

HIGH RISK/LOW FREQUENCY

HUDSON FIRE DEPARTMENT

Standard Operating Guidelines

GUIDELINE NO: 300.08

SUBJECT: MUTUAL AID

APPROVAL: Scott St. Martin, Fire Chief

Effective Date: 5-16-16

Revised Date: n/a

PURPOSE

The purpose of this guideline is to establish a response to calls for mutual aid and Mutual Aid Box Alarm System (MABAS).

RESPONSIBILITY

1. All Chief and Company Officers have the responsibility to comply with and ensure that the personnel under their command are adequately trained, fully understand, and comply with this guideline.
2. All firefighters have the responsibility to learn and follow this guideline.

DEFINITIONS

Mutual Aid: Mutual Aid is initiated by a department under a prearranged agreement. It is intended to supplement a community's fire protection when that community has committed all of its fire resources to one or more fires and requires additional fire suppression personnel and equipment to handle that incident(s).

Automatic Aid: Automatic aid agreement is set in place to automatically dispatch (without requesting) pre-established resources into a designated response area for certain types of emergency responses. Our current agreement is with the Town of Warren Fire Department.

MABAS: Mutual Aid Box Alarm System is set in place to dispatch pre-established resources to an incident when a MABAS Box Alarm is requested. St. Croix County is designated in the Wisconsin MABAS system as Division 143.

Still Alarm: This is the normal initial response to an incident with HFD resources only. In calls involving structure fires, those areas designated for automatic aid will also include designated automatic aid resources.

Working Still Alarm: This alarm level is utilized when a working fire has been confirmed. By contacting the communication center and initiating the working still alarm, depending on location, additional per-assigned resources will be sent to the scene to assist HFD. In the event that HFD is requested on a working still alarm, only those units requested shall respond as listed above.

Box Alarm: Upon recognizing the need for more resources at an incident, the Incident Commander shall refer to the MABAS card binder located in each HFD apparatus and determine what box card area the incident is located and what additional pre-assigned resources are needed. There are five pre-assigned box alarm levels to choose from. Upon contacting the communication center, the incident commander needs to choose which level of box alarm resources is needed. Be aware that if the second alarm level is chosen all resources through the working still and first alarm levels will also be dispatched. The incident commander will also need to assign a staging area for those requested resources at the time they are requested. In the event that HFD is requested on a box alarm, only those units requested shall respond as listed above.

Striking the Box: This term is used to inform all responding agencies that the incident has been placed under control and additional resources are not needed. All responding units can return to their perspective stations.

Taking a Pass: This is used when the requested unit is not available to respond because it is either on another incident or is out of service. When a pass is taken the requesting communication center will need to refer to the box cards and dispatch the next appropriate agency on the box card for that type of apparatus.

Minimum Staffing – Minimum number of personnel that are required to respond on specific apparatus listed below.

- a. Before more than the minimum staffing is sent, an evaluation of available resources left in our response area shall be evaluated.
 1. Engine 4 personnel
 2. Aerial Ladder 4 personnel
 3. Squad 4 personnel
 4. Tender 2 personnel
 5. Brush Truck 2 personnel

GUIDELINE

A. Requesting Mutual Aid

1. With the advent of the MABAS system now in place, requests for assistance should normally be placed utilizing the MABAS system and the MABAS cards that have been developed for use by HFD.
2. In the event that the situation is outside of the normal MABAS incident situation, mutual aid resources can be requested.
3. If additional or specialized resources are needed, contact the Communication Center to dispatch what specific type of unit(s) you need and from what community.
 - a. Some examples of when mutual aid may be needed are: additional staff is needed, size or hazard of the emergency, water supply need, specialized unit (Ladder Truck or RIT Team), etc.
 - b. If an officer is available, it is preferred the officer make the request but if not readily available, an experienced firefighter should not hesitate to make the request.
4. Do not delay or hesitate in seeking additional assistance.

B. Response and On-Scene Operations

1. While responding to requests for MABAS/mutual aid, check with the communication center for the operational radio frequency that is being utilized.
2. Communicate with the appropriate on-scene officer for your apparatus placement and assignment.
3. Upon arrival at the incident scene, the OIC (Officer in Charge) of the apparatus shall report to the Incident Commander to verify your assignment and provide them the accountability ring. The OIC shall then assign duties to the apparatus crew as necessary.

C. Mutual/Automatic/MABAS Aid Limitations

1. If the agreed upon resource response from either department is not available or is temporarily depleted, the assisting department need not respond. However, if a fill-in company is in quarters at a fire station that is part of this agreement, that company will respond.
2. If the agreed upon resources are not available, the requesting agency will be notified immediately.
3. For MABAS requests if a specific unit is not available, then HFD will have to take a pass and notify the communication center that HFD must pass on the MABAS request.

D. Mutual/Automatic/MABAS Aid Communications

1. Communications between dispatch centers will be via the St. Croix County Communication Center and each respective department's for the initial dispatch of incidents.
2. Communications from the respective Communication Centers to mobile units and fire ground personnel utilizing portable radios will be on the radio frequencies utilized by the department in whose jurisdiction in which the emergency incident occurs.

E. Automatic Aid Incident Command

1. The officer on the first arriving company will establish command of the incident until relieved by the appropriate authority.
2. The fire department, in the jurisdiction at which the incident occurs, shall, upon arrival at the scene, communicate with the initial Incident Commander for a situational update, and then assume Command of the incident thereafter.

F. Move Up/Fill-in

1. Move up/fill-in is initiated by a community under the MABAS/mutual aid agreement and is used when the requesting community has committed all of its fire resources.
2. The requesting community requests an apparatus, normally an engine company to "move up or fill-in" at their fire station to respond should another incident be received in the affected community.

G. Apparatus Response – Non – MABAS

1. The following apparatus is to respond for the following requests:
 - a. Engine or personnel - Engine 3163 for Engine request or manpower request
 - b. Aerial Ladder – Ladder 3160
 - c. Extrication – Squad 3162
 - d. Breathing Air – Trailer
 - e. Tender – Tender 3165
 - f. Brush Truck – Brush 8

H. Apparatus Response – MABAS

1. For MABAS Activation the apparatus requested will be announced when called for service.
2. Only that specific apparatus will respond with at least the minimum staffing as listed below:
 - a. Chief – Car 1, Car 2 or responding apparatus if there is room
 1. A Chief on a MABAS Activation can be a Lieutenant through Fire Chief as long as they are comfortable with all ICS Positions
 - b. Engine – Engine 3163
 - c. Squad – Engine 3162
 - d. Truck – Ladder 3160
 - e. Tender – Tender 3165
 - f. Brush Truck – Brush 8
3. There are other MABAS Guidelines that have been adopted by St. Croix County MABAS Division 143. Those guidelines shall be followed as well and are located in the MABAS Book in the station.

I. Personnel Response

1. If there are not enough personnel for the mutual aid request notify St. Croix County Communications Center immediately on the operational radio frequency that is being utilized, that Hudson Fire is passing on response.
2. If there are not enough personnel for the MABAS response, notify MABAS Division 143 Dispatcher immediately on the operational radio frequency that is being utilized, that Hudson Fire is passing on response for specific equipment requested.
3. Whenever possible an Officer should respond as part of the responding crew.

References: Risk and frequency classification information - <http://firefighterclosecalls.com/sopsog.php>, MABAS Wisconsin and MABAS Division 143 Operational Guidelines.