	St. Clair Twp. New Miami Life Squad	Document No.: OPS-P-013	Revision: -	Pg. 1 OF 6
	Title: Policy, Mutual Aid			

Revision History:				
Rev.	Description of change:	Initiated By:	Approved By:	Effective Date:
-	Initial Creation	S. Weigold	R. Bubemyre	07/27/05

1.0 PURPOSE

The purpose of this document is to ensure that every member of the St. Clair Twp. – New Miami Life squad knows the procedure on calling and receiving mutual aid as well as what department to call for when additional resources are needed.

2.0 SCOPE

2.1 APPLICABILITY

This policy applies to all members of the St. Clair Twp. – New Miami Life Squad regardless of rank or seniority.

2.2 RESPONSIBILITY

All department officers are responsible for ensuring compliance with this policy.


3.0 DEFINITION OF TERMS

Normal Radio Procedures – This term is used to describe the procedures followed when responding to a call in the St. Clair Twp. – New Miami Life squad response area

Mutual Aid – the designation used to refer to resources utilized outside of their normal response area.

First Responder – the designation used to refer to a unit with less than a full EMS crew responding to the scene of an emergency, generally in advance of a fully staffed EMS unit.

Escort – the designation used to refer to a police or other emergency unit guiding a responding unit to the scene.

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4.0 REFERENCE DOCUMENTS

OPS-P-007 Radio Communications

5.0 EQUIPMENT USED

No equipment is required for compliance with this policy

6.0 SAFETY CONSIDERATIONS

There are no special safety considerations for compliance with this policy.

7.0 SPECIAL REQUIREMENTS

There are no special requirements for compliance with this policy.

8.0 POLICY/PROCEDURE

8.1 Responding to Mutual Aid Request


8.1.1 General Considerations

Crews responding to a mutual aid request from any agency should take advantage of the fact that many agencies provide a first response unit that can provide directions if needed and facilitate equipment use on scene. When responding to a mutual aid request where a first responder is known to be enroute or on scene, the responding crew should attempt to make radio contact with the first responder for a run update and to receive any pertinent information.

In the case where the mutual aid request is for a major incident with a command structure, the responding crew should make radio contact with the command entity for assignment If possible. If not, the responding crew should report to the appropriate command entity upon arrival with a minimum of the portable radio and the first in bag.

8.1.2 From a County Department

When responding to a request for mutual aid for a county department, the crew will follow normal radio procedures during response and transport. Refer to OPS-P-007 for more information on normal radio procedures.

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8.1.3 From the City of Hamilton

When responding to a request for mutual aid for the City of Hamilton, the crew will need to follow a modified radio procedure. The county dispatch center will be notified of unit status as indicated in OPS-P-007. In addition, the Hamilton Fire Dispatcher will be notified of unit status using the City of Hamilton Fire Dispatch Frequency.

Crews should plan on utilizing multiple radios in order to monitor both the county dispatch frequency and the Hamilton dispatch frequency for communications.

8.1.4 From Outside Butler County

Responding to a mutual aid request from outside Butler County adds some unique challenges to communications. Crews should be warned that in this rare case, it may be necessary to improvise, and additional care should be taken to make note of times, mileage and locations as it may not be possible to retrieve that information from a dispatcher later.


Whenever possible, crews will use normal radio procedures to notify the Butler County dispatch of unit status. If possible, the crew should obtain communications information for the destination agency and make them aware of unit status as well. If two way communications is not possible with the destination agency, then the possibility of communications via cell phone should be investigated.

8.2 Requesting Mutual Aid

8.2.1 General Considerations

A department request for mutual aid should only be made in the event that the situation cannot be contained with department resources. In general it is only appropriate to request mutual aid for EMS equipment shortages. Additional equipment required for rescue or extrication should be handled by the fire department command officer on the scene. In the event that the crew needing mutual aid is operating at a major incident with a command structure in place, the mutual aid request should be routed through proper command channels.

8.2.2 Department Staff on Scene

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In the event that there are department staff on the scene of an emergency requiring a mutual aid request, the department staff should initiate triage, treatment and documentation to the extent possible based on staff training. At a minimum, department staff should record the name and related personal information of patients transferred to mutual aid agencies.

Personnel starting treatment on a patient who is to be transferred to a mutual aid agency should take extra care to ensure that continuity of care is maintained by transferring care to an appropriate level provider based on the initial care provided. In the event that continuity of care cannot be guaranteed, the treating attendant should plan on accompanying the patient to the ED with the mutual aid squad.

8.2.3 No Department Staff of Scene


In the event of an emergency where no department staff is on the scene the responding mutual aid department undertakes all responsibility for patient care and documentation. The department staff member requesting or authorizing such mutual aid (i.e. by radio) should complete written documentation (generally in the form of an unnumbered report) indicating the location of call if known and the mutual aid department responding.

8.2.4 Appropriate Department

The choice of appropriate department from which to request mutual aid may sometimes be difficult depending on the nature of call, the location and the time of day. Listed below are mutual aid recommendations for various areas of the community, but crews are reminded that common sense must prevail in the choice of mutual aid department. Departments that are known to be under staff shortages may be utilized for mutual aid, but care should be taken to prevent a delay in response.

In many cases, it may be sufficient to request unspecified mutual aid from the dispatch center, and allow them to select the department, but crews should be prepared to specify if asked. When the choice of mutual aid department is at least partially based on some capability of that department, then crews should specify the department when making the request.

8.2.4.1 Sharon Park and Proximity

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1. Ross Township
2. City of Hamilton

8.2.4.2 Williamsdale and Proximity

1. City of Trenton
2. Village of Seven Mile
3. City of Hamilton

8.2.4.3 New Miami and Proximity

1. Village of Seven Mile
2. City of Hamilton
3. City of Trenton

8.2.4.4 Cedar Grove and Proximity

1. Village of Seven Mile
2. Wayne Township
3. City of Trenton
4. City of Hamilton

8.2.4.5 Cityview Heights and Proximity


1. Village of Seven Mile
2. City of Hamilton
3. Hanover Township

8.2.4.6 Miller Brewery and Proximity

1. City of Trenton
2. Madison Township
3. Village of Seven Mile
4. Liberty Township
5. Wayne Township
6. Fairfield Township

8.2.4.7 Wayne Madison/Liberty Fairfield and Proximity

1. Liberty Township
2. Madison Township
3. City of Trenton

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4. Fairfield Township
5. Village of Seven Mile

8.2.4.8 Eaton, Hogue, Warwick, Brooks

1. Village of Seven Mile
2. Hanover Township
3. City of Hamilton

9.0 DOCUMENTATION

Non-compliance with this policy will be documented as needed using the standard department complaint procedure.