

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

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Subject: Deployment of Warehouse Supply Trailers  
Functional Area: Logistics  
Category: Procedure

Approved By:



## PURPOSE

The purpose of this document is to formally establish the procedures for the deployment, management, and recovery of the MABAS Warehouse Trailers when they activated by an authorized agency.

## RESPONSIBILITY

This policy applies to all MABAS divisions and member departments as well as any affiliated agencies that request the use of the trailers.

## ACCOUNTABILITY

Enforcement of this policy rests with the Logistics Chiefs, followed by the 1<sup>st</sup> Vice President, and then the Chief Executive Officer.

## REPORTING REQUIREMENT

The Logistics Chief in whose territory the Warehouse trailer was deployed shall be responsible for submitting a written report detailing the nature and location of the incident, the deployment process, and an inventory of supplies that were used by the stricken agency(s) to the 1<sup>st</sup> Vice President.

## BACKGROUND

The Mutual Aid Box Alarm System – Illinois (herein referred to as “MABAS”) is a unit of local intergovernmental cooperation created under the constitutional and statutory provisions of the State of Illinois, specifically 5 ILCS 220/1 et. Seq. It is governed by an Executive Board comprised of representatives of the various MABAS Divisions that are a part of the MABAS mutual aid network in Illinois and surrounding states. Day to day operation of MABAS is under the direction of the Executive Policy Board (Board) that is composed of the President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, and Treasurer/Comptroller. MABAS employs staff and or contractors to execute the daily administrative and financial functions of MABAS.

The Board and all fiduciaries to MABAS shall act and discharge their fiduciary duties with respect to MABAS funds solely in the interest of MABAS. In discharging their duties they shall not: deal with the assets of MABAS in their own interest; act on behalf of any party whose interests are adverse to the interests of MABAS; or receive any consideration for their own benefit from any party dealing with MABAS in connection with the transaction involving assets of the MABAS.

## PROCEDURE

### Section 1: Criteria for Deployment

- 1.01 The Warehouse Trailer system is intended for the support of emergency responders tasked to the mitigation / recovery from a natural or manmade disaster of a scope that exceeds the stricken agency(s) resources.
- 1.02 Generally, these situations are defined as incidents that will require a deployment of emergency responders in excess of twenty-four (24) hours.

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### **Section 2: Request for Deployment**

- 2.01 Agencies authorized to request one or more of the Warehouse Trailers are: all MABAS divisions and their member departments, IEMA, ILEAS, (OTHERS???)
- 2.02 The stricken agency shall contact RED Center to request deployment of a Trailer providing a contact person and location for the trailer to which the Trailer will be taken.
- 2.03 Requesting agency will also provide information about the incident and the most current assessment of how long the Trailer will be needed.

### **Section 3: Deployment**

- 3.01 RED Center shall decide which asset is closest to the incident and contact the storage site to request the Trailer be moved to the stricken area.
- 3.02 Depending on travel distance, requesting agencies should expect a six (6) to eight (8) hour response time.
- 3.03 The stricken agency is responsible for providing a suitable paved area that has enough space for and contents of the Warehouse Trailer.
- 3.04 Consideration should be given to locating the trailer(s) in or near an enclosed area to provide shelter for the trailer inventory from inclement weather as it is moved outside of the vehicle.
- 3.05 If the area is paved with asphalt steps shall be taken to prevent the front stands of the Trailer(s) from sinking into the pavement.
- 3.06 The stricken agency or local law enforcement shall be responsible for the security of the area immediately around the Trailer(s) to insure that only authorized personnel have access to the Trailer supplies.

### **Section 4: Distribution of Supplies**

- 4.01 An Inventory Control officer shall be assigned to each Trailer upon deployment.
  - 4.01.1 The Inventory Control officer shall be responsible for the accurate accounting for all items distributed from the Trailer(s).
  - 4.01.2 The Inventory Control officer shall insure that all supplies are used for the immediate incident by personnel assigned to the incident.
- 4.02 Each Trailer has been provided with an inventory control logbook and bar coding system that will be used to track the type and quantity of materials distributed from the Trailer(s).
- 4.03 The logbook shall be used to locate the items within the inventory and track what has been distributed.
- 4.04 The Trailer(s) shall be secured whenever the Inventory Control officer (or designee) are away from the unit.
- 4.05 For long-term deployments the Inventory Control officer shall provide on-going inventory replacement lists to the MABAS – Illinois Logistics Chief for supply replenishment.

### **Section 5: Returning Warehouse Trailers to Service**

- 5.01 Upon release by the Incident Commander and prior to being transported back to its storage facility each Trailer shall be inventoried by the Inventory Control Officer.
- 5.02 The list showing the used materials shall be developed using the information from previous as well as a final count.
- 5.03 Copies of the final list shall be provided to the incident Logistics Chief as well as the MABAS Logistics Chief for accounting and replenishment.

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### **Section 6: Trailer Upkeep and Maintenance**

6.01 The upkeep of the Warehouse Trailer assets shall be the responsibility of MABAS – IL.

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### MABAS Warehouse Trailer Inventory

SORT NAME	QTY
▫ Bag, Body Bags - Disposable - Basic Body Bag	150
▫ Bag, Plastic Bags - Clear 33 Gallon (500 per box)	4
▫ Bag, Saf-T-Seal bags red 17 x 18-100/box	7
▫ Bag, Sand, 20# Bags Sand (dry) (sold in pkgs of 100 x 25 pkgs = 2500 sand bags)	20
▫ Bag, Sand, 20# Bags Sand (dry) (sold in pkgs of 100 x 25 pkgs = 2500 sand bags)	5
▫ Bags, Contractor Construction Plastic Bags 55 gal, boxes of 100 = 1,800 total	45
▫ Baking soda, Large Boxes of Baking Soda (24 16oz boxes per case)	2
▫ Barrier Stake, Boxes of Barrier Stakes to be used with Scene Tape (12 per box)	5
▫ Battery, AA Batteries for 2-way radios (3 batteries each, 2 sets of batteries per)	612
▫ Battery, C for megaphones	48
▫ Battery, D Size Batteries	244
▫ Blanket, Disposable Blankets	288
▫ Blanket, Disposable Blankets	212
▫ Bleach (8 cases w/ 6 96oz bottles each)	4
▫ Bleach (8 cases w/ 6 96oz bottles each)	4
▫ Boot Covers (18") - 100/Dispenser	10
▫ Booties, Disposable Booties	300
▫ Broom, Corn Bristle Sweep Brooms	24
▫ Broom, Dust Pan Brush/Hand Brooms	36
▫ Broom, Stiff Bristle Push Brooms with handles	16
▫ Broom, Stiff Bristle Push Brooms with handles	8
▫ Brush, Long Arm Scrub Brushes	36
▫ Bucket, 5-gallon buckets	48
▫ Bug repellent, General Bug Spray with DEET Repellent OFF 6 oz aerosol	60
▫ Bug repellent, Mosquito Spray Cans/Lotion 2 oz	120
▫ Cable Ties (50 ties per package) 11"	3
▫ Cable Ties (50 ties per package) 14"	2
▫ Cable Ties (50 ties per package) 4"	2
▫ Cable Ties (50 ties per package) 8"	3
▫ Can, 5 Gallon Gas Can with Spill Proof System	18
▫ Cap, Bouffant Cap 21"-1,000/case	3
▫ Cap, High Visibility Baseball Caps	100
▫ Cart, All Terrain Tent Deployment Cart with Fold Down Sides (Wagon)	2
▫ Cavicide Spray-24 oz. Bottle	4
▫ Cavicide towelettes-160/carton	2
▫ Cavicide towelettes-160/carton	5
▫ Cavicide 1-gallon container	8
▫ Chair, Folding Chairs	24
▫ Chair, Folding Chairs	16

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SORT NAME	QTY
▫ Chalk, Railroad Chalk	1
▫ Chemical Sock, Disposable Chemical Booms/Pigs - 3-4" X 6'	30
▫ Chemical Sock, Disposable Chemical Booms/Pigs - 3-4" X 6'	20
▫ Clipboards (Legal Size)	48
▫ Clocks - Battery Type w/ Batteries	6
▫ Clothes Lines (100ft sections) 1/4" cotton strand (1,000 ft total)	100
▫ Conduit, 1/2" x 8' Conduit Pipe	60
▫ Cone, Traffic Safety Cones	100
▫ Cord, 50ft 15 Amp Yellow Extension Cord	18
▫ Cot, Military Style Cots	100
▫ Cup, 8/10 oz Plastic Cups	10
▫ Cups, 8/10 oz Styrofoam Cups	1
▫ Ear plugs, E-A-R OSHA Comply Pack Ear Protection (600 pair per pack)	2
▫ Filter, Spare Masks Filters (NATO Thread CBRNE-NIOSH Approved)	200
▫ Flag, 100 Each color - Survey Flags BLUE	100
▫ Flag, 100 Each color - Survey Flags ORANGE	100
▫ Flag, 100 Each color - Survey Flags PINK	100
▫ Flag, 100 Each color - Survey Flags RED	100
▫ Flag, 100 Each color - Survey Flags WHITE	100
▫ Flag, 100 Each color - Survey Flags YELLOW	100
▫ Flares - 30 minutes      36 flares per package	6
▫ Flashlight, Plastic Flashlights (2 D Battery)	100
▫ Foot Locker w/Office Materials - Supplies	1
▫ Garbage Can, Plastic Garbage Cans (32 gallon)	12
▫ Garbage Can, Plastic Garbage Cans (32 gallon)	12
▫ Generator, 6,500 Portable Unleaded Gas Generator (pull start - no battery)	1
▫ Generator, 6,500 Portable Unleaded Gas Generator (pull start - no battery)	1
▫ Generator, 6,500 Portable Unleaded Gas Generator (pull start - no battery)	1
▫ Generator, 6,500 Portable Unleaded Gas Generator (pull start - no battery)	1
▫ Glasses, Storm Specs, Sunglass Safety Glasses, grey lens	100
▫ Gloves, Disposable Gloves - Cloth	500
▫ Gloves, Disposable Gloves (Non-Latex) 100 gloves per box	24
▫ Gloves, Pair Pigskin Driver's Gloves	100
▫ Gloves, Safety Cuff Leather Palm Gloves	100
▫ Glow Sticks (10 per box) 12 hour / 6 inch (500 total)	50
▫ Goggles, Econ 500/600 Series Googles Fog-Free Clear	15
▫ Goggles, Econ 500/600 Series Googles Fog-Free Clear	35
▫ Gown personal protective-15/box	5
▫ Gown personal protective-15/box	5

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SORT NAME	QTY
▫ Gown personal protective-15/box	1
▫ Gown personal protective-15/box	2
▫ Gown personal protective-15/box	1
▫ Gown personal protective-15/box	5
▫ Gown personal protective-15/box	1
▫ Gown personal protective-15/box	2
▫ Gown, Disposable Gowns (PANTS)	300
▫ Gown, Disposable Gowns (SHIRTS)	300
▫ Hammer, 12lb Sledge Hammers 36" handle	12
▫ Hammer, 8lb Sledge Hammers 36" handle	12
▫ Hammer, Claw Hammers	12
▫ Hand truck, Heavy Duty Steel Industrial Convertible Hand Truck	1
▫ Hand truck, Heavy Duty Steel Industrial Convertible Hand Truck	1
▫ Hose, 50' lengths 3/4" Contractor Grade Water Hose	8
▫ Infection control kit deluxe LF-1 kit	14
▫ Knife, Boxes of Blades for Stanley Knives (400 per box for total of 1600 blades)	4
▫ Knife, Stanley Knives	36
▫ Ladder, 10' Step Ladders	2
▫ Ladder, 6' Step Ladders	1
▫ Ladder, 6' Step Ladders	1
▫ Marker	144
▫ Mask, 3M N-95 Mask (Medical Grade) - 20/box	10
▫ Mask, 3M N-95 Mask (Medical Grade) - 20/box	15
▫ Mask, 3M N-95 Mask (Medical Grade) - 20/box	1
▫ Mask, 3M N-95 Mask (Medical Grade) - 20/box	9
▫ Mask, 3M N-95 Mask (Medical Grade) - 20/box	1
▫ Mask, 3M N-95 Mask (Medical Grade) - 20/box	2
▫ Mask, Particulate Filter Masks (50 per box for a total of 500)	2
▫ Megaphone, Hand Held Megaphones w/Batteries	6
▫ Nails, 1 1/4" Roofing Nails	4
▫ Nails, 100lb Box - 10 Penny Nails	4
▫ Oil dry, 25# Bags Oil Dry (wanted 25 bags) = 625#	16
▫ Oil, quarts engine oil for generators	4
▫ Paint, Spray Paint _ Various Colors - MARKING PAINT ONLY BLUE	40
▫ Paint, Spray Paint _ Various Colors - MARKING PAINT ONLY GREEN	40
▫ Paint, Spray Paint _ Various Colors - MARKING PAINT ONLY ORANGE	40
▫ Paint, Spray Paint _ Various Colors - MARKING PAINT ONLY PINK	40
▫ Paint, Spray Paint _ Various Colors - MARKING PAINT ONLY WHITE	40
▫ Paint, Spray Paint _ Various Colors - MARKING PAINT ONLY YELLOW	40

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### MABAS Warehouse Trailer Inventory

SORT NAME	QTY
▫ Paper, M-8 Paper Packets	400
▫ Paper, Pads of paper (12 pads per pack, 8 packs @21.00 per pack) yellow	96
▫ Paper, Rolls Toilet Paper	192
▫ Paper, Rolls Toilet Paper	192
▫ Paper, Towel Rolls	15
▫ Paper, Towel Rolls	225
▫ Plastic, Rolls - Construction Grade Heavy Plastic	5
▫ Plastic, Rolls - Construction Grade Heavy Plastic	1
▫ Plastic, Stretch Wrap Dispensers	1
▫ Plastic, Stretch wrap 18" Stretch Wrap (4 rolls, 1500 ft, clear)	2
▫ Plates, Paper Plates	1
▫ Plywood, 4x8x1/2 Plywood Sheets	50
▫ Porta-Johns /Self Contained w/Disinfectant Materials (BASE)	4
▫ Porta-Johns /Self Contained w/Disinfectant Materials (DISINFECTANT)	1
▫ Porta-Johns /Self Contained w/Disinfectant Materials (ROOF)	4
▫ Porta-Johns /Self Contained w/Disinfectant Materials (TANK)	4
▫ Porta-Johns /Self Contained w/Disinfectant Materials (WALLS)	4
▫ Poster board, Foam Core Poster Boards (4x8) - sold in a case w/25 boards	25
▫ Poster Boards (4x4) - sold in packages of 24	72
▫ Pressure washer, 13 hp Gas Engine, Direct Drive, Cold Water Pressure Washers	1
▫ Pressure washer, 13 hp Gas Engine, Direct Drive, Cold Water Pressure Washers	1
▫ Radio, Motorola FRS/GMRS Talkabout Two-Way Radios (50 sets)22 channels	100
▫ Ramp, 36 x 72	2
▫ Ramp, 36 x 72	1
▫ Rebar, 1/2"x5' Reinforcement Steel Rod	60
▫ Saw, 20" Gas Chain Saws	6
▫ Saw, 20" Saw Chain Loops	18
▫ Saw, Quarts Bar and Chain Oil	24
▫ Saw, Steel Hack Saw Blades	30
▫ Saw, Steel Hack Saws	6
▫ Saw, Wood Hand Saws	6
▫ Scissors	6
▫ Sheet, Snug fit barrier sheets-5/pkg.	4
▫ Sheet, Snug fit barrier sheets-5/pkg.	3
▫ Sheet, Snug fit barrier sheets-5/pkg.	4
▫ Sheet, Snug fit barrier sheets-5/pkg.	2
▫ Shelter, Area Pop-Up Overhead Shelters 18'x27'	4
▫ Shovel, Aluminum Scoop Shovel Contractor Grade Fiberglass Handles	12
▫ Shovel, Spade Shovels Contractor Grade Fiberglass Handles	24

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SORT NAME	QTY
▫ Shower, Decontamination/Portable Shower Systems w/Privacy Curtains	2
▫ Sleeping Bags (20 degree plus comfort rating)	100
▫ Soap, Bars of Soap	10
▫ Soap, Bars of Soap	10
▫ Soap, Dish Soap Bottles w/Soap	2
▫ Soap, Liquid Dial Antimicrobial Hand Soap 1-gallon bottles (4 per case)	2
▫ Soap, Liquid Dial Antimicrobial Hand Soap 16oz soap dispensers (12 per case)	2
▫ Sprayer, 3-gallon plastic Garden Sprayer	4
▫ Squeegee, 36" Floor Squeegee handles	12
▫ Squeegee, 36" Floor Squeegees	12
▫ Stud, 2x4x8 Wood Studs	200
▫ Sump Pumps designed to accompany portable shower above w/hose	2
▫ Tables - Collapsible (36"x72")	10
▫ Tag, Medical Tags - Triage/Tracking (10 boxes w/ 50 tags each)	500
▫ Tank, 1,200 Gallon Collapsible Porto-Tank	1
▫ Tape measure, 35ft Tape Measures	12
▫ Tape, Duct Tape	3
▫ Tape, Packing - Clear Tape Heavy Duty #373 2" (36 rolls per case @ 5.40)	3
▫ Tape, Packing Tape Dispensers to fit packing tape purchased	2
▫ Tape, Rolls of Heavy Duty Scene Tape	48
▫ Tarp, 15' x 20' Polyethylene Tarps (all-purpose tarp)	25
▫ Tarp, 20' x 30' Polyethylene Tarps (all-purpose tarp)	50
▫ Tarp, 25' x 40' Polyethylene Tarps (all-purpose tarp)	25
▫ Teddy Bears (for traumatized children)	100
▫ Towels, Disposable Towels (3x5)	400
▫ Utensils, Plastic Forks	1
▫ Utensils, Plastic Knives	1
▫ Utensils, Plastic Spoons	1
▫ Velcro, Rolls Velcro HOOK	6
▫ Velcro, Rolls Velcro LOOP	6
▫ Vest, Reflective Safety Vest	100
▫ Vicks Vapor Rub	2
▫ Vionex antimicrobial wipes-50/box	6
▫ Vionex antimicrobial wipes-50/box	2
▫ Vionex no rinse gel-18 oz. Bottle	6
▫ Vionex no rinse gel-18 oz. Bottle	2
▫ Waders, Chest Waders with Steel Midsole and Toe - 2 pair (size 10)	2
▫ Waders, Chest Waders with Steel Midsole and Toe - 2 pair (size 11)	2



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SORT NAME	QTY
▫ Waders, Chest Waders with Steel Midsole and Toe - 2 pair (size 12)	2
▫ Waders, Chest Waders with Steel Midsole and Toe - 2 pair (size 13)	2
▫ Waders, Chest Waders with Steel Midsole and Toe - 2 pair (size 9)	2
▫ Waders, Hip Waders with Steel Midsole and Toe - 2 pair (size 10)	2
▫ Waders, Hip Waders with Steel Midsole and Toe - 2 pair (size 11)	2
▫ Waders, Hip Waders with Steel Midsole and Toe - 2 pair (size 12)	2
▫ Waders, Hip Waders with Steel Midsole and Toe - 2 pair (size 13)	2
▫ Waders, Hip Waders with Steel Midsole and Toe - 2 pair (size 9)	2
▫ Walkers - Collapsible	8
▫ Walkers - Collapsible	2
▫ Walkers - Collapsible	2
▫ Water filtration, 12 GPM Water Purification System (31h" x 50l" x 26w")	1
▫ Water filtration, 12 GPM Water Purification System (31h" x 50l" x 26w") PARTS	1
▫ Whistles w/Neck Lanyard	25
▫ Wind sock, Portable Wind Socks	2
▫ Wrecking Bar, 36" Wrecking Bars	12