



**Susquehanna Regional EMS Council, Inc**

Serving: Broome, Tioga, and Chenango Counties

**SREMSC Policy Statement**

*Supersedes/ Updates: NEW*

No. 95-01

Date: 05/24/1995

Re: Criteria for Authorization of Mutual Aid Agreements

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The following are not listed in the order that they should be included in the plan that is submitted. Items for consideration are not required for approval, but they may enhance the usefulness of the plan by participating agencies. Nothing in this list prevents the addition of other relevant information from being included in a mutual aid plan.

- I. Why is the plan being implemented?
  - A. Specify that Mutual Aid is only to be used in emergency incidents
    1. Mutual Aid is not for scheduled and/or routine non-emergency transports
  - B. Indicate availability and willingness to provide reciprocal assistance (not level) by participating agencies
- II. When will the plan be utilized?
  - A. Specify that Mutual is requested when resources are insufficient
    1. Not enough equipment (i.e. vehicles, materials, supplies, etc.)
      - a. Excessive call volume
      - b. Vehicle breakdown
      - c. Mass Casualty Incidents
    2. Not enough staffing
    3. Response time to the scene is too long for the patient's condition
  - B. Specify that Mutual Aid is requested when resources are inappropriate
    1. Patient's condition requires higher level of care
    2. Consider how ALS/ILS Intercepts could be accomplished under Mutual Aid
- III. How is the plan going to be implemented?
  - A. Describe the operational procedures which shall be utilized under the plan
    1. Describe the Communications system used under the plan
      - a. Indicate how agencies within the plan will utilize a central dispatch for Mutual Aid
        - i. Identify who will provide central dispatch
        - ii. Designate operational radio frequencies
        - iii. Provide for a system to indicate agency status to central dispatch on a regular or continuous basis
      - b. Consider a process by which agencies available who could respond sooner to a call could offer services
      - c. Inter-county Communications

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2. Describe what procedure will be used to determine that Mutual Aid is needed when the interval between the time of alarm and no acknowledgement is prolonged
    - a. Acknowledgement of call by responding agency
    - b. Response to call
  3. Describe how agencies may participate in the plan
    - a. Extent and limit of EMS agencies involved
    - b. Levels of Response
      - i. stand-by at own station or stand-by at requesting agency station
      - ii. responding to scene or to cover calls for another responding agency
      - iii. personnel only
      - iv. staffed and ready ambulances
      - v. ALS mobile unit
      - vi. specialized equipment
      - vii. maintaining resources for primary operating territory via standby
  4. Describe the process for withdrawing from the plan
  5. Describe the procedure for updating and for making modifications to the plan
  6. Describe the procedure for reviewing or evaluating the plan
    - a. How often will the plan be reviewed or evaluated?
- IV. Where does the plan take effect?
- A. Does the plan fall within one of the three counties or the region?
  - B. Does it consider adjacent agencies outside the county or region?
- V. Who will the plan affect?
- A. List agencies involved in the plan
    1. Specify levels of care available
    2. Describe the relationship between Primary Service Agencies and mutual aid agencies
    3. Describe the relationship between Primary Service Agencies and agencies with mutual Primary Territory
  - B. Explain the primary roles of responding agencies and command responsibilities between requesting and responding agencies
  - C. Indicate that the nearest, appropriate and available agency will be the primary determinants for selection of which agency(s) will respond for Mutual Aid.
    1. Nearest
      - a. time to arrival on the scene
    2. Appropriate
      - a. level of care
      - b. primary operating territory
    3. Available
      - a. level of response

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### VI. Other Considerations and Suggestions (Optional)

- A. Financial considerations
  - 1. Liability protection, Compensation Coverage and Insurance
    - a. Fire agencies responding to Mutual Aid for non-fire agencies
    - b. Non-fire agencies responding to Mutual Aid for fire agencies
- B. Training and education
  - 1. How will all participants be educated about the plan, including new agencies and personnel?
- C. Administration of the plan
- D. Pre-planning and drills for potential multiple EMS and non-EMS agency response
  - 1. Mass Casualty Incidents
  - 2. Haz-Mat Incidents
- E. Diagrams, flowcharts, Organizational Charts and Maps
- F. Incident Command System
- G. Medical Incident Management
- H. Role of EMS Coordinator(s), Medical Directors and/or Medical Command
- I. Procedures for evaluating the response after an emergency incident
  - 1. Critique by participants
  - 2. Possible need for CISD services following an incident
- J. Describe the relationship between medical facilities and personnel and EMS agencies.

### VII. Definitions

- A. Mutual Aid - ... an organized, coordinated and cooperative reciprocal mobilization of personnel, equipment, services, or facilities for back-up or support upon request... (NYS PHL §3001.20)
- B. Emergency Incident - Any unanticipated situation wherein a person has need of medical assistance to reduce long term disability and/or death.
- C. Intermediate Life Support (ILS) - a level of care which is provided by an AEMT-Intermediate under medical control,
- D. Advanced Life Support (ALS) - a level of care which is provided by an AEMT-Critical Care or AEMT-Paramedic under medical control.
- E. ILS/ALS Intercepts - A response by an EMS agency to provide a level of care required by a patient which the primary responding agency is unable to provide.
- F. Primary Service Agency- A agency which holds a contract or written agreement to provide emergency medical services for a municipality.
- G. Primary Territory - The geographic area or subdivisions listed on a ambulance certificate or statement of registration within which the ambulance may receive patients for transport. (NYS PHL§3001.21)
- H. Mass Casualty Incidents - An emergency situation which involves more patients than the primary responding agency can treat and/or transport

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- I. Incident Command System - A management program designed for controlling, directing, and coordinating emergency response resources.
- J. Medical Incident Management - The medical sector of the Incident Command System
- K. Critical Incident Stress Debriefing (CISD) - A method of post-disaster psychological care whereby debriefing process allows for timely intervention to lessen the psychological effects of the incident and prevent long-term problems.