



PUTNAM COUNTY
BUREAU OF EMERGENCY SERVICES
Communications Division

112 Old Route 6
 Carmel NY 10512
 (845) 225 - 4860

Pre-Plan/Mutual Aid Form

<i>Department Name</i>	<i>Form Completed By</i>	<i>Rank</i>
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Short Term Mutual Aid (*Vehicle out of service, department temporarily out of service, etc*)

<i>Reason</i>	<i>Date Start</i>	<i>Time Start</i>	<i>Date End</i>	<i>Time End</i>
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Description
 Dispatch Closest Appropriate Department Dispatch Closest Specialized Equipment
 Other: _____

<input type="checkbox"/> Mutual Aid Agreement <i>These are long term agreements that must be reviewed and approved by all departments yearly</i>	<i>Date Start</i>	<i>Date End</i>
<input type="checkbox"/> Mutual Assist		
<input type="checkbox"/> Pre-Plan <i>This pre-plan must be reviewed and approved by your department yearly</i>		

Common Name _____

<i>Address #</i>	<i>or</i>	<i>Range From</i>	<i>To</i>	<i>Street</i>	<i>Town/Village</i>
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Description

Signatures:

 District Chief

 Mutual Aid Chief

 Zone Coordinator

 Commissioner

 Director

Communications Center Use:

Added As: Pre Plan Special Instruction Entered By: _____ Date: _____
 Entered in the Out of Service Log _____

A copy of this document must remain in the appendix of the Policies & Procedure Manual



Robert J. Bondi
 County Executive

Robert McMahon
 Commissioner

