



TRI STATE MUTUAL AID ASSOCIATION
P.O. BOX 80127
CHATTANOOGA, TN 37414
tristatemutualaid.org

Duties of the Mutual Aid Coordinator(s)

Section 6.10 **Mutual Aid Coordinator** - Responsible for the effective operations of the participating departments in providing assistance to other members at fires and other emergencies.

Section 6.11 Supervises and is responsible for the dispatch of mutual aid at the request of the Chief, or in his absence the highest ranking official in charge.

Section 6.12 Acts as an advisor to the Chief or officer in charge regarding mutual aid units available to them...

Section 6.14 With approval of Executive Committee, may appoint Assistant Coordinators and staff members as necessary to conduct the operations of the organization.

Section 6.15 **Deputy Mutual Aid Coordinator** - Shall assist the Mutual Aid Coordinator and assume his duties as required.

When a mutual aid request has been made by the Incident Commander the Mutual Aid Coordinator, Deputy Mutual Aid Coordinator, and Assistant Mutual Aid Coordinators are responsible for:

- Ensuring proper resources are notified and dispatched in a timely manner.
- Coordinate the proper radio frequencies to be utilized on incident with appropriate 911 dispatch centers and ensure responding agencies are notified.
- Ensure that both requesting departments and responding departments have adequate coverage during incidents by relocating resources as needed.
- Act as an advisor to the Incident Commander as to what additional resources may be needed and/or are available.
- Respond to the scene of incidents as needed and be prepared to operate in the ICS as either Operations Chief, Safety Officer, Planning Chief, Staging Officer or any other position as needed and assigned by the Incident Commander.
- Coordinate the rotation of resources and operational periods for major and/or long-term incidents.
- Coordinate and Liaison with TMAS and NWGA resources as needed for major and/or long-term incidents.