

MICHIGAN MUTUAL AID BOX ALARM SYSTEM (MABAS)

OUT OF DIVISION BOX CARD POLICY

Subject: Out of Division Box Card Policy

Functional Area: Fire Operations

Adoption Date: 09/10/25

Category: Policy

Revision Date: 01/11/26

Approved By: Chief Adam Carroll, MI-MABAS President

Page: 1 of 4

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, any agency resources assigned to a box card shall be MI-MABAS members.

RESPONSIBILITY

Division Coordinators are responsible for ensuring teams are properly trained, exercised, and familiar with all mobilization and deployment procedures, including both intra-division processes and those outlined in the MI-MABAS Emergency Response Plan.

ACCOUNTABILITY

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

Definitions

- **Out of Division Box Card:** A resource management tool used to coordinate resources across divisions for major incidents, outlining response capabilities and team assignments.
- **Strike Team:** Group of similar or like 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

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

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

MICHIGAN
MUTUAL AID BOX ALARM SYSTEM (MABAS)

OUT OF DIVISION BOX CARD POLICY

Subject: Out of Division Box Card Policy

Functional Area: Fire Operations

Adoption Date: 09/10/25

Category: Policy

Revision Date: 01/11/26

Approved By: Chief Adam Carroll, MI-MABAS President

Page: 2 of 4

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](#)
 - Prepared to respond to various types of deployments (Scramble, Standard, or multi-operational period) as directed. Divisions should develop exercises that test deployment processes appropriate to each type, such as mobilizing to a POD or deploying directly to a designated incident staging area.
- Use deployment **checklists at the Point of Departure (POD)** to verify equipment, personnel, and readiness, as well as required documentation assigned to the STL/TFL Leader from a MABAS Deployment Coordinator.

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 leader(s) (STL/TFL)
 - Identified **backup MABAS agencies** to ensure continuity if a primary unit is unavailable (also referred to as "move up").

MICHIGAN MUTUAL AID BOX ALARM SYSTEM (MABAS)

OUT OF DIVISION BOX CARD POLICY

Subject: Out of Division Box Card Policy

Functional Area: Fire Operations

Adoption Date: 09/10/25

Category: Policy

Revision Date: 01/11/26

Approved By: Chief Adam Carroll, MI-MABAS President

Page: 3 of 4

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 Coordinator		Specific Notes for this Box Card	Division Dispatch Reviewed
Printed Name		<div style="border: 1px solid black; padding: 5px; width: fit-content;"> When a division has multiple teams of the same type and needs to denote the difference. East vs West // Jan, Feb, Mar team, etc. </div>	Printed Name
<div style="border: 1px solid black; padding: 5px; width: fit-content;"> Signatures of the Division Coordinator, the dispatch center after their printed name above. </div>			Signature
Strike Team Leaders		Engines (5)	Location of the Division Dispatch Activation Plan
Assigned Agencies	<div style="border: 1px solid black; padding: 5px; width: fit-content;"> List agency resources. </div>		<div style="border: 1px solid black; padding: 5px; width: fit-content;"> Divisions can direct the dispatcher to a specific policy to reference or add a hyperlink to click on the PDF and launch the plan. </div>
Fill-in Agencies			
Mission Ready Package Requirements: Team consists of 5 Engines and Chief Officer (STL trained preferred) in a command vehicle with an optional Incident Technician to assist the STL with driving or documentation. Each Engine will have a crew of 1 Officer, 1 Driver/Engineer, 1-2 Firefighters. Total Engine Strike team staffing = 16-22 Personnel			
Division Specific Comments:			MI-MABAS Authorized Signature
<div style="border: 1px solid black; padding: 5px; width: fit-content;"> This area can be used for anything, but it can spell out which agency is supplying personnel for certain resources. </div>			

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

Breakdown of card

- **Division Name** - We have combined the Division Name and Number into one cell.
- **Effective Date** - This will be when the card has been reviewed and approved by the MI-MABAS Fire Operations Chief
- **Division Coordinator** - This is now a printed and signed document
- **Division Dispatch Reviewed**- This is now a printed and signed document
- **Specific Notes for this Box Card** - Some divisions have more than one card for the same typed resource (ie: multiple *Tender/Tanker Strike Teams*). This gives the Division the option to provide an additional designator for multiple like resources. For example, Ingham County has an East vs West Tender Strike

MICHIGAN
MUTUAL AID BOX ALARM SYSTEM (MABAS)

OUT OF DIVISION BOX CARD POLICY

Subject: Out of Division Box Card Policy

Functional Area: Fire Operations

Adoption Date: 09/10/25

Category: Policy

Revision Date: 01/11/26

Approved By: Chief Adam Carroll, MI-MABAS President

Page: 4 of 4

Team; Macomb County has four (4) Engine Strike teams separated by the month Jan-Mar vs Apr-Jun vs etc.

- **Strike Team Leaders** - The division will list the agency sending the personnel to operate and be responsible for the team. This may be validated by the MI-MABAS Fire Operations Chief.
- **Assigned Resources** - The division can only designate resources and from agencies that have a signed MI-MABAS agreement on file with MI-MABAS. Designated resources include both the apparatus and the personnel staffing the resource. This does not include resources provided as part of a signed and submitted Private Partner Agreement (ie: Ambulances assigned from a non-government EMS provider).
- **Location of the Division Dispatch Activation Plan**- The division lists here for the dispatcher's reference on where to find the plan. This can be a hyperlink in electronic format, or the location of a printed copy (ie: internal Comms Policy) or Quick Reference Guide.
- **Division Specific Comments** - The Division should use this section to list the agencies that comprise a specific deployed resource. This allows participating agencies to clearly identify the personnel or equipment they are responsible for supplying or dispatching as part of the designated resource. Additionally, dispatchers can reference this information to identify the appropriate agencies within the dispatch message.
- **MI-MABAS Authorized Signature** - This is the final step to accepting an OOD Box Card from a division. Once signed by the MI-MABAS Fire Operations Chief, the team is then available for deployments.

Conclusion

By following this policy, MABAS divisions can develop reliable and 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