



M. D. OF GREENVIEW NO. 16
POLICY & PROCEDURES MANUAL

Section:
**ENGINEERING &
ENVIRONMENTAL
SERVICES**

POLICY NUMBER: EES 26

POLICY TITLE: REQUESTING MUTUAL AID ASSISTANCE

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Date Adopted by Council / Motion Number:

12.03.183

PURPOSE:

To give the Incident Commander a policy with direction on when to call for Mutual Aid Assistance.

POLICY:

The MD has a number of Mutual Aid Agreements with a variety of organizations in the area. This policy is to outline the steps required when the incident that the Department is dealing with is requiring more resources than the Department can offer.

1. It is the responsibility of the Incident Commander to determine the need for additional resources as is required.
2. When additional resources are required, the IC will notify the Communications Centre and advise them additional resources will be required at this incident scene.
3. The Communications Centre will then notify the required organizations of the situation and of what is being requested of them (Specific Apparatus, Manpower, Equipment, etc.).
4. The Incident Commander must specify to the Communications Centre what exactly is being requested (specific Apparatus, Manpower, Equipment, etc.).
5. Once the request for Mutual Aid is given, the Incident Commander must then ensure that the Manager of Protective Services is notified of the situation. This can be completed either by the Incident Commander directly or by the Communications Centre.

It is important to ensure that this process is followed, as some of the Mutual Aid Agreements that are in place have fees associated with them.

(Original signed copy on file)
REEVE

C.A.O.