

Mutual Aid Box Alarm System – Illinois Warehouse Trailer Deployment and Management

Index #: B-10-01

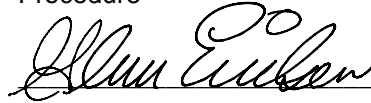
Adopted: 10/14/2009

Revised:

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Subject: Deployment of Mobile Warehouses
Functional Area: Operations
Category: Procedure

Approved By:



PURPOSE

To provide information, procedural guidance, mobilization coordination, cost liabilities associated with requests to mobilize and deploy mobile warehouse semi-trailer(s).

INFORMATION

MABAS Illinois has acquired seven (7), fifty-three (53) foot, semi-trailers which are stocked with various materials, expendables and equipment for use at major incident scenes and Declarations of disaster. A complete inventory is attached. Five (5) of the semi-trailers were acquired through DHS/ITTF funding while two (2) were acquired through Cook County/DHS UASI funding. The materials stored on each of the trailers is identical and the stocking – loading plan is devised in a systematic and accountable manner.

The semi-trailers are generally stored in secure United Parcel Service (UPS) terminal yards. The trailers have an installed heating unit requiring a 110-Volt, 30 Amp power services. Upon a request for mobilization and deployment a UPS owned, staffed and operated UPS tractor will transport the trailer to the desired location, disconnect from the semi-trailer and return to their base of operations.

The seven (7) semi-trailers are of a low body clearance design (poor ability to maneuver over areas with sharp grade changes and hills are acute) and measure _____ feet in overall height. A turning radius of _____ feet is required for a 360-degree U-turn. Accordingly, the semi-trailers may be limited to areas and road services adequate to safely accommodate the vehicle. Incident Commanders must consider restrictions that may come into play when spotting a mobile warehouse. In all cases, the UPS driver shall have the final decision authority in maneuvering and spotting the semi-trailers. Incident Commanders must accept the UPS driver's decision.

OPERATIONAL CONCEPT

It may be appropriate to request or send a mobile warehouse to incidents which possess the following characteristics:

1. State sanctioned Declarations of disaster where fire, EMS and/or special operations teams are deployed.
2. Incidents and events which are of a category of "campaigns" and resources may be assigned to the event for days-weeks.
3. Large geographic scale events.
4. Tornado strikes, floods, building collapses, larger population displacements, hazardous materials spills/releases of larger proportions, and earthquakes.
5. Pre-staging a warehouse for a scheduled event where the vehicle's contents may provide vital or important mission support should a need be validated.
6. Mobilization and deployment of a larger contingency force from Illinois fire, EMS and special operations teams.
7. Activation of the Statewide Fire/EMS/Special Operations Mutual Aid Flow Plan.
8. As directed by IEMA and/or Cook County EMA.

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MOBILIZATION PROCEDURAL GUIDANCE

The mobile warehouses are pre-positioned throughout the state of Illinois. Generally, the closest mobile warehouse(s) will be deployed to the indent(s). The general areas of geographic assignment are:

- Hodgkin's – Cook County UASI
- Northbrook – Cook County UASI
- Springfield
- Edwardsville
- Marion
- Mattoon
- Galesburg

Requests to mobilize mobile warehouse(s) assets shall occur through the following conditions and steps:

1. An Incident Commander may request the mobilization and deployment of a mobile warehouse to a site-specific location (reception area or staging site) which is located in the cold or warm zones which pose no threat to the UPS staff. When request by an Incident Commander are made and no declaration of disaster has been issued cost consequences must be assumed by the Incident Commander and host authority having jurisdiction.
2. Upon Declarations of disaster, EMAC deployments or the direction of IEMA or Cook County EMA cost consequences are normally assumed by the state and/or county through routine reimbursement processes.
3. Upon the direction of authorized MABAS staff who have sound operational knowledge and/or understand the probability of the events escalation to a level where reimbursement processes will become applicable. MABAS then assumes cost consequence responsibilities.

Requests for mobilization and deployment shall follow the following steps and procedures:

1. The requesting agency/MABAS Division shall contact **Red Center** at 847-724-5700 making the request, stating the requesting authority and name, and the reception location where they are to report
2. Red Center shall contact a member of the MABAS functional staff and advise the requested action. Functional staff includes CEO, Deputy CEO, OPS Branch Chief, or Plans Branch Chief. The MABAS functional staff members will authorize Red Center to contact the UPS mobilization team.
3. Upon authorization by MABAS functional staff Red Center will contact, in descending order, one of the following UPS mobilization staff members (see section # 4) and advise.
 - The request and incident nature
 - The Incident Commander provided reception location
 - The assigned validation code, if applicable
 - Consult which location is the site of choice to deploy a trailer from
 - Suggest routing to UPS for transport to reception location
4. The UPS mobilization team in descending order of contact sequence is:
 - Stan Purvis
 - Jill Narens
 - Derrick May

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- Mike Lane
 - Harry Cruz
5. Red Center will then contact the Illinois State Police, Cook County, Chicago Fire Department or the AHJ and advise the warehouse is en route, eta, routing and request an intercepting police escort to reception.
 6. Upon arrival of the mobile warehouse the Incident Commander shall assign a liaison or warehouse manager to the unit and
 - Have the liaison manager meet the UPS driver at reception and understand where the unit is to be spotted for operational use understanding the trailer's size and limitations.
 - Assist the UPS driver in disconnecting the trailer and spotting the mobile warehouse for use. Release the UPS tractor and driver ASAP.
 - Maintain a position around or at the mobile warehouse for security and inventory management and accountability. A MABAS Branch Chief will be sent to assist, however response timeline may be significant. MABAS Branch Chiefs have keys to the warehouse vehicle padlocks.
 - If the Incident Commander deems a need for materials from the warehouse inventory before arrival of the MABAS Branch Chief, the Incident Commander may order the padlocks be cut from the trailer hasps so access to the inventory can be achieved.
 - If the Incident Commander so orders padlocks to be cut, it shall be the appointed liaison manager's responsibility to maintain an accurate record of items removed from the warehouse. This includes equipment, materials and expendables. The record shall include the material, quantity and individual who took possession of the inventory from the trailer.
 - Important – Once the padlock is ordered cut, the Incident Commander and AHJ assumes total cost replacement liabilities for the full warehouse inventory.
 - The MABAS Branch Chief will reconcile the inventory with the liaison manager to identify materials, equipment, supplies used and returned or not returned. Upon reconciliation the Incident Commander AHJ shall sign a hand receipt of record of the inventory's reconciliation.

COST LIABILITIES FOR MOBILIZATION AND DEPLOYMENT

The mobilization and deployment of mobile warehouse may have cost consequences where reimbursement may be required depending upon the status of the incident. These cost consequences may include:

- Cost for the UPS tractor.
- Cost for the UPS driver.
- Cost of the inventory used or unfounded and considered unaccountable.