

**SUBJECT:** MUTUAL AID AND AUTOMATIC AID  
**REVISED:** APRIL 28, 2011; SEPTEMBER 9, 2009

**SECTION:** 300.03  
**PAGE(S):** 3

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## PURPOSE

To facilitate the understanding and utilization of the local, county, and state mutual aid agreement in which the Reading Fire Department is a participant.

To facilitate the understanding and utilization of automatic aid agreements in which the Reading Fire Department is a participant.

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## POLICY

It shall be the policy of this department to provide aid to those jurisdictions that need assistance when the local emergency fire service resources are not available or inadequate to handle an emergency incident.

It shall be the policy of this department to provide mutual aid to outside jurisdictions as long as the city coverage is not jeopardized.

It shall be the policy of this department to honor and participate in all automatic aid agreements in which it has become a party to, on a formal, communicated basis with other neighboring jurisdictions.

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## PROCEDURE

- A. Request for Engine or RAT Company
  1. All on duty members should respond with first out engine.
  2. Minimum of three (3) personnel required for response.
  3. All other members should stand by at their assigned station ready to respond in the event of another fire/emergency or if needed at the existing emergency after a recall has been initiated.
  
- B. Request for Ladder Company
  1. All on duty members should respond with first out engine to the Hilltop station.
  2. Four members should respond with the ladder truck from the Hilltop station as assigned by the shift supervisor.
  3. All other members should stand by at their assigned station ready to respond in the event of another fire or if needed at the existing emergency.
  4. Minimum of three (3) personnel required for response.

- C. Request for ALS Unit
  - 1. Two on duty members should respond in the ALS unit.
  - 2. The remaining on duty members will assure that appropriate manpower is recalled to fill the minimum manning requirements.
  
- D. Request for Squad
  - 1. One on-duty career member and the part-time member will respond immediately in the squad.
  - 2. Scheduled personnel should respond to the station and stand-by.
  
- E. Request for Special Apparatus and Equipment
  - 1. The officer in charge should send the appropriate aid using his own discretion.
  - 2. The officer in charge should notify the Chief when sending apparatus, manpower, or equipment out of the city for any extended period of time.
  
- F. Move-up Requests
  - 1. Move-up requests shall be handled by sending only the requested company.
  - 2. E283 can be sent with appropriate personnel in place of E83.
  - 3. The company shall respond non-emergent.
  
- G. Mutual Aid requests that are unable to be answered
  - 1. Officer in charge should notify the dispatcher of the department requesting aid that we are unable to respond, i.e. ladder out of service, no manpower, etc. This should be noted on the day log accordingly.
  
- H. Automatic Aid
  - 1. The department participates in automatic aid with various jurisdictions based on CAD recommendations.
  
- I. Ohio Fire Service Emergency Response Plan
  - 1. Initiation of plan occurs once a local jurisdiction exhausts assistance through any local/regional mutual aid plans. These requests are made through the Central Dispatch Center (Columbus Fire).
  - 2. Reading units would be assigned by the Hamilton County Communications Center, using a rotating list of participating equipment.
  - 3. Time frame for deployment:
    - a. Scramble: a more rapid deployment; as soon as possible, but within thirty (30) minutes of notice. Unless otherwise stated, anticipated duration of deployment will be less than 24 hours.
    - b. Standard: unless otherwise stated at the time of request, deployment shall be within three (3) hours of notice. Duration of deployment will range from 24-72 hours.

4. Deployed resources will be provided with a password and shall respond to the designated Staging Area.
5. Completing documentation for the requesting jurisdiction is critical for any possible reimbursements.
6. Responding personnel should bring clothing and personal hygiene items to support up to a 72 hour mission.
7. Arrangements shall be made to secure necessary department credit cards for fuel/miscellaneous expenses.