

RESPONSE TO/REQUEST FOR MUTUAL AID Form

(Please Print)

Group Contacted/ Contacted by	Contact Method	# Operators Requested	When Required	Duration of Service
	Date/Time			
Situation				
Staging Area/Inbound Frequency		Documentation Required		Served Agency
Requested Capabilities				
Requested Equipment				
Are these provided and by whom?				
Food	Lodging	Transportation	Insurance	Cost Reimbursement
Local Hazards and Danger Zones Personal Protective Equipment (PPE)				

To be used when requesting or receiving a call for mutual aid. Example on the reverse.

RESPONSE TO/REQUEST FOR MUTUAL AID

* EXAMPLE *

(Italics are examples to consider when filling in the form)

Group Contacted What Group called? (one sheet for each group called)

Larry Lightbar, EC Neighbourville

Contact Method - HOW WERE THEY/YOU CALLED (PHONE # FREQ, ETC.)

613 555 5554

Operators Requested - HOW MANY OPERATORS REQUESTED?

13

When Required - WHEN ARE FIRST OPERATORS NEEDED?

Tomorrow (Friday 13 Feb 20xx) 19:00

Duration of Service - WHAT IS ESTIMATED DURATION OF SERVICE?

1 week plus or minus

Situation: What is the local emergency and what role are we filling?

Power and or phone outage, shelter Ops.

Staging Area - IS THERE A STAGING POINT? (WHERE?)

Municipal works yard, West side. HWY 73 and Perimeter Avenue. Incoming vehicles will be left there.

Documentation Required - WHAT DOCUMENTATION IS NEEDED? (ID)

Drivers Licence, Health Card, other Id, (forms) Intake form

Served Agency - What Served Agency called out the initiating group? *Municipality, Red Cross, Police.*

Requested Capabilities - WHAT CAPABILITIES ARE NEEDED?

Basic licence, phonetic alphabet, formal net participation, tactical messaging, for shelter, Red Cross HQ,, some relief ops for net control. 146.52 for incoming liaison and coordination enroute.

Requested Equipment - WHAT EQUIPMENT IS NEEDED?

equipment is already on scene for the duration. a portable repeater would help, but not vital

Are the following provided and by whom?

FOOD, LODGING, TRANSPORTATION?

1. all supplied by municipality. accommodation, meals at shelter.

2. Incoming vehicles to be left at staging.

INSURANCE?

Municipality liability insurance while on duty, otherwise you are on your own.

Cost Reimbursement? Is there any prospect of repayment of costs of above?

No

Local Hazards and Danger Zones:

WHAT ARE ENVIRONMENTAL PROTECTION HAZARDS?

Normal cold weather, ice.

WHAT ARE THE DANGERS OF THE AREA?

Unusually icy roads, some roads closed.

Trees and power lines down.

WHAT PERSONAL PROTECTIVE EQUIPMENT IS REQUIRED?

Cold weather wear, rain gear, (this should not include specialized equipment such as hard hats, respirators, climbing belts. This should be in special equipment request)