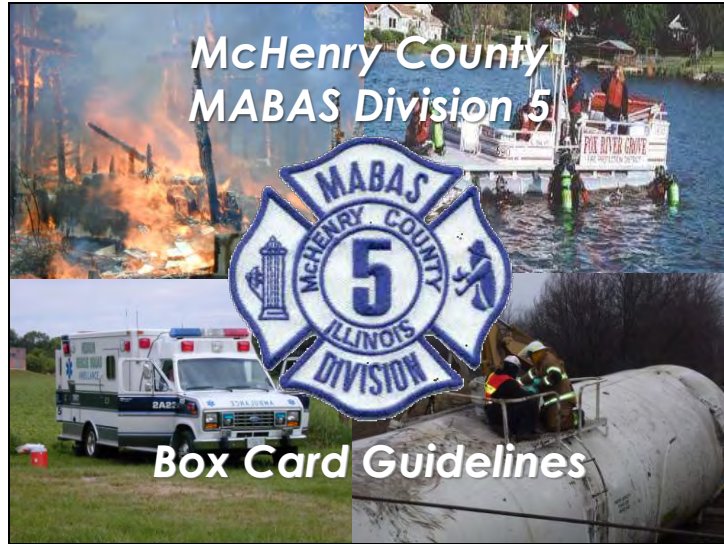
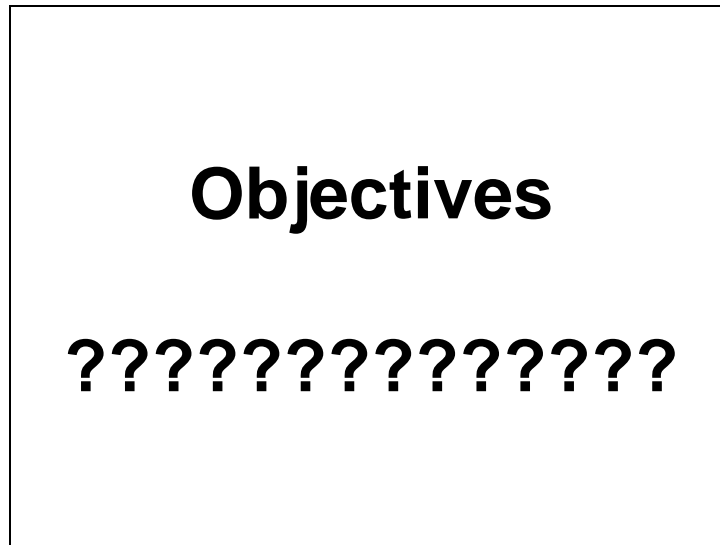


Slide 1



Creating a new Box Card



The objectives are:

- Eliminate confusion for creating box cards or revising box cards

- Ensure consistency throughout Division 5

- Previously identified concerns

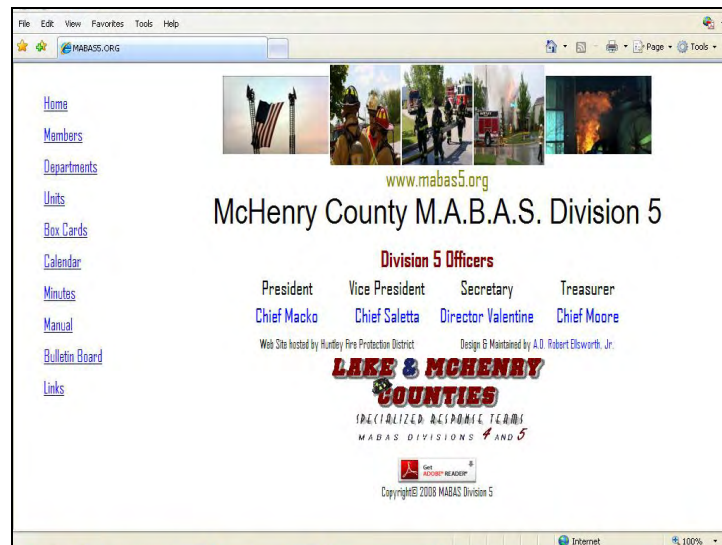
 - Multiple liaisons within the same department

 - Improper formatting of cards

 - Change of Quarters Formatting

- Effective dates reviewed

Slide 3

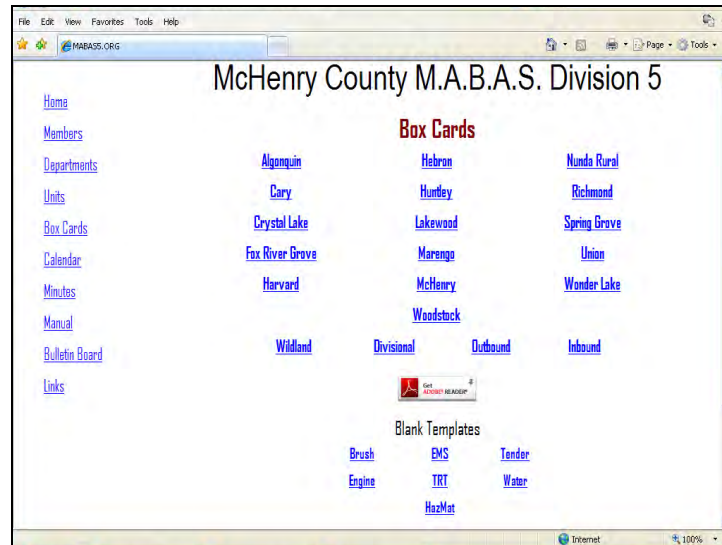


Start by going to the Division 5 web site at

<http://www.mabas5.org>

Select or click on Box Cards

Slide 4



<http://www.mabas5.org/boxcards>

You can then use the Box Card templates provided.

Select or click on the template (EMS, Engine, Tender, Brush)

TRT, Water, and Haz-Mat have predetermined resources based on the agreements with Lake County.

Wildland, Outbound, Inbound, and Interdivisional are predetermined response cards that cover all of the Division 5 agencies.

DEPARTMENT NAME: Richmond		BOX ALARM TYPE: School Emergency / Disaster			EFFECTIVE DATE: 6/1/2008	MARAS DIVISION: 5		
BOX ALARM #: 5-1499		LOCATION OR AREA: Entire District			AUTHORIZED SIGNATURE: <i>Chief R. LOR. M. GRILLAS</i>			
LOCAL DISPATCH AREA: Station #1 5901 Hunter Dr								
ALARM LEVEL	ENGINES	TRUCK	SQUADS	AMBULANCES	CHIEFS	SPECIAL EQUIPMENT	CHANGE OF QUARTERS (STA #)	
STILL	Richmond	Richmond		Richmond Richmond	Richmond			
QUAD	Richmond		Wander Lake	Wander Lake Spring Grove	Wander Lake Spring Grove	Richmond EMS ATV	Hobson Chief A EMS	
MABAS BOX ALARM:								
ALARM LEVEL	ENGINES	TRUCK	SQUADS	AMBULANCES	CHIEFS	SPECIAL EQUIPMENT	CHANGE OF QUARTERS (STA #)	
BOX	Randall, WI		Lake Villa	McHenry - Fox Lake Antioch - Twin Lakes, WI Lake Geneva, WI	McHenry	McHenry -Triage Trailer	Woodstock - Engine	
2 ND				Bloomfield, WI Harvard Crystal Lake Lake Villa Silver Lake, WI	Twin Lakes, WI Woodstock	BMA, Salvation Army Cartman Spring Grove ATV		
3 RD	Graylake			Nunda Rural - Cary Lakeside, Algonquin Town of Delevan, WI		American Red Cross		
4 TH				Round Lake - Hurley Menango - Wauconda Hoopst		Twin Lakes, WI Triage Trailer		
5 TH				Salem, WI Lyons, WI Elkhorn, WI - Linn, WI Burlington, WI				
INTERVISIONAL REQUEST		1 ST CHOICE Division 4		2 ND CHOICE Division 101		3 RD CHOICE Division 103	Left justified field to cover next level. Right justified to cover star. Bold Underlined Center Bold.	
INFORMATION:								
Richmond		Algonquin		817582-1117	Division 101		Military Security EMS	815-335-0400
Hobson		Crystal Lake		815-554-2083	Twin Lakes WI		Salvation Army Cartman	309-264-2644
Wander Lake	815-538-2141	Hurley		815-558-1116	Randall, WI	262-603-6800	American Red Cross	312-729-8100
Spring Grove		Nunda Rural			Salem, WI			
Fox Lake	847-587-2121	Lakeside			Silver Lake, WI			
Graylake	847-548-2121	Wauconda		847-592-2121	Lyons WI			
Division 4		Menango		815-564-2121	Linn, WI			
Crystal Lake	815-583-2130	Lake Geneva		262-244-4434	Bloomfield, WI	262-741-4400		
McHenry	815-538-2131	Hoopst		847-823-2125	Elkhorn, WI			
Bloomfield	815-943-4431	Burlington, WI		262-832-2151	Town of Delevan, WI			
Lake Villa								
Antioch	847-595-8986.0							

If you are modifying an existing Box Card

EMA has all the cards saved as Microsoft WORD Documents, if you do not have a saved copy, EMA can email them to you.

Slide 6



The process of creating / modifying Box Cards may take as long as 90 days, please plan accordingly.

Slide 7



First 30 Days

The first 30 days

Send copies of new or modified Box Cards by (email, mail, and fax) to all departments and one copy to EMA.

EMA will review the cards and if necessary suggest format changes via an email or phone call.

All departments on the Box Cards will review for approval. Any concerns shall be addressed back to the department that sent out the new or modified Box Cards, DO NOT ADDRESS CHANGES TO THE EMA OFFICE.

Slide 8

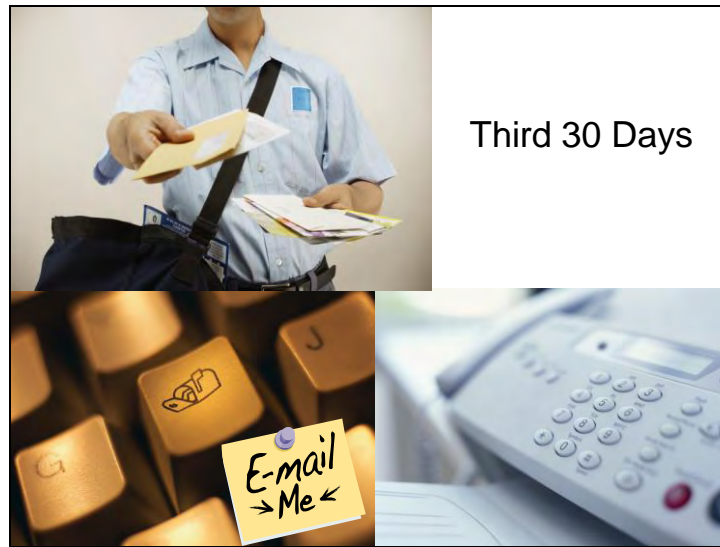


The second 30 days

The requesting department will make changes if necessary.

The requesting department will then send Box Card changes back out to affected departments and one copy to EMA.

If the changes do not significantly affect the card, the card does not need to go back out to all of the departments listed on the card.



Third 30 Days

The third 30 days

If significant changes are needed, the requesting department will make changes and send the modified cards back out to all the departments list on the card and EMA for review and final approval.

The requesting department will wait the full 30 days before proceeding.

Each department is responsible for sending approved Box Cards out to assisting fire departments and appropriate dispatch agencies.



The assign box card dates are important for the following reasons:

Chief's and Box Card Liaisons get overwhelmed with new box cards on an daily basis

Dispatch can become confused with which cards are valid

EMA needs time to update the web site, and review cards for accuracy

2008 CALENDAR

Month	Sun	Mon	Tue	Wed	Thu	Fri	Sat
JANUARY		1	2	3	4	5	
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		
FEBRUARY						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	
MARCH							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					
APRIL				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30		
MAY				1	2	3	
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31
JUNE				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30		
JULY							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					
AUGUST							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					
SEPTEMBER							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30						
OCTOBER							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					
NOVEMBER							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30						
DECEMBER							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					

Timeline for Box Cards beginning of the year.
For cards to go into effect on April 1st, the first 30 day review will be sent out by January 1st.
The second review will be February 1st, and the final will be March 1st.

2008 CALENDAR

JANUARY							FEBRUARY							MARCH							APRIL						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4	5				1	2															
6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
29	30	31																									

MAY							JUNE							JULY							AUGUST						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	
13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	
9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	
5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	
10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	
7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	
3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	
28	29	30	31																								

SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	
28	29	30																									

Timeline for Box Cards to go into effect on August 1st.
The first 30 day review will be sent out by May 1st. The second review will be June 1st, and the final will be July 1st.

2008 CALENDAR

Month	Sun	Mon	Tue	Wed	Thu	Fri	Sat
JANUARY		1	2	3	4	5	
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		
FEBRUARY						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	
MARCH							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					
APRIL							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30						
MAY						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31						
JUNE							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30						
JULY							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					
AUGUST							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					
SEPTEMBER							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30						
OCTOBER							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					
NOVEMBER							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30						
DECEMBER							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					

Timeline for Box Cards to go into effect on December 1st.
The first 30 day review will be sent out by September 1st. The second review will be October 1st,
and the final will be November 1st.

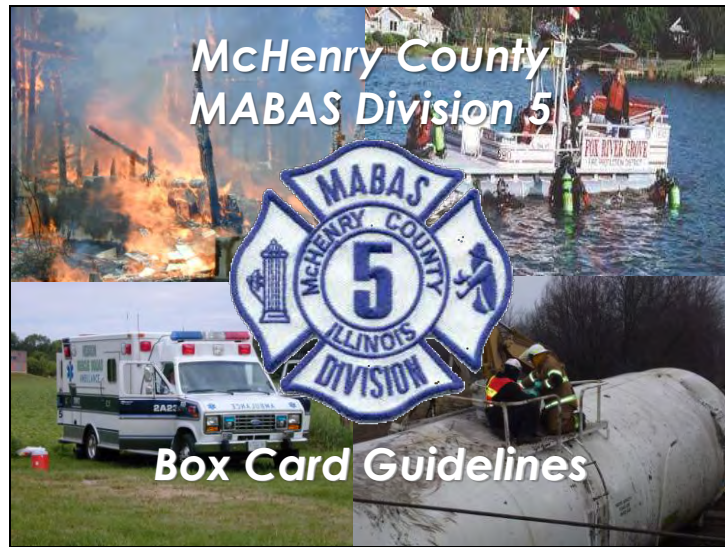


Exceptions to the timelines include the following:

Apparatus changes

Auto Aid Agreements

Deficiency in the box card



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