

**Release: 1.0**  
**Effective: 3/05/2008**

**Derby Fire Department**  
**Standard Operating Procedure Number 17**  
**Mutual Aid Responses**

**1. Purpose**

The purpose of this procedure is to provide guidance for Mutual Aid Responses outbound to other towns and Mutual Aid Responses inbound to the City of Derby, establish a minimum requirement for responding to Mutual Aid requests and provide resources through the Mutual Aid process that will meet or exceed

This procedure describes the activation, resource response criteria, mode of operation, and termination for all Mutual Aid outbound from the City of Derby, inbound to the City of Derby and Mutual Aid Special Requests.

**2. Goal**

Under this procedure, the Derby Fire Department's goal is to respond to and/or receive mutual aid assistance in a timely manner, protect life and property, utilize accountability and complete the missions assigned in a safe and effective manner.

**3. Activation**

Mutual Aid request for apparatus and/or manpower from the City of Derby shall be dispatched through protocols arranged with CMED New Haven. All requests from outside agencies for apparatus and/or manpower and will be dispatched through CMED.

Automatic Mutual Aid to the City of Derby is defined in the CAD system at CMED.

All Mutual Aid Special Requests inbound or outbound shall be dispatched through CMED.

**4. Resource Response**

Any resources requested from the Derby Fire Department by other towns, will require that all apparatus be staffed with the appropriate manpower to accomplish the mission of the request. The mission of the request will determine the level of certification of the crew that will respond with the apparatus. Certification of firefighters is defined in the Derby Fire Policy Manual Chapter 1, Section 10, Firefighters.

Special Requests from other towns will require that the ranking person on the apparatus has assembled what they know is the appropriate personnel for the mission requested. These special responses would include single pieces of Derby Fire Department apparatus

with members of the department who have been trained in the specific use of equipment that will be necessary to accomplish the incident's tasks e.g. Dive Team, Rapid Intervention Team requests.

Although not all instances of Mutual Aid requests are covered in this procedure, the ranking person for the apparatus is responsible to make sure that his/her crew has the qualifications necessary to perform the duties required of the mission. Each mission below shall be adhered to unless specific permission is granted by a Chief Officer or department Line Officer if no Chief Officer is available.

#### Town Coverage

A minimum of 3 (three) Interior Structural Firefighters and Driver must accompany the apparatus

#### Structure Fire

A minimum of 3 (three) Interior Structural Firefighters and Driver must accompany the apparatus

#### Brush Fire

A minimum of 3 (three) Firefighters and Driver must accompany the apparatus (If Brush 4 is requested, then a minimum of a driver and firefighter will accompany the apparatus)

#### Dive Team, Rapid Intervention Team

A minimum of 3 (three) specifically trained members of the unit and Driver must accompany Engine 13

#### Specific Request

A minimum of 3 (three) specifically trained members of the apparatus and Driver must accompany the apparatus. Members will adhere to the outlines above for required certification.

Outside of Special Requests and Automatic Mutual Aid, the Derby Fire Department shall respond to Mutual Aid assignments as follows:

#### Shelton

1 Engine request: 1 engine from Co #2 Storms

1 Ladder request: Truck 15

Specific Request: Specific apparatus and/or manpower from Derby Fire Department

2 Engine request: 1 engine from Co #2 Storms, 1 engine from Co #1 Hotchkiss Hose

#### Ansonia

1 Engine request: 1 engine from Co #1 Hotchkiss Hose

1 Ladder request: Truck 15

2 Engine request: 1 engine from Co #1 Hotchkiss Hose, 1 engine from Co #2 Storms

#### Orange

1 Engine request: 1 engine from Co #3 East End

- 1 Ladder request: Truck 15
- 2 Engine request: 1 engine from Co #3 East End, 1 engine from Co #1 Hotchkiss Hose

### Seymour

- 1 Engine request: 1 engine from Co #2 Storms
- 1 Ladder request: Truck 15
- Specific Request: Specific apparatus and/or manpower from Derby Fire Department
- 2 Engine request: 1 engine from Co #2 Storms, 1 engine from Co #1 Hotchkiss Hose

## **5. Mode of Operation**

Fire companies will operate only within a recognized Incident Command System. If a command system does not exist with the on-scene companies, the first arriving Company or Chief Officer will implement the incident command system for the Derby Fire Department resources.

Command will implement appropriate sectors, branches, and sections as needed. Fire companies will operate with intact crews, and preferably with members from the same department as crews. Crews and personnel will not be separated or fragmented about the incident scene. Crews will report to the Derby Fire Department Incident Commander.

A direct communication link must be established between the on-site incident commander and the mutual aid companies. Mutual aid units will use every effort to support the on-site commander in a positive manner while adhering to recognized safety requirements and the Incident Command System.

The Incident Commander of the Derby Fire Department resources shall coordinate all aspects of resource applications with the Incident Commander of neighboring towns. Command will determine the safety of the building or situation, and the Incident Commander's plan of attack, and will proceed only if it is determined safe to do so. If it is unsafe to proceed, fire companies will advise their respective Incident Commander of their concerns while adopting and maintaining a safe operating position or strategy.

The Command officer in charge will update Dispatch with radio progress reports upon arrival and at appropriate points during the incident. Dispatch will provide appropriate follow up progress reports to the Fire Chief, and other appropriate Command officers. All radio traffic will be in accordance to operating procedural guidelines and flow through the respective Incident Commander.

## **6. Termination**

Termination of a mutual aid assignment will come from the Incident Commander of the town that the apparatus is currently in. Upon termination, unit(s) will return to Derby and advise Derby Fire Comm when they are back in town. At that time the apparatus will be deemed to be back in service. The apparatus driver is responsible to make sure that the apparatus is back in service with all equipment accounted for.

If apparatus must take time to get back in service e.g. new hose, SCBA refills, etc..., upon returning to Derby, Derby Fire Comm will be advised that the apparatus is back in town, but out of service until such time as the apparatus is ready for service.