



Charles County Department of Emergency Services
STANDARD OPERATING PROCEDURES

Section 103 - Organizational Planning and Preparedness

Organization Planning and Preparedness - 103.00		
S.O.P. # 103.01	Mutual Aid Responses	PAGE: 1 OF 2
EFFECTIVE: 07/01/2001	Authorized: John Filer, Chief	
REVISED: 03/20/19	Authorized: William Stephens, Director	

103.01.01 Purpose

To define the policies and procedures regarding mutual aid responses to partner jurisdictions and/or agencies.

103.01.02 General

In the community of emergency services, mutual aid is an agreement among jurisdictions to lend assistance across jurisdictional boundaries. This may occur due to an emergency response that exceeds local resources, such as a disaster or a multiple-alarm fire. Mutual aid may also be ad hoc, requested only when such an emergency occurs. It may also be a formal standing agreement for cooperative emergency management on a continuing basis, such as ensuring that resources are dispatched from the nearest fire station, regardless of which side of the jurisdictional boundary the incident is on. Agreements that send closest resources are regularly referred to as "automatic aid agreements".

As a standard practice, Charles County participates in mutual aid agreements with all of its land border partner jurisdictions, jurisdictions adjacent to its waterline borders, Federal partner agencies, and those allied jurisdictions/agencies in the National Capital Region.

103.01.03 Policy

1. Mutual Aid Agreements will be maintained with surrounding partner jurisdictions and agencies.
2. Mutual Aid Agreements will be reviewed and updated every ten (10) years or as needed.
3. All requests for mutual aid shall come through the Charles County 911 Communications Center. Personnel may not self-dispatch.
4. Dispatched personnel and apparatus shall perform to the scope and standards of their capabilities and competencies in mutual aid jurisdictions the same as they would in Charles County.
5. Dispatched personnel and apparatus shall respect and follow the established chain of command while operating in a mutual aid jurisdiction.



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6. The County limits its number of available dispatched mutual aid EMS resources to three (3) EMS transport units.
7. The County may temporarily cease mutual aid availability of EMS resources when operating under the Low EMS Resource Policy.

103.01.04 Procedures for Personnel

1. Once dispatched to a mutual aid incident, personnel should acknowledge the dispatch with the Charles County 911 Communications Center and then switch over to the designated mutual aid channel for further communication with the requesting mutual aid jurisdiction.
2. If dispatched to a mutual aid incident where integration into an established command structure is required, personnel should report as instructed and perform their duties to the best of their capabilities as assigned.
3. Once the mutual aid call has been completed, personnel should clear with the mutual aid 911 communications center and then notify the Charles County 911 Communications Center of their updated status.