

# City of Winter Park Fire-Rescue Standard Operating Guideline

# 210.08

**Title: Joint Response / Mutual Aid  
Procedures**

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**Purpose:** To establish a procedure for Command personnel to follow when participation in the Joint Response Agreement (Inter-Local Agreement) and when giving automatic / mutual aid to neighboring Fire/Rescue Departments with whom Winter Park has signed agreements.

**Scope:** This procedure will affect all personnel and it will be the duty of the Battalion Chief or Shift Commander to follow this procedure completely. Any deviation from this procedure will require approval from the Fire Chief or Assistant Chief / Operations. The scope of this guideline shall include all current and future Inter-Local Agreements, Mutual Agreements and Memoranda of Understanding between the City of Winter Park and other neighboring jurisdictions.

## **General:**

The City of Winter Park participates in an Inter-Local First Response Agreement with the Counties of Orange and Seminole and the Cities of Maitland, and Casselberry. All Winter Park units will be involved in the Inter-Local Joint Response agreement signed by City Commission and under the direction of the Fire Chief.

This agreement will require the regular response of Winter Park units to incidents outside of the corporate limits of the City, and the reciprocal response of units from neighboring agencies into Winter Park. The concept behind such an agreement is to provide the closest and quickest service available, regardless of jurisdiction.

It is not necessary to notify the Assistant Chief / Operations or Fire Chief in the event the Joint Response Agreement is used. The outlines of this agreement are set in Inter-Local document that was approved by all agencies involved.

## *Mutual Aid*

In addition to the First Response Inter-Local Agreement, Winter Park currently has limited mutual aid agreements with other neighboring Fire and Rescue organizations. We will respond to request for mutual aid with neighboring agencies when requested. It should be kept in mind that the Department's first priority is the protection of the City of

Winter Park and its' residents. Any request for extraordinary assistance must be approved by the Assistant Chief / Operations or Fire Chief.

All requests for mutual aid will be directed to the Battalion Chief on-duty and he will respond the needed equipment. The Fire Chief and Assistant Chief / Operations will be notified of any request for mutual aid from the Department. In addition, dispatch shall be notified of all mutual aid responses from Winter Park. In extraordinary cases, or when a great distance is needed to travel to get to the location of the mutual aid, the Battalion Chief shall confer with the Assistant Chief / Operations and Fire Chief prior to the issuance of the aid. If this is a mutual aid request, the Battalion Chief should remain in the City and allow the Chief or Assistant Chief / Operations to respond with the Winter Park units to the mutual aid request.

### *Requesting Mutual Aid*

Any official of the Winter Park Fire Department can request mutual aid to respond to any incident. When requesting mutual aid, the dispatchers should be notified and be asked to make the request. The Incident Commander should notify the dispatchers exactly what type of unit is needed along with the amount of personnel and where they are to respond.

It should be pointed out that all the resources of the First Response Agreement should be exhausted prior to alerting any of the agencies we have mutual aid agreements with, unless a specific piece of apparatus is needed.

Mutual aid is not limited to emergency responders. In the case of a hazardous materials incident, for example, the incident commander may request a multitude of different agencies to respond to assist

Any time mutual aid is requested by Winter Park, the Fire Chief and Assistant Chief / Operations will be notified. This may be accomplished through dispatch by pager, cellular or radio.

### *Memoranda of Understanding*

At times, the agency may enter into a Memorandum of Understanding in order to augment certain specified programs and services provided within the jurisdiction. Such Memoranda of Understanding shall be exercised in accordance to the stipulations set for within the memoranda.