

## **Information Sheet for Statewide Mutual Aid Agreement**

### **Signing the Agreement**

At least one agreement with **original signatures** should be sent to me for execution. If you need an original for your files you need to submit two.

Counties should sign page 12 of the agreement.

Cities should sign page 13 of the agreement.

Educational Districts should sign page 14 of the agreement.

A Community College or University should sign page 15 of the agreement.

A Special District should sign page 16 of the agreement.

An Authority should sign page 17 of the agreement.

A Community Development District should sign page 18 of the agreement.

### **REQUIRED Documentation to Accompany the Agreement**

Minutes or Resolution from your governing board, which indicates the agreement was adopted or approved.

Certificate of Liability Insurance or Resolution of Self Insurance.

Completed Form C (page 22 of the agreement). **NOTE:** Whoever is listed on Form C as the Primary Representative, will receive the executed copy (file copy) from my office once signed. If you want this copy to go to an individual other than the Primary Representative, you will need to say so in a cover letter. Be sure to include name, address and telephone number of this person.

### **Contact Information**

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