Michigan
Mutual Aid Box Alarm System
(MI-MABAS)
Guidebook for new participants

Welcome to MI-MABAS

Welcome to the Michigan Mutual Aid Box Alarm System (MI-MABAS).

MI-MABAS is the only statewide fire service mutual aid agreement in Michigan. It exists because fire departments like yours sign onto the agreement and commit to working together. MI-MABAS ensures that fire service resources can cross jurisdictional borders without delay or legal barriers, allowing for faster, safer, and more effective emergency response.

As part of this system, you join a network that provides:

- **Pre-incident resource planning**
- **Common communications**
- **Access to Special Operations teams (Tech Rescue, Hazmat, and UAS)**
- **Fire service best practices**
- **Resource management through pre-designated Mission Ready Packages (MRPs)**

This guide will help you understand your responsibilities as a Division leader and connect you with the resources you'll need to succeed.

Your Role as a MI-MABAS Division Representative

Some of your responsibilities may include:

- Keeping your division up to date on MI-MABAS requirements.
- Assisting with the addition of new agencies to your division.
- Communicating MI-MABAS changes that affect division operations, deployments, or responses.
- Ensure as the division develops STL/TFL for OOD responses they have 800MHz communications to talk with MI-MABAS leadership or RED Center as needed.
- Attend scheduled Executive Board meetings (virtual)
- Ensure an additional Proxy (backup Representative) who can attend meetings in your absence

Division Administrative Responsibilities

- **Website Access** – Request login credentials for the MI-MABAS website (24–48 hour approval).
- **Agreements and Resolutions** – Scan and email signed MI-MABAS Agreements and governing board Resolutions to MI-MABAS Fire Ops Chief (sent as separate files titled with the department name).
- **Dispatch Center Letter** – If not already completed, submit a signed Letter of Support from your Division Dispatch Center (examples available on the website).
- **Division Contact List** – Complete or update and send to the MI-MABAS Fire Ops Chief .
- **Roles and Responsibilities** – Review the Division Roles and Responsibilities documents on the website.
- **Meetings** – Attend Division Executive Board and Coordinator meetings (contact the Administrative Assistant for schedules).
- **Training** – Attend:
  - **MABAS 101** (overview of box card development, resource request and activation processes, and dispatch collaboration).
  - **Strike Team / Task Force Leader Training** (insight into statewide resource deployment, intended for personnel who may be assigned to this role as part of a Out-of Division Box Card MRP).

Dispatch and Communications

- Schedule a meeting with your **Division Dispatch Center Director** and the **MI-MABAS Dispatch Communications Chief**.
  - Review the:
    - MI-MABAS Communications & Dispatch Plan
    - MI-MABAS 800MHz Communications Plan
- Encourage dispatch staff to attend MI-MABAS Communications Trainings.
- Collaborate with the Dispatch Center Director about county training where dispatch staff would obtain valuable information on fire operations on the ground.
- Discuss dispatch center policies on mutual aid requests, box card use, and staff training.
- Review activation processes (see Page 7 of the MI-MABAS Communications Plan). Contact the Dispatch Comms Chief at **redcenter@michiganmabas.us** for more details or to request MABAS 101 training.

Division Policies and Procedures

- Adopt the **MI-MABAS Accountability Procedure**.
- Adopt the **MI-MABAS Mayday Procedure**.
- Establish best practices for:
    - Mutual aid activations within and between divisions. Review OOD Box Card Policy and OOD Response Procedures
    - Training dispatch staff on procedures and box cards by doing training with the staff throughout the year.

Box Cards & Mission Ready Packages

(Best Practice – Not Required for Membership)

- Watch the MI-MABAS training videos (Divisional Chief Officers minimum).
- Form a **Division Box Card Workgroup** (Chief Officers, Dispatch, Emergency Management). to discuss the development of Box Cards in the division to promote consistency, explain terminology, and the use of Box Cards.
- Develop and review Division Box Cards annually.
- Create:
    - Intra-Division Box Cards (*encouraged, but not required*)
    - Out-of-Division Box Cards (*encouraged, but not required*)
    - Mission Ready Packages (MRPs; *encouraged, but not required*)

(Please reach out to the Dispatch Comms Chief or Operations Chief for more information)

Division Development

(Best Practice – Not Required for Membership)

- Collaborate with neighboring Division Coordinators and work with **Regional Coordinators** to exercise communications, activation and deployment processes.
- Train and credential **Strike Team/Task Force Leaders** within your division to manage deployments for any OOD Box Cards developed.

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- Exercise your division's activation and communications plan for any developed OOD Box Cards with the divisional dispatch center twice per year. (One exercise table top, One exercise deploy to the POD)
- Develop **purchasing procedures** (e.g., credit cards) for Out-of-Division responses.

Final Note

MI-MABAS is a system built on teamwork, preparation, and leadership. Your role is essential to ensuring your division—and the statewide system—continues to function effectively when Michigan needs it most.

Welcome aboard, and thank you for your leadership.

MI-Task Force 1

❑ What is MI-Task Force 1?

❑ How to join MI-Task Force 1?

❑ MI-TF1 Frequently Asked Questions

MI-MABAS Leadership Contacts

"To reach MI-MABAS Leadership, please go to the mabasmi.org website and click the about **executive board** to reach the email addresses of those individuals."