of command delegated to provide management for specific functions.
<u>MEMBER UNIT</u>	A unit of local government including, but not limited to a city, village, or fire protection district having a fire department recognized by the State of Illinois; or an intergovernmental agency and the units of which the intergovernmental agency is comprised which is a party to the M.A.B.A.S. agreement and has been appropriately authorized by the governing body to enter into such agreement.

MUTUAL  
REPOSE

This is a contractual agreement between several Departments to respond with specific equipment and personnel 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.

QUINT

A vehicle whose primary function is the same as a “Truck” (see definition) and is equipped and capable of functioning as an “Engine” (see definition).

REQUESTING  
A BOX

It is the responsibility of the Department with the fire or other ALARM emergency to notify their Division Dispatch Center and request a Box Alarm or subsequent Alarms. The Box Number, type of Alarm, address/location, staging, and authority are to be given.

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 it 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 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 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.

SNORKEL

A vehicle whose primary function is the same as a “Truck” (see definition) and is equipped with a working platform attached to the extreme end of an articulated aerial device. Minimum staffing is four (4) persons.

SPECIAL BOX  
CARD

A Box Card designated for Inter-Division mutual aid; listing (Inter-Divisional) a M.A.B.A.S. Division’s equipment available to respond based on the type of equipment and location.

INABILITY  
TO SUPPLY  
PROPERLY  
STAFFED  
EQUIPMENT

If a Department that is due to respond on an Alarm cannot supply properly staffed apparatus because of existing situation (i.e. present fire of their own, apparatus out-of-service, or lack of personnel). THEY MUST notify the requesting Division Dispatcher immediately, so that the fill-in apparatus can be assigned from another Department; usually this is done from the next level of Alarm.

SQUAD (SQD)

A vehicle whose primary purpose is to provide personnel and/or heavy rescue support services on the emergency scene. Reference is NFPA 1901 and ISO. Minimum staffing is three (3) persons.

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 initial response to an incident. A Still Alarm may involve mutual response or change of quarters. This response is left to the individual community’s discretion. Minimum staffing is that personnel existing on

apparatus at the time agreed upon by the communities.

STRIKING  
OUT A BOX  
ALARM

When the Incident Commander feel that the fire or other emergency is under control and he will not require another level Alarm, he is to “Strike Out the Box Alarm”. The striking out of the Box Alarm is only done once and not for each level of Alarm. The Incident Commander will notify the Division Dispatch Center and give his name, the 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.

TANKER  
(TNK)

The minimum gallons for a tanker will be 1,000 gallons with a minimum staffing of two (2) persons.

TELE-SQUIRT

Engine equipped with an elevated master stream device.

TRUCK (TRK)

A vehicle whose primary function is performing rescue and/or the delivery of large volumes of water from an elevated height on the emergency scene. Reference is NFPA 1901 and ISO. Minimum staffing is four (4) persons.

**III RESPONSIBILITY** - It shall be the responsibility of all Members Units to adhere to the policies and procedures of M.A.B.A.S. as adopted by the Executive Board and amended from time to time.

**IV DIVISION AUTHORITY** - Each Division shall have the authority and responsibility to insure that the policies and procedures of M.A.B.A.S. are adhered to by all Member Units. Variances to the M.A.B.A.S. procedures are not generally recommended, but under certain circumstances, a Division is authorized to make minimal modifications. Any modification must be consistent with the existing procedures. All modifications must be agreed upon by two-thirds majority of the Division membership.

**V COMMUNICATIONS**

A. IFERN Frequency - The M.A.B.A.S. organization operates on the IFERN (Illinois Fire Emergency Radio Network) radio frequency of 154.265 MHz. IFERN has a two-tone encoding frequency of 1-1082 and 2-701. This frequency has been designated for interdepartmental use of emergency Fire Department radio traffic and is commonly referred to as the Mutual Aid Frequency of simply IFERN.

To facilitate a Mutual Aid Box Alarm, each Division has designated a M.A.B.A.S. Dispatching Center and a Backup Center with M.A.B.A.S. tone encoders, which activates all alerting receivers of all participating Departments.

All M.A.B.A.S. Alarms are toned out on and transmitted on the IFERN frequency. It should be noted that M.A.B.A.S. 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 M.A.B.A.S. 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 M.A.B.A.S. When these tones are activated on the IFERN frequency, all the Departments having the alerting receivers will get the tones and the message on their alerting receivers. 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 M.A.B.A.S. 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. M.A.B.A.S. communication problems will be handled by the members of the M.A.B.A.S. Communications Committee.
  5. Each Division will have two communication centers capable of acting as M.A.B.A.S. Central Dispatch. There will be a Primary Dispatch Center and a Backup Dispatch Center for each Division. The Primary Dispatch Center will handle all M.A.B.A.S. Alarms, except when their own town is in need of mutual aid. They will then have the option to turn over the dispatching responsibilities to the Backup Dispatch Center.
  6. M.A.B.A.S. will not be used to dispatch equipment for an isolated incident in a Fire Department which is not a member of M.A.B.A.S. Any response by a M.A.B.A.S. Department will be voluntary. M.A.B.A.S. can be used to notify Member Departments for a major disaster in a Fire Department which is not a member of M.A.B.A.S. Any response by a M.A.B.A.S. Department will still be voluntary.
- B. Testing Of the M.A.B.A.S. System - Testing of the M.A.B.A.S. system will be done on a monthly basis by each Division. The alerting receivers will be tested on the first Monday, Tuesday, Wednesday, Thursday, or Friday of each month to determine that all receivers and tone encoders are working properly.

There will be a 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.

1. *The following Divisions will test on the **FIRST MONDAY** of each month:*

Division 2	Quad Comm	Main Dispatch	09:55 hrs
Division 2		Back-up Dispatch	09:57 hrs
Division 4	Lake Forest	Main Dispatch	09:59 hrs
Division 4	Mundelein	Back-up Dispatch	10:01 hrs
Division 5	Crystal Lake	Main Dispatch	10:03 hrs
Division 5	McHenry ESDA	Back-up Dispatch	10:05 hrs
Division 8	Rockford	Main Dispatch	10:07 hrs
Division 8	North Park	Back-up Dispatch	10:09 hrs
Division 9	Chicago	Main Dispatch	10:11 hrs
Division 11	Oak Park	Main Dispatch	10:15 hrs
Division 11	Will County SO	Back-up Dispatch	10:17 hrs
Division 14	Ken-Comm	Main Dispatch	10:19 hrs
Division 14		Back-up Dispatch	10:21 hrs
Division 15	Wescomm	Main Dispatch	10:23 hrs
Division 15		Back-up Dispatch	10:25 hrs
Division 18	Ogle County SO	Main Dispatch	10:27 hrs
Division 18	Rochelle Police	Back-up Dispatch	10:29 hrs
Division 20	NorComm	Main Dispatch	10:31 hrs
Division 20		Back-up Dispatch	10:33 hrs
Division 42		Main Dispatch	10:35 hrs
Division 42		Back-up Dispatch	10:37 hrs
Division 43		Main Dispatch	10:39 hrs
Division 43		Back-up Dispatch	10:41 hrs
Division 44		Main Dispatch	10:43 hrs
Division 44		Back-up Dispatch	10:45 hrs

2. The following Divisions will test on the **FIRST TUESDAY** of each month:

Division 22	Blue Island	Main Dispatch	09:55 hrs
Division 22		Back-up Dispatch	09:57 hrs
Division 24	Burnham	Main Dispatch	09:59 hrs
Division 24		Back-up Dispatch	10:01 hrs
Division 26	Douglas County	Main Dispatch	10:03 hrs
Division 26		Back-up Dispatch	10:05 hrs
Division 28	Champaign County	Main Dispatch	10:07 hrs
Division 28		Back-up Dispatch	10:09 hrs
Division 30	Whiteside County	Main Dispatch	10:11 hrs
Division 30		Back-up Dispatch	10:13 hrs
Division 32	St. Clair County	Cencom Main Dispatch	10:15 hrs
Division 32		Back-up Dispatch	10:17 hrs
Division 34	Randolph County SO Sparta	Main Dispatch	10:19 hrs
Division 34		Back-up Dispatch	10:21 hrs
Division 36		Main Dispatch	10:23 hrs
Division 36		Back-up Dispatch	10:25 hrs
Division 38		Main Dispatch	10:27 hrs
Division 38		Back-up Dispatch	10:29 hrs
Division 40		Main Dispatch	10:31 hrs
Division 40		Back-up Dispatch	10:33 hrs
Division 45		Main Dispatch	10:35 hrs
Division 45		Back-up Dispatch	10:37 hrs
Division 46		Main Dispatch	10:39 hrs
Division 46		Back-up Dispatch	10:41 hrs
Division 47		Main Dispatch	10:43 hrs
Division 47		Back-up Dispatch	10:45 hrs

3. *The following Divisions will test on the **FIRST WEDNESDAY** of each month:*

Division 101	Kenosha County	Main Dispatch	09:55 hrs
Division 101	Salem Rescue	Back-up Dispatch	09:57 hrs
Division 102	(Mt Pleasant)	Main Dispatch	09:59 hrs
Division 102		Back-up Dispatch	10:01 hrs
Division 103	Walworth County	Main Dispatch	10:03 hrs
Division 103		Back-up Dispatch	10:05 hrs
Division 104	Rock County	Main Dispatch	10:07 hrs
Division 104		Back-up Dispatch	10:09 hrs
Division 105		Main Dispatch	10:11 hrs
Division 105		Back-up Dispatch	10:13 hr
Division 106		Main Dispatch	10:15 hrs
Division 106		Back-up Dispatch	10:17 hrs
Division 107		Main Dispatch	10:19 hrs
Division 107		Back-up Dispatch	10:21 hrs
Division 108		Main Dispatch	10:23 hrs
Division 108		Back-up Dispatch	10:25hrs
Division 109		Main Dispatch	10:27 hrs
Division 109		Back-up Dispatch	10:29 hrs

4. *The following Divisions will test on the **FIRST THURSDAY** of each month:*

Division 1	NWCDS	Main Dispatch	09:55 hrs
Division 1		Back-up Dispatch	09:57 hrs
Division 3	Red Center	Main Dispatch	09:59 hrs
Division 3		Back-up Dispatch	10:01 hrs
Division 6	DeKalb County SO	Main Dispatch	10:03 hrs
Division 6	City of DeKalb	Back-up Dispatch	10:05 hrs
Division 7	Kankakee County SO	Main Dispatch	10:07 hrs
Division 7		Back-up Dispatch	10:09 hrs
Division 10	Tri-State	Main Dispatch	10:11 hrs
Division 10	Pleasantview	Back-up Dispatch	10:13 hrs
Division 12	DuPage Public Safety	Main Dispatch	10:15 hrs
Division 12		Back-up Dispatch	10:17 hrs
Division 13	Kane County SO	Main Dispatch	10:19 hrs
Division 13	TriComm	Back-up Dispatch	10:21 hrs
Division 16	Naperville	Main Dispatch	10:23 hrs
Division 16		Back-up Dispatch	10:25 hrs
Division 17	Regional Emergency Disp	Main Dispatch	10:27 hrs
Division 17		Back-up Dispatch	10:29 hrs
Division 19	Orland Central Comm	Main Dispatch	10:31 hrs
Division 19	Southwest Central Disp	Back-up Dispatch	10:33 hrs
Division 48		Main Dispatch	10:35 hrs
Division 48		Back-up Dispatch	10:37 hrs
Division 49		Main Dispatch	10:39 hrs
Division 49		Back-up Dispatch	10:41 hrs
Division 50		Main Dispatch	10:43 hrs
Division 50		Back-up Dispatch	10:45 hrs

5. The following Divisions will test on the **FIRST FRIDAY** of each month:

Division 21	Oak Lawn	Main Dispatch	09:55 hrs
Division 21		Back-up Dispatch	09:57 hrs
Division 23	Livingston County	Main Dispatch	09:59 hrs
Division 23		Back-up Dispatch	10:01 hrs
Division 25	LaSalle County	Main Dispatch	10:03 hrs
Division 25		Back-up Dispatch	10:05 hrs
Division 27	(University Park)	Main Dispatch	10:07 hrs
Division 27		Back-up Dispatch	10:09 hrs
Division 29	Carroll County	Main Dispatch	10:11 hrs
Division 29		Back-up Dispatch	10:13 hrs
Division 31	Knox & Henry County	Main Dispatch	10:15 hrs
Division 31		Back-up Dispatch	10:17 hrs
Division 33	(Woodford)	Main Dispatch	10:19 hrs
Division 33		Back-up Dispatch	10:21 hrs
Division 35		Main Dispatch	10:23 hrs
Division 35		Back-up Dispatch	10:25 hrs
Division 37		Main Dispatch	10:27 hrs
Division 37		Back-up Dispatch	10:29 hrs
Division 39		Main Dispatch	10:31 hrs
Division 39		Back-up Dispatch	10:33 hrs
Division 41		Main Dispatch	10:35 hrs
Division 41		Back-up Dispatch	10:37 hrs
Division 51		Main Dispatch	10:39 hrs
Division 51		Back-up Dispatch	10:41 hrs
Division 52		Main Dispatch	10:43 hrs
Division 52		Back-up Dispatch	10:45 hrs
Division 53		Main Dispatch	10:47 hrs
Division 53		Back-up Dispatch	10:49 hrs

- 6. The test will be given as follows:
    - a. “(Department name) testing Division (Number) Mutual Aid Box Alarm Alerting Receivers, Test 1-2-3-4-5; 5-4-3-2-1 at (time); reset all receivers for the (name of department testing next) test, (Department Name) Clear, (Call sign)”.
  - 7. The last Department to test will announce “End of Test” at the end of their test.
    - a. **Example:** “DeKalb County Dispatch testing Division VI Mutual Aid Box Alarm Receivers, Test 1-2-3-4-5; 5-4-3-2-1 at 10:21 hrs; DeKalb County Dispatch Clear, WPJP732, end of test”
- C. Radio Drills/Response Drills - From time to time, radio drills/response drills will be conducted by M.A.B.A.S. 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.
- 1. **Example:** “M.A.B.A.S. Division I to all locals: the DeKalb Fire Department is requesting a radio drill for Box Number 10 at 700 Pine Street. All responding units switch to IFERN and acknowledge.”
- D. Alarm Procedure
- 1. The following information from the stricken town must be obtained when the Alarm is requested:
    - a. The name of the requesting Fire Department
    - b. The type of Alarm (AMB.-Tanker-etc.) and Box Alarm number requested.
    - c. The level of the Alarm requested.
    - d. Nature of Incident: Fire-Hazmat-Ambulance-etc.
    - e. The location of the incident, address and the name of the building (hospital-school-factory-etc.)
    - f. Staging location
  - 2. It shall be the responsibility of all responding Departments to individually, upon receipt of a Box Alarm, notify the M.A.B.A.S. Dispatch Center that the Department has received the Box Alarm information and the equipment requested will or will not be sent.
  - 3. All vehicles shall inform the M.A.B.A.S. Dispatch Center over the IFERN frequency that:
    - a. (Department Name-Type of Apparatus-Vehicle Number) to (Dispatching Town) M.A.B.A.S. Division (Number) responding to the Box (Number of Box Alarm and Name of Stricken Town) (Address of the emergency).
      - i. **Example:** “Sycamore Engine 5 to M.A.B.A.S. Division VI, responding to DeKalb Box 10, 700 Pine Street”.

E. Dispatch Procedures

1. Check the Box Card and start M.A.B.A.S. Alarm Log.
2. To give out a Box Alarm, the following must be done:
  - a. Switch to the IFERN frequency
  - b. Activate the tone encoder twice in succession
  - c. After all tones have cleared, announce: “This is M.A.B.A.S. Division (Number) to all locals, (Stricken Town) Fire Department is requesting Box (Number) at (Location) to the Box Alarm level (Level of Alarm); all Departments due to respond, switch to and acknowledge on the IFERN frequency”. Divisions may elect to announce which Departments are due to respond, as the example below shows:
    - i. **Example**” “This is M.A.B.A.S. Division VI to all locals: Shabbona Fire Department is requesting Box Number 20 at University and Rt. 30, to the Box Alarm level; all Departments due to respond, switch to and acknowledge on the IFERN frequency. The following Departments are due to respond...”
  - 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 staffed apparatus because of an existing situation (i.e., present fire of their own, apparatus out of service, or lack of personnel). THEY MUST notify the requesting Division Dispatcher immediately, so that the fill-in apparatus can be assigned from another Department (usually this is done from the next level of Alarm).
  - 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.
  - 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 with the PRIVATE LINE function must disable the P/L function to be able to transmit and receive on the IFERN frequency and acknowledge. This must be done on all Box Alarms.

5. The M.A.B.A.S. Division Dispatcher will contact the Command Post every thirty (30) minutes advising them of the amount of time into the Alarm and request a progress report on the incident.
  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 (Fireground Commander at the scene) to see if he thinks any additional equipment will be needed at the Box location.
  7. Personnel are 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 IFERN frequency, the M.A.B.A.S. tone should be activated two (2) times then announce the following:
      - i. “This is M.A.B.A.S. Division (Number) to all locals: (Name of Town with Box Alarm) Fire Department has struck out (Box Alarm Number) by authority of Chief (Name of Chief or Officer in Charge)”. Repeat the message.
        - **Example:** “This is M.A.B.A.S. Division VI to all locals: Malta Fire Department has struck out Box Number 30 by authority of Chief Engstrom”.  
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.
- F. Emergency Traffic Procedure - The Emergency Traffic procedure was adopted to assure a quick and uninterrupted communication to the Incident Command or Dispatch. The term EMERGENCY TRAFFIC will be utilized by a unit encountering an immediately perilous situation and will receive the highest communications priority from Command, Dispatch, and ALL OPERATING UNITS on the frequency (any frequency). Units may initiate emergency communications by verbally contacting Command or Dispatch.
1. **Example:** “Engine 5 to Command with EMERGENCY TRAFFIC”. Command will transmit EMERGENCY TRAFFIC and “Unit with EMERGENCY TRAFFIC, go ahead”. Command or Dispatch will then repeat the EMERGENCY TRAFFIC message.

2. At the transmission of EMERGENCY TRAFFIC, all units on the frequency are to cease transmissions. The frequency absolutely belongs to any unit giving the EMERGENCY TRAFFIC call.
- G. Structure Evaluation Procedure - The signal for immediate evacuation of a structure is five (5) consecutive blasts of the air horns of all the apparatus on the scene. In addition to this procedure, local alerting procedures may also be deployed.

## VI BOX CARDS

### A. Uniform Box Card Procedure

1. Even though the other types of Box Cards have merit, the M.A.B.A.S. Executive Board has agreed to MANDATE the use of the “Traditional” Box Card used in the M.A.B.A.S. General Operating Procedures, with certain allowable modifications. Also, Divisions or Departments that wish to use a different type of format should be allowed to use them, with the mandate that Box Alarm Cards that are different than the “Traditional” M.A.B.A.S. 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 Department 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 8-1/2” x 11”, three-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 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 M.A.B.A.S. system.

a. EXAMPLE:

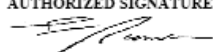
STILL  
SPECIAL  
CODE 1  
CODE 2  
CODE 3  
CODE 4  
GENERAL ALARM  
FULL STILL  
BOX  
2<sup>ND</sup> ALARM  
3<sup>RD</sup> ALARM  
4<sup>TH</sup> ALARM  
5<sup>TH</sup> ALARM

EXAMPLES of additional responses not intended to activate M.A.B.A.S.

3. All Box Cards must show an effective date or revised date in the lower right hand corner, with the Department Chief's initials.
4. Departments placed on a card must be given the opportunity to approve/disapprove their assignment before the Box Alarm Card goes into effect.
5. Box Alarm Cards sent out for comment/approval, and not intended for implementation, must be stamped DRAFT across the face of the Box Card.

B. Designated Box Cards - As M.A.B.A.S. 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.

C. 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 5<sup>th</sup> 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.

DEPARTMENT NAME: DeKalb	BOX ALARM TYPE: EMS/Life Safety	EFFECTIVE DATE: June 28, 2006	MABAS DIVISION: 6
BOX ALARM #: 10	LOCATION OR AREA: DEKALB, DEKALB FIRE PROT. DIST., NIU	AUTHORIZED SIGNATURE: 	

LOCAL DISPATCH AREA:

ALARM LEVEL	ENGINES	TRUCKS	SQUADS	AMBULANCES	CHIEFS	SPECIAL EQUIPMENT	CHANGE OF QUARTERS (STA #)
STILL				DEKALB			
FULL STILL	DEKALB						
GENERAL				DEKALB	DEKALB-BAT 1		

MABAS BOX ALARM:

ALARM LEVEL	ENGINES	TRUCKS	SQUADS	AMBULANCES	CHIEFS	SPECIAL EQUIPMENT	CHANGE OF QUARTERS (STA #)
BOX	DEKALB		DEKALB-RES 1	DEKALB SYCAMORE	DEKALB		MALTA AMBULANCE
2 <sup>ND</sup>	CORTLAND		GENOA-KINGSTON FIRE	MALTA MAPLE PARK GENOA-KINGSTON RESCUE	SYCAMORE	DEKALB MASS CASUALTY TRAILER	HINCKLEY AMBULANCE
3 <sup>RD</sup>	KANEVILLE			WATERMAN HINCKLEY KIRKLAND	GENOA-KINGSTON FIRE		BURLINGTON AMBULANCE
4 <sup>TH</sup>	LEE		ELBURN	BURLINGTON ELBURN SHABBONA	HINCKLEY		HAMPSHIRE AMBULANCE
5 <sup>TH</sup>	OGLE/LEE			HAMPSHIRE ROCHELLE GENEVA	SHABBONA	NORTH AURORA MCI	SUGAR GROVE AMBULANCE
6 <sup>TH</sup>	MONROE CENTER		BIG ROCK	SUGAR GROVE ST. CHARLES LELAND	ELBURN		SOMONAUK AMBULANCE
7 <sup>TH</sup>	BELVIDERE		PINGREE GROVE	SOMONAUK SANDWICH		STILLMAN VALLEY MCI	NORHT AURORA AMBULANCE
INTERDIVISIONAL REQUEST		1 <sup>ST</sup> CHOICE 13		2 <sup>ND</sup> CHOICE 8		3 <sup>RD</sup> CHOICE 18	

INFORMATION: All change of quarters companies are to report to Fire Station #1, 700 Pine Street, DeKalb. A COQ box is located at Fire Station #1 by the north entrance to the living quarters from the apparatus floor. Inside are a set of street guides and other information. The radio office is located through the north door and to your right. Alarms are dispatched over an internal intercom and can be heard in all parts of the building. The phone number for the DeKalb PSAP is 748-8400.

The above is a Box Card in use in the DeKalb Fire Department in which you will see the different towns, how they are marked and where they go on the Box Alarm.

Special instructions for a specific town or piece of equipment would be done as follows:

Departments that need to be called by phone must have all phone numbers on the card.

All special instruction must be marked on all Box cards along with addresses of stations to be filled on change of quarters.

# MABAS Division VI

## Outgoing Statewide Mutual Aid Response Plan And Interdivisional Mutual Aid Response Plan

**Box Type:**

**\*Staging Area:**

**Ambulance**

DeKalb Fire Department, Station  
#1, 700 Pine Street, DeKalb

**Primary Response**

DeKalb County Dispatch to handle all statewide mutual aid requests for  
Division 6

Engine	Truck	Squad	Ambulance	Chief	Special
			DeKalb	DeKalb	
			Sycamore		
			Genoa Kingston Rescue		
			Hinckley		
			Somonauk		

**Secondary Units - Use to fill vacancies in the primary response if units are unable to respond**

Engine	Truck	Squad	Ambulance	Chief	Special
			Shabbona	Sycamore	
			Waterman		
			Leland		
			Kirkland		
			Malta		

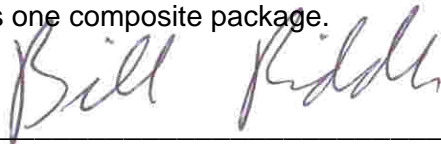
Definition **Ambulance** - Meets minimal licensure requirements of IDPH as an ALS or BLS unit.

Staffing Ambulance - 2 minimum, 3 maximum

\* Units should meet at the pre-designated staging area and convoy to requesting divisions staging area as one composite package.

Effective Date: June 1, 2008

Authorized  
by:



Bill Riddle - Chief  
MABAS 6 President

\* The above Box Card is an Inter-Divisional Box Card. This card is made out by each Division with the overall thought being that this equipment may leave the Division for a long period of time. This consideration should be made when filling out this card. In case of a natural disaster, one of more Divisions may be in need of assistance. They can call neighboring Divisions for assistance. This is a card for Division VI.

\*\* If Division XIII requests five ambulances from Division VI, the alarm operator will set off the M.A.B.A.S. tones on the IFERN frequency and request the equipment on the

above Box Card to respond into Division XIII. This equipment may be out of Division VI for several days. When developing the Interdivisional Box Card, each Division should use equipment that will not strip their Division.

**VII INCIDENT COMMAND SYSTEM** - In order to establish a standardized system of incident command, the M.A.B.A.S. Executive Board has adopted the National Incident Management System (NIMS) as the standard operating procedure for all M.A.B.A.S. members. Adopted in July, 1994.

**VIII ACCOUNTABILITY** - It is the policy of M.A.B.A.S. to account for the location and safety of all personnel within an EMERGENCY INCIDENT PERIMETER at an emergency incident. Participation by members of any Fire Department in emergency incident mitigation without entering the PASSPORT ACCOUNTABILITY SYSTEM is unauthorized. Adopted by the Executive Board on July 30, 1992.

**IX SEARCH AND RESCUE MARKING SYSTEM** - The search and rescue marking system is to be used in times of local and area wide disasters when numerous buildings/vehicles/etc. need to be searched. A uniform marking system used by all responding and/or assisting Fire Departments is necessary for efficiency and control.

- FIRST SEARCH -OK1
- SECOND SEARCH -OK12
- THIRD SEARCH -OK123
- FOURTH SEARCH -OK1234
- ETC. -OK1234 ETC.

**X EMERGENCY FUEL SUPPLIES** - Each Division will be responsible for emergency fuel supplies. This procedure should be available at the Primary and Backup Dispatch Centers.

**XI MEMBER SERVICES** - In order to better serve its members, M.A.B.A.S. offers the following services that are available upon request:

- A. Presentations
- B. Training Programs on M.A.B.A.S. Procedures
- C. Mediation
- D. Resource Library