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 or by phone at 360-596-3924.