



## CODING CORNER: PROVIDING MUTUAL AID

These directions only apply when you are providing mutual aid to **another fire department** and **both departments work the scene**.

If both of these conditions are not met, complete a report (with all applicable modules) as if no aid was involved, and do not use these directions.

If you respond to a call for another department, but only **you** make the scene, Aid Given should be coded as **5 – Other Aid**, and complete as if no aid was administered. Aiding an ambulance service or police does **NOT** count as Mutual Aid for NFIRS.

If a Civilian Fire Casualty (injury or fatality) occurs due to **fire and YOU** are the Authority Having Jurisdiction (AHJ) for the incident, you are responsible for completing one Civilian Fire Casualty Module per civilian.

If a Fire Service Casualty (injury or fatality) from your department occurs, a Fire Service Casualty module is mandatory.

**Incident Type:** there is no special incident type for Mutual Aid. Use the Incident Type of the call as if you were not aiding.

### **Basic Module**

The below area all required fields when completing the Basic Module, but it is always recommended to fill out all fields for a comprehensive incident report.

- **Dates & Times:** Alarm, Arrival, and Last Unit Cleared dates/times are always required
- **Mutual Aid:** If you are assisting another fire department **and** you both make the scene, report *Aid Given*. If you are assisting an independent EMS company that is **not** affiliated with a fire department, report *None*
- **Resources** (Complete an Apparatus/Personnel module for more detail)
- **Property Use**

If you need assistance or have any questions, please contact the NFIRS administrator by email at [NFIRS@wsp.wa.gov](mailto:NFIRS@wsp.wa.gov) or by phone at 360-596-3924.