

# ***MABAS DIVISION 5***

## ***STATEWIDE MUTUAL AID***

### ***DEPLOYMENT PLAN***

- SECTION I: COMMUNICATIONS**
- SECTION II: DEPLOYMENT**
- SECTION III: TRANSPORTATION**
- SECTION IV: POD CHIEF JOB DESCRIPTIONS**
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#### **Operational Guidelines**

**Purpose:** This plan describes the actions needed to communicate, deploy, respond and demobilize personnel involved in a statewide mutual aid deployment.

**Scope:** This plan is limited to operations and information at the MABAS Division 5 level implemented for a statewide response until such time as the deployed units have returned to the POD.

**Definitions:** Local FD – local fire department apparatus and personnel required to respond per the Statewide flow plan and MABAS Division 5 Statewide Response Box Cards.

MABAS Division 5 Dispatch – SEECOM is the primary dispatch. In the event that SEECOM is unable to perform the required tasks, McHenry County Sheriff's Dispatch will be the back up center. In this document, MABAS Div 5 refers to whichever center is performing the assigned deployment tasks.

Point of Departure (POD) – The pre-designated gathering location designated Huntley Fire Station #3, 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 designated fire chief who will serve as the POD coordinator. The POD coordinator will assign additional staff to perform POD tasks as needed.

Staffing – Staffing for Statewide deployments shall meet the minimum 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 14 days or longer.

## SECTION I: COMMUNICATIONS

1. RED Center, Orland or the IEMA EOC will notify MABAS Division 5 (SEECOM) via telephone of the activation of the plan.

RED Center Orland or the IEMA EOC will provide:

- a. Validation security codes to Div. 5. *DO NOT* release these codes over any radio frequency. A McHenry County fire chief will call Div. 5 on the phone for the codes prior to the required fire units from McHenry County leaving the POD to travel to the stricken reception site.
- b. Information about the incident.
- c. Apparatus, personnel & equipment to send.
- d. Routing and caravan process.
- e. Reception site.

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

Division 5 will alpha page all Div 5 Chiefs and contact Huntley FD (POD) by telephone. Div. 5 will telephone the dispatch centers for the departments not dispatched by them. Those agencies, along with Div. 5, will dispatch their listed departments.

<u>DISPATCH CENTER</u>	<u>PHONE</u>
McHenry County Sheriff's Dispatch	815-338-2141
Marengo Fire/Rescue Dispatch	815-568-7321
McHenry Fire Dispatch	815-363-2130
Harvard Fire Dispatch	815-943-4431
Woodstock Fire Dispatch	815-338-2131

The form in **appendix B** will assist the MABAS Division 5 Dispatcher in notifying the dispatch centers with the correct information.

The MABAS Division 5 dispatcher will track all apparatus, personnel & equipment reported by the other Dispatch centers on the form in **appendix C**.

Each dispatch center will contact the fire departments they are responsible for and make certain the department has received the information.

**SEECOM – ALGN, CARY, CRLK, FRGR, HUNT, NUND**  
**McHenry County – HEBR, RICH, SPGR, WNLK**  
**Marengo Dispatch – MRGO, MARS, UNON**  
**Harvard Dispatch- HARV**  
**McHenry City Dispatch – MCHY**  
**Woodstock Dispatch- WSTK**

If the notification is by toning out, the toned message should have the department call MABAS Div 5 dispatch center. If the message goes out by phone or when the toned departments call in by phone, MABAS Div 5 dispatch center will relay the information from MABAS/EOC to the Div. 5 departments.

- a. This is an activation of the Statewide MABAS plan.
- b. Name and card number of MABAS Task Forces requested
- c. Departments, personnel and equipment due to respond to the POD
- d. Do not use the IFERN radio frequency when leaving for Huntley, call by phone.

MABAS Div 5 dispatch center will determine the availability of the requested apparatus, personnel & equipment from the required departments.

The MABAS Div 5 dispatcher will track all apparatus, personnel & equipment reported by the Div 5 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 as they may be needed to assist at the POD. Specifically, Chief Officers of the non-responding departments will be needed. Departments not responding need to be aware of the decrease in county assets and the status of the major incident occurring. Due to the deployment, departments may see an increase in local mutual aid requests.

If any of the dispatch centers know the availability of the requested apparatus, manpower & equipment they are to contact Div 5 Dispatch Center.

2. DEPARTMENTS need to acknowledge the box alarm and available resources within 20 minutes and contact Div 5 Dispatch center via telephone.
3. RESPONDING UNITS – Units enroute 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 Div. 5 Communications Flow Chart

**Red Center Dispatch**  
**847-272-2121**  
 Orland Dispatch  
 708-349-3121  
 IEMA EOC Dispatch  
 800-782-7960



**MABAS Div. 5  
SEECOM**  
**815-455-2313**  
 McHenry County Sheriff  
 815-338-2141

**Point of Departure  
(POD)**  
 Huntley Fire Station #3  
 12400 Regency Pkwy  
 Huntley, Illinois  
 847-659-8497  
 FAX 847-669-0139



Alpha Page all  
Div. 5 Chiefs



**SEECOM tones out:**

Algonquin FD  
 Cary FD  
 Crystal Lake FD  
 Fox River Grove FD  
 Huntley FD  
 Nunda FD

*Tone outs are to be done on fire department's local frequency, not IFERN.*

**SEECOM TX:**

Harvard FD  
 815-943-4431

Marengo FD  
 Marengo Rescue  
 Union FD  
 815-568-7231

McHenry FD  
 815-363-2130

Woodstock FD  
 815-338-2131

**McHenry County tones out:**

Hebron FD  
 Richmond FD  
 Spring Grove FD  
 Wonder Lake FD

*Tone outs are to be done on fire department's local frequency, not IFERN.*

The toned message should have the individual department contact SEECOM by telephone. The toned message should be as follows: "There has been an activation of the Statewide MABAS plan. MABAS Task Force card # --- has been requested. Departments, manpower and equipment due are to contact SEECOM with their availability and ETA to the POD. Information is to be relayed by telephone. Do not use IFERN to respond".

4. MABAS Div. 5 will gather the information from the individual departments and dispatch centers. When all requested apparatus, personnel & equipment are accounted for; MABAS Div. 5 will call RED Center, Orland or the IEMA EOC and report the information.

Should a requested resource not be available from a Primary fire department, MABAS Div. 5 will fill the resource from the Secondary fire department list on the box card.

5. The first McHenry County Fire Chief at the POD will establish POD COMMAND and call MABAS Div. 5 Dispatch by phone, 815-455-2313, after arriving at the POD. The POD IC will only report that the POD is activated and ready to receive information, the IC will then hang up.

MABAS Div. 5 will then call Huntley Fire Station #3 by phone, 847-659-8497 and ask to speak to the POD IC. When the POD IC comes on the line, Div. 5 dispatch will give the POD IC all of the information they received from RED Center, the availability of the requested apparatus, personnel & equipment and the validation security codes.

AUTHORIZED CHIEFS – the following fire chiefs are the only authorized personnel to receive information from MABAS division 5 dispatch center:

## ***REFER TO APPENDIX P FOR AUTHORIZED FIRE CHIEFS***

6. The POD IC will determine the number of POD Chiefs / Staff required for the operation. Once the number of POD staff has arrived and is adequate for the operation, the remaining personnel responding to the POD may be returned.

## **SECTION II: DEPLOYMENT**

### **Procedure:**

Upon notification of a statewide mutual aid response per the communications plan, a designated group of fire chiefs (POD Coordinators) and local fire departments assigned to the box alarm (personnel, apparatus & equipment) will report to the POD.

### **POD Coordinators**

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.

The POD Coordinators will arrange for a point of contact to be available for the entire duration of the deployment. This will serve as a point of contact for fire departments, deployed team members and family members to assure security is maintained.

### **POD COORDINATORS ASSIGNMENTS**

The POD Chiefs will be assigned to perform the following tasks according to the procedure, job descriptions (Section IV) and fill out the associated worksheets:

<b>Accountability Worksheet</b>	<b>appendix E</b>
<b>Emergency Contact Information</b>	<b>appendix F</b>
<b>Personal Equipment Check</b>	<b>appendix G</b>
<b>Deployment Bag Worksheet</b>	<b>appendix I</b>
<b>POD Activity Log</b>	<b>appendix J</b>
<b>MABAS Communications</b>	<b>appendix K</b>
<b>Directions &amp; Maps</b>	<b>appendix L</b>
<b>Staging Officer Worksheet</b>	<b>appendix M</b>
<b>Money Transfers</b>	<b>appendix N</b>
<b>Personnel Accountability</b>	<b>appendix O</b>

**Personnel:**

Responding personnel from each local FD shall be limited to the required certification level and staffing number as required by the MABAS Division 5 statewide box card and MABAS policy.

**Apparatus:**

The type of apparatus designated by the MABAS Division 5 statewide mutual aid box card will meet at the POD.

**Arrival at Point of Departure:**

- Upon arrival at the POD, members will check in for the purpose of accountability. A picture ID card and PASSPORTS are required.
- Members will be briefed as to the incident type and status.
- 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.
- Each member, in addition to his personal gear, will be issued a personal clothing/equipment cache and/or a deployment bag.
- SECURITY: Personal gear will be searched for security reasons. Video and still cameras will not be permitted. Cell phones and pagers may be collected by the team leader and travel with the team / task force at the discretion of the team leader with consultation with the POD Coordinator, as determined by operational needs.
- The team leader will be issued an emergency cash stipend for the responding team's operational needs. Each department will supply operating funds for their individual personnel as they deem necessary (examples include funds for fueling vehicles, food during transportation, etc.).

### SECTION III: TRANSPORTATION

**Procedure:**

Upon notification of a statewide mutual aid response, per the communication plan, designated responders will bring selected department vehicles to the POD. If available, the responder should bring the VHF interoperability radio with them.

Departments whose personnel are due on the box should respond with the vehicle that is due on the response. If no personnel are due 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 will 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.

**Statewide Mutual Aid Boxes:** MABAS Division 5

***PRIMARY PERSONNEL TRANSPORT VEHICLES***

<b>F. D.</b>	<b>VEHICLE TYPE</b>	<b># PASSENGERS</b>
McHenry	Van	6
Nunda	SUV 4x4	5
Harvard	Pick up	4



# **SECTION IV**

## ***POD CHIEFS***

### ***JOB DESCRIPTIONS***

# POD Chiefs

## Incident Commander

**Location:** Secured area, separate from technicians and response personnel, with access to telephone.

**Assigned By:** The first arriving POD Chief is to assume this role.

### Assignment:

- ✓ Coordinate all POD Chiefs. Provides ultimate direction to the activities of the POD assembly, preparedness and response.
- ✓ Coordinate monitoring of IFERN radio communications and any other pertinent frequencies.
- ✓ Coordinate communication between MABAS Division 5 and POD.

### Tasks:

- ✓ Upon arrival at the POD, the Incident Commander will contact MABAS Division 5 dispatch directly via the telephone. The POD Coordinator will provide their name and callback phone number to Div 5 dispatch and inform dispatch the POD is now staffed.
- ✓ MABAS Division 5 dispatch will call the POD Coordinator back and provide response information.
- ✓ IC will maintain on going dialogue with MABAS Division 5 dispatch center
- ✓ IC will determine the status of all responding apparatus
- ✓ If internal communications are going to be used, IC will assign frequency for all POD personnel.
- ✓ As other POD Chiefs arrive, the POD Coordinator will assign the following positions in the following order:
  1. Operation Coordinator
  2. Logistics/Staging Coordinator
  3. Planning/Communications Coordinator
- ✓ The POD Coordinator may request secretarial assistance if deemed necessary. Any secretarial staff will need to maintain discretion with information they are subjected to.
- ✓ The POD Coordinator will provide Command, Communications and Control direction to all personnel responding to the alarm.
- ✓ Retrieve the McHenry County Fire Department Response file from the Lieutenants office at Huntley FD Station #3 and distribute as necessary.

- ✓ Provide relief as necessary for other POD Chiefs and arrange relief for him/her self during extended operations.
- ✓ Provide “password” and “authentication matrix” to Apparatus Coordinator.
- ✓ Issue Petty Cash as necessary to Team(s)/Task Force Leaders
- ✓ Ensure continuous point of contact during the duration of the event.
- ✓ Serve as point of contact between the Task Force Leader or Team Leader during the response.
- ✓ Arrange relief for response personnel as necessary.
- ✓ Provide regular updates to the POD Staff.

**Forms Utilized:**

1. Form A – MABAS Dispatch Information
2. Form B – MABAS Division 5 Dispatch Form
3. Form C - MABAS Division 5 Dispatch Resource Sheet (called in)
4. Form D – MABAD Division 5 Dispatch Resource sheet (checked in)
5. Form J – POD Activity Log
6. Form K – Communication Worksheet
7. Form N – Money Transfer Worksheet
8. Form O – MABAS Division 5 Abbreviations
9. Packet P – MABAS Division 5 Deployment Plan
10. Packets, Q, R, S, T, U, V, W – Box Alarm Cards

# POD Chiefs

## Operations Coordinator

**Location:** Apparatus Floor

**Assigned By:** Incident Commander

**Assignment:**

- ✓ Assigns the necessary assistants to complete all assignments and fulfill the administrative, security, and personnel coordination tasks as described below:
  - Assist the various POD Chiefs throughout a POD deployment
  - Maintain comprehensive records on all POD activities
  - Provide technical assistance as necessary
  - Ensure that security is maintained for the facility and that only credentialed and authorized persons are admitted to the building.
  - Provide direction and information to arriving authorized personnel.
  - Coordinate assembly of the task force. Brief assigned response personnel. Ensure each assigned member completes Emergency Accountability Worksheet
  - Ensure a copy of each members Emergency Accountability Worksheet is made and supplied in an envelope to the Task Force Leader
  - Log in cellular phone numbers, direct connect or other 2-way communication device numbers for all personnel with copies to POD and task force leaders.
  - Ensure each member is properly equipped and issued necessary equipment

**Administrative Tasks:**

- ✓ Upon arrival at POD, check in with POD Coordinator
- ✓ Begin logging events, noting times and names
- ✓ Provide technical assistance using databases, communication devices as necessary
- ✓ Communicate between the various POD Divisions as necessary
- ✓ Provide organizational support throughout the operation

## **Security Tasks:**

- ✓ Assign personnel to assist in manning entry point and validating personnel entering building, ensuring that non-credentialed personnel are not allowed into the building.
- ✓ Ensure that all exterior doors to the building (other than the front door) are locked, secure, and posted with **“No Admittance”** signs
  - The Front exterior foyer door should be posted **“Authorized Personnel Only”**
- ✓ Obtain a key card or key from site personnel
- ✓ Collect and clearly tag personnel vehicle keys. Maintain control of personnel vehicles keys until personnel depart. Upon departure secure keys in POD.
- ✓ Ensure that personnel requesting entry are listed on the Statewide Box Card(s) and have the appropriate ID card prior to allowing them entry into the facility. Non-tactical level personnel are to present their department identification or in the absence of a department ID, a valid drivers license (Confirmed via telephone with responding agency), prior to being allowed entry into the facility.
- ✓ Ensure that the facility remains secured and only authorized persons are admitted for the duration of the event.
- ✓ Coordinate with local facility Shift Commander.

## **Forms Required:**

1. Form J – POD Activity Log
2. Form O – MABAS Division 5 Abbreviations
3. Packet P – MABAS Division 5 Deployment Plan
4. Packets Q, R, S, T, U, V, W – Box Alarm Cards
5. Form X – Door Signs
6. Form Y – Password Envelopes

## **Personnel Coordination Tasks:**

- ✓ Maintain all assigned personnel in the assigned area. Prohibit team member wandering or interference with other activities
- ✓ Ensure that each member complete an Emergency Accountability Worksheet and that a copy of the form is made, with distribution as follows:
  - The originals will be placed in a master file
  - Sealed copies will be delivered to the task force commander
- ✓ Ensure personnel have been issued equipment per Personnel Equipment Worksheet G

- ✓ Ensure personnel have been issued deployment bags per Deployment Bag Worksheet I
- ✓ Maintain an Activity Log (J) for all actions and events leading up to deployment
- ✓ Review the map and directions provided by the Apparatus Chief with the Team Leader or Task Force Commander
- ✓ Provide the Team Leader or Task Force Commander with two copies of the box alarm card being requested
- ✓ Confirm that a FACT sheet and “Password” envelope has been issued to the Team Leader or Task Force Commander
- ✓ Collect Passports from each entity and distribute to Team Leader

**Forms Required:**

1. Form E – Accountability Worksheets
2. Form F – Emergency Contact Information Worksheets
3. Form G – Personal Equipment Check
4. Form I – Deployment bag worksheet
5. Form J – POD Activity Log
6. Form O – MABAS Division 5 Abbreviations
7. Form P - MABAS Division 5 Deployment Plan
8. Packets Q, R, S, T, U, V, W – Box Alarm Cards

# POD Chief

## Logistics/Staging Coordinator

**Location:** Apparatus Bay

**Assigned By:** POD Chief

**Assignment:**

- ✓ Ensure that personnel assigned to respond to the event are properly equipped for extended operations.
- ✓ Ensure the coordination of arriving and departing apparatus and equipment
- ✓ Ensure apparatus type and staffing requirements as determined by the specific MABAS Alarm Card(s)
- ✓ Provide direction and information to arriving and departing companies

**Tasks:**

- ✓ Don the “Logistics” identification vest
- ✓ Review the Personnel Equipment Worksheet (Form “G”) and ensure that personnel are properly equipped.
- ✓ Review the Deployment Bay Worksheet (Form “I”) and issue equipment as indicated.
- ✓ Ensure the delivery of the equipment trailer to the POD
- ✓ Oversee the loading of equipment into the equipment trailer.
- ✓ Insure compatibility of the equipment trailer and tow vehicle.
- ✓ Contact Police for traffic control and security of equipment
- ✓ Ensure that local facility apparatus has relocated in order to provide adequate parking for arriving equipment while providing the local department with response vehicle access
- ✓ Should more than one MABAS alarm be called, provide easily identifiable and separate staging areas for each separate alarm assignment
- ✓ Ensure correct apparatus, personnel, and equipment per box alarm card(s)

- ✓ Instruct personnel where to enter the facility
- ✓ Coordinate response route to scene, provide maps as required
- ✓ Coordinate directions to scene reception area and provide maps/instructions as necessary
- ✓ Receive sealed “password” envelope and “authentication matrix” from POD Operations Coordinator.
- ✓ Continue to receive and provide information and status to POD Coordinator
- ✓ Issue “password” and “authentication matrix” to Taskforce Commander or Team Leader prior to their departure.

**Forms Required:**

1. Form D – Resource worksheet for staging coordinator
2. Form G – Personal Equipment Worksheet
3. Form I – Deployment Bag Worksheet
4. Form J – POD Activity Log
5. Form L – Direction & Maps Worksheet
6. Form M – Vehicle Assignment Worksheet
7. Form O – MABAS Division 5 Abbreviations
8. Packet P – MABAS Division 5 Deployment Plan
9. Packets Q, R, S, T, U, V, W – Box Alarm Cards
10. Taskforce or Team Vehicle Identification – As Developed



## POD Chief

### Planning / Communications Coordinator

**Location:** POD

**Assigned By:** POD Coordinator

**Assignment:**

- ✓ Monitor all IFERN radio communications. Assume point of contact responsibility between Division 5 dispatch and POD facility. Communicate directly with the POD Coordinator.

**Tasks:**

- ✓ Check in with the POD Coordinator
- ✓ As soon as possible, contact MABAS Division 5 via telephone and establish an on-going dialogue.
- ✓ Determine from MABAS Division 5 the status of apparatus and personnel due to report to the POD.
- ✓ Communicate with the local facility Shift Commander for instruction and assistance as needed.
- ✓ Coordinate with the POD Logistics Chief to ensure apparatus and staffing requirements are met.
- ✓ Coordinate with the POD Operations to ensure each firefighter is properly credentialed and that each firefighter has completed the Emergency Contact Information worksheet.
- ✓ Provide regular briefings to the POD Operations.
- ✓ Procure cash and credit card from safe for response team and have deployment Chief sign Money Transfer Form
- ✓ Develop plan for demobilization of deployment Team to include:
  - Preparing POD for team return
  - Contact MABAS 5 Chief's and team member's families regarding ETA of team to POD
  - Returning of all secured personal items to team members and having them sign acknowledgment statement

- Upon the team's return inventory equipment and supplies to determine need for replacement
- Provide for "debriefing" of team members if needed

**Forms Required:**

1. Form A – MABAS Dispatch Information
2. Form B – Quad Dispatch Form
3. Form C – MABAS 5 Dispatch Resource Worksheet
4. Form D – MABAS 5 Quadrant Dispatch Resource Worksheet – one per quadrant
5. Form J – POD Activity Log
6. Form K – Communications Worksheet
7. Form N – Money Transfer Worksheet
8. Form O – MABAS Division 5 Abbreviations
9. Packet P – MABAS Division 5 Deployment Plan
10. Packets Q, R, S, T, U, V, W – Box Alarm Cards

# **SECTION V**

# **APPENDIX**

# IL STATEWIDE RESPONSE MABAS Div. 5 Dispatch Worksheet

To be used by the MABAS Dispatcher & POD Coordinator

Agency Initiating Notification:	Operator Making Notification & Badge #:
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Date of official notification:	Time:
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Call back contact person & Badge #:	Phone #:
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Location of Incident:	Type of Incident:
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**DIVISION 5 APPARATUS, PERSONNEL & EQUIPMENT DUE: (CIRCLE ALL THAT APPLY)**

**BOLD= PRIMARY      NORMAL PRINT= ALTERNATE**

<b>Algonquin- Engine</b> <b>Woodstock- Engine</b>	<b>Marengo- Tender</b>	<b>Cary- Truck</b> <b>McHenry- Squad</b>
<b>Crystal Lake- Ambulance</b> <b>Huntley- Ambulance</b> <b>Nunda- Ambulance</b>	<b>Huntley- Chief</b> <b>Woodstock- Chief</b>	<b>Nunda Equipment Trailer</b>
Richmond- Engine Hebron- Engine	Harvard- Tender	McHenry- Truck Cary- Squad
Fox River Grove- Ambulance Spring Grove- Ambulance Wonder Lake- Ambulance	Cary- Chief Crystal Lake- Chief	

Statewide Contact Freq.	Response Group Freq.
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Routing & Reception:

IEMA mission number:	Validation / Security Code:
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# MABAS DIVISION 5

To be used by MABAS Div. 5 Dispatch

## **MABAS DISPATCH NOTIFICATION**

MABAS Division 5 Dispatch shall notify each designated DEPARTMENT dispatch center by phone to execute the statewide activation procedure. The DEPARTMENT Dispatch shall notify the fire department.

Type of Incident:	Location of incident:
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Time of notification:	Card #:
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Notification received from:
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### **MABAS DIV. 5 Chiefs Text Message:**

"This is an activation of the Statewide MABAS plan. **The POD Chiefs and the Following Task Forces are requested:**

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

State that the department dispatch centers are to notify to MABAS Div. 5 Dispatch (Seecom) within 30 minutes with the availability of the apparatus, manpower & equipment required from their department, that those resources are to be at Huntley Station 3 in 30 minutes after they were notified and that the units are to stay off the IFERN radio freq.

### **NOTIFICATIONS:**

McHenry Fire Dispatch			815-385-2130						
McHenry County Sheriff			815-338-2141						
Harvard Fire Dispatch			815-943-4431						
Marengo Fire Rescue Dispatch			815-568-7231						
Woodstock Fire Dispatch			815-338-2131						

Person Completing Form:	Time:
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**B**

# MABAS DIVISION 5

**MABAS DIVISION 5 DISPATCH  
RESOURCE WORKSHEET**  
To be used by Division 5 Dispatch

Division 5 Statewide Mutual Aid Box Card Activated:

List the personnel, apparatus and equipment available for statewide deployment from each Department Dispatch that has called in:

F. D.	Equipment	Number Personnel	Notification Time	Time Called In	Additional Info
Algonquin	Engine				
Woodstock	Engine				
Marengo	Tanker				
Cary	Truck				
McHenry	Squad				
Crystal Lake	Ambulance				
Huntley	Ambulance				
Nunda Rural	Ambulance				
Huntley	Chief				
Woodstock	Chief				
Nunda Rural	Trailer				
					Alternate
					Alternate
					Alternate

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Use additional sheets if required.

Forward information to Point of Departure via  
Fax # 847-659-8547

**C**

# MABAS DIVISION 5

**RESOURCE WORKSHEET**  
**To be used by Staging Coordinator at POD**

Division 5 Statewide Mutual Aid Box Card Activated:

List the personnel, apparatus and equipment for statewide deployment from each department that has checked in:

F. D.	Apparatus	Number Personnel	Notification Time	Time Called in to Dispatch	Checked in at POD
Algonquin	Engine				
Woodstock	Engine				
Marengo	Tanker				
Cary	Truck				
McHenry	Squad				
Crystal Lake	Ambulance				
Huntley	Ambulance				
Nunda Rural	Ambulance				
Huntley	Chief				
Woodstock	Chief				
Nunda Rural	Trailer				

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Use additional sheets if required.

# MABAS Division 5

## 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 McHenry County Fire Departments 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.
  - 4. Collect and return all completed credential information to the POD Chief or designee.
  
- B. Materials needed to complete task:

<b>Materials</b>	<b>Amount</b>	<b>Completed</b>
Statewide MABAS Box Cards	1 Set	
McHenry County Fire Departments Deployment Plan	1	
Credential Work Sheet	Determined by MABAS Card	



# MABAS Division 5

## Statewide Deployment Plan

### Credential/Accountability Worksheet

To be used by Lobby & accountability

Staffing Requirements For Statewide Plan		
Ambulance	2	Minimum IDPH Certified Paramedic
Engine	4	Minimum Illinois Firefighter II
Tanker	2	Minimum Illinois Firefighter II
Truck	4	Minimum Illinois Firefighter II
Squad	4	Minimum Illinois Firefighter II
Brush Truck	2	Minimum Illinois Firefighter II
TRT Tech	10 <small>1 per Dept</small>	Minimum TRT Technician (what about dive?)
Haz-Mat	10 <small>1 per Dept</small>	Minimum Haz-Mat Technician
Water Rescue	10	Divers must be LMCSRT dive team member

Name	F. D.	Function	Time In	ID Check	Credential Check	Time Out



# MABAS Division 5

## 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 5

## 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.

<b>PERSONAL INFORMATION</b>		
Last Name	First Name	MI
Home Address		
City	State	Zip Code
Daytime Phone Number		Evening Phone Number
(    )		(    )
Cell Phone Number	Pager Number	E-Mail Address
(    )	(    )	
Member Fire Department	Station	Shift
DOB	Drivers License #	Class
Height	Weight	

Personal MD:	Phone:	Blood Type
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
<b>Awareness</b>						EMT-B
<b>Operations</b>						EMT-I
<b>Technician</b>						EMT-P
Special Skills:						

<b>EMERGENCY CONTACT INFORMATION</b>	
Name:	
Relationship:	
<b>Home Contact Information:</b>	
Address:	
Phone:	Pager/Cell
<b>Work Contact Information:</b>	
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:	DOB:
Name:	DOB:
Name:	DOB:
Name:	DOB:
Name:	DOB:
Name:	DOB:

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:
<b>Contact Information:</b>	
Address:	
Phone:	
Pager/Cell:	
Name:	Relationship:
<b>Contact Information:</b>	
Address:	
Phone:	
Pager/Cell:	

<b>OPTIONAL INFORMATION</b>
Religious Preference:
Religion: Place of Worship: Address:

Are you a veteran of the U.S. Armed Services?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you are entitled to a military funeral, do you wish to have one?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you wish to have a fire service funeral?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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

Do you have a will?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If yes, where is it located?</i>		

Special Requests:

<b><i>Date Form Completed on:</i></b>	<b><i>Signature:</i></b>
---------------------------------------	--------------------------

*Copy 1 – Point of Departure*

*Copy 2 – Team Leader*

# MABAS Division 5

## Statewide Deployment Plan

### Personal Equipment Check POD Coordinator

**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 Coordinator 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 5 Fire Departments Deployment Plan	1	
Personal Equipment Work Sheet	Based on Card Called	
Lake/McHenry SRT Policy Manual	If needed	

**MABAS Division 5**  
**Statewide Deployment Plan**  
**Personal Equipment Worksheet**

Name	Fire Dept.	Firefighter Initials	ID Check	Personal Equipment Checked	Emergency Contact Info.





# MABAS Division 5

## Statewide Deployment Plan

### Personal Equipment Worksheet

#### Personal Equipment Needed:

1. Turnout Gear (Helmet, Hood, Pants, Boots, Coat, Gloves)
2. Portable radio with charger and spare battery
3. SCBA with spare bottle and mask (extra batteries for PASS as needed)
4. Fire department T-shirts, sweatshirts or uniform shirts.
5. Personal hygiene items
6. Any other items as distributed by MABAS Red Center
7. Medications
8.
9.
10.
11.
12.
13.
14.
15.
16.
17.
18.
19.
20.

# MABAS Division 5

## 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 Coordinator 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 McHenry County Fire Departments 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 the Huntley Fire Department Station 3 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 Huntley Fire Chief or designee.

B. Materials needed to complete task:

Materials	Amount	Completed
Statewide MABAS Box Cards	1 Set	
McH Fire Departments Deployment Plan	1	
Deployment Bag Work Sheet	1	
Deployment Bags	Determined by Box Card	









# **MABAS Division 5**

## **Statewide Deployment Plan**

### **Communications Worksheet**

The purpose of this position is to insure that:

- MABAS Division 5 Dispatcher is notified by phone upon this Chief's arrival:
  - He will identify himself to MABAS Division 5. He will notify Division 5 he is at the Station and ready to receive information. He will remain and await MABAS Division 5 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

**K**

# **MABAS Division 5**

## **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 (IDOT web site)
- 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.

**L**



# MABAS Division 5

## Statewide Deployment Plan

### STAGING COORDINATOR CHECKLIST

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
- Insure that the proper passports are present – vehicle, scene and team specific use
- Check that all loose items are secured prior to the vehicle leaving (hose covers, rope hose tools, etc.)
- Insure the Tow vehicle is on the scene and all required hook ups are there
- Check the following levels on each vehicle before it is permitted to leave:
  - 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.
  - Insure the Chief Liaison, or his designee is present.
  - Final check of all Personal, Department and County provided gear is there
- 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.
- Verify that the responding chief has the security code provided by RED Center, Orland or the IEMA EOC.

F. D.	Personnel # / Type	Unit / Equip. Type	Unit #	Date/Time Checked In	Starting Mileage	Fuel Type / Level	FG / IFERN ✓	Date/Time Checked Out	Ending Mileage

# MABAS Division 5

## 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 the MABAS Division Five are understood and followed

#### ***CASH ISSUED***

***Check to insure the following steps are completed:***

Contact the MABAS Chief's representative to get the money

\$ Amount:

Signature:

Counter Signature:

**Receipt book and money bag is in possession of responding chief**

#### ***CASH RETURNED***

***Check to insure the following steps are completed:***

Contact the MABAS Chief's representative to get the money

\$ Amount:

Signature:

Counter Signature:

**Receipt book and money bag is in possession of responding chief**

# STATEWIDE MUTUAL AID

## PERSONNEL ACCOUNTABILITY FORM

*To be used by Team Chief to maintain personnel accountability during deployment.*

Name	FD	Vehicle Assignment	Tactical Assignment	PASSPORT ✓	PAR 1	PAR 2	PAR 3	PAR 4

Page \_\_\_\_\_ of \_\_\_\_\_

*Use additional pages as needed*



## MABAS DIVISION 5 ABBREVIATIONS

### MABAS Dispatch Center

ALGN	Algonquin/Lake in the Hills Fire Prot. Dist.	<b>SEECOM</b>
CARY	Cary Fire Protection District	<b>(815) 455-2313</b>
CRLK	Crystal Lake Fire Rescue Department	<b>SHERIFF</b>
FRGR	Fox River Grove Fire Protection District	<b>(815) 338-2141</b>
HARV	Harvard Fire Protection District	
HEBR	Hebron Fire Protection District	
HUNT	Huntley Fire Protection District	
MRGO	Marengo Fire Protection District	
MARS	Marengo Rescue Squad Protection District	
MCHY	McHenry Township Fire Protection District	
NUND	Nunda Rural Fire Protection District	
RICH	Richmond Township Fire Protection District	
SPGR	Spring Grove Fire Protection District	
UNON	Union Fire Protection District	
WNLK	Wonder Lake Fire Protection District	
WSTK	Woodstock Fire/Rescue District	
ESDA	McHenry County Emergency Services & Disaster Agency	

## POD Chief Operation Coordinator

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident. This should be located in a secure area, separate from personnel. Typically located in a conference room.



### Task

1. First arriving Chief assumes the role of Operations Coordinator

2. Contact MABAS Div 5 dispatch directly via telephone. Provide name and call back phone number and advise the POD is now staffed.

3. Division 5 will call the POD Operations Coordinator and provide response information.

4. Assign arriving POD Chiefs to positions.

- Security Coordinator, Communications Coordinator, Staging Coordinator, Room Coordinator, Logistics/Equipment Coordinator, Administrative Support & Finance Coordinator.
- May request secretarial assistance if deemed necessary

5. Coordinate Command, Communications and Control direction to all personnel responding to the alarm

6. Retrieve the McHenry County Response file from the Lieutenants Office at Huntley FD Station #3 and distribute as necessary.

7. Provide relief as necessary for other POD Coordinators and arrange relief for themselves during extended operations.

8. Provide password and authorization matrix to Staging Coordinator

9. Issue petty cash to Team/Task force leaders

10. Ensure continuous point of contact during the duration of the event

11. Serve as a point of contact between the Task Force Leader or Team Leader during the response.

12. Arrange relief for response personnel as necessary

13. Provide regular updates to the POD staff

14. Forms utilized

- Form J- POD Activity Log
- Form N- Money Transfer Worksheet
- Form O- MABAS Division 5 Abbreviations
- MABAS Division 5 Deployment Plan
- Box Alarm Cards
- Demobilization forms

15. Coordinate with vendors, incident personnel, and contractors.

16. Prepare demobilization schedule of personnel and equipment and coordinate with Planning Section and supporting dispatch.

17. Document all activity on Unit Log (ICS Form 214).