

Time of Request: \_\_\_\_\_

Date of Request: \_\_\_\_\_

# MABAS DIVISION 131 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, etc.)

Location: \_\_\_\_\_  
(Address/Business Name, Intersection, etc.)

Staging Area: \_\_\_\_\_

Timing Benchmark: \_\_\_\_\_ 0-10 minutes \_\_\_\_\_ 10-20 minutes \_\_\_\_\_ 30 minutes plus

## DISPATCH PROCEDURES:

- **Locate and Review Appropriate Box Alarm Card**
- **Activate appropriate Box Alarm Icon on MABAS Radio Screen**
- **Announce Box Alarm information as follows:**

*“THIS IS MABAS DIVISION 131 TO ALL LOCALS. THE \_\_\_\_\_ (Agency)*

*FIRE DEPARTMENT IS REQUESTING MABAS BOX # \_\_\_\_\_*

*TO THE \_\_\_\_\_ LEVEL,*  
( Box, 2nd Box , 3rd Box, etc.)

*FOR A \_\_\_\_\_*  
(Incident Type-e.g. Structure Fire, Mass Casualty, etc.)

*AT \_\_\_\_\_*  
(Location)

*STAGING WILL BE AT \_\_\_\_\_”.*  
(Staging Area Location)

*“THE FOLLOWING DEPARTMENTS ARE DUE TO RESPOND”:*

**(Read List of Resources/Departments and Change of Quarters from Box Card)**

*“ALL RESPONDING UNITS MUST SWITCH TO AND ACKNOWLEDGE MABAS DIVISION 131 DISPATCH ON IFERN”.*

The MABAS Division 131 Dispatcher will contact the Incident Commander at 10, 20 and 30 minutes, after the initial activation of MABAS, 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.

**DISPATCHING PROCEDURES FOR STRIKING OUT A BOX ALARM:**

- **Activate MABAS Strikeout tone, then announce the following:**

"This is MABAS Division 131 to all locals: \_\_\_\_\_  
(Name of Community with Box Alarm)

Fire Department has struck out Box Alarm Number: \_\_\_\_\_

by authority of the Incident Commander."

Repeat the message.

**Place any notes regarding this call on the CAD Narrative and attach the Box Card used, remember to make a new copy of the card you removed from the binder**