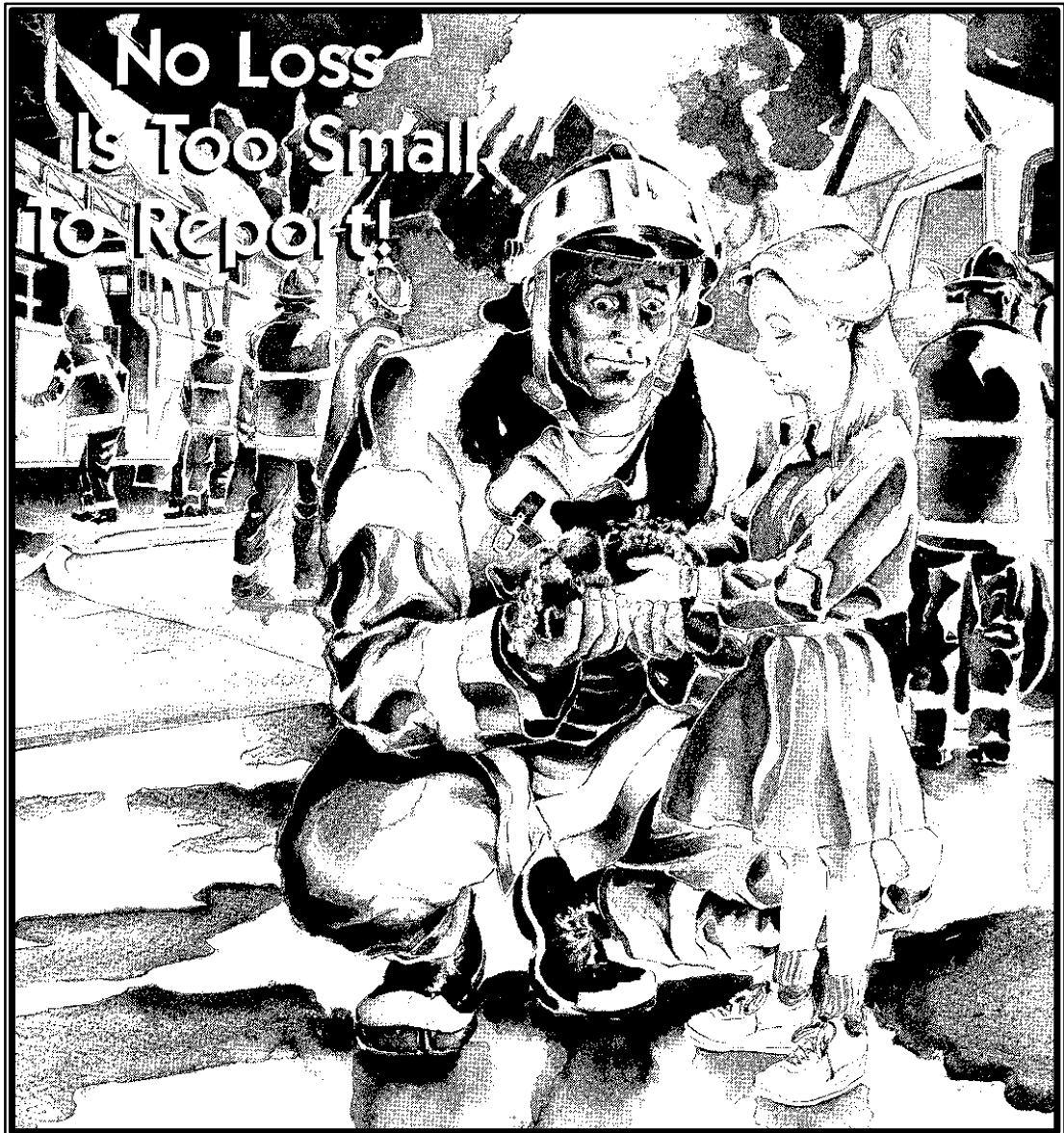




## Guide To Fire Incident Reporting

OFC 2001



**REPORT FIRE LOSSES  
1-800-739-3473**



## Introduction

The investigation and reporting of fires in the province is critical to the development, and to measuring the success, of every local and provincial program dealing with fire safety, fire prevention and suppression. The investigation and reporting of fires is recognized as being important enough that it is established as a mandatory duty within the *Fire Prevention Act*.

### Responsibilities/Duties of a Local Assistant

#### Investigating Fires

The local assistant is responsible to investigate and report every fire that occurs within their jurisdiction in a timely manner.

**15(1)** *Every local assistant shall investigate, or cause to be investigated, the cause, origin and circumstances of every fire occurring in the local assistant's jurisdiction.*

**(3)** *An investigation required under subsection (1) must be commenced within three days, excluding Sunday, of the occurrence of the fire.*

#### Reporting Fires

**15(2)** *The local assistant shall notify the fire commissioner within 24 hours of the commencement of an investigation pursuant to subsection (1) if:*

*(a) the fire is, in the opinion of the local assistant of suspicious origin;*

*(b) death or serious injury is involved; or*

*(c) the fire involved a building, structure or premises owned or leased by the Crown.*

**(4)** *Immediately after the completion of an investigation pursuant to subsection (1), the local assistant shall furnish a written report of all facts concerning the cause, origin and circumstances of the fire to the fire commissioner in the form prescribed in the regulations.*

Additionally, insurance companies and insurance adjusters are required to report fires where they have an interest or involvement.

### Reports by insurance companies and adjusters

**37(1)** *On or before the twenty-first day of each month, every fire insurance company that is licensed pursuant to The Saskatchewan Insurance Act shall furnish the fire commissioner with a statement relating to the preceding month of every fire that occurs in Saskatchewan in which it is interested as an insurer.*

**(2)** *On or before the seventh day of each month, every fire insurance adjuster shall furnish the fire commissioner with a statement relating to the preceding month, of every fire that occurs in Saskatchewan in which the fire insurance adjuster is interested as an adjuster.*

**(3)** *The statements described in subsections (1) and (2) shall be in the form prescribed in the regulations and shall contain:*

*(a) the name and address of the insured;*

*(b) the location of the risk;*

*(c) the value and contents of the buildings, structure or premises;*

*(d) the amount of insurance carried; and*

*(e) the amount of the loss sustained.*

**(4)** *In the case of a fire of suspicious origin, the insuring company shall make a preliminary report as soon as possible showing:*

*(a) the names of the owner and occupant;*

*(b) the location, use and occupancy of the burnt premises;*

*(c) the date of the fire; and*

*(d) any facts and circumstances that the company receives knowledge of tending to establish the cause, origin or circumstances of the fire.*

**(5)** *The report mentioned in subsection (4) is in addition to, and not in lieu of, any report that the company may be required to make pursuant to any other law of Saskatchewan.*

**FIRES THAT MUST BE REPORTED INCLUDE EVERY FIRE THAT OCCURS.**

**There is no limitation on the requirement to report a fire.**

A fire is defined as: ***any occurrence of destructive and uncontrolled burning, including explosions, of any material that is a solid, a liquid or a gas, where destruction of property, human injury or human death occurs.***

All fires meeting this definition must be reported regardless of dollar loss, type of property, or location within the province - in other words - **EVERY FIRE.**

**All injuries and deaths that result from fire must be reported.**

### **Civilian Casualty**

A civilian casualty is defined as: ***a person killed or injured as the direct result of a fire or a person who dies of fire injuries within one year of the date the injury was sustained, and who was not a member of the responding fire department.***

### **Fire Fighter Casualty**

A fire fighter casualty is defined as: ***a person killed or injured as the direct result of a fire or a person who dies of fire injuries within one year of the date the injury was sustained, and who was a member of the responding fire department to the specific fire incident.***

Further, a fire fighter casualty will include a member of a fire department who is injured or killed while responding to a fire incident, while attending a fire incident, or while returning from a fire incident.

Because numerous circumstances exist that may result in doubt whether a fire injury or death has occurred (ie: vehicle collision - did the death occur due to the collision or the fire that resulted from the collision). **If you are unsure if the person was killed or injured by fire - report the casualty.** The Office of the Fire Commissioner will confirm all injuries and deaths.

Without the co-operation of local assistants, fire department chiefs, and insurance companies and adjusters, in reporting fire losses, it will be impossible to reduce the losses that are suffered each year by fire.

### **REPORTING FIRES**

Reports of fires may be provided to the OFC by one of the following methods;

**mailing the completed form(s) to the** Office of the Fire Commissioner  
Suite 310-1855 Victoria Avenue  
Regina, Saskatchewan  
S4P 3V7

**FAXing the completed form(s) to the** Office of the Fire Commissioner (306) 787-9273,  
or  
**telephoning 1-800-739-FIRE (3473)** and provide the information verbally.

### **COMPLETING FIRE REPORTING FORMS**

The Fire Incident Reporting System has 3 forms, each designed for a specific purpose. The forms are;

A. BASIC FIRE INCIDENT REPORT - FORM A

- B. FIRE DEPARTMENT RESPONSE TO FIRE INCIDENT - FORM B
- C. FIRE CASUALTY REPORT - FORM C

The Saskatchewan Fire Incident Report system is based on plain language reporting. Use common, every day language to describe what happened at the fire.

***All fires involving any suspicious circumstances or casualties must be reported immediately to the Office of the Fire Commissioner at 1-800-739-3473.***

## FORM A BASIC INCIDENT REPORT

Enter the name of the **Fire Department** that responded to the incident at the top of the form.

**Line 1 Fire involved (check):**

Please check the appropriate box. This visual signal to the Office of the Fire Commissioner (OFC) assists in determining follow up investigations and helps identify (generally) fire types for statistical purposes.

**Line 2 Address of the fire:**

The location should be a distinctive physical address for the property where the fire occurred. It should be a street address, plan description or a rural land location. Do not use the owners mailing address (ie: Box 3) or any other mailing address to identify the physical site location where the fire occurred. The address should include the name of the town or Rural Municipality and the postal code.  
For vehicle fires, the location should again be identified as a distinctive location. A street address, plan, or rural land location can be used or a description, ie: 3km west of Humboldt on Highway # 5.

**Line 3 Date fire occurred: Time fire occurred:**

The date the fire occurred (day/month/year).

The time the fire occurred should be filled out keeping in mind that it is not the time the fire department, police or insurance arrived at the scene. It should be the time the 1st person discovered the fire.

**Line 4 RCMP/Municipal Police notified**

This will assist the OFC in identifying a contact for a follow up investigation. Typically a police officer is assigned but even if just the detachment is known, enter the name. The OFC can usually contact these agencies and find the individual. The person reporting should attempt to identify a phone number, but it is not critical if the police agency/person has been identified. If there is no police response, don't enter anything here, just answer the first question - Were the police notified Yes or No ?

**Line 5 Is the Property Insured?: Estimated Value: Estimated Damage: Insurance File#:**

Fill in the name of the insurance company contact person, the broker's or company name or any known insurance contact. The police and fire official should fill out estimated values for the property value and fire loss. Insurance officials should provide damages and estimates in the most accurate fashion possible. Insurance officials are requested to provide follow up information after claim settlement to provide the most accurate dollar loss information. The Insurance file # will allow update information or request information from the OFC by simply quoting a file #.

**Line 6 Name of person reporting the fire:**

Care should be taken to complete this portion accurately and fully. For the question "how they reported the fire" all that is required is identification of how the alarm was transmitted to the response agency. Typical answers would be *telephone, fire alarm, direct verbal report, radio, etc.*

**Line 7 Owner's Name:**

**Line 8 Owner's Address:**

This is the full name, mailing address and phone # for the **owner** of the property. If the owner has just lost their home to fire and the telephone is out of order, enter a phone number where the owner can be contacted, ie: neighbour, work, relative, etc...

**Line 9 Occupant's Name:**

List all occupants by first name-last name that were directly affected or involved by the fire. Use additional paper if needed. In an apartment building for example, neighbours above and beside the fire apartment may suffer damage and result in an insurance claim, perhaps from different insurance companies. Please list all occupants who may have suffered a loss in the fire.

**Line 10 Property Use: Describe Property:**

Describe the properties **primary** use, as specifically as possible. A store is a store, but *grocery store* is specific. For vehicles, enter "*vehicle*" and go to line 14 to describe the vehicle. For multiple residential occupancies, which include hotels/motels/inns/bed & breakfast/travel lodges etc..., apartments, condos, it is important the description include full use and occupancy (ie: a 25 room hotel with beverage room and restaurant). This information, used with data from line 11 will assist us in specifically identifying property use.

**Line 11 Building height (storeys): Building area: Year built:**

Stories are those above grade. Building area can be estimated to the nearest 100 square feet. Year built is important and should be included (even if estimated, such as *pre 1970*) where possible.

**Line 12 Building occupant load: # of persons in the building: Did the fire department rescue occupants?:**

The **occupant load** is the maximum number of persons permitted in the building or the building design load. The # of persons in the building is the **actual number** in the building when the fire started. The # rescued by the fire department is self-explanatory.

**Line 13 Describe the construction of the building:**

Asks for a description of the materials used in construction of the building. The terminology may be very diverse and the following terms are provided to allow for descriptions that are simple and adequate.

**Combustible Construction** - means the interior had open wood (not metal or concrete) joist or framing exposed to fire, either totally or some part, that was not protected by a material having a fire resistance such as plaster or gypsum board (gyproc.) An example is a dwelling where although the majority of the home is finished in gypsum board on walls and ceilings, the basement is unfinished and may have open joist spaces.

**Protected Combustible Construction** - means all wood (not metal or concrete) joist or framing materials in the building were protected by a material having a fire resistance such as plaster or gypsum board (gyproc).

**Heavy Timber Construction** - means all construction materials are wood and that the least dimension of thickness on any wood member is at least 3 inches. The wood thickness is applicable to all wood used in the building whether it is a framing member or a finish material. Most wood grain elevators meet this description.

**Non-Combustible Construction** - means the construction materials used for structural framing are noncombustible (steel, concrete) and are exposed to fire, either totally or in part, and they are not protected by a material having a fire resistance such as plaster or gypsum board (gyproc). Very small amounts of wood framing may be present, but it is used only as nailing strips.

**Protected Non-Combustible Construction** - means the construction materials used for structural framing are noncombustible (steel, concrete) and are totally protected by a material having a fire resistance such as plaster or gypsum board (gyproc). Very small amounts of wood framing may be present, but only as nailing strips.

**General Construction** - may be used if construction styles are mixed (combustible and non-combustible in combination).

**Unknown, Not Applicable** - where construction was not known or the fire was in a vehicle

**Line 14 Description of vehicle/equipment involved:**

A complete description of a **vehicle** or the **equipment** that may have been involved in the fire should be entered. For equipment (ie: a water heater) a description should include the fuel source (ie: electric (or gas) water heater). Vehicles need description as well. "Car" is sufficient to describe an automobile, but "truck" should be clarified as to size, type, cargo or other descriptive terms to further identify. *Semi-trailer hauling furniture* is specific and allows for identification of vehicle type and hazard.

**Line 15 Serial number: License plate # (if vehicle):**

Some vehicles may not be licensed (farm, etc.), but will have a serial number, please provide this information whenever possible. Where a vehicle is licensed, the plate information should be entered.

**Line 16 Name of the manufacturer of the vehicle/equipment involved:**

The manufacturer of the vehicle or equipment is required to track failures of equipment or vehicle problems.

**Line 17 Model (number or name): Year manufactured:**

Model name for vehicles and number for equipment is important for the same reason as line 16. The year allows identification for analysis for time in use and to identify recalled or equipment with safety warnings.

**Line 18 (If Equipment) Date purchased: time in service:(years): where installed:**

This line need not be filled out for vehicles but is important for equipment. **Where installed** is to identify location (ie: basement, furnace room, attic, roof, living room, etc.)

**Line 19 (If Equipment) Installed by: certification label & #:**

The OFC is not looking for the individual installer's name, but rather was the equipment installed by the owner or a licensed/qualified installer or someone else? The label and serial # is helpful, but in many cases will not be attainable (due to damage), but it should

be recorded if possible to assist in identifying if failure may have involved design, installation, usage or other factor.

**Line 20 (If Equipment) Last inspection/maintenance:**

As per line 19, the intent is not to identify an individual, but assist in identifying potential factors of loss. The last date will assist in identifying maintenance cycles. This is a critical area for loss prevention purposes.

**Line 21 (If Equipment) Action taken as result of last inspection/maintenance:**

Was there a repair, modification or was there no action taken/required?

**Line 22 Describe as specifically as possible the following CIRCUMSTANCES of the fire:**

The first part of identification of the circumstances surrounding a fire is the **Area of Origin** and the **Level of Origin**.

The **Area of Origin** is the location within a building where the fire started and should be described as specifically as possible. Fires may start in any part of a building, including in concealed wall, floor and ceiling spaces. If the fire was outside or in a vehicle, the area should still be described. For vehicles, engine area, passenger area, cargo area, or control area (for aircraft, ships, trains) may be used as descriptions.

The **Level Of Origin** is not applicable to vehicles or outside fires and asks what level the fire started (ie: basement, 1<sup>st</sup> floor, 2<sup>nd</sup> floor, etc.).

**The identification of the five items listed below provide a specific sequence of how a fire occurred.**

<b>Igniting Object:</b>	the "hot" object causing ignition of the fire,
<b>Fuel/Energy Associated:</b>	how the "hot" object is powered/fuelled,
<b>Energy Causing Ignition:</b>	how or by what means the "hot" object ignited the material first ignited,
<b>Material 1st Ignited:</b>	what the "hot" object ignited, and
<b>Act or Omission:</b>	how the "hot" object and the fuel came together to result in the fire.

Each requested item should be described as specifically as possible. Some samples have been provided below, but they may not be sufficiently detailed to describe certain items or circumstances.

**Igniting Object:**

The form lists general categories of potential igniting objects. Cooking equipment, heating equipment, electrical distribution equipment, smoker's material, open flame, exposure from another fire. However, the igniting object should be described specifically (ie: coffee pot rather than cooking equipment).

**Fuel/Energy - Igniting Object:**

An igniting object is "powered" by a fuel/energy source. Coal, wood, fuel oil, gasoline, natural gas, propane, electricity, smoker's material, or lightning are possible sources of fuel/energy. If a

candle is the igniting object - the fuel/energy is "direct flame".

**Energy Causing Ignition:**

An igniting object releases energy that ignites the Material First Ignited. Energy causing ignition identifies this energy. Examples are; spark/ember (as from a fire place), spark-electrical, static electricity, direct flame, friction heat, hot object, spontaneous ignition, smoker's material or lightning.

**Material First Ignited:**

Refers to the actual material ignited that brings about the fire condition. General categories are; structural components, wall/floor/ceiling finishes, furniture, clothing/textiles, wood/paper item, flammable/combustible liquid or gas, chemicals/plastics, crops/grass/forest. The material first ignited should be described specifically (ie: couch rather than furniture).

**Act or Omission:**

The action or inaction that results in a fire. Fires can result from incendiary or deliberate set fires, misuse of an ignition source or a material, mechanical or electrical malfunction, a design/installation fault, human failing or vehicle accident. Use of the "Remarks" section will assist in identifying the act/omission specifically.

These 5 events should be clarified in **Remarks:** by providing a brief description of the fire circumstances (bolded words show 5 pieces of information required), for example:

- a **grease** fire in the kitchen of the second floor apartment started in a **deep fat fryer** that was **left unattended** on an **electric stove** while the occupant watched TV.
- a lit **cigarette** was **dropped into a garbage can** in the basement storage room and it ignited **papers** in the garbage can.
- **lightning struck the roof** of the silo and ignited the **asphalt shingles**.
- the **electric motor** for the fan in the suspended gas furnace in the service bay **overheated** and shorted out.
- a **spark** from the **electric motor** fell to the floor and ignited **gasoline** that had been **spilled** on the floor.
- the back of the **wood burning fire place** in the second floor bedroom was **installed too close** to the **enclosure framing** and use of the fire place over an extended period caused the **wood framing** to ignite.
- **gasoline** was **spread** throughout the living room and ignited by a **match or lighter**.

In the instance where the report is identifying property being damaged from a fire in another separate property from an exposure fire;

- *fire spread from burning vehicle to house.* will provide detailed information on the circumstances surrounding a fire.

**Line 23 Did the building have:**

To assist in tracking fire protection/detection equipment installation and operation, including fire extinguisher use in suppressing a fire, all protection and detection

equipment installed in the building should be identified and if it operated as designed/intended or was used during the fire.

**The following is provided to allow a clearer understanding of this section.**

A **smoke alarm** is a smoke-sensing device that has an alarm-sounding device built into it. Typically these devices are installed as an isolated device, but they may be connected to another smoke alarm. These devices may be battery operated or wired to the buildings electrical system (hardwired).

A **smoke detector** is a smoke-sensing device connected to a fire alarm system. It does not have an alarm-sounding device built into it and requires connection to the fire alarm system so the alarm bells of the fire alarm system sound an alarm. This device is included under **fire alarm system**.

The report form asks for a description of the smoke alarm device (battery, hardwired, interconnected) and its location in relation to the fire (in same room, not in same room) and asks if the device did not operate, why didn't it?

**Other extinguishing system** includes kitchen fire suppression systems or any automatic fire suppression system (other than a water automatic sprinkler system) such as dry chemical, halon, or carbon dioxide that provides specific hazard or property protection from fire.

Check off each system or device that was present in the fire building. In some circumstances, equipment may not be used (ie: fire extinguishers), or may not be involved in a fire (a fire in a restaurant may not involve the suppression system for cooking equipment). The installation of the equipment should be reported and that they were not used or not in the area of the fire.

If the device(s)/system(s) checked off did not operate, indicate NO and then state why the device or system did not operate. (ie: *fire extinguishers not used or suppression system not installed in area of fire origin, alternatively – battery removed from smoke alarm, fire alarm shut off, sprinkler system shut off, etc...*).

If **unknown** if the device was present or why the device or system failed to operate, state **Unknown**.

**Line 24 How was the fire discovered?:**

A simple description of how the fire was discovered is needed such as, *smoke alarm in room (or hallway) sounded, smoke (or heat) detector in hall (or room) operated and sounded fire alarm, occupant smelled smoke and on investigating discovered fire, sprinkler system operated and sounded alarm, neighbour (passerby) saw smoke and called fire department* are a few examples.

**Line 25 If fire involved grassland, crops, forest or other wildland:**

The OFC is tracking all types of fires and this section should be used for grass fires, etc. The land area can be estimated.

**Persons filling out the report should identify them selves at the bottom of the form to allow for follow up.**

## Form B Fire Department Response Form

**ONLY THE FIRE DEPARTMENT SHOULD FILL THIS FORM OUT.**

**Enter the name of the Fire Department that responded to the incident at the top of the form.**

If this form is submitted with the "A Form", the first 4 lines need not be filled out.\* These 4 lines only identify the fire as lines 4, 6, 7 and 8 of the "A Form".

**Line 1 Date fire occurred: Time fire occurred**

**Line 2 Address of the fire:**

**Line 3 Owner's Name:**

**Line 4 Owner's Address:**

*\* FORM A may be submitted immediately (arson, death) and the other forms sometime later. If FORM B is not submitted with FORM A, the top 4 lines must be completed to help identify what report it belongs to.*

**Line 5 Time of alarm: Time of arrival: Time all vehicles back "in service":**

Back in service is the time when all vehicles, equipment etc. are back in the fire hall, ready for the next call.

**Line 6 Number of FD vehicles dispatched initially:**

**Line 7 Number of FD vehicles dispatched total#:**

These two lines are identical except that one asks for **INITIAL** response and the second asks for **TOTALS**. The information may be identical for both lines for many fires, but it is important to show how response escalated.

**Line 8 Distance of fire department response:**

This is extremely important for fire departments to complete. The distance should be measured (estimated) from fire hall to scene.

**Line 9 Fire Fighters responded INITIALLY: TOTAL NUMBER:**

How the fire fighters got to the fire is not a factor (they may have responded in their own vehicles), just how many **INITIALLY** responded and how many in **TOTAL** responded.

**Line 10 Mutual Aid: Fire Protection Agreement Response:**

Indicate if the response was a Fire Protection Agreement or if Mutual Aid was given or received. In some instances both will be checked.

**Fire Protection Agreement (FPA),**

*One municipality has a fire service while the other does not. The agreement is made so that the municipality with the fire service may provide fire protection services to the municipality without a fire service.*

**Mutual Aid Agreement (MAA),**

*Both municipalities have a fire service. The agreement is made so that either municipality may call upon the other municipality's fire service for assistance in the event of an emergency.*

**Line 11 Situation on arrival:**

Requests a brief description of the fire situation on arrival of the first fire department vehicle, such as; *fire - no evidence from street, fire - smoke visible only, fire - some flames visible, fire - large flames showing, fully involved exposure(s) involved*, are suggested responses that are sufficiently descriptive.

**Line 12 Fire Ground Operations:**

This may be very simple or extremely complex. It is important this information be recorded to not only give us information regarding operations, but to provide the fire department a record. In this section the fire department may record information as ***"property returned to control of owner at \*\*\*\* hours"*** as well as other information.

**Line 13 Time to control fire: Time to extinguish fire:**

Time to control is the time the fire fighters take to get the fire under control and start extinguishing the fire.

Time fire is extinguished is after overhaul and the fire is determined to be completely out.

**Line 14 Weather condition: Temp: Wind Direction: Wind Speed:**

Please provide weather information at the time of the call.

**Persons filling out the report should identify them selves at the bottom of the form to allow for follow up.**

## Form C Fire Casualty Form

A separate form for each casualty must be completed. If this is submitted with the "A Form", the first 2 lines need not be filled out.

### Civilian Casualty

A civilian casualty is defined as a person killed or injured as the direct result of a fire or a person who dies of fire injuries within one year of the date the injury was sustained, and who was not a member of the responding fire department.

**To clarify what a civilian fire casualty is, the following examples and situations are provided.**

1. A person who is injured or who dies from as a direct result of fire occurring from a motor vehicle accident would be classed as a fire casualty. If the person was injured or died as a result of the motor vehicle accident, they would not be classed as a fire casualty even if the vehicle burned and was classed as a fire incident. The coroner's report or autopsy report will provide information on the cause of death. Injuries will involve burns from the fire.
2. A person who attempts or commits suicide by setting themselves or property on fire, is a fire casualty if they sustain injuries or are killed as a direct result of the fire.
3. A person may be injured or killed by a fire deliberately set by another person. Injuries sustained or a death occurring as a direct result of the fire are considered reportable fire casualties. If the person was injured or killed before the fire was set to destroy evidence for example, they are not considered fire casualties. The coroner's report or autopsy will provide information on the cause of death. Injuries will include burns from the fire.

### Fire Fighter Casualty

A fire fighter casualty is defined as a person killed or injured as the direct result of a fire or a person who dies of fire injuries within one year of the date the injury was sustained, and who was a member of the responding fire department to the specific fire incident. Further, a fire fighter casualty will include a member of a fire department who is injured or killed while responding to a fire incident, while attending a fire incident, or while returning from a fire incident.

To clarify what a fire fighter casualty is, the following examples and situations are provided.

1. Any injury or death of a fire fighter while responding to a fire incident, actively engaged in the suppression of a fire incident, or while returning from a fire incident, where the injury or death occurs as the direct result of fire incident is considered a reportable fire fighter casualty. This includes;

cuts/lacerations	crushing
burns	frostbite
broken bones	strains/sprains
heart attack	falling from
asphyxiation	tripping over
2. A fire fighter injured or killed during a fire department response, operations or returning to the fire hall where standby services in case of fire, medical, rescue or extrication services, or to control hazardous goods spills, was provided, does not require a fire

fighter casualty report. If there is any doubt whether an investigation or a report is required, contact the OFC for further direction and assistance.

**Line 1 Date fire occurred: Time fire occurred:**

**Line 2 Location of fire:**

These 2 lines only identify the fire as lines 4 and 6 of the "A Form" do. The reason for these lines to be included on this form is if the form is submitted sometime after the "A Form" is submitted. The "A Form" may be submitted immediately (arson, death) and the other forms sometime later. If this happens, the top 4 lines must be completed to help identify what report it belongs to. The definitions and explanatory information on what a civilian and what a fire fighter casualty are may not be sufficient in every instance of fire injury or death. If a person completing a report has any questions, contact the OFC @ 1-800-739-3473.

**Line 3 Casualty's Name: Phone #:**

**Line 4 Casualty's Address:**

Identification of the casualty. Phone numbers are important for injuries. The address should be both street and mailing addresses where possible.

**Line 5 Casualty is a:**

Indicate if the casualty is a civilian or a fire fighter

**Line 6 Casualty's Date of Birth: Sex:**

This line must be completed as fully/completely as possible to identify the age and sex of the casualty.

**Line 7 Casualty was a:**

The three categories of injury are

**MINOR** no treatment or minimal treatment (applied a bandage).

**LIGHT** would include those requiring medical attention, but not a stay in the hospital (stitches).

**SERIOUS** would any thing requiring hospitalization for any period of time.

If the casualty died, only a **DEATH** should be indicated. If the casualty is reported as an injury, but later dies as a result of the fire (see definitions below), please enter the date of death.

**Boxes:** The first 8 boxes deal with **all** casualties, civilian and fire fighter.

**IN EACH BOX, ONLY A SINGLE, MOST APPROPRIATE RESPONSE SHOULD BE CHECKED.**

CONDITION OF CASUALTY

ACTION OF CASUALTY

CAUSE OF FAILURE TO ESCAPE

IGNITION OF CLOTHING OR OTHER FABRICS

INJURY OBSERVED

FAMILIARITY WITH STRUCTURE

LOCATION OF CASUALTY AT TIME OF IGNITION

TYPE OF FABRIC OR MATERIAL IGNITED

The last 4 boxes deal with fire fighters **only** (not civilians) and ONLY A **SINGLE, MOST**

**APPROPRIATE RESPONSE SHOULD BE CHECKED.**

**FIRE FIGHTER INJURY INFORMATION**

CAUSE OF FIRE FIGHTER INJURY      FIRE FIGHTER ACTIVITY AT TIME OF INJURY

WHERE FIRE FIGHTER INJURY OCCURRED

FIRE FIGHTER CLOTHING

**Fire fighter Employment:** indicate if full-time or volunteer

**Fire Fighter Experience:** indicate time in years

**Did (fire fighter) clothing contribute to injury?**

**Provide a brief description of the circumstances surrounding the injury or death:**

For casualties, and especially for fire fighters, it is very important this section be completed accurately and fully to help support insurance, WCB or other forms of insurance claims that the casualty may wish to make. A brief explanation is all that is required, for example;

*fire fighter tripped on hose and fell injuring right wrist and elbow.*

**Persons filling out the report should identify them selves at the bottom of the form to allow for follow up.**