



Perform Basic Fire Fighting

Handout 4

Report Example

FIRE INCIDENT REPORTING

I. Description

Date	
Time of alarm	
Address/Location	
Who?	
Discovered the fire.	
Requested the response (alarm)	
Extinguished the fire.	
Provided scene security.	
What?	
Happened that may have contributed to the fire.	
Actions were taken.	
Was the damage.	

Describe physical characteristics of what burned (structure, vehicle identification, wildland). Give dimensions when possible and detailed descriptions.	
Establish security of premises and type of alarm	
Alarm company information (phone, address).	
Status of alarm system at time of fire.	
Ascertain if safety devices were present (smoke detectors, security bars, sprinklers, etc.)	
List the existence of evidence observed of partially burns so as to blacken the surfaces.	
If multiple fires, describe each fire in detail.	
Establish if structure was locked /unlocked.	
Describe conditions (construction type, weather, etc.) that may have contributed to the fire.	
Determine if any crimes were involved.	
Write all information completely and thoroughly.	
Obtain witness identification	

Identify witnesses as to their involvement with fire.	
Take down witnesses' statements exactly as they were given to you.	
Use an interpreter when necessary.	
Write all information completely and thoroughly.	
Fire scene diagrams should be required in the event of a fatality or a serious burn that could result in death.	
List number of photographs and attach the photographer's log sheet	
List all items of evidence separately on the evidence report. Give location where items were recovered and attach the evidence log.	
Give physical description of items of evidence.	
If a natural fire, give reason(s) for your conclusion.	