Time of Request: _____   Date of Request: _____

MABAS DIVISION 114
BOX ALARM REQUEST WORKSHEET

INFORMATION TO OBTAIN

Requesting Agency _____

Box Alarm Number _____

Box Level_____
(MABAS Box Alarm, MABAS 2nd Alarm, MABAS 3rd Alarm, etc.)

Type of Incident_____
(Structure Fire, Hazardous Materials Spill, Mass Casualty, etc.)

Location_____
(Address/Business Name, Intersection, etc.)

Staging Area _____

Timing Benchmark: ____0-10 minutes   ____ 10-20 minutes   ____30+ minutes

____ 60 minutes   ____ 90 minutes   ____ 120 minutes   ____ 150 minutes

DISPATCH PROCEDURES - ACTIVATION

1. Locate and review appropriate Box Alarm Card

2. Activate MABAS tones on EMR

3. Announce Box Alarm on EMR as follows:

"THIS IS MABAS DIVISION **114** TO ALL LOCALS. THE _____
(Agency)

FIRE DEPARTMENT IS REQUESTING MABAS BOX ALARM # _____

TO THE _____ LEVEL,
(Box, 2nd Box, 3rd Box, etc.)

FOR A _____
(Incident Type – e.g. Structure Fire, Hazardous Materials Spill, Mass Casualty, etc.)

AT _____
(Location)

STAGING WILL BE AT _____ .
(Staging Area Location)

THE FOLLOWING DEPARTMENTS ARE DUE TO RESPOND:

(Read list of Resources/Departments/Change of Quarters from Box Card)

"ALL RESPONDING UNITS MUST ACKNOWLEDGE ON EMR AND SWITCH TO IFERN."

Repeat the message, but <u>DO NOT</u> re-read the list of departments due to respond.

DISPATCH PROCEDURES – COMMUNICATION WITH INCIDENT COMMANDER

The MABAS Division **114** Dispatcher will contact the Incident Commander at 10, 20, and 30 minutes into the overall incident, then continue every thirty (30) minutes advising them of the amount of time into the alarm and request a progress report on the incident.

DISPATCH PROCEDURES – ALARM UPGRADE

Upon request of the Incident Commander to upgrade the alarm, the MABAS Dispatcher will do the following:

1. Activate MABAS tones on EMR

2. Announce Box Alarm on EMR as follows:

   "THIS IS MABAS DIVISION **114** TO ALL LOCALS. THE _____
   <div align="right">(Agency)</div>

   FIRE DEPARTMENT IS UPGRADING MABAS BOX ALARM # _____

   TO THE _____ LEVEL,
   <div align="center">(2nd Box, 3rd Box, etc.)</div>

   FOR A _____
   <div align="center">(Incident Type – e.g. Structure Fire, Hazardous Materials Spill, Mass Casualty, etc.)</div>

   AT _____
   <div align="center">(Location)</div>

   STAGING WILL BE AT _____ .
   <div align="center">(Staging Area Location)</div>

   THE FOLLOWING DEPARTMENTS ARE DUE TO RESPOND:

(Read list of **additional** Resources/Departments/Change of Quarters from Box Card)

   "ALL RESPONDING UNITS MUST ACKNOWLEDGE ON EMR AND SWITCH TO IFERN."

Repeat the message, but DO NOT re-read the list of departments due to respond.

DISPATCH PROCEDURES – STRIKING OUT A BOX ALARM

1. Activate MABAS tone two (2) times on EMR

2. Announce the following message on EMR:

   "THIS IS MABAS DIVISION **114** TO ALL LOCALS. THE _____
   <div align="right">(Agency)</div>

   FIRE DEPARTMENT HAS STRUCK OUT MABAS BOX ALARM # _____

   BY AUTHORITY OF THE INCIDENT COMMANDER."

   Repeat the message

RECORD KEEPING

Place any notes regarding this call on the Radio Log and attach the Box Card used. Remember to make a new copy of the card you removed from the binder.

10/8/10 dlh