



Section: Operations

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Section No: 2.11

Date: May 1, 2017

Title: Hopewell Automatic Aid Response

Authorized By:

I. Policy

It is the policy of Prince George Fire and EMS (PGFEMS) to develop and maintain a written response plan with Hopewell Fire Department (HFD) to execute the agreements as defined in the Hopewell/Prince George Automatic Aid Agreement.

II. Purpose

The purpose of this agreement is to enhance and provide for a safe, effective response to calls for service that meet the criteria in the defined area known as Exhibit A of the automatic aid agreement.

III. Procedure

A. Resource Deployment

1. The Director of Fire and EMS will ensure the CAD map is up to date with the automatic aid boundaries defined as Exhibit A.
2. Response to the City of Hopewell:
 - (i) Upon receiving information from Hopewell Emergency Communications Center (HECC) for a call for service, the Prince George Emergency Communications Center (PGECC) shall immediately dispatch Engine 5 to respond. If no response has occurred from Engine 5 within four (4) minutes, the PGECC shall reactivate Company 5, add Company 1 to the call requesting an Engine and immediately notify the HECC that no unit has marked enroute at this time. No other activations or reactivations shall occur.
 - (ii) Members responding to the City of Hopewell on an automatic aid call shall meet all training requirements identified in article II, section 6 of Training 6.0 - Active Member Minimum Training Standards.
 - (iii) No Personally Owned Vehicles (POV'S) will be permitted to respond directly to an incident within the Hopewell City Limits.



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3. Response from the City of Hopewell:

- (i) The City's automatic-aid response shall consist of one Engine Company that will respond into Prince George County in the defined area.
- (ii) The PGECC will contact the HECC immediately when the CAD recommends the Hopewell Fire Department Auto-aid (HFDA) for a response to a Structure Fire and/or MVA – 1.

4. If either jurisdiction does not immediately have resources available for an automatic-aid dispatch, notification will be made to the receiving party there are no available units. The requested resources will respond when relieved from the responsibility that initially precluded a response.

B. Communication

- 1. The emergency communication center responsible for dispatching responses in the jurisdiction where the incident occurs will be responsible for directing response units and all subsequent communication.
- 2. The Command and Tactical Frequencies will be identified by the responding party and relayed to the party receiving aid before any equipment is dispatched.
- 3. When a department is dispatched through this Agreement, the responding party will conduct radio traffic in the following manner:
 - (i) Notify home ECC of the response and tell them that the unit is switching frequencies;
 - (ii) Notify the ECC of the jurisdiction where the unit is responding that the unit is responding;
 - (iii) Any radio traffic (report on conditions, cancellation of resources, resource requests, etc.) will be communicated through the ECC where the incident occurs;



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- (iv) When released, the ECC of the receiving jurisdiction shall communicate to the responding jurisdiction that the unit is released and returning to its home unit frequency; and
 - (v) The ECC of the receiving locality shall also notify its units of the responding units' release.

C. Command and Control

1. The National Incident Command System will be used to manage all incidents.
2. When either the County or the City responds under this agreement into the neighboring jurisdiction the officer first at the scene initially will be in command even if the location of the incident is not their jurisdiction.
3. Command will then be passed to the first officer from the jurisdiction where the incident has occurred.
4. The incident commander of the receiving jurisdiction shall be in command of all staffing and equipment committed to the incident.
5. The incident commander of the receiving jurisdiction shall be responsible for utilizing the staffing and equipment from the jurisdiction providing aid only to the extent that is required to bring the emergency under control.
6. The jurisdiction providing aid shall remain on the scene of the emergency until released by the incident commander.
7. The staff and equipment from the jurisdiction providing aid shall be the first released from the scene of the emergency. Such release shall be as expeditious as possible.
8. The incident commander on the scene will determine the need for continued response by other dispatched units that have not arrived.
9. The incident commander on the scene shall be responsible for requesting additional personnel and equipment if needed to handle the emergency.

D. Training



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1. PGFEMS shall conduct routine training with HFD to ensure the safe, effective response occurs.
 2. Such training shall include mutually agreed upon subject matters, as well as times and locations to be determined by the Hopewell Fire Chief and Prince George Director of Fire and EMS.
 3. All training will take place within one mile of the county boundaries unless approved in advance by the Director of Fire and EMS.

E. Ride Along Program

1. Volunteers of a volunteer fire company identified in the Coordinated Fire and EMS Ordinance that meet the minimum training standard and have been approved by their company chief to participate can arrange a ride along with the HFD. Such arrangements must be made in advance, through their company chief.
2. The company chief will contact the HFD captain on-duty to pass along the information. Only one volunteer will be allowed to participate per HFD station at a time.
3. The on-duty shift supervisor may schedule an employee swap between HFD. Such arrangements must be made in advance. Only one employee will be allowed to participate per shift.

F. Incident Reporting

1. The officer on Engine 5 shall be responsible for completing a VFIRS report immediately following the response.
2. The on-duty shift supervisor shall review the report and send the report electronically to the HFD designee.
3. The officer responding from HFD shall provide the Prince George designee with a completed VFIRS report by the end of their assigned shift.