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(FORM UPDATED: 08/11/2010)

WISCONSIN STATE LEGISLATURE ... PUBLIC HEARING - COMMITTEE RECORDS

2011-12

(session year)

Senate

(Assembly, Senate or Joint)

**Committee on ... Labor, Public Safety, and Urban
Affairs (SC-LPSUA)**

COMMITTEE NOTICES ...

- Committee Reports ... **CR**
- Executive Sessions ... **ES**
- Public Hearings ... **PH**

INFORMATION COLLECTED BY COMMITTEE FOR AND AGAINST PROPOSAL

- Appointments ... **Appt** (w/Record of Comm. Proceedings)
- Clearinghouse Rules ... **CRule** (w/Record of Comm. Proceedings)
- Hearing Records ... bills and resolutions (w/Record of Comm. Proceedings)
 - (**ab** = Assembly Bill) (**ar** = Assembly Resolution) (**ajr** = Assembly Joint Resolution)
 - (**sb** = Senate Bill) (**sr** = Senate Resolution) (**sjr** = Senate Joint Resolution)
- Miscellaneous ... **Misc**

SECTION NINETEEN

Amendments

This Agreement may only be amended by written consent of all the parties hereto. This shall not preclude the amendment of rules, procedures and by laws of the MABAS as established by the Executive Board to this Agreement. The undersigned unit of local government or public agency hereby has adopted, and subscribes to and approves this MUTUAL AID BOX ALARM SYSTEM Agreement to which this signature page will be attached, and agrees to be a party thereto and be bound by the terms thereof.

This Signatory certifies that this Mutual Aid Box Alarm System Agreement has been adopted and approved by ordinance, resolution, or other manner approved by law, a copy of which document is attached hereto.

CITY OF MILWAUKEE

Political Entity

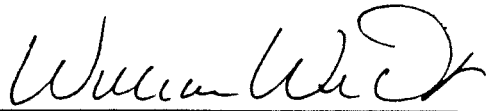


TOM BARRETT

Mayor

2/9/07

Date



WILLIAM WENTLANDT

Fire Chief

2-13-07

Date

City of Milwaukee

Office of the City Clerk

200 E. Wells Street

Milwaukee, Wisconsin 53202

Certified Copy of Resolution

FILE NO: 060490

Title:

Resolution authorizing the Milwaukee Fire Department to participate in the Wisconsin Mutual Aid Box Alarm System.

Body:

Whereas, Section 66.0301 (formerly Section 66.30), Wis. Stats., authorizes Wisconsin municipalities to contract with other municipalities for the receipt or furnishing of services, such as fire protection and emergency medical services; and

Whereas, Section 166.30 Wisconsin Statutes allows Wisconsin to enter into interstate agreements for mutual assistance, including supplementary agreements that include provisions for evacuation and reception of injured and other persons and the exchange of medical, fire, police, public utility, reconnaissance, welfare, transportation and communications personnel, equipment and supplies; and

Whereas, An agreement was drafted to provide a Mutual Aid Box Alarm System (MABAS) for municipalities providing fire protection and emergency medical services and has been entered into by the counties of Kenosha, Walworth, Rock and parts of Green, Dane, Waukesha, Milwaukee and Jefferson counties in Wisconsin and Lake, McHenry, Boone, Winnebago and Cook counties in Illinois; and

Whereas, The MABAS agreement was also approved by the Governor of the State of Wisconsin; and

Whereas, The City of Milwaukee Common Council believes that intergovernmental cooperation for the purposes of public safety and protection should be encouraged and that the MABAS Agreement would afford these benefits to city residents by coordinating fire protection and emergency medical services in the event of a large scale emergency, natural disaster, or man-made catastrophe; and

Whereas, Part of MABAS includes written instructions for dispatchers to expedite delivery of services where mutual aid is required; now, therefore, be it

Resolved, By the Common Council of the City of Milwaukee that the Milwaukee Fire Department is authorized to participate in the Mutual Aid Box Alarm System (MABAS); and, be it

Further Resolved, That the appropriate City officials are hereby authorized and directed to execute said agreement on behalf of the City.



I, Ronald D. Leonhardt, City Clerk, do hereby certify that the foregoing is a true and correct copy of a(n) Resolution Passed by the COMMON COUNCIL of the City of Milwaukee, Wisconsin on September 26, 2006.

Ronald D. Leonhardt

Ronald D. Leonhardt

February 21, 2007

Date Certified

**ORDER OF THE
DEPARTMENT OF MILITARY AFFAIRS
DIVISION OF EMERGENCY MANAGEMENT
CREATING RULES
RELATING TO ESTABLISHING STANDARDS FOR A MUTUAL AID BOX
ALARM SYSTEM**

Analysis prepared by the Division of Emergency Management

The Wisconsin Department of Military Affairs, through its Division of Emergency Management, proposes an order to create WEM 8 relating to the establishment of standards for the adoption of the Mutual Aid Box Alarm System, also known as MABAS, that may be used for deploying fire, rescue and emergency medical services personnel and equipment in a multi-jurisdictional or multi-agency emergency response.

SECTION 1. Chapter WEM 8 is created to read:

Chapter WEM 8

**MUTUAL AID BOX ALARM SYSTEM
STANDARDS AND PROCEDURES**

WEM 8.01	Purpose
WEM 8.02	Definitions
WEM 8.03	Levels of Response
WEM 8.04	Procedure for Providing Mutual Aid
WEM 8.05	Types and Classing of Resources
WEM 8.06	Coordinators
WEM 8.07	Credentialing
WEM 8.08	Limitations on Coverage
WEM 8.09	Compensation
WEM 8.10	Participation

WEM 8.01 PURPOSE. The purpose of this chapter is to establish standards for the adoption of the Mutual Aid Box Alarm System, also known as MABAS, as a mechanism to be used for mutual aid for fire, rescue, and emergency medical services and associated special operational services as required in ss. 166.03 (2) (a) 3, Stats.

WEM 8.02 DEFINITIONS. In this chapter:

(1) "Aiding unit" means a member unit furnishing equipment, personnel or services to a stricken unit.

"Apparatus guidelines" means apparatus defined and incorporated into the Mutual Aid Box Alarm System General Operating Procedures.

- (3) "Chief officer" means the highest ranking officer within a fire, rescue or emergency medical services unit.
- (4) "Emergency" means an occurrence or condition in a member unit's territorial jurisdiction which results in a situation of such magnitude or consequence that it cannot be adequately handled by the resources of the stricken unit and such that a member unit determines the necessity and advisability of requesting mutual aid.
- (5) "Emergency medical services system" means the method for establishing a system for the appropriate management for the medical treatment and transport of the public in pre-hospital, interfacility or from facilities or institutions providing health services under s. TRANS Chapter 309 and ss. HFS Chapters 110 through 113.
- (6) "Incident command system" has the same meaning as in s. COMM 30.01(16) and follows the guidelines of the National Incident Management System, also known as NIMS.
- (7) "MABAS, or 'Mutual Aid Box Alarm System' box card" means a printed form containing details of departments, specialized personnel and equipment to respond to a given geographical area, target hazard and/or specialized response within a community.
- (8) "MABAS, or 'Mutual Aid Box Alarm System' division" means the geographically associated MABAS member units which have been grouped for operational efficiency and representation of those MABAS member units. Each MABAS division shall designate one representative to serve on the statewide MABAS executive board.
- (9) "MABAS or 'Mutual Aid Box Alarm System' interdivisional card" means a MABAS box card designated for interdivisional mutual aid, listing a MABAS division's equipment available to respond based on the type of equipment and location.
- (10) "MABAS or 'Mutual Aid Box Alarm System' member unit" means a unit of local government including but not limited to a city, village, town, emergency medical services district or fire protection district having a fire department recognized by the State of Wisconsin or an intergovernmental agency and the units of which the intergovernmental agency is comprised which is a party to the MABAS agreement and has been appropriately authorized by the governing body to enter into such an agreement.
- (11) "MABAS or 'Mutual Aid Box Alarm System' region" means the Wisconsin emergency management areas as identified by the Adjutant General under ss. 166.03 (2) 6. (b) 1., Stats.
- (12) "Mutual Aid Box Alarm System", also known as MABAS, means a definite and prearranged plan whereby response and assistance is provided to a stricken unit by the aiding unit in accordance with the system established and maintained by MABAS member units and amended from time to time. Management oversight of the system is handled by the MABAS executive board.
- (13) "National Incident Management System" or 'NIMS'," means a system mandated by Homeland Security Presidential Directive 5 that provides a consistent nationwide approach for federal, state, local and tribal governments; the private sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.
- (14) "Stricken unit" means a member unit which requests aid in the event of an emergency.

- (15) "WEM or 'Wisconsin emergency management' duty officer" means an individual on-call 24 hours and seven days a week and as identified by Wisconsin emergency management's duty officer roster.

WEM 8.03 LEVELS OF RESPONSE. MABAS coordinates the effective and efficient provision of mutual aid during emergencies, natural disasters, or manmade catastrophes. In recognition of home rule, MABAS is not intended to relieve a community from 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, MABAS can be activated by the stricken community through a systematic plan at various levels of response:

- (1) A "local response" is an emergency that is a routine day-to-day event utilizing resources listed on a MABAS box card with a minimum of three MABAS alarm levels which is triggered locally by the incident commander on scene.
- (2) A "regional response" is an emergency that has exhausted "local response" capabilities and may utilize up to three MABAS interdivisional cards. A regional response is triggered locally by the incident commander on the scene of an emergency.
- (3) A "state response" is an emergency that has exhausted "regional response" capabilities and may utilize multiple MABAS interdivisional cards. A state response is triggered by a request to the WEM duty officer by the incident commander on the scene of the emergency. Responding resources will be coordinated by the WEM duty officer in coordination with the regional MABAS division coordinator.
- (4) A "national response" is an emergency that has exhausted state resources and is an event of national significance which is triggered by or to the Wisconsin emergency management duty officer through the Emergency Management Assistance Compact under ss. 166.30, Stats.

WEM 8.04 PROCEDURE FOR PROVIDING MUTUAL AID. (1) The MABAS member units authorize their respective chief officer or designee to take necessary and proper action to render or request mutual aid from the member units in accordance with the policies and procedures established and maintained by the MABAS member units. The aid rendered shall be to the extent of available personnel and equipment not required for adequate protection of the territorial limits of the aiding unit.

(2) Whenever an emergency occurs and conditions are such that the incident commander, or designee, of the stricken unit determines it is advisable to request aid under MABAS, shall activate the number of aiding units deemed necessary in accordance with the policy and procedures established and maintained by the MABAS member units.

(3) The chief officer, or designee, of the aiding unit shall take the following action immediately upon being requested for mutual aid:

- a. Determine what equipment, personnel and/or services are requested according to the system maintained by MABAS.
- b. Determine if requested equipment, personnel and/or services can be committed in response to the request from the stricken unit.

- c. Dispatch the predetermined requested equipment, personnel and/or services, to the extent available, to the staging location of the emergency reported by the stricken unit in accordance with the procedure of MABAS.
- d. Notify the stricken unit if any or all of the requested equipment, personnel and/or services cannot be provided.

WEM 8.05 TYPES AND CLASSES OF RESOURCES. All equipment and apparatus provided to the stricken unit shall be compliant with requirements based on National Fire Protection Association standards and s. TRANS 309 at the time of its original construction and shall fall within one of the NIMS vehicle classifications. At the local response level, staffing guidelines shall be based upon the current local policy and practices. At the regional response level, state response level and national response level, personnel provided by aiding units shall comply with all MABAS staffing guideline minimums.

WEM 8.06 COORDINATORS. Each MABAS division shall have one division coordinator available at all times. Each MABAS region shall designate one division in their region to act as the regional coordinator. Each WEM region will have one designated MABAS division as a Wisconsin emergency management regional coordinator.

WEM 8.07 CREDENTIALING. All firefighters responding under MABAS shall meet the training standards and requirements of entry level firefighter trained under s. COMM 30.07. Emergency medical services responders shall have a valid emergency medical services license as defined in s. HFS 110 through 113.

WEM 8.08 LIMITATIONS ON COVERAGE. (1) Personnel dispatched to aid a stricken unit under MABAS shall remain employees of the aiding unit. Personnel rendering aid shall report for direction and assignment at the scene of the emergency to the incident commander or designee of the stricken unit. The aiding unit shall at all times have the right to withdraw any and all aid upon the order of its chief officer or designee, provided that the aiding unit withdrawing such aid shall notify the incident commander of the stricken unit of the withdrawal of such aid and the extend of such withdrawal.

(2) The rendering of assistance under MABAS shall not be mandatory. Aiding units may refuse if local conditions of the aiding unit prohibit response. It is the responsibility of the aiding unit to immediately notify the stricken unit of its inability to respond.

WEM 8.09 COMPENSATION. Equipment, personnel or services provided under MABAS shall be at no charge to the stricken unit. However, any expenses recoverable from third parties and responsible parties shall be equitably distributed among aiding units. Nothing shall operate to bar any recovery of funds from any state or federal agency under existing state and federal laws.

WEM 8.10 PARTICIPATION. Participating agencies in the statewide mutual aid plan must be either a MABAS member unit or have signed a memorandum of understanding directly with MABAS. Failure to do either does not jeopardize WEM duty officer directed responses to a non-participating community.

SECTION 2. EFFECTIVE DATE. This rule shall take effect on the first day of the month following publication in the Wisconsin administrative register as provided in s. 227.22 (2) (intro), Stats.

MILWAUKEE FIRE DEPARTMENT

MABAS FIREHOUSES

This is a list of Firehouses that will initially be used as
Mutual Aid Box Alarm System
Transfer Centers

Battalion 2

Engine 18	3628 N. Holton Street (12)	289-8918
Engine 22	8814 W. Lisbon Ave. (22)	286-8922

Battalion 3

Engine 10	5600 W. Oklahoma Ave. (19)	286-8910
Engine 29	3528 S. 84 th Street (28)	286-8929
Engine 33	4515 W. Burnham St. (14)	286-8933
Engine 35	100 N. 64 th Street (13)	286-8935

Battalion 4

Engine 7	3174 S. Chase Ave. (07)	286-8907
Engine 11	2526 S. Kinnickinnic Ave. (07)	286-8911
Engine 14	6074 S. 13 th Street (21)	286-8914
Engine 17	4653 S. 13 th Street (21)	286-8917

Battalion 5

Engine 4	9511 W. Appleton Ave. (25)	286-8904
Engine 9	4141 W. Mill Rd. (09)	286-8909
Engine 38	8463 N. Granville Rd. (24)	286-8938

MUTUAL AID BOX ALARM SYSTEM

GENERAL OPERATING PROCEDURES

101.00 PURPOSE

The primary purpose of the Mutual Aid Box Alarm System (MABAS) is to coordinate the effective and efficient provision of mutual aid during emergencies, natural disasters, or manmade catastrophes. MABAS 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, MABAS can be activated by the stricken community and through a systematic plan, MABAS will provide:

- A. Immediate assistance of personnel and equipment at the scene of an emergency or disaster
- B. Response teams of: Firefighters, Emergency Medical Personnel, Hazardous Materials Responders, Technical Rescue Specialists, 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. Organization comprising fire departments from the States of Illinois, Indiana, Iowa, Missouri and Wisconsin



102.00 DEFINITIONS

Following is a glossary of terms and terminology that are consistent with the National Incident Management System (NIMS) and the Incident Command System (ICS) and relate to MABAS in establishing mutual aid assistance:

ACCOUNTABILITY SYSTEM*	A procedural system designed to track and account for the assignment of personnel on the scene of an emergency incident. * See PASSPORT System
ALARM LOG	The Alarm Log is a form which is used to record the times, incident location, box alarm number, alarm level, responding equipment type, community name and vehicle number.
ALERTING ENCODERS	A tone encoder at a Division Dispatch or Back-up Center used to activate MABAS alerting receivers.
ALERTING RECEIVERS	A receiver on the IFERN frequency that is tone activated by MABAS 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), ILS (Intermediate Life Support) or BLS (Basic Life Support). Minimum staffing of two (2) EMT-B's (BLS) or one (1) paramedic or one EMT-I and one (1) EMT-B (ILS) or two EMT-I (ILS) and one (1) EMT-B (ALS) or two (2) paramedics (ALS).
AUTOMATIC AID	See Mutual Response
BOX ADDRESS	The address of an intersection in the center of the Box area or the address of the emergency scene itself.
BOX ALARM	For the purpose of MABAS, a Box Alarm is a fire or other emergency requiring mutual aid through MABAS. A Box Alarm is the first request level for MABAS assistance. A 2 nd , 3 rd , 4 th or 5 th Alarm (or higher) are additional calls for equipment to the same fire or disaster area.
BOX CARD	A printed form containing details of departments, specialized personnel and equipment to respond to a given geographical area, target hazard and/or specialized response within a community.
BOX CARD NUMBER	Box alarm numbers are utilized to identify specific box alarm assignments for a fire department. Box alarm numbers can be duplicated between multiple departments.

BRANCH	Used whenever the number of Divisions or Groups exceeds the Span of Control. Can be either geographical or functional. The person in charge of each Branch is designated a Director.
CHANGE OF QUARTERS	Apparatus assigned physically changes to the stricken community to be available for simultaneous calls or move up to the fire scene on additional alarms.
COMMAND POST	The location of the Incident Commander of the fire or emergency scene. The Command Post at the scene will be identified by a flag or green revolving or flashing light or both.
DIVISION	Established to provide resources and coordination for a specific geographical location at an incident. The person in charge of each Division is designated as a Supervisor.
ENGINE (ENG)	A vehicle whose primary function is the delivery of water at increased pressures on the emergency scene. Reference is NFPA 1901. Minimum staffing of four (4) persons.
ELEVATED PLATFORM	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.
FIREGROUND FREQUENCIES	<p>Fireground RED: 153.830 MHz Fireground WHITE: 154.280 MHz Fireground BLUE: 154.295 MHz Fireground GOLD: 153.8375 MHz* Fireground BLACK: 154.2725 MHz* Fireground GRAY: 154.2875 MHz*</p> <p>These frequencies are used to transmit and receive critical fireground information and may be used at the discretion of the Incident Commander. All radios are limited to 10 watts of transmission power. *Narrow-band frequencies that may not be available on all radios.</p>
GROUP	Established to provide resources and coordination for a specific tactical responsibility for an incident. The person in charge of each Group is designated as a Supervisor.
INABILITY TO SUPPLY PROPERLY STAFFED EQUIPMENT	If a Department that is due to respond 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. This will usually be done from the next level of alarm.

MEMBER UNIT

A unit of local government including, but not limited to, a city, village, or fire protection district having a fire department recognized by the involved State Government; or an intergovernmental agency and the units of which the intergovernmental agency is comprised which is a party to the MABAS agreement and has been appropriately authorized by the governing body to enter into such agreement.

MUTUAL RESPONSE

This is a contractual agreement between two or more Departments to respond with specific equipment and personnel to a special area or building in that community 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.

PASSPORT SYSTEM

An accountability system that utilizes components such as helmet shields (optional), passports, nametags, and status boards to track the assignment of personnel at an emergency incident.

QUINT

A vehicle whose primary function is the same as a "Truck" (see definition), but 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 emergency to notify their Division Dispatch Center and request a Box Alarm or subsequent Alarms. The Box Number, type of incident, level of Alarm requested, address/ location, staging, and authority are to be given.

RETURNING EQUIPMENT

At some time after the Box Alarm is struck out, the Incident Commander will return equipment. The order in which it is returned will be at the discretion of the Incident Commander.

SINGLE RESOURCE

May be individuals, a piece of equipment and its personnel complement, or a crew or team of individuals with an identified supervisor that can be used at an incident.

SKIP ALARM

A department, at the time of the alarm, may request to go to a 2nd, 3rd, 4th, or higher alarm. All equipment assigned to respond to the scene 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 Interdivision mutual aid listing a MABAS Division's equipment that is available to respond based on the type of equipment and location.
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. Minimum staffing is four (4) persons.
STAGING AREA	A location near the fire or emergency scene where additional equipment is directed to assemble for further instruction and organization. Also known as Level II staging.
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. Multiple levels of still alarms (Full Still, Working Still, etc.) are permitted. NOTE: The local dispatcher is responsible for dispatching all units listed in the Still Alarm level(s).
STRIKE TEAM	A set number of resources (normally five) of the same kind and type with common communications operating under the direct supervision of a Strike Team Leader.
STRIKING OUT A BOX ALARM	When the Incident Commander feels that the fire or other emergency is under control and he will not require another level 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 location 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.
TENDER (TNDR)	A water transport vehicle with a minimum capacity in excess of 1250 gallons and staffed by a minimum of two (2) persons.
TASK FORCE	Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.
TELE-SQUIRT TRUCK (TRK)	Engine equipped with an elevated master stream device. 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. Minimum staffing is four (4) persons.

103.00 RESPONSIBILITY

It shall be the responsibility of all Member Units to adhere to the policies and procedures of MABAS as adopted by the Executive Board and amended from time to time.

104.00 DIVISION AUTHORITY

Each Division shall have the authority and responsibility to insure that the policies and procedures of MABAS are adhered to by all Member Units. Variances to the MABAS 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.

105.00 COMMUNICATIONS

105.01 DIVISION 109 DISPATCH CENTERS

To better organize and centralize MABAS communications, Division 109 has designated a primary (Milwaukee) and back-up (Milwaukee) MABAS Dispatch Center. Each of these dispatch centers is capable of both simultaneously receiving and transmitting (simulcast) on VHS IFERN and MABAS 800. A "patch" has also been installed that will allow both portables and mobile radios to communicate with each other through the Dispatch Center.

105.02 IFERN FREQUENCY

The MABAS organization operates on the IFERN (Interagency Fire Emergency Radio Network) VHF 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 or simply IFERN. Radios must transmit a Carrier Tone Coded Squelch System (CTCSS) (PL) tone of 210.7 (M2).

In addition, Division 109 has initiated an effort to transition to an 800-MHz based radio system. In doing so, the following frequencies, and their respective relationship to existing VHF MABAS frequencies, have been introduced:

MABAS 800	=	IFERN
MABAS RED	=	Fireground RED: 153.830 MHz
MABAS WHITE	=	Fireground WHITE: 154.280 MHz
MABAS BLUE	=	Fireground BLUE: 154.295 MHz

105.03 CROSSBAND REPEATER SYSTEM

To facilitate the use of both VHF and 800 MHz radios on the same incident, departments in Milwaukee County have been equipped with radio components known as MOBEXCOM Crossband Repeaters, also known as a Vehicular Repeater System (VRS).

1. WHAT IT DOES

A VRS unit links radios on VHF high band (154 MHz) to radios on 800 MHz, allowing the radios to communicate directly with each other. In some locations, VRS units are set up for use with both existing VHF fireground channels and new VHF MABAS fireground channels. VHF channels are then linked to the simplex 800 MHz fireground channels known as MABAS RED, MABAS WHITE, and MABAS BLUE.

2. WHEN IT IS NEEDED

A VRS unit is needed when Fire Departments bring radios of different frequency bands to the scene of an incident. A VRS unit is not needed if all departments at the scene have radios on the same frequency band. This happens when mutual aid companies bring along radios that match the operating band of the stricken community.

3. HOW TO USE IT

VRS units are kept turned off and should remain turned off at all times unless needed to link VHF and 800 radios at the scene of an incident. The VRS units have pre-programmed modes that form a relationship between any pre-programmed combination of a VHF fireground channel and an 800 MHZ fireground channel.

4. PRECAUTIONS

The use of two or more VRS units on the incident scene can be accomplished as long as none of the units are sharing the same frequency relationship.

105.04 BOX ALARM TRANSMISSION PROCEDURES

Both Division 109 Dispatch Centers are equipped with MABAS tone encoders that are responsible for activating all alerting receivers of all participating departments. The Primary Dispatch Center will handle all MABAS Alarms, except when that community is in need of mutual aid or other technical, staffing or increased call volume prevents the Primary Dispatch from efficiently and effectively handling the MABAS Alarm. MABAS dispatch should be transferred to the Back-Up MABAS Dispatch whenever any situation prevents the Primary Dispatch from functioning effectively.

All MABAS Alarms are toned out on and transmitted on the IFERN frequency. It should be noted that MABAS does not own the IFERN frequency, but has been granted the right to use the frequency for a fire or other emergency situation between two or more communities at the scene of a MABAS Alarm.

1. The alerting receivers will be purchased by each department and will be the type which will have both the alert and monitor positions. Each time a test is received, the radio should be reset to see if the other Dispatch Centers can open the set from their area. If a community is unable to receive the different tests, the receiver should be moved to the best receiving location. If this fails, a roof antenna should be used.

2. The alerting encoders are located in the Main and Backup Dispatch Centers for each Division of MABAS. When these tones are activated on the IFERN frequency, departments' equipped with alerting receivers will get the tones and the message on their alerting receivers. Some Dispatch Centers have the ability to continuously monitor the IFERN frequency in place of the alert monitors.

3. The IFERN frequency may be used by two or more departments on the scene of a fire or other emergency even though no MABAS Box Alarm had been requested, providing the communities involved have no other common frequency that they could use.

4. It is up to each individual department to have its own radio equipment and related services. MABAS communication problems will be referred to the MABAS Communications Committee.

5. MABAS will not be used to dispatch equipment for an isolated incident in a fire department which is not a member of MABAS. Any response by a MABAS department will be voluntary. MABAS can be used to notify member departments for a major disaster in a fire department which is not a member of MABAS. Any response by a MABAS department will still be voluntary.

105.05 TESTING OF THE MABAS SYSTEM

Testing of the MABAS 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.

The following Divisions will test on the **THIRD 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	Mount 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	Delavan	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	Town of Beloit	Main Dispatch	10:11 hrs
Division 105		Back-up Dispatch	10:13 hrs
Division 106	Waukesha County	Main Dispatch	10:15 hrs
Division 106		Back-up Dispatch	10:17 hrs
Division 107	Wauwatosa	Main Dispatch	10:19 hrs
Division 107	Oak Creek	Back-up Dispatch	10:21 hrs
Division 108		Main Dispatch	10:23 hrs
Division 108		Back-up Dispatch	10:25hrs
Division 109	Milwaukee	Main Dispatch	10:27 hrs
Division 109	Milwaukee	Back-up Dispatch	10:29 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

The test will be given as follows:

1. "(Milwaukee Fire Department) testing Division (109) Mutual Aid Box Alarm Alerting Receivers, Test 1-2-3-4-5; 5-4-3-2-1 at (10:27); reset all receivers for the (Milwaukee Fire Department) test, (Milwaukee Fire Department) Clear, (KSD 344)".
2. The last Department to test will announce "End of Test" at the end of their test.
EXAMPLE: "Dispatch testing Division 109 Mutual Aid Box Alarm Receivers, Test 1-2-3-4-5; 5-4-3-2-1 at 10:21 hrs; Dispatch Clear, Division 109, end of test"

105.06 RADIO DRILLS/RESPONSE DRILLS

From time to time, radio drills/response drills will be conducted by MABAS Dispatch Centers and their members to test our procedures and equipment. When these drills occur, the request for, dispatch of, and all subsequent pertinent traffic regarding the Box (or higher level) Alarm will indicate that it is for a RADIO DRILL.

EXAMPLE: "MABAS Division 109 to all locals for a RADIO DRILL: the Milwaukee Fire Department is requesting a RADIO DRILL for Box Number 1-11 at Intersection of West Oklahoma Ave. and South 27th Street. All responding units switch to IFERN and acknowledge ".

105.07 ALARM PROCEDURE

1. In an effort to simplify dispatching and maintain organization, Incident Commanders are strongly encouraged to utilize the MABAS Box Alarm Card system to request additional resources instead of "piece-mealing" resources to an incident. A request for a MABAS Box Alarm activation by an Incident Commander can be made either directly to the appropriate MABAS Dispatch Center or through the local dispatch center of the stricken community and can be made either via telephone or radio (on IFERN or MABAS 800) with the telephone being the preferred medium. The stricken community must provide the following information to the Dispatch Center when requesting the MABAS Box Alarm activation:

- 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

**A fill-in worksheet has been included in the appendices of this document for use by dispatchers.

All responding vehicles shall inform the requesting MABAS Division Dispatch Center over the IFERN frequency that they are responding. The normal radio message for a responding unit must include: [Department Name, Type of Apparatus, Vehicle Number (optional)] to MABAS Division (Number) responding to the Box (Number of Box Alarm and Name of Stricken Community) (Address of the Emergency).

EXAMPLE: "Milwaukee Engine 14 to MABAS Division 107 . . . we are responding to Cudahy Box 14-1, 3600 East Squire Avenue".

DISPATCH PROCEDURES

1. Check the Box Card and start MABAS Alarm Log.
2. To dispatch 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 MABAS Division (109) to all locals, (Milwaukee) Fire Department is requesting Box (1-11) at (West Oklahoma Ave. and South 27th Street) to the (Level 1 Box); 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:

EXAMPLE: "This is MABAS Division 109 to all locals: Milwaukee Fire Department is requesting Box Number 11-1 at South 27th and West Oklahoma Ave., 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 responded to the Box Alarm within five (5) minutes 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 MABAS Division Dispatcher to return the equipment and advise them of the equipment that they were due to respond with on the Box Alarm. This is important when agencies begin sending apparatus at will when they hear a Box Alarm dispatched (self-dispatching).

g. When a Box Alarm is called, all local apparatus on the scene will change to the IFERN frequency.

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, a dispatcher will have to provide a fill-in on each subsequent Alarm.

4. The MABAS Division Dispatcher will contact the Incident Commander every thirty (30) minutes advising them of the amount of time into the Alarm and request a progress report on the incident.

5. 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.

6. 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.
7. When a Box Alarm is struck out, the following information is needed:
 - a. The identity of the Incident Commander
 - b. The location or number of the Box Alarm
8. Dispatching procedures for striking out a Box Alarm:
 - a. On the IFERN frequency, the MABAS tone should be activated two (2) times, then announce the following:

"This is MABAS Division (109) to all locals: (Milwaukee) Fire Department has struck out (Box Alarm Number) by authority of the Incident Commander." Repeat the message.

EXAMPLE: "This is MABAS Division 109 to all locals: Milwaukee Fire Department has struck out Box Number 1-11 by authority of the Incident Commander". Repeat the message.

- a. The dispatcher shall continue to control the IFERN frequency until all companies at the scene are released and are returning.
- b. The order in which equipment is returned is at the discretion of the Incident Commander of the Box Alarm.
- c. Responding companies should continue to the scene unless directed otherwise by the Incident Commander or MABAS Dispatcher.

105.09 A EMERGENCY TRAFFIC / MAYDAY PROCEDURE (MILWAUKEE FIRE DEPT)

PERSONAL ACCOUNTABILITY SYSTEM

Personal Accountability tag (PAT) Identification System

PURPOSE:

It is the purpose of the Fireground Accountability Standard Operating Procedures to provide a system of accountability for all personnel at an incident scene. A safe and organized working environment for emergency operations will be enhanced through the use of this system in conjunction with the proper use of incident management system techniques.

SCOPE: This guide will apply to all sworn personnel of the Milwaukee Fire Department.

OBJECTIVES:

1. Fireground Accountability Terminology Definitions
2. Three Levels of Fireground Accountability
3. Communications for Fireground Accountability
4. Roll Call Procedures
5. Rescue and Recovery Plan

1. FIREGROUND ACCOUNTABILITY TERMINOLOGY DEFINITIONS

Personal Accountability tag (PAT) – The PAT is a 2.5" x 3.25" card encased in a heavy plastic laminate with a clip attached to one end and a 1" ring attached to the opposite end. The PAT identifies the Milwaukee Fire Department, name of employee, and employee pension number printed on it.

Each MFD Sworn member will receive two (2) Personal Accountability Tags. All sworn members will keep one (1) PAT inside of the left interior turnout coat pocket while off duty. While on duty, each member will attach the PAT around a D-ring, which will be attached to a hook inside the cab of each emergency vehicle.

Each member must place the PAT on the vehicle that they are assigned to on a particular day, regardless of overtime, short relief, and/or trades.

The other PAT will be used only in the event of the original PAT being lost or stolen.

Replacement Protocol

If a member loses his/her PAT, their company officer will call the Bureau of Instruction and Training immediately for a replacement. Also, the company officer will submit a missing articles report (F-106) along with a Form F-105 describing how the tag was lost, and a Form F-115 to the Bureau of Instruction and Training requesting replacement.

Level I Accountability

The measures taken to assist with accountability at the start of each shift using PAT's, and placing them on their assigned apparatus.

Level II Accountability

The increased level of accountability for working incidents involving the response of a first alarm assignment or greater.

Level III Accountability

The highest level of accountability employing an Accountability Officer for entry into special hazard zones (i.e., HazMat).

Hazard Zone

The interior of any fire building or any other area that is part of an incident where fire fighters are required to wear SCBA or risk becoming lost, trapped or injured. Commonly known as "the fireground."

Special Hazard Zone

The area where a substance, device, event or condition exists that presents an unusual and severe danger to fire fighters (i.e., confined space, collapsed buildings, HazMat hot/warm zones).

Accountability Officer

The officer responsible for the collection of PAT's and the tracking of personnel on the fireground. The responsibility of Accountability Officer will be delegated to an officer by the Incident Commander/Operations Chief.

Any incident where Level III Accountability is being used requires the appointment of a separate Accountability Officer by Command.

2. THREE LEVELS OF FIREGROUND ACCOUNTABILITY

Level I Accountability

The measures taken to assist with accountability at the start of each shift using PAT's, and placing them on their assigned apparatus.

Members being relieved from their apparatus by the on-coming shift will take down their own PAT's.

All members ON-DUTY will attach their PAT's to the D-ring located in the cab of the vehicle.

At 0800 hours, each company officer will ensure that each member of their company has properly attached their PATs to the D-ring located inside the cab of the vehicle.

Level II Accountability

The increased level of accountability for working incidents involving the response of a first alarm assignment or greater.

All members at an emergency incident will have their PATs attached to the D-ring located in the cab of the vehicle.

Prior to picking up companies at the scene of an alarm, the IC/Operations Chief will ensure company compliance by checking the PATs with the respective companies. This will be done on a 6-month trial basis to ensure department-wide compliance.

Level III Accountability

The highest level of accountability employing an Accountability Officer for entry into special hazard zones (i.e., HazMat)

In the event that the Incident Commander or Operations Chief orders an evacuation of the fire building, all HEOs will immediately sound the air horns and sirens on all apparatus in the three (3) ten-second blasts. An immediate accountability "roll call" will commence.

COMMUNICATIONS FOR FIREGROUND ACCOUNTABILITY

If at any time the Fireground Accountability System cannot account for a fire fighter or firefighting crew, or if the IC feels that an accountability roll call is needed for whatever reason, command will initiate the proper actions to account for them. This plan should include the following:

1. Mobilization of Rapid Intervention team (RIT)
2. Additional Resources (ie., 2nd Alarm, MED Unit)
3. Emergency Traffic Procedures

Every effort should be made to maintain control and avoid panic throughout these situations. This can be accomplished by maintaining proper Incident Command discipline.

1. EMERGENCY RADIO TRANSMISSIONS

The following transmission is to be used with discretion. The term, "MAYDAY" must only be used as indicated herein. This term is intended for use in situations where immediate communications is necessary to protect life or prevent injury. Whenever the term "MAYDAY" is transmitted all fireground communications on the frequency are to cease, except those between the member initiating the emergency transmission and the Operations Chief. The member transmitting the distress signal will begin by repeating "MAYDAY" three times followed by the remainder of the message. Normal radio communications may be resumed upon completion of the emergency message unless Operations Chief orders otherwise.

2. MAYDAY

This transmission is an indication that a potential life-threatening situation has developed. The use of this transmission may only be used in the following six situations (A to F):

A. Imminent Collapse Feared

1. A member becoming aware of the situation is to immediately contact the Operations Chief.
EXAMPLE: "MAYDAY-MAYDAY-MAYDAY." Ladder 9 to Operations, "MAYDAY."
2. The Operations Chief will respond in the following format:
"Operations to Ladder 9, go ahead with your MAYDAY."
3. The member with the emergency message will respond in the following format:
"Ladder 9 to Operations, MAYDAY-COLLAPSE IMMINENT." The member shall Also state the location of the imminent collapse (ie., B side of the building, roof) and Give their location.
4. The Incident Commander will then acknowledge receipt of transmission and formulate an action plan. If the Incident Commander decides to evacuate the building, he/she will transmit the following message: "Operations to all units, MAYDAY, GET OUT OF THE BUILDING, GET OUT OF THE BUILDING" and repeat the message as often as necessary. All HEOs will immediately sound their air horns and sirens on all apparatus intermittently, with three (3) ten-second blasts.
5. The Incident Commander will immediately conduct a roll call and account for all members.

B. Structural Collapse Has Occurred

1. A member becoming aware of the situation is to immediately contact the Operations Chief.

EXAMPLE: "MAYDAY-MAYDAY-MAYDAY." Ladder 9 to Operations, "MAYDAY."

2. The Operations Chief will respond in the following format:
"Operations to Ladder 9, go ahead with your MAYDAY."
3. The member with the emergency message will respond in the following format:
"Ladder 9 to Operations, MAYDAY-COLLAPSE HAS OCCURRED." The member shall also state the location of collapse, number and nature of injuries, and if anyone is trapped.
4. The Incident Commander will then acknowledge receipt of transmission and formulate an action plan. If the Incident Commander decides to evacuate the building, he/she will transmit the following message: "Operations to all units, MAYDAY, GET OUT OF THE BUILDING, GET OUT OF THE BUILDING" and repeat the message as often as necessary. All HEOs will immediately sound the air horns and sirens on all apparatus intermittently, with three (3) ten-second blasts.
5. The Incident Commander will immediately conduct a roll call and account for all members.

C. An Interior Attack Is To Be Discontinued And An Exterior Attack Instituted

1. If the Operations Chief attempts to evacuate the fire building and for unknown reasons certain companies are not acknowledging the evacuation command, the Operations Chief may use the "MAYDAY" protocol along with the evacuation protocol in the following manner.
"MAYDAY-MAYDAY-MAYDAY, "Operations to all companies, MAYDAY-ALL UNITS-MAYDAY, GET OUT OF THE BUILDING, GET OUT OF THE BUILDING," and repeat the message as often as necessary. On transmissions of the message, all units will withdraw from the building. All HEOs will immediately sound the air horns on all apparatus intermittently, in three (3) ten-second blasts.
2. Following the transmission of this message, the Incident Commander will immediately contact each company individually by radio to confirm receipt of this message.
3. The Incident Commander will immediately conduct a roll call and account for all members.

D. Firefighter Is Unconscious Or Suffers A Life-Threatening Injury

1. A member becomes aware of the situation is to immediately contact the Operation Chief.

EXAMPLE: "MAYDAY-MAYDAY-MAYDAY," "Ladder 9 to Operations,
"MAYDAY"

2. The Operations Chief will reason in the following format:
"Operations to Ladder 9, go ahead with your "MAYDAY".

3. The member with the emergency message will respond in the following format:
"Ladder 9 to Operations, "MAYDAY-INJURED MEMBER," and provides the location, company identity of the injured member, and extent of injuries.

4. The Operations Chief will immediately assign specific units to assist with the injured member.

E. An Officer becomes aware that A member Under His/her Supervision Is Missing. (If the missing Member Is an Officer, Any company member can transmit the Message).

1. A member becomes aware of the situation is to immediately contact the Operations Chief.

EXAMPLE: "MAYDAY-MAYDAY-MAYDAY," "Ladder 9 to Operations,
"MAYDAY."

2. The Operations Chief will respond in the following format:
"Operations to Ladder 9, go ahead with your "MAYDAY".

3. The member with the emergency message will respond in the following format:
"Ladder 9 to Operations, "MAYDAY-MISSING MEMBER," and provides the missing member's assignment unit, last known location, name of the member, and whether member has a radio.

4. The Operations Chief will immediately assign specific units to conduct a search for the missing member and simultaneously contact each unit on the scene by radio to attempt to locate the missing member.

F. Member Becomes Trapped Or Lost

1. Once it has been recognized that a member has been trapped or lost, the company officer will contact the Operations Chief in the following format:

EXAMPLE: "MAYDAY-MAYDAY-MAYDAY," "Ladder 9 to Operations,
"MAYDAY."

The trapped or lost member must ensure that his/her PASS device is in the "ON" Position (refer to latest notice on Personal Alert Safety System-PASS).

2. The Operations Chief will respond in the following format:
"Operations to Ladder 9, go ahead with your "MAYDAY."

3. The member with the emergency message will respond in the following format:
Ladder 9 to Operations, "MAYDAY-MEMBER TRAPPED," and provides the number and identity of members involved, location if known, last recognizable reference point if location is unknown (i.e., basement near furnace), and any imminent conditions that might affect trapped members (i.e., fire nearby, out of air).

4. The Operations Chief will immediately assign specific units to conduct a search for the trapped or

lost member and simultaneously contact each unit on the scene by radio to attempt to locate the trapped or lost member.

3. ROLL CALL PROCEDURES

SINGLE ALARM RESPONSE

- When a "MAYDAY" is initiated, all companies except the company initiating the "MAYDAY" will immediately cease all communications on the assigned fireground frequency. If an evacuation of the fire building is ordered, all companies will vacate their positions and physically report to the "A" side of the building.
- The Incident Commander will instruct a company officer to quickly collect the PATs from every company on the scene and deliver them to the IC.
- The IC will then call each company and ask if "crew is complete." Each officer will answer either "crew is complete" or "crew is incomplete".

EXAMPLE: "Command to Engine 32, is crew complete?"
"Engine 32 to Command, crew is complete."

"Command to Engine 28, is crew complete?"
"Engine 28 to Command, crew is complete."

"Command to Ladder 12, is crew complete?"
"Ladder 12 to Command, crew is complete."

- If a company officer states that his/her crew is incomplete, the Operations Chief will immediately Assign specific units to conduct a search for the missing member and simultaneously contact each unit on the scene by radio to attempt to locate the trapped or lost member.

MULTIPLE ALARM RESPONSE

- Upon arrival of the CCU, the Incident Commander will instruct the company officer of Engine 9 (or company delivering unit to the scene) to quickly collect the PATs from every company on the scene and deliver them to the IC in the Command/Communications Vehicle.
- When a "MAYDAY" is initiated, all companies except the company initiating the "MAYDAY" will immediately cease all communications on the assigned fireground frequency. If an evacuation of the fire building is ordered, all companies will vacate their positions and physically report to the "A" side of the building (side of the building where the Operations Chief has set up command).
- The IC will then call each company and ask if "Crew is Complete." Each officer will answer either "Crew is Complete" or "Crew is Incomplete".

EXAMPLE: "Command to Engine 32, is crew complete?"
"Engine 32 to Command, crew is complete."

"Command to Engine 28, is crew complete?"
"Engine 28 to Command, crew is complete."

"Command to Ladder 12, is crew complete?"
"Ladder 12 to Command, crew is complete."

"Command to Ladder 12, is crew complete?"

"Ladder 12 to Command, crew is complete."

- If a company officer states that his/her crew is incomplete, the Operations Chief will immediately assign specific units to conduct a search for the missing member and the IC will contact each unit on the scene by radio to attempt to locate the trapped or lost member.
- RIT Team Protocol to be followed.

SUMMARY

The safety of Milwaukee Fire Fighters at an incident is the number one priority at all times. Having control and being able to account for our actions at these incidents is paramount. Each and every member has to be dedicated to this task. The integrity of fire companies cannot be threatened. Freelancing, in any form, will not be tolerated. The use of this system, in conjunction with proper Incident Command procedures, will be beneficial to all of use.

105.09 B EMERGENCY TRAFFIC / MAYDAY PROCEDURE (OTHER DEPARTMENTS)

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.

EXAMPLE: "Engine 26 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.

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. In the event of an EMERGENCY TRAFFIC or MAYDAY communications event, the Incident Commander and/or Safety Officer maintains the right to re-locate non-emergency communications to a separate frequency.

105.10 STRUCTURE EVACUATION 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 employed.

106.00 BOX CARDS

106.10 DESIGNATED BOX CARDS

As MABAS 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.

106.20 INTER-DIVISIONAL BOX CARDS

An Interdivisional Request is activated when all companies have been dispatched on the specific Box Alarm Card and additional companies are required for a large scale incident. During an Interdivisional Request, speed of response is important. The Division providing companies determines which departments

and units respond based upon pre-determined Interdivisional or Task Force response cards. Types of Interdivisional cards may include Fire, Engine Only, Tender Only, Ambulance, Haz-Mat or Specialized Rescue.

Interdivisional Box Cards should be designed by each Division with the overall thought being that this equipment may leave the Division for a long period of time. In case of a natural disaster, one or more Divisions may be in need of assistance. They can call neighboring Divisions for assistance.

For example, if Division 109 requests three engines and one truck company from Division 107, the alarm operator will set off the MABAS tones on the IFERN frequency and request the equipment on the Box Card to respond into Division 109. This equipment may be out of Division 107 for several days. When developing the Inter-Divisional Box Card, each Division should use equipment that will not strip their Division.

107.00 INCIDENT COMMAND SYSTEM

In order to establish a standardized system of incident command, the MABAS Executive Board has adopted the National Incident Management System (NIMS) as the standard operating procedure for all MABAS members.

108.00 USE OF MEDICAL HELICOPTERS

The recommend procedure for use of medical evacuation helicopters is included as Appendix G of this document.

109.00 PASSPORT ACCOUNTABILITY SYSTEM (Adopted July 30, 1992)

109.10 POLICY

It shall be the policy of MABAS 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 SYSTEM is unauthorized.

109.20 REFERENCES

- 109.2.1 N.F.P.A. 1500 6-1.6
- 109.2.2 N.F.P.A. 1561

109.30 DEFINITIONS

FIREFIGHTER ACCOUNTABILITY: The system a department uses to ensure that fire ground commanders know the location of each team and each team leader knows the location of other team members on the fire ground. (It is recommended by NFPA 1500).

HELMET SHIELD: (OPTIONAL) A Velcro backed plastic shield that indicates the number or symbol of a team of Firefighters. Placing helmet shields on the helmet assures fire ground commanders that Firefighters at the incident are properly checked in, are teamed up, and can be accounted for in the event of a disaster. Using helmet shields: Each company and unit that responds should be assigned helmet shields for each on-duty position or each position that can be activated by response from home. *The purpose of the helmet shield is to identify a team, thus, no two teams should have the same helmet shield number.*

NAME TAG: A 3/8" x 2" White, Velcro-backed plastic tag with a member's first initial (OPTIONAL), rank (Optional), last name, four letter MABAS Fire Department name designator.

PASSPORT: 2" X 4" boards made of Velcro and plastic used to identify and account for members and teams. Members affix Name Tags to Passports.

A. Primary Passports: WHITE, flexible Passport preprinted with company I.D. numbers kept on a portable radio, radio holster, or other specified location. It is used to document the movement of a team within an emergency incident perimeter.

B. Back-up Passport: RED, flexible Passport preprinted with company I.D. numbers, kept on the door or dashboard of the apparatus, or other specified location, Officer's side. It is left as an emergency back-up or automatic replacement if the primary passport is lost. It can also be used as a second method of identifying a crew if a crew is lost before they have transferred their passport to a fire ground commander. This is an essential back-up for the accountability system in service.

C. Reserve Passport: GREEN, flexible Passport preprinted with company I. D. numbers, kept in the station for multiple alarm shift changes and temporary replacement for lost primary and back-up Passports

D. Blank Passport: A GREEN, flexible Passport that is blank on the top. It is maintained in the make-up kits. Commanders can use a marker or a grease pen to customize a Blank Passport for the creation of a new company. It can also be used as a temporary replacement for a reprinted passport that has been lost or damaged. Using the Passport: Each company or team should be assigned one primary passport. The Officer or Team Leader holds onto the passport until it is passed off to a Commander. The Passport can be stored on the portable radio, radio holster, or other specified location where it will be available to the Officer or Team Leader for hand off.

PASSPORT ACCOUNTABILITY SYSTEM: A procedure that utilizes Helmet Shields, Passports, Name Tags, and Status Boards to track the assignment of Commanders, Companies, Teams, and Individuals at an emergency incident.

MAKE UP KIT: These kits contain materials and supplies for integrating any nonparticipating department into the Passport Accountability System and for replacing lost or damaged hardware. Each kit contains an inventory of required materials, including extra status boards. The Make-up kits are carried in the Command Vehicle, or other department specific vehicle(s).

ROLL CALL: A poll of all Teams at an emergency incident to account for all personnel at that incident.

STATUS BOARD: A 9" x 14" hard plastic board with Velcro strips upon which Incident Commanders and/or Division Officers hold passports of assigned teams and take notes. Each apparatus shall have one status board. Additional status boards are contained in the make-up kit.

TEAM: A group of two (2) or more Firefighters who work together and are responsible for each other's safety. No freelancing by individuals is allowed. Each Team must be equipped with a portable radio.

TEAM LEADER: Usually a Company Officer or member assigned or selected as the Team Leader.

VELCRO PAD: A permanently attached Velcro pad on a portable radio, radio holster or other specified location to which passports are attached.

109.40 PROCEDURES

109.40.1 Fire Departments shall use the Passport Accountability System as adopted by the MABAS Executive Board, in conjunction with the Incident Command System, to identify individual members of a team and their assignment, and account for the assignment of teams and units at an emergency incident.

109.40.2 The Passport System shall be expanded to accommodate multiple-alarm companies, mutual aid companies, and/or volunteer response companies and individuals.

109.40.3 RESPONSIBILITY

109.40.3.1 Commanders at an emergency incident shall use the Passport System to account for those Commanders, Companies, and Teams within their direct span of control, as outlined in this procedure.

109.40.3.2 Commanders, Team Leaders, and Firefighters shall maintain an awareness of each other's physical condition and shall use the command structure to request help, relief, and reassignment of fatigued or injured crews or members.

109.40.3.3 Company Officers, Team Leaders, and individual Firefighters are accountable for the safety of themselves and other members of their team. Team members shall maintain a constant awareness of the position and function of all members working with them.

A. Team members must always be in contact with each other through one of the following methods:

1. VOICE (not by radio)
2. VISUAL
3. TOUCH

Exception: Radio or phone contact is permissible for apparatus operators, chief officers and commanders, lobby control teams, etc. where the location of such personnel is constant and is known by the remainder of the team or response.

B. If a team member is in trouble, the other member (s) of the team shall take appropriate steps to:

1. PROVIDE DIRECT HELP
2. CALL FOR HELP
3. GO GET HELP

C. Members will stay together as Teams when in the emergency incident perimeter, and as otherwise directed by the Incident Commander, until the incident termination.

109.40.3.4 Maintenance of Shields and Passports:

A. Company Officers and /or Team Leaders shall be responsible to supervise the maintenance and proper placement of Helmet Shields and Passports during the entire shift duty and at emergency incidents.

B. At the beginning of each shift or work day, for all personnel changes during a shift, or when reporting directly to the station or incident, ALL MEMBERS ARE RESPONSIBLE TO MAINTAIN:

1. The correct Helmet Shield on their helmet.
2. Their Name Tags on the correct Primary and Backup Passports.

3. Where staffing allows for two Teams, Company Officers could pre-assign the members of the Teams and the Team Leader of "Team B". Each Team must be equipped with a portable radio.
4. Company Officers are responsible for members under their direct control. When a team is split away from the Company Officer to a different Commander, that Commander and Team Leader are accountable for that Team.
5. Individuals assigned to administrative functions such as Training, Fire Prevention, etc., must have a Helmet Shield for that division. Materials and supplies for the ongoing support of the Passport System (spare tags, Velcro, etc.) shall be maintained by (specify who in your department is responsible).

109.40.4 PASSPORT SYSTEM IMPLEMENTATION:

109.40.4.1 Materials:

- A. The Passport System utilizes removable Helmet Shields, Primary and Backup Passports, Name Tags, and Portable Status Boards.

- B. Helmet Shields (OPTIONAL)

1. Each company or apparatus shall have a reflective Helmet Shield or reasonable facsimile (such as tape) for each assigned team member on duty and for each member likely to respond on that company or apparatus, plus one additional Officer and Firefighter shield. The purpose of the helmet shield is to clearly identify companies, and the unit or team to which the member is assigned.

2. Helmet Shields are to be kept on the designated (specify location) of the apparatus when not actually on a helmet.

3. Helmet Shields shall be in place on the member's helmet BEFORE participating as an in-service team member.

4. Helmet Shields shall be color-coded as follows:

- a. Officers-WHITE background with ORANGE reflective letters.
 - b. Firefighters-ORANGE background with WHITE reflective letters.
 - c. Amb./MICU-LIME GREEN background with BLUE reflective letters.
 - d. Non-fire fighting personnel (Inspectors, Aids, Administrative

- Assistants, etc.) BLUE background with WHITE letters.

5. Hook side of Velcro is fastened to the shield, loop side of Velcro is fastened to the helmet.

- C. PASSPORTS

1. The purpose of a passport is to provide accountability of team members after entering an emergency incident perimeter.

2. Passports are a three part board that contains the following information:

- a. Top portions contains

1. Company designator (Eng., Truck, Amb.)

2. Apparatus number

3. Jurisdiction (using the MABAS four letter designator for your jurisdiction)

4. Team Designator (if applicable) "TEAM A" or "TEAM B"

- b. Middle portion is Velcro that holds team member's name tags.

- c. Bottom portion is for recording notes such as "time of arrival" or "assignment".

3. Passport color codes:
 - a. WHITE – Primary, normally used by everyone at the incident.
 - b. RED – Back-up, kept in the apparatus, Officer's side (specify location)
 - c. GREEN – Reserve, kept in the station.
4. There shall be two (2) Passports (one primary (WHITE) and one back-up (RED) provided for each on duty Chief, Company, Unit and Team.
 - a. The Primary Passport (WHITE) shall be attached to the Officer's portable radio, radio holster, or other specified location until used as a Passport for entrance into an emergency incident perimeter.
 - b. The Back-up Passport (RED) is a duplicate of the Primary Passport and is used as follows:
 1. For identification of Team Members when the Primary Passport and is unavailable.
 2. Back-up Passports are kept on the door, dashboard, or other easily visualized location (specify) of the apparatus, Officer's side.
 - c. Reserve Passports (GREEN)
 1. Engraved, company-designated GREEN flexible Passports are kept at the station the apparatus is assigned, and used for:
 - a. Replacing a lost Primary or Back-up Passport.
 - b. Members who need to report for shift change at the emergency incident.
 - c. Blank GREEN flexible Passports are carried in the make-up kit and are used for:
 1. Temporary replacement of engraved, company-designated green flexible Passports that have been placed in service.
 2. Additional make-up companies and mutual aid companies that respond to the incident scene without passports.
 3. Hook side of Velcro is fastened to the Passport.

D. NAME TAGS

1. Each uniformed member of the Fire Department shall maintain a minimum of six Velcro Name Tags.
 - a. (If assigned to a company) Two name tags are kept on the apparatus, station wall, or other location (specify location), to which the member is normally assigned (base company). These name tags are the ones that are attached to the primary and back-up passports when reporting for duty. At the beginning of each shift, or any time a personnel change occurs, the Firefighter must place his/her name tag on the passport. **IMPORTANTName tags must be attached to the passports BEFORE SIGNING ON DUTY AND BEFORE OR WHILE RESPONDING WITH THE APPARATUS.** It is recommended that on-coming personnel exchange the name tags and the helmet shield of the Firefighter he/she is relieving. This will eliminate the possibility of name tags of the relieved person being left on the Passports or helmet shields or not being exchanged.

b. Exceptions

1. When assigned to an apparatus such as the FPB car, Paramedic unit, or other apparatus that can respond without the base company, the Firefighters attach their first two name tags to the primary and back-up passport of that FPB car, Paramedic unit or other apparatus. When responding with the base company, they should take their tactical direction from the base Company Officer until re-assigned. Until re-assigned, they should piggy-back their passport to the base company as soon as possible, (or specify per department policy).
2. When assigned to more than one apparatus at the same time, such as three members who respond on either an engine or ladder truck, (depending upon the call or dispatch), the members shall use two additional name tags from their helmets to maintain passports on BOTH apparatus during the shift.

c. Hook side of the Velcro is attached to the Name Tags.

1. Four (4) name tags are attached with Velcro to the underside of the rear brim of the member's helmet and are used for the following purposes: (Loop side of Velcro is attached to the helmet.)
 - a. Details out....When sent to another apparatus at a different station temporarily, the member removes the name tags from the primary and back-up passports of the base apparatus and places them on the storage area. When reporting to the new apparatus, the member uses two name tags from under the helmet to attach to the primary and back-up passports of the new apparatus.
 - b. Multiple alarm temporary created teams.
 - c. Immediate replacement of lost tags.
 - d. Company Officer and Team Leader Name Tags are the first Name Tag on the Passports.
 - e. When a detailed, off-shift or volunteer member reports directly to an emergency incident the member reports to staging (or Command if staging has not been established) for assignment.
2. Engineers remaining with their apparatus shall be designated by turning their name tags upside down, on the bottom of the Primary and Back-up Passports.

109.40.5 EMERGENCY INCIDENTS

109.40.5.1 Reporting to the incident

- A. When a Company or Team reports to an Incident, Staging, or Division, they transfer their Primary Passport (s) to that Commander except as defined below.
 1. Primary Passport (s) will remain with the Officer or Team Leader when:
 - a. They are the only unit at the incident.
 - b. They are a committed first arriving unit (s) at an incident before the establishment of a Command Post or have passed command.
 - c. They are on or directed to a remote side of an emergency incident before the establishment of a Division Command.
 2. Firefighters who report to an incident from home should report to Staging. If Staging has not been established, report to the Incident Commander. The Staging Officer or the Incident Commander may assign the reporting Firefighter to an operational Company or to make up a Company.

a. If assigning to an operational Company, the name tags (taken from their helmet) need to be attached to the primary and back-up passports and a helmet shield issued.

b. When assigning to a make-up Company, Firefighters will give Staging or the Incident Commander two name tags from their helmet for recording. The name tags will be attached to a primary and back-up passport for the makeup Company. The Staging Officer or Incident Commander assigns Firefighters to make-up Companies, then gives them helmet shields. The Primary Passport is given to the assigned Team Leader upon assignment and the Back-up Passport remains with the Staging Officer or the Incident Commander.

3. Occasionally, mutual aid companies or individuals will be used at the incident who are not part of the MABAS Passport System. Those individuals can be included in the Passport Accountability System by using the equipment in the make-up kit. Individuals needing accountability materials should report to the staging area where name tags can be written, blank green passports customized, and helmet identification created using medical tape. After this process, everyone should be provided a brief overview of the Passport Accountability System and their duties.

4. When first arriving Companies/Teams, that have not transferred their Passports to a Command Function, leave a hazardous area, they will report their Company/Team status to the Incident Commander by radio or personal contact. The Commander will:

a. Direct the unit or Team to a command function or new assignment where they will transfer their Passport (s).

5. Crews exiting in a Division other than that in which they are assigned, should alert their original Division so that the Division Officer is aware of the crew's new location and status so they can be accounted for, given a new assignment, or ordered to report back for their Passport. When an appropriate amount of time has passed and the Company Officer has not returned to or notified the Division Officer that they have exited the building, it will be the Division Officers responsibility to initiate a search for the missing Company or Team.

109.40.5.2 During emergency incidents:

A. Commanders will require the transfer and use of Passports at every incident with an established Staging area, Division, or a multiple alarm fire. On small incidents, the actual use of the Passport System is not required, but recommended.

B. Staging Area Commanders will record the time that Teams report to Staging. Staging and – Rehab Division Commanders will utilize Status Boards to track Teams. Rehab Division Commanders will enter times on the Passports to assure proper rotation of crews occurs.

C. When a Commander (Incident or Division) relieves a Team, the Commander will:

1. Confirm with the Team Leader that all Team members are accounted for.
2. Inquire as to the progress or completion of their assignment.
3. Return the Team's Passport (s) to the Team Leader.
4. Direct the Team Leader to Rehab or another Command Function, and
5. Advise the designated Division that "E50, Team A/B" has been directed to report to that Division. The receiving Division WILL ACKNOWLEDGE and record that information on the Status Board.

109.4.5.3. Roll Call

A. Division Officers and Team Leaders will conduct an emergency incident Roll Call using the Passport System as follows:

B. When a Team is relieved of an assignment and transferred to a different Division, Division Officers will confirm that the Team Leader has conducted a Roll Call of his Team.

C. When a Division Officer presumes a Firefighter, Company, or Team is missing or trapped, the Division Officer will start rescue efforts As Soon As Possible at the last known location. The IC will then conduct a Roll Call of the emergency incident to confirm the status of missing personnel.

Example:

"Command to Dispatcher and all Divisions, an unidentified () distress call has been transmitted."

*Command to all Divisions, conduct a roll call of your units."

"Division 'B', message received."

"Division 'C', message received."

"Roof Division to Command, message received."

"Division 'B' to E-45, conduct a roll call."

"E-45, message received."

"E-45 to Division 'B' all members accounted for"

"Division 'B' to Command, all accounted for."

"Command, message received."

NOTE: Whenever possible, Roll Call will be conducted without the use of the radio to keep the frequency clear.

D. Before there is a change from an offensive to defensive fire ground strategy.

"Command to all Divisions we are setting up to change to a "DEFENSIVE STRATEGY". Withdraw all units from the building and conduct a roll call". "Division 2 to Command, message received, withdrawing."

"Roof Division, withdrawing."

"Division 'C' to command, all units accounted for and out of the building."

"Division 2, all units accounted for and out of the building."

"Command to Division C and Division 2, message received."

"Roof Division to Command, all units off the roof and accounted for."

"Command, message received."

E. When there is a catastrophic change in the incident such as building collapse, explosion, backdraft, sudden flooding, release of vapor clouds, etc.

F. When the Incident Commander, Company Officer or Team Leader determines that a need for a Roll call exists.

109.4.5.4 Required Materials

A. Fire Departments shall order materials and supplies to maintain the Passport System as follows:

1. One (1) engraved WHITE flexible Passport and one (1) engraved RED flexible Passport for each possible Team of two or more persons from a Company, Command vehicle, Special Unit or reserved apparatus.

2. (OPTIONAL) one (1) Helmet Shield for each On-Duty Officer, Firefighter, EMS/MICU, and Non-fire fighting personnel assigned to an apparatus, vehicle or can be expected to respond to, or with, plus (appropriate spare, Department specific).

3. 2" White Velcro strips (non-adhesive, hook side of Velcro) for making make-up or replacement name tags (cut off two name tags and write the persons name on the tags.)
4. One (1) GREEN engraved flexible Passport(s) for each assigned Passport.
5. Self Adhesive Velcro pads (loop side of Velcro) for helmets, doors, radios, etc. (VELCRO BRAND VELCRO ONLY, OTHER BRANDS ARE NOT COMPATIBLE!)
6. One (1) status board for each Fire Department vehicle.
7. Passport System Make-up Kits for each (specify vehicle) to contain materials as follows:
 - a) Two (2) Status Boards in the Make-up Kits.
 - b) Twelve (12) blank green passports for makeup kits.
 - c) Four (4) feet of 2" wide white Velcro for making Name Tags and temporary Helmet Shields, one pair of scissors, two permanent marking pens, four (4) extra grease pens and one roll of 2: wide medical tape.
 - d) (Specify) sets of Make-up Company Helmet Shields and Passports for Command Vehicle, or any other vehicle(s) department decides is appropriate.

110.00 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.

111.00 EMERGENCY FUEL SUPPLIES

Each Division will be responsible for emergency fuel supplies. This procedure should be available at the Primary and Backup Dispatch Centers.

112.00 MEMBER SERVICES

In order to better serve its members, MABAS offers the following services that are available upon request:

- A. Presentations
- B. Training Programs on MABAS Procedures
- C. Mediation
- D. Resource Library
- E. Internet Websites www.mabas.org and www.mabasradio.org

APPENDICES

Appendix A - Cross-Band Repeater Frequency Relationships

Appendix B - Box Alarm Request Worksheet

MABAS Advocacy Statements

Appendix C - VHF Radio Interoperability Statement

Appendix D - Radio Licensing

Appendix E - Transmit Power Limits

Appendix F - MABAS Alerting / Coverage

Appendix G - Use of Medical Helicopters

Appendix H - CTCSS Tones

Appendix I - Statewide Radio License

Appendix J - Technician's Guide for Configuring Fire Radios

Appendix K - Affiliate Website Management

Appendix L - Use of IFERN / IFERN 2

Appendix M - Guidelines for Use of the MABAS TeleCommunicator List Serve

MABAS Recommended Practices

Appendix AA - Use of IREACH on Tollways

Appendix BB - Tactical Frequency Usage

Appendix CC - Box Card Guidelines / Sample Worksheet

Appendix DD - Guideline for Providing an Audible Emergency Warning at
Emergency Incident Scenes