



**City of Winchester  
Fire & Rescue Department  
STANDARD OPERATING PROCEDURE**



<b>Section:</b>	Information Technology and Electronic Reporting	<b>SOP:</b>	11.7
<b>Subject:</b>	Mutual Aid Reporting Procedures	<b>Executed:</b>	January 1, 2015
		<b>Revised:</b>	December 9, 2015
<b>Approved:</b>	 Scott Kensinger, Deputy Chief		

**PURPOSE**

To provide clarification and direction for reporting mutual aid incidents in the department reporting system.

**PROCEDURE**

Mutual aid reporting is very critical for department statistics and requires some special coding in the department reporting system. Overall, personnel reporting efforts have been very good and special efforts are made to ensure this data is accurate by reviewing each incident. Please use the following as guidance when entering mutual aid incidents:

1. An area of clarification is in the NFIRS coding interpretation for what constitutes a mutual aid call. According to NFIRS if a unit that is called for mutual aid does not arrive on-scene of the incident (hence cancelled en-route), then it shall not be considered a mutual aid response. Therefore, our reporting field for Mutual aid shall remain as "None". In addition, a cancelled en-route does NOT require a no-patient EMS report to be completed; only the NFIRS report as there should have been no patient contact. Obviously if the mutual aid company arrives on scene then the reporting field should be reflective of "Mutual Aid Given" or "Mutual Aid Received".
  
2. A fallacy of our CAD import module from Shieldware CAD to the department reporting system does not make use of all the parameters that are set for each mutual aid streets in the street look-up table such as city, zip code, and district. Therefore, it is imperative that each of these fields is reviewed for accuracy prior to completing the incident report. As an example for a mutual aid incident in Frederick County would yield a CAD default city value of "FREDERICK CO.", a zip code of "22602", and a city district of your default station FDID "84001, etc.". Below is a list of these values that you can use as a quick reference:
  - a. Winchester, VA 22602      FDID 06900
  - b. Winchester, VA 22603      FDID 06900
  - c. Stephenson, VA 22656      FDID 06900

- d. Stephens City, VA 22655 FDID 06900
- e. Middletown. VA 22645 FDID 06900
- f. Gore, VA 22637 FDID 06900
- g. Cross Junction, VA 22625 FDID 06900
- h. Clearbrook, VA 22624 FDID 06900
- i. Berryville, VA 22611 FDID 04300
- j. Boyce, VA 22620 FDID 04300
- k. White Post, VA 22663 FDID 04300

3. City streets that transition into the County sometimes gives discrepancy whether the address that we are summoned to is a County or City address. The following chart can be used as a guideline:

<b>City Street</b>	<b>Last Numeric</b>	<b>County Street</b>	<b>First Numeric</b>
Berryville Ave	1365	Berryville Pike	1412
Ross St.	627	Ross St.	700
Atwell Ave.	709	Atwell Ave.	710
Fort Collier Rd.	726	Fort Collier Rd.	627
Baker Ln.	700	Baker Ln.	704
Butler Ave.	729	Butler Ave.	807
Smithfield Ave.	713	Smithfield Ave.	717
N. Kent St.	801	N. Kent St.	806
N. Loudoun St.	901	Martinsburg Pike	905
Pennsylvania Ave.	1008	Pennsylvania Ave.	1010
Fairmont Ave	886	North Frederick Pike	902
Fox Drive	601	Fox Drive	671
Amherst St.	1887	North Western Pike	1940
Westside Station Dr.	347	Westside Station Dr.	409
Wayland Dr.	1809	Wayland Dr.	1820
Merrimans Ln.	733	Merrimans Ln.	745
Sterling Dr.	901	Sterling Dr.	N/A
Cidermill Ln.	1963	Cidermill Ln.	N/A
Cedar Creek Grade	940	Cedar Creek Grade	949
Meadow Ct.	N/A	Wheatfield Ln.	400
Westview Ln.	916	Mikey Ct.	400
Nazarene	N/A	Nazarene Ln.	180
Middle Rd.	2873	Middle Rd.	2884
Valley Ave.	3124	Valley Pike	3143
Battaile Dr.	3	Battaile Dr.	N/A
Shawnee Dr.	3133	Shawnee Dr.	3158
Papermill Rd.	3217	Papermill Rd.	3272
Millwood Ave.	816	Millwood Pike	980
E. Cork St.	1056	Senseny Rd.	1147
Woodstock Ln.	1120	Woodstock Ln.	1557

4. In the units section of the NFIRS report, the “Aid Given/Received Details” field will be required when the appropriate “Aid Given/Received” field is selected. The mutual aid department should be selected and one of the four check boxes based on the incident type (Fire, EMS, Rescue, Other). Under the “Resources” area the appropriate count of apparatus and personnel should be entered. All incident times should be transferred from the main body of the report.