

# Mutual Aid Box Alarm System – Illinois

## Administration – Fire Service Information Sharing and Analysis

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Revised:

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Subject: Fire Service Information Sharing and Analysis (FSISA)  
Functional Area: Administration  
Category: Policy  
Approved By: MABAS Executive Leadership Board



### PURPOSE

The purpose of this document is to provide structure for the Fire Service Information Sharing and Analysis program including: Application and Approval process, Training Requirements, Conditions of Participation including (Expected Outcomes, Authorities, Restrictions, Consequences, Annual Verification and Separation).

### RESPONSIBILITY

It will be the responsibility of the MABAS FSISA Staff Liaisons to: Promote and monitor program status through member participation, feedback and to work with program partners including the Statewide & Terrorism Intelligence Center (STIC).

### ACCOUNTABILITY

MABAS FSISA Staff Liaisons are responsible for the oversight of this program.

### REPORTING REQUIREMENT

Annual reporting is a minimum requirement.

### BACKGROUND

The FSISA was founded in April of 2010 to share information related to the fire service with those vetted individuals who have “A Need to Know” in order to: Provide situational awareness, to initiate advanced planning preparedness and to promote collaborative relationships with partner agencies who also have “A Need to Know”. The FSISA program provides a consistent means of sharing information across the state, the nation and internationally when applicable.

### DEFINITIONS

For use within this policy.

- **Advanced Planning Preparedness**

Serves as the preparedness “need to know” in order to plan for specific known situations and/or possible/potential/probable events where members may be exposed to risk. This information may be of particular value addressing gaps that may exist in support of existing departmental guidance like Emergency Operations plans, SOPs and/or SOG’s.

- **Disaster Intelligence**

While not universally defined, Disaster Intelligence promotes the concept of sharing raw data associated with evolving events that are of such magnitude, or so dynamic, that the event is or has the potential to overwhelm a jurisdiction’s ability to respond to and/or recover. This information can be critical in supporting decision making efforts at the tactical and strategic levels from local agencies through Federal intervention.

- **For Official Use Only (FOUO)**

A document control designation, but not a classification. This designation is used by a number of agencies to identify information or material that, although unclassified, may not be appropriate for public release.

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- **Fire Intelligence Liaison Officer (FILO)**

Serves as the division/region point of contact between the Statewide Terrorism & Intelligence Center (STIC), MABAS and the division.
- **Information Receivers (IR)**

Individuals who after application and successful vetting are designated to receive information shared through MABAS and/or the STIC.
- **Situational Awareness**

The ability to identify, process and comprehend the critical elements of information relating what is happening to you and your immediate environment.

### POLICY

#### Section 1: Scope

- 1.01 The FSISA program was created to support the fire service and its affiliated representatives in the information sharing environment. Specifically, the FSISA program objectives include:
  1. Provide situational awareness and advanced planning preparedness to Information Receivers (IR) to increase responder safety.
  2. Have two FILO's for each division to serve as the division contact and to assist in training IR's.
  3. IRs to share un-vetted Disaster Intelligence with collaborative partners in order to improve the common operating picture.
  4. Share information from all sources as appropriate with public safety, Non-Governmental Organizations (NGO) and private sector partners.
- 1.02 The FISA program share information that may be sensitive but not classified, open source and collected field reports which may not be vetted.
- 1.03 Prospective members must successfully complete the application and approval process described in Section 2 of this document. These steps include a limited background check. The cornerstone of information sharing relies on the trustworthiness of the information being shared and those who handle the information.
- 1.04 Members must successfully complete the initial training components and continuing education as prescribed in Section 3 of this document. The information that is shared will not have the same impact for everyone who receives it but distributing information must be handled in a secure and consistent fashion. A common training platform provides the foundation for a two-way information sharing system.
- 1.05 IR members have defined authorities and restrictions within the program which are described in Section 4 of this document. The FSISA program uses NCIRC 28 CFR Part 23 training as guidance detailing proper information handling. Information that is shared with the members of the FSISA program often originates from trusted partners. It is each member's responsibility to abide by Federal standards and agency regulations regarding all information handling.
- 1.06 Proper handling of information in this program is a serious issue. Consequences for improper handling as an IR or an information provider can have serious outcomes. Section 5 outlines the range of consequences involving improper behavior.
- 1.07 At some point in time all members will separate from this program. While an active member of this program, through regular contact, proper handling guidance will be provided. After member separation this guidance will stop. Completing the steps of a separation checklist will help protect the information, the member and the program.

#### Section 2: Application and Approval

- 2.01 Prospective members of this program begin the process by completing the application.

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- 2.02 Applicants will need a letter of approval and support from their Fire Chief (or executive leadership).
- 2.03 Applicants will also need a recommendation from their MABAS Division through an existing member or in the case where the Division does not have a member, the Division President.
- 2.04 Applicants must also complete the Non-Disclosure Agreement (NDA) which outlines operational details.
- 2.05 Through the STIC, each applicant will be subject to a background check. Successful applicants must pass the limited background check.
- 2.06 A MABAS-IL representative will provide approval.

### **Section 3: Training**

- 3.01 Members who complete the applicant documentation and receive approval will complete an initial FSISA training program. Members will continuously be joining and leaving the program. This training ensures that each member learns basic roles, conditions of participation, consequences and separation requirements of the program. The training also provides each member guidance to function in a consistent manner with all other members.
- 3.02 Members shall participate in continuing education training as determined by the MABAS-IL, the FSISA Steering Committee, Collaborative Partners and/or mandated Federal guidance.
- 3.03 Failure to complete initial training and/or continuing education may be grounds for removal from the program.

### **Section 4: Conditions of Participation**

- 4.01 Expectations: Two Way Communications
  - 1. Interpret received information for your home department and division. Share the localized analysis with members of the Division and home department for purposes of responder safety and advanced planning preparedness who have a need to know.
  - 2. Share raw data about evolving events with the FSISA program and with collaborating agencies as appropriate.
- 4.02 Expectations: Safe Information Handling
  - 1. All intelligence personnel, participating agency personnel, and other authorized individuals are required to abide by the STIC privacy policy and applicable laws which govern the treatment of the information the center collects, receives, maintains, archives, accesses, or discloses.
  - 2. The IR will not disclose, publish, release, transfer, copy (in whole or in part) or otherwise make available any sensitive information except as provided herein, and will keep sensitive information made available in confidence and prevent its unauthorized disclosure. The IR will not alter or remove markings indicating the classification designation of the information.
- 4.03 When requested, the IR will verify continued program participation with the MABAS FSISA Staff Liaisons on an annual basis.

### **Section 5: Consequences**

- 5.01 Violation of the terms of this policy may be evaluated by: The MABAS FSISA Staff Liaisons, STIC and Collaborating partners or in the case of willful information mishandling, the appropriate law enforcement agency.
- 5.02 IR Members who willfully violate safe information handling practices are subject to immediate removal from the program.

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## **Section 6: Separation**

- 6.01 All members will comply with a separation checklist, which includes an information destruction, verification at some point in time. This component is necessary to ensure operational security.
- 6.02 The IR home fire department will be responsible appropriate handling and/or distribution of share information.

## **CONCLUSION**

This procedure provides Scope, Application, Conditions and Separation guidance for the Fire Service Information Sharing and Analysis Program.

Approved by the MABAS Executive Leadership Board on October 11, 2017.