



MICHIGAN MUTUAL AID BOX ALARM SYSTEM (MI-MABAS)

Subject:	Out of Division Box Card Policy	
Functional Area:	Fire Operations	Adoption Date:09/10/25
Category:	Policy	Revision Date:
Approved By:	Chief Adam Carroll, MI-MABAS President	Page:1 of 3

PURPOSE

This policy establishes clear and standardized guidelines for MABAS fire departments to create out-of-division box cards for strike teams and task forces. The goal is to ensure a consistent, efficient, and organized approach to team development, mobilization, and demobilization. When using MABAS strike teams or task forces, agencies responding will be made of resources from only MI-MABAS member agencies.

RESPONSIBILITY

Division Coordinators are responsible for ensuring teams are trained, drilled, and familiar with mobilization and deployment protocols.

ACCOUNTABILITY

Division Executive Board Members must ensure fire departments conduct regular training and exercises to maintain readiness.

Definitions

- **Out of Division Box Card:** Resource management tool used to coordinate resources across divisions for major incidents, outlining response capabilities and team assignments.
- **Strike Team:** Group of similar resources (e.g., engines) under the guidance of a Strike Team Leader. For more information, refer to the MI-MABAS MRP handbook
- **Task Force:** Mixed group of resources for a specific purpose, under the guidance of a Task Force Leader. For more information, refer to the MI-MABAS MRP Handbook



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Creating Out-of-Division Box Cards for Strike Teams and Task Forces

This guide provides step-by-step instructions for developing Out of Division Box Cards to support the deployment of Strike Teams and Task Forces under the MI-MABAS framework.

1. Resource Identification:

- Identify the types of resources your division can contribute to a Strike Team or Task Force (e.g., engine companies, rescue units, ambulances).
- Ensure each resource package is:
 - Properly staffed and equipped in accordance with the MI-MABAS MRP Handbook
 - Prepare for any type of deployment (Scramble, Standard, or Multi-operational period) by exercising the process to mobilize to the POD.
- Use deployment **checklists at the Point of Departure (POD)** to verify equipment, personnel, and readiness.

2. Documentation:

- Complete and update your division's **Out of Division Box Cards** to include:
 - Specific **types and quantities** of assigned resources.
 - **Participating MABAS agencies** and designated team leaders (STL/TFL)
 - Identified **backup MABAS agencies** to ensure continuity if a primary unit is unavailable



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Example of Out of Division Box Card

MI-MABAS OUT OF DIVISION BOX CARD			
DIVISION NAME:		BOX CARD TYPE:	EFFECTIVE DATE:
		ENGINE STRIKE TEAM	
DIVISION #:		LOCATION OR AREA:	DIVISION PLANNER:

	STRIKE TEAM LEADER(S)	ENGINES ASSIGNED (5)	DIVISION DISPATCH / NOTIFICATION PROCEDURES
ASSIGNED UNITS			
FILL-IN UNITS			
INFORMATION: ENGINE STRIKE TEAMS CONSISTS OF 5 ENGINES AND CHIEF OFFICER (STL) IN A COMMAND VEHICLE WITH AN OPTIONAL INCIDENT TECHNICIAN (ASSISTANT STL). ENGINES HAVE CREWS OF 1 OFFICER, 1 DRIVER/ENGINEES AND 1-2 FIREFIGHTERS. TOTAL ENGINE STRIKE TEAM STAFFING = 16-22 PERSONNEL			
DIVISION SPECIFIC COMMENTS:		MI-MABAS AUTHORIZED SIGNATURE	

It is fully understood and agreed that the dispatch of a non MI-MABAS member is neither supported nor encouraged and that MI-MABAS assumes no responsibility whatsoever for the dispatch of and / or the use of MI-MABAS resources by a non MI-MABAS member.

Conclusion

By following these guidelines, MABAS divisions can develop reliable, organized Out-of-Division Box Cards that ensure rapid mobilization and effective deployment of Strike Teams and Task Forces during large-scale incidents. This process promotes readiness, coordination, and resource efficiency across the state.

For more information or support, contact: redcenter@michiganmabas.us