
	Standard Operating Procedures	
	SOP 24	
	Subject: Mutual Aid	
	Approval Date: 05/2019	
	Date Created: 12/2014	
	Next Review: 05/2020	
Approved By: Fire Chief/Fire Marshal Brent Hahn		

24.01 Purpose

To provide a set of procedures for the use of Mutual Aid on incidents with the Kemah Fire Department (KFD) Personnel and other departments' resources whether it is use of equipment or personnel. The additional personnel and resources shall aid the Incident Command's role on when the need may arise to use those resources effectively. Furthermore, this SOP assists the KFD Personnel to perform their duties to our community and lessen the severity of the on-scene personnel. Moreover, it provides KFD and Area Departments the ability to increase the adequate number of personnel and resources, as well as, aides' other departments when requesting Mutual Aid.

24.02 Policy

Kemah Fire Department should call for Mutual Aid any time Incident Command (IC) deems necessary in order to meet the demands of the incident. KFD should call the closest departments first or utilize the Box Alarm System, when requesting Mutual Aid, then work our way out using other departments as necessary. KFD should respond to other departments' requests for mutual aid.



24.03 Procedure

A call for Mutual Aid should go out for the following situations:

- Commercial or residential fires that IC believes is already beyond our control for the personnel or apparatuses that have responded and any other situation that IC believes needs additional personnel or resources from another department.
- IC can call for Mutual Aid anytime he feels necessary.
- KFD should release other departments from the scene as soon as possible.

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Revised by Joe Murray, Deputy Fire Marshal
Approved by Brent Hahn, Fire Chief/Fire Marshal

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When being requested from other departments:

- KFD should respond to Mutual Aid calls with the first out engine and/or rescue truck depending on the personnel or equipment needs of the department calling us.
- KFD should leave one engine at our station to cover our community unless otherwise stated in the Mutual Aid Agreement.
- KFD should respond with whatever personnel and/or equipment is needed and unless otherwise directed by the requesting departments Incident Commander.
- KFD should keep communicating with our personnel at the station on standby as to whether their assistance may be needed and should be released as soon as possible if not needed.
- IC should consider whether responding to a call for Mutual Aid assistance will hamper the response to our community.

24.04 Box Alarms

- **1st Box Alarm (initial alarm)**-Seabrook Fire Department, League City Fire Department, Bacliff Fire Department-If needed, notify dispatch of Heavy Box Alarm which will notify Port of Houston Fire Department
- **2nd Box Alarm**-Pasadena Fire Department, San Leon Fire Department, Nassau Bay Fire Department, Webster Fire Department
- **3rd Box Alarm**-Dickinson Fire Department, Pasadena Fire Department, Forest Bend Fire Department, Texas City Fire Department
- **4th Box Alarm**-Friendswood Fire Department, La Porte Fire Department, Deer Park Fire Department
- **5th Box Alarm**-Houston Fire Department and Galveston Fire Department

END OF SECTION

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