

# Mutual Aid Box Alarm System – Illinois

## Temporary Shelter / Housing Trailer Deployment & Management

Index #: B-10-02

Adopted: 10/14/2009

Revised:

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Subject: Deployment of Temporary Shelter 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 Temporary Shelter 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 Temporary Shelter 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 Temporary Shelter 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 Temporary Shelter 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(s) providing a contact person and location for the trailer(s) to which the resource will be taken.
- 2.03 Requesting agency will also provide information about the incident and the most current assessment of how long the resource 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 twelve (12) hour response time.
- 3.03 The stricken agency is responsible for providing a suitable level, paved area that has enough space for the number of tents that will be needed. It is recommended that approximately 165' X 150' square feet be allowed for the shelter.
- 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 tent(s) to insure that only authorized personnel have access to the area.

### **Section 4: Specifications**

- 4.01 There are five (5) trailers strategically located across the state.
  - 4.01.1 The Logistics officer shall be responsible for the accurate accounting for all items distributed from the Trailer(s).
  - 4.01.2 The Logistics officer shall insure that all supplies are used for the immediate incident by personnel assigned to the incident.
- 4.02 Each trailer carries ten (10) wheeled containers carrying 1 – 19' X 35' tent with power grid (lighting, drop cords, load-distribution center).
- 4.03 Each tent is provided with a separate HVAC system for the cooling of the structure and ten (10) Tri-Fuel heaters to be used below 35°C.
- 4.04 A 100 KV Generator mounted on trailer will provide power for all ten tents.
- 4.05 Bunks are provided for two hundred (200) individuals in the tents with an additional fourteen (14) for inside the transporting trailer.

### **Section 5: Returning Temporary Shelter Trailer(s) 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 Logistics 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 \_\_\_\_\_ 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.

