

Mutual Aid Box Alarm System – Illinois

Staff Response Protocol

Index #: B-01-01

Adopted: 6/19/2013

Revised:

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Subject: Staff Response Protocol and RED Center Immediate Actions
Functional Area: Operations – Incident Management and Coordination
Category: Policy and Procedure
Attachment: MRC/MCC Area Command and Mobility Guidance
Checklists (see pages 8 through 20)
Approved By: MABAS Executive Board



Scope and Intent:

The MABAS Staff Response Protocol is published and adopted as a policy to serve the following purposes:

- Provide planned guidance to MABAS staff prompting and initiating a set of supportive actions in response to the event, incident or consequence.
- Deploy MABAS staff to key strategic and tactical positions directly and indirectly supporting response, deployment, mobilization, employment, reconstitution and recovery.
- Provide technical and operational support to the Incident Commander, Unified Command or echelons and coordination centers involved in the event.
- The scope and intent of this response protocol does not allow or suggest MABAS staff to take a command role at the incident scene, but rather act as staff to the Incident Commander.
- It is the scope and intent of this protocol for MABAS staff to direct MABAS resources in supporting the mission as determined by the Incident Commander and their operational staff.
- Provide guidance to RED Center through a MABAS Staff Notification Matrix.

Situations Warranting Activation of Protocol

It is the responsibility of every member of the MABAS functional staff to consider alerting the CEO and/or Section Chiefs of an event which might warrant consideration to activate this protocol. Events, circumstances and the like which might warrant protocol activation:

- State of Illinois Declarations of Disaster, incidents of national significance or activations of the State EOC at an operational level - OR -
- Any Illinois county or city which declares a state of emergency - OR -
- An EMAC activation or request to or from the State of Illinois involving another state - OR -
- Implementation of the National Response Plan by the President of the United States or Federal Agency - OR -
- Multiple, geographically separated large scale MABAS extra alarm incidents - OR -
- A single, large scale MABAS extra alarm event where special alarms or interdivisional alarms have or may occur - OR -
- Activation of the MABAS system by Chicago Fire Department MABAS Division 9, Springfield Fire Department MABAS Division 48, or another UASI area - OR -
- Any series of events which are similar or dissimilar, related or unrelated, or although by themselves does not tax the MABAS system but together place an unusual strain on MABAS in a region, multiple regions or throughout the state - OR -
- Illinois MABAS US&R activation and mobilization - OR -
- As otherwise indicated on MABAS Staff Notification Matrix.

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Activation and Notification Responsibilities and Procedures

It is the responsibility of the MABAS CEO, Section Chiefs, MABAS Operations Branch Chiefs, US&R Director, RED Center, and all MABAS primary and secondary dispatch centers to activate the notification procedures for activation of this protocol. The President, Vice Presidents and Treasurer/Comptroller may activate the protocol's procedures if they are aware of an evolving situation meeting activation criteria.

Upon becoming aware of an evolving situation where this protocol should or might be activated the responsible individual will:

1. Contact and advise RED Center Dispatch Control at 847-724-5700.
2. MABAS Staff Duty Officer to contact Red Center.
3. In the event the MABAS Duty Officer does not telephone RED Center within five (5) minutes of the alert, RED Center will contact the Operations Section Chief via telephone and seek direction. Should contact not be achieved with the Operations Section Chief, Plans Section Chief, Finance Section Chief and Operational North, Central and South Branch Chiefs will be the succession plan for contact and direction.
4. The MABAS notified staff member, or the successors, will be briefed by RED Center and determine appropriate actions, partial activation of this protocol or full activation of this protocol as the situation warrants.
5. Upon direction of the MABAS CEO, RED Center will notify the following individuals with direction as provided by the MABAS CEO:
 - A. Operations Section Chief and Branch Chiefs (7)
 - B. Plans Section Chief
 - C. Finance/Admin Section Chief (Finance/Admin Section Chief will recall administrative assistants if so indicated)
 - D. RED Center Director and Deputy Director
 - E. MABAS Board Members including President, Vice Presidents (2), and Treasurer/Comptroller.

Functional Staff Reporting Locations and Responsibilities

1. **Upon activation of this protocol functional staff and the elected leadership team shall:**
 - A. Report to their assigned station as the protocol so states - OR -
 - B. Report to a location as directed by the MABAS CEO should the protocol reporting locations/stations be modified - OR -
 - C. If voice or electronic communications are disabled MABAS staff and elected leadership team shall automatically report to the assigned stations as directed in this protocol.
 - D. StarCom21 MABAS Talkgroup should be used as appropriate to support telephone communications. Staff and electeds shall advise RED Center when they are en-route (847-724-5700) and upon arrival at their stations.
2. **Reporting locations and stations:**
 - A. MABAS CEO – MABAS Mobility Control Center at MRC
 - B. Operations Section Chief (By Priority Sequence)
 - a. MABAS Mobility Control Center at MRC - or -
 - b. Chicago OEMC/JOC - or -
 - c. State EOC (SEOC) - or -
 - d. Cook County EOC - or -
 - e. As directed.

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- C. Operations Branch Chief Cook County, North, Northwest, Northeast (by priority sequence)
 - a. Local Incident Scene Command Post - or -
 - b. Reception Site - or -
 - c. Chicago OEMC/JOC - or -
 - d. Cook County EOC - or -
 - e. Local Community EOC - or -
 - f. State EOC (SEOC) - or -
 - g. As directed.
- D. Operations Branch Chief Central (by priority sequence)
 - a. Local Incident Scene Command Post - or -
 - b. Reception Site - or -
 - c. State EOC (SIRC) - or -
 - d. Local EOC - or -
 - e. As directed.
- E. Operations Branch Chief South and South Central (by priority sequence)
 - a. Local Incident Scene Command Post - or -
 - b. Reception Site - or -
 - c. State EOC (SIRC) - or -
 - d. Local EOC - or -
 - e. As directed.
- F. Plans Section Chief (by priority sequence)
 - a. MABAS Mobility Control Center at MRC - or -
 - b. RED Center - or -
 - c. Local EOC - or -
 - d. POD Convoy Departure Location - or -
 - e. Reception Area - or -
 - f. As directed.
- G. Information Technology
 - a. MABAS Mobility Control Center - or -
 - b. Reception site - or -
 - c. As directed.
- H. Finance/Admin Branch Chief (by priority sequence)
 - a. MABAS Mobility Control Center at MRC - or -
 - b. Reception Area - or -
 - c. As directed.
- I. Elected Leadership Team (by priority sequence)
 - a. MABAS Mobility Control Center at MRC - or -
 - b. RED Center - or -
 - c. POD Convoy Departure Location - or -
 - d. Reception Area - or -
 - e. As directed or needed.
- J. RED Center Off-Duty Dispatchers

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- a. Report to either MRC or Red based on direction from Red Director.
- b. Schedule two (2) relief dispatchers for shifts as needed.
- K. MABAS Ambassadors – Completed by MABAS Staff
 - a. Report to MRC-MCC – First six (6) available.
 - b. Increase additional Ambassadors to MRC-MCC as needed.
 - c. Construct shifts for reliefs of assigned Ambassadors.

3. Reporting locations and stations:

- A. Function as a Multi-Agency Coordinating Group, support the Incident Commander, EOC, SEOC with needed resources.
- B. Dispatch control and resource assigned to incident will be determined initially by RED Center and, once operational, from the Mobility Control Center. Advise them of needs and they will assign resources to fill the need. "Activate MRC-MCC Area Command Guidance Checklists."
- C. Knowledge of the Statewide Plan and understand its protocols.
- D. Assure you keep a record/log of activities and requests you make on behalf of your assigned station. (ICS 214 form)
- E. Seek direction and clarity when in doubt from the MABAS CEO.
- F. Be prepared to provide an After Action Report (AAR).
- G. If assigned to the MABAS Mobility Control Center be prepared to recall MABAS Ambassadors as needed (six initially) and activate Area Command Mobility Control Center functional checklist.
- H. If at RED CENTER, allow dispatchers to do their job and exercise administrative discretion with your approval when appropriate.
- I. Be firm but polite when dealing with difficult people.

4. Responsibilities of Executive Leadership Team:

- A. Leadership at MRC-MCC or Reception Site.
- B. PIO internal and external communications.
- C. Compliance with FEMA and IEMA policies and recordkeeping – especially payroll personnel reimbursements.
- D. As directed or requested.
- E. Visibility at incident scenes with local leadership when directed.

RED Center Immediate Actions

1. It is assumed RED Center will probably be one of the first points of contact from a stricken area. Information, intelligence, and factual analysis by the RED Center dispatchers will be critical in determining next step actions.
2. Three reference source documents are provided as part of this protocol to assist the RED Center dispatchers. They include:
 - MABAS Staff Notification Matrix.
 - MABAS Staff Notification Numbers.
 - Illinois Divisional MABAS Member Roster of Agencies –and- Illinois Roster by Nearest Division of Non-MABAS Members.
 - The Staff Notification Matrix combines different type incidents, situations, or past experiences with direction regarding appropriate MABAS staff members to notify.
3. MABAS Staff Notification Numbers are included in this protocol.

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4. The Illinois Roster of Divisional MABAS Members and Non-Members is provided to resolve certain legal concerns and provide guidance in situations involving MABAS member and non-member agencies requesting assistance.
 - A. Requests from MABAS member agencies should be handled without delay for assistance requests during a validated crisis situation. If their request falls into an appropriate category of the matrix accomplish MABAS staff notifications for their corrective actions or intervention. If the requesting agency crisis is of disaster proportion encourage them to contact IEMA SEOC and their county EMA director for Declaration processing.
 - B. Requests from non-MABAS member agencies as indicated on the non-member roster by nearest Division and alphabetical listing should not be accepted, but rather immediately referred to IEMA for their consideration for a Declaration. MABAS cannot legally provide mutual aid assistance to a non-MABAS member agency without an IEMA approved Declaration of Disaster.
 - C. Rosters will be updated as member agencies approve and sign contracts and adopt board ordinances.

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Notification Matrix

MABAS Staff Leadership

Event Nature	Appropriate Ops Branch Chief	Ops Section	Plans Section	US&R Director	CEO
Terrorist Act or Suspect	✓	✓	✓	✓	✓
Earthquake	✓	✓	✓	✓	✓
Nuclear Device	✓	✓	✓	✓	✓
Building Collapse		✓	✓	✓	
Single Tornado	✓	✓	✓	✓	
Multiple Tornadoes	✓	✓	✓	✓	✓
Train Derailment	✓	✓	✓		
IEMA Activation of MABAS	✓	✓	✓	✓	✓
Regional HazMat Team Request	✓	✓	✓		
Regional TRT Team Request	✓	✓	✓		
Chicago FD Activation	✓	✓	✓	✓	✓
Fire Task Force Request	✓	✓	✓		
10+ Ambulances Requested	✓	✓	✓		
Tent City Semi Request	✓	✓	✓		
MABAS 5th Alarm or Greater		✓	✓		
MABAS Spec. Equipt. Request in Quantities	✓	✓	✓		
Requests to Activate Statewide Plan	✓	✓	✓		
Request for US&R Team	✓	✓	✓	✓	✓
Aircraft - Commercial Crash		✓	✓		
Interstate Request for MABAS Assets	✓	✓	✓	✓	✓
Request for MABAS Resources by Non-MABAS Agency	✓	✓	✓		
Interdivisional Request through RED Center	✓	✓	✓		
Inappropriate Request through RED Center	✓	✓	✓		
Request through RED Center with Inappropriate IC or AHJ	✓	✓	✓		
Request from Non-MABAS Agencies for MABAS Assets	✓	✓	✓		

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Notification Matrix

MABAS Staff Leadership

* Dispatcher Guidance

General Questions

- If the call is from the field versus the Divisional dispatch center is there a bona fide good reason?
- Are there good reasons for the extraordinary mutual aid requests being made? Common sense and red face rule
- Is the incident immediately posing a genuine threat to public safety, lives and property?
- MABAS resources are authorized to assist other MABAS member agencies. Non-MABAS agencies can access MABAS resources through a Declaration of Disaster by IEMA.

General Directions

- If unable to contact Ops & Plans Section Chiefs, contact CEO
- If unable to contact US&R Directors, contact Ops, Plans Section Chiefs
- Contact of appropriate branch chief will be directed by the Ops or Plans Section Chief
- If an incident appears to be gaining momentum, size, or magnitude, provide at least a heads up to Ops, Plans Section Chiefs and CEO.

Questionable Requests from Field

- From time to time RED Center may receive requests for guidance, assistance, dispatch of resources, and plan activation. Prudent judgment and reasonable actions may require the RED Center dispatcher to:
- Confirm by name, rank and agency who is making the request and are they authorized to make the request in the behalf of the host jurisdiction having authority
- Is the requesting agency a confirmed MABAS member(s)? Agency's contract & resolution.

MABAS-IL EXECUTIVE BOARD

Staff Notification Numbers

NAME	POSITION	MABAS CELL	OFFICE
_____	CEO	847-980-1243	847-403-0510
_____	Administration Section Chief	847-980-1602	847-403-0506
_____	Operations Section Chief	708-878-5232	847-403-0507
_____	Deputy Operations Section Chief	224-470-9022	847-403-0515
_____	Plans Branch Chief	224-223-5816	847-403-0511
_____	USAR Operations Chief	224-935-2728	847-403-0503
_____	USAR Admin. Branch Chief	847-403-0516	847-403-0516

NAME	OPS BRANCH CHIEFS	MABAS CELL	DIVISIONS
_____	Southwest	618-267-2643	32, 35, 48, 50, 56, 58, 64, 65, 67
_____	Southwest Suburbs	630-200-2977	7, 14, 15, 19, 23, 25, 27, 37, 57
_____	East Central	217-994-3164	26, 28, 40, 41, 46, 51, 59, 66
_____	Cook County	224-458-0618	1, 3, 9, 10, 11, 20, 21, 22, 24
_____	Northwest	224-856-8810	17, 18, 29, 30, 38, 39, 43, 49, 62
_____	South	618-967-7814	34, 45, 47, 52, 54, 63, 68, 69
_____	North East	224-523-6910	2, 4, 5, 6, 8, 12, 13, 16
_____	West Central	309-370-5573	31, 33, 36, 42, 44, 53, 55, 60, 61

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MRC-MCC and Statewide Activations

AREA COMMAND and MOBILITY CONTROL CENTER GUIDANCE

Campaigns

When – Declarations of Disaster
Activations of Statewide Plan
Mobilizations to City of Chicago (Division 9)
Planned National Events
Regional or Multi-Divisional Shared Events

Why – Coordination – Command – Control
Organization
Competition for Same Resource(s)
Multiple Simultaneous Incidents
Large Geographic Incidents
Sustainment – Long Term
Coverage Through Backups
Appropriate Documentation

How – NIMS Style Structure
Statewide Plan
Decentralized (Divisional) Taskings
Documentation – Events Log
Status Boards
Geographic Cognateness
Thinking Ahead of the Curve
Think Macro More Than Micro
Monitoring News Outlets and Radio Frequencies

Functional Requirements – Recall MABAS Staff and Ambassadors

24-Hour Coverage
Duties: Operations, Logistics, Plans, Finance/Administration
Clearing Obstructions/Obstructionists
Established Reception Area(s)
Maintain Contact and Communications with Reception Officers
24-72 Planning/Forecasting
Resource Rotations – External/Internal
Revise Security Validation Codes
Support and Inform Reception Areas
Gain IC Progress Reports and Planning Objectives
Advise SEOC/Chicago 9-1-1/MABAS Divisions
Know when you're tired and need a relief, and when staff and Ambassadors need relief.
Secure MRC-MCC Facility Access
Intelligence Gathering FILOs

MABAS-IL EXECUTIVE BOARD

Staff Response Protocol

OPERATIONS SECTION

	Done	Follow – Up	Notes
▪ Get briefing from senior dispatcher	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Contact SEOC/CFD 9-1-1/MABAS Division.	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Recall adequate number of RED Chiefs/RED Dispatchers.	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Review visually assigned resources.	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Review Statewide Plan for resource availability.	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Look for holes in region/statewide coverage system – consider backfills.	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Affirm reception area(s) in operation – contact reception officer(s).	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Contact IC(s) and learn their critical incident objectives and next 24-hour objectives. Begin to develop a RED Center Incident Action Plan (IAP).	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Assure security at RED Center.	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Conduct briefings with assisting RED Chiefs and senior dispatcher.	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Contact STIC fire service rep and request information gathering and FILO reports from scene – Intel gathering.	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Establish key goals and objectives for RED Center for: 3 – hour mark 6 – hour mark 24 – hour mark 72 – hour mark	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Revise and update as needed.	<input type="checkbox"/>	<input type="checkbox"/>	

MABAS-IL EXECUTIVE BOARD

Staff Response Protocol

PLANNING SECTION

	Done	Follow – Up	Notes
<ul style="list-style-type: none"> ▪ Coordinate development of MRC-MCC Incident Action Plan (IAP). <input type="checkbox"/> 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> ▪ Access Statewide Plan and/or applicable MABAS Box Cards. <input type="checkbox"/> 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> ▪ Learn IC(s) objectives and MRC-MCC operations directive. <input type="checkbox"/> 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> ▪ Secure list of resources assigned. <input type="checkbox"/> 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> ▪ Force change of security validation codes and advise as necessary – change code at least every 12 hours. <input type="checkbox"/> 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> ▪ Begin to develop a resource rotation schedule for: <ul style="list-style-type: none"> ▫ Dispatchers <input type="checkbox"/> ▫ MABAS Staff <input type="checkbox"/> ▫ MABAS Ambassadors <input type="checkbox"/> ▫ Resources assigned to incident (internal and external) <input type="checkbox"/> 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> ▪ Look for rotation guidance from operations and MCC director with suggestion as follows: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Dispatchers – no more than two straight hours without a break, no more than twelve straight hours per shift. <input checked="" type="checkbox"/> MABAS Ambassadors and staff – same as dispatchers. <input checked="" type="checkbox"/> Task Forces – rotation window no less than twenty-four hours, and no more than forty-eight hours. <input checked="" type="checkbox"/> EMS Ambulances – same as Task Forces. <input checked="" type="checkbox"/> Haz-Mat/TRT Teams – rotation window no less than twenty-four hours, and no more than seventy-two hours. <input checked="" type="checkbox"/> IMAT Members – twelve hour shifts with staggered rotations at six-hour increments. 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> ▪ Forecast rotations for a period of three to five days in advance if possible. <input type="checkbox"/> 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> ▪ Notify MABAS Divisions and resources of their advanced assignments (35 days), however not to respond until they are contacted by RED Center and given security access code. <input type="checkbox"/> 	<input type="checkbox"/>	<input type="checkbox"/>	

MABAS-IL EXECUTIVE BOARD

Staff Response Protocol

PLANNING SECTION *(Continue)*

	Done	Follow – Up	Notes
▪ Maintain briefings and status of plans with MRC-MCC Management Team.	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Prepare to write IAP in coordination with Area Commander and mobility control center staff.	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Schedule conference calls twice per day with deployed leadership team and IAP development.	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Prepare to update IAP as often as possible and as vision, goal and objectives change.	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Identify contingency plans for emergency potential involving troops and/or main body.	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Develop a duty officer list and schedule for in-place and/or on-call activities at MRC-MCC.	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Develop a main body convoy communications plan with contact points, methods, phone numbers, etc.	<input type="checkbox"/>	<input type="checkbox"/>	

MABAS-IL EXECUTIVE BOARD

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LOGISTICS SECTION

	Done	Follow – Up	Notes
<ul style="list-style-type: none"> ▪ Obtain copy of RED Center Incident Action Plan (IAP). <input type="checkbox"/> 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> ▪ Communicate with MRC-MCC operations, incident site reception area, IEMA SEOC, and understand plans, operations, and planned mobilizations. <input type="checkbox"/> 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> ▪ Identify response mobilization needs including following enroute items: <input type="checkbox"/> <ul style="list-style-type: none"> ▫ Fueling ▫ Tow truck ▫ Repair / maintenance ▫ Access flat tire repair 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> ▪ Identify reception area needs for replenishment and/or supply: <input type="checkbox"/> <ul style="list-style-type: none"> ▫ Porta-toilets ▫ Medical support ▫ Tents ▫ Security – perimeters and entry control point(s) (ECP) ▫ Portable showers ▫ Tent City (size needed) ▫ Admin. supplies and equipment ▫ MSU Vehicles ▫ Food and water ▫ Deployment Logistics Truck 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> ▪ Identify Statewide Plan assets in MABAS Division warehouses and/or special teams including: <input type="checkbox"/> <ul style="list-style-type: none"> ▫ Mark kits (nerve) ▫ Canteens for Chemical Masks ▫ Amyl nitrate (cyanides) ▫ Logistics Resupply Truck ▫ Spare mask filter canisters ▫ Fuel Pup ▫ Chemical hoods (Haz-Mat Teams) 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> ▪ Identify special team needs/materials for TRT, Haz-Mat, US&R, and IMAT's. <input type="checkbox"/> 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> ▪ Coordinate with incident site IC, RED Center operations reception site manager, SEOC (IEMA) prior to requesting a purchase order/vendor selection. Clearly identify and provide documentation to MRC-MCC administration/finance sector the following: <input type="checkbox"/> <ul style="list-style-type: none"> ▫ Authorized, approving agency and individual's name as approved by IEMA. ▫ Documentation of supplier/provider, quotes/bids or other requirements. ▫ Coordinate directly with RED Center finance/administration section. 	<input type="checkbox"/>	<input type="checkbox"/>	

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FINANCE / ADMINISTRATION SECTION

	Done	Follow – Up	Notes
<ul style="list-style-type: none"> ▪ Obtain copy of the Incident Action Plan (IAP). <input type="checkbox"/> 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> ▪ Your primary responsibility is to assure and confirm records, documentation and process documents that are kept and have been coordinated properly. <input type="checkbox"/> 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> ▪ Key documents which you must secure and confirm coordination include: <input type="checkbox"/> <ul style="list-style-type: none"> ▫ Resource Dispatch by RED. ▫ MABAS Division Departments Assigned. ▫ Orders/Direction from IEMA/SEOC. ▫ Rotation Schedules (plans). ▫ Purchase/Ordering/Receipts. ▫ Reception Area Records. ▫ Incident Action Plan. ▫ Returning Resources from Incidents. ▫ Department timesheets and expense documents associated with the response. 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> ▪ Affirming all purchases conform with the following before a purchase is made: <input type="checkbox"/> <ul style="list-style-type: none"> ▫ It is an approved and documented purchase by IEMA and/or IC. ▫ Bids/quotes if applicable have been accomplished. ▫ Authorized agents name and agency who is responsible for purchase is resolved. ▫ All documentation is in your possession. 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> ▪ Collect all cost-related RED Center, MRC-MCC, and US&R documents. <input type="checkbox"/> 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> ▪ Secure all documents and be prepared to assist in reimbursement filings. <input type="checkbox"/> 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> ▪ Contact SEOC finance and prepare as needed. <input type="checkbox"/> 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> ▪ Produce heads-up information for PIO internal use. <input type="checkbox"/> 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> ▪ List reimbursement websites and references as appropriate. <input type="checkbox"/> 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> ▪ Be prepared to price-out EMAC requests for estimate of people, equipment, etc. <input type="checkbox"/> 	<input type="checkbox"/>	<input type="checkbox"/>	

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FINANCE / ADMINISTRATION SECTION *(Continue)*

	Done	Follow – Up	Notes
▪ Gather reimbursement forms.	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Contact Illinois CMS through SEOC for coordination of workman’s compensation issues.	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Issue MABAS guidebook to reimbursement for ITTF/IEMA training and deployments.	<input type="checkbox"/>	<input type="checkbox"/>	

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AREA COMMAND SECTION

	Done	Follow – Up	Notes
<ul style="list-style-type: none"> ▪ Recall MABAS Ambassadors as needed (initially six to MRC-MCC). 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> ▪ Get briefed by RED Center on actions so far and lineup of resources assigned 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> ▪ Write a vision statement - where you want the end state to be. 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> ▪ Assign MABAS staff or Ambassadors, as needed, to the following key mobility control center positions: <ul style="list-style-type: none"> ▫ Plans ▫ Logistics ▫ Operations ▫ Finance Admin ▫ Division 3 Liaison ▫ PIO – Internal/External ▫ Safety Coordinator 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> ▪ Review customer request – translate request to Illinois Statewide Plan. Pair and tailor request to meet specifics of the request CAD. 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> ▪ Write goals and objectives to meet vision statement. 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> ▪ Schedule mobility control center briefings as needed. Have many briefings early on in mobilization to assure good communications 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> ▪ Direct plans to develop IAP and assume ongoing responsibility. 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> ▪ Be prepared for EMAC requests. 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> ▪ Direct finance to research costs (FEMA schedule, etc.) in preparation for EMAC requests. 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> ▪ Keep personnel log of divisions, names, telephone numbers, conversations, etc. 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> ▪ Direct everyone to keep personnel logs. 	<input type="checkbox"/>	<input type="checkbox"/>	

MABAS-IL EXECUTIVE BOARD

Staff Response Protocol

AREA COMMAND SECTION *(Continue)*

	Done	Follow – Up	Notes
<ul style="list-style-type: none"> ▪ Identify commanders for: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Deployment Package Commanders <input checked="" type="checkbox"/> Convoy Element Commanders <input checked="" type="checkbox"/> Convoy POD Commanders <input checked="" type="checkbox"/> IMAT Support Team <ul style="list-style-type: none"> ▪ Advon (5 minimum) – Advance team to deployment location Host IC. ▪ Main Body (five minimum). 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> ▪ Schedule telephone conference calls with commanders and mobility center control staff. 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> ▪ Remember and keep perspective on “dog wagging tail” and “tail wagging dog” regarding command/control and support. 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> ▪ Will rotations, returns, withdrawals, exit strategies be needed – when? 	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> ▪ Schedule conference calls – two per day – with deployed commanders/chiefs. 	<input type="checkbox"/>	<input type="checkbox"/>	

MABAS-IL EXECUTIVE BOARD

Staff Response Protocol

OPERATIONS SECTION

	Done	Follow – Up	Notes
▪ Have Divisional mobility liaison report directly to you.	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Prepare for backfills to taskings for divisions who cannot commit.	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Clarify mission with Area Commander as needed.	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Identify site reception location near mission target site, but far enough away for safe reconstitution of troops and equipment.	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Begin to think work/rest cycles for convoys and initial mission deployment startup.	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Connect with mission advon IMAT for initial reconnaissance, size-up and deployment strategy.	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Get copy of IAP.	<input type="checkbox"/>	<input type="checkbox"/>	

MABAS-IL EXECUTIVE BOARD

Staff Response Protocol

PIO – PUBLIC INFORMATION OFFICER SECTION

	Done	Follow – Up	Notes
▪ Duties general in nature for internal and external information releases and flow.	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Be prepared to coordinate media releases, press conferences and interviews.	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Be prepared to issue an internal, statewide MABAS newsletter twice daily.	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Establish a rumor control hotline phone number for release.	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Establish a media phone number.	<input type="checkbox"/>	<input type="checkbox"/>	
▪ Confirm all releases and newsletters are approved by Area Commander before releasing. Need a sign-off.	<input type="checkbox"/>	<input type="checkbox"/>	

MABAS-IL EXECUTIVE BOARD

Staff Response Protocol

SAFETY OFFICER COORDINATOR SECTION

	Done	Follow – Up	Notes		
<ul style="list-style-type: none"> ▪ Responsible for overall coordination of safety prevention and related matters. <input type="checkbox"/> 	<input type="checkbox"/>	<input type="checkbox"/>			
<ul style="list-style-type: none"> ▪ Identify potential safety awareness matters for each of the following phases: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Convoy activities <input checked="" type="checkbox"/> Deployment and mobilization <input checked="" type="checkbox"/> Site activities <input checked="" type="checkbox"/> Recovery, rotations, returns <input checked="" type="checkbox"/> CISD follow-up activities 	<input type="checkbox"/>	<input type="checkbox"/>			
<ul style="list-style-type: none"> ▪ Monitor fatigue and recommend mandatory rest, rehabilitation and relaxation. <input type="checkbox"/> 	<input type="checkbox"/>	<input type="checkbox"/>			
<ul style="list-style-type: none"> ▪ Identify biological, chemical and mechanical threats to main body. <input type="checkbox"/> 	<input type="checkbox"/>	<input type="checkbox"/>			
<ul style="list-style-type: none"> ▪ Coordinate with SEOC, finance/admin., state CMS all workman’s compensation issues and documentation. <input type="checkbox"/> 	<input type="checkbox"/>	<input type="checkbox"/>			
<ul style="list-style-type: none"> ▪ Monitor injuries/illnesses from site and identify trends. <input type="checkbox"/> 	<input type="checkbox"/>	<input type="checkbox"/>			
<ul style="list-style-type: none"> ▪ Coordinate all safety officer activities at mission sites. <input type="checkbox"/> 	<input type="checkbox"/>	<input type="checkbox"/>			
<ul style="list-style-type: none"> ▪ Issue safety bulletins and contribute to IAP through plans. <input type="checkbox"/> 	<input type="checkbox"/>	<input type="checkbox"/>			
<ul style="list-style-type: none"> ▪ Coordinate activities with EPA/NIOSH/IDPH/OSHA Agencies. <input type="checkbox"/> 	<input type="checkbox"/>	<input type="checkbox"/>			
<ul style="list-style-type: none"> ▪ Confirm reception site activities for main body: <table style="width: 100%; margin-top: 5px;"> <tr> <td style="width: 50%;"> <ul style="list-style-type: none"> In-Processing: <input checked="" type="checkbox"/> Vaccinations as needed <input checked="" type="checkbox"/> Health issues and briefings <input checked="" type="checkbox"/> Medical pre-evaluations <input checked="" type="checkbox"/> Safety briefing </td> <td style="width: 50%;"> <ul style="list-style-type: none"> Out-Processing: <input checked="" type="checkbox"/> Post medical evaluations <input checked="" type="checkbox"/> Follow-up medications <input checked="" type="checkbox"/> CISD debriefs <input checked="" type="checkbox"/> Documentation of injuries </td> </tr> </table> 	<ul style="list-style-type: none"> In-Processing: <input checked="" type="checkbox"/> Vaccinations as needed <input checked="" type="checkbox"/> Health issues and briefings <input checked="" type="checkbox"/> Medical pre-evaluations <input checked="" type="checkbox"/> Safety briefing 	<ul style="list-style-type: none"> Out-Processing: <input checked="" type="checkbox"/> Post medical evaluations <input checked="" type="checkbox"/> Follow-up medications <input checked="" type="checkbox"/> CISD debriefs <input checked="" type="checkbox"/> Documentation of injuries 	<input type="checkbox"/>	<input type="checkbox"/>	
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<ul style="list-style-type: none"> ▪ Coordinate any chaplain services. <input type="checkbox"/> 	<input type="checkbox"/>	<input type="checkbox"/>			
<ul style="list-style-type: none"> ▪ Coordinate host agency/chief notifications of injured/ill personnel. <input type="checkbox"/> 	<input type="checkbox"/>	<input type="checkbox"/>			
<ul style="list-style-type: none"> ▪ Produce a summarizing report for after action and IAP. <input type="checkbox"/> 	<input type="checkbox"/>	<input type="checkbox"/>			

MABAS-IL EXECUTIVE BOARD

Staff Response Protocol

OTHER CONSIDERATIONS:

- Does RED Center need an Area Incident Commander?
- Does RED Center need a PIO?
- Does RED Center need other advisors from allied agencies on-site?
- Is emergency generator operational?
- Are water and HVAC systems secured?
- Does RED Center need additional administrative/secretarial support?
- Does RED Center need to borrow cell/Nextel phones?
- Is MRC secured in lockdown?
- Are all MRC-MCC systems functional?
- Is security adequate at MRC-MCC?