

NFPA
902M

FIRE REPORTING
FIELD
INCIDENT
MANUAL
1981



NATIONAL FIRE PROTECTION ASSN.
HEADQUARTERS
470 ATLANTIC AVENUE
BOSTON, MASS. 02210

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Fire Reporting Field Incident Manual

NFPA 902M-1981

1981 Edition of NFPA 902M

This edition of NFPA 902M, *Fire Reporting Field Incident Manual*, was prepared by the Technical Committee on Fire Reporting and was acted on by the National Fire Protection Association, Inc. on May 20, 1981, at its Annual Meeting in Dallas, Texas. It was issued by the Standards Council with an effective date of June 29, 1981.

Major changes in this edition are the expansion of the Casualty Reporting form (902G) to include a separate section for reporting injuries to fire fighters and the addition of a new form 902H for use in reporting emergency medical service calls.

Origin and Development of NFPA 902M

With the adoption by the Association in 1969 of NFPA 901, *Uniform Coding for Fire Protection*, the Committee started the development of tools for standardized use of NFPA 901. In 1971, the Committee issued NFPA 901AM, *Fire Reporting Field Incident Manual*. This included a Basic Incident Report form, NFPA 901F.

In 1973, NFPA 901AM was revised to include a Basic Casualty Report form, NFPA 901G, and instructions for completing it. The Committee also issued an Action Summary Sheet, NFPA 901S, as a separate tool.

In 1976, the manual was renumbered as NFPA 902M, and the forms renumbered 902F, 902G and 902S. Instructions for completing the Action Summary Sheet, 902S, were included in the manual with this edition.

Committee on Fire Reporting

C. Walter Stickney, Chairman
Salem, OR

Rexford Wilson, Secretary
FIREPRO Inc.

Bill Baden, U.S. Department of Agriculture
Robert J. Bindbeutel, Ferguson Fire Department, MO
Benjamin Buchbinder, U.S. National Bureau of Standards
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Rep. NEMA
Myron Franks, Michigan State Fire Marshals Office
Rep. International Assn. of Arson Investigators
Robert E. Frye, U.S. Consumer Product Safety Commission
G. W. Fulbright, Texas Commission on Fire Protection
Robert W. Glowinski, National Forest Products Assn.

Vern J. Hassell, Kemper Insurance Cos.
Rep. Alliance of American Insurers
Raymond E. Hawkins, International Assn. of Fire Chiefs
Everett J. Ignagni, Rhode Island Fire Marshals Office
John R. A. Johnson, Public Works Canada
David McCormack, International Assn. of Fire Fighters
George J. Oldroyd, Fairfield Fire Department, CT
Rep. NFPA Fire Service Section
Donald R. Ryan, Ohio State Fire Marshals Office
Stephen Lee Smith, Fairfax County Fire & Rescue Service, VA
Bryce H. Spence, Multnomah County Fire Department, OR
Rep. Fire Marshals Assn. of North America
William R. Vandall, Factory Mutual Engineering Corp.
Thomas A. Wright, U.S. Fire Administration

Alternates

Alan Gomberg, U.S. National Bureau of Standards
(Alternate to B. Buchbinder)
Daniel Karsner, U.S. Consumer Product Safety Commission
(Alternate to R. E. Frye)

Lawrence K. Marks, Kemper Insurance Cos.
(Alternate to V. J. Hassell)
John W. Overbey II, U.S. Fire Administration
(Alternate to T. A. Wright)
Nancy K. Stephens, West Virginia State Fire Commission
(Alternate to E. J. Ignagni)

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Fire Reporting Field Incident Manual

NFPA 902M-1981

INTRODUCTION

For many years it has been recognized by the fire service that it can become more successful in its attempts to educate people in fire safety habits, to make or suggest changes in fire and building codes, and to show clearly its own value through the collection and use of meaningful data. To help develop fire incident data in a uniform manner, the NFPA established a Committee on Fire Reporting. Using information available in the United States, Canada, Europe, and Australia, the Committee developed definitions, standard terminology, and a classification system for data which was first officially published in 1969 as NFPA 901, *Uniform Coding for Fire Protection*. This standard was revised in 1971, 1973, 1976 and 1981 to incorporate improvements.

This *Fire Reporting Field Incident Manual* (NFPA 902M), and the Basic Incident Report (Form 902F), the Basic Casualty Report (Form 902G), the Basic EMS Report (Form 902H), and the Action Summary Sheet (Form 902S) were developed to provide a fire department with a basic system for collecting and using data in a uniform manner based on NFPA 901.

The basic report is not intended to be a complete fire report nor to serve as a guide for developing ignition sequence factors or the various details pointing to those factors causing or contributing to the ignition or extension of fire. In addition, it is not intended to provide all of the known fire incident information supportive to a continuing or in-depth investigation.

It should also be noted that since the basic report is not intended as a final or complete report, the ignition sequence information reported should only be considered as most probable based on information available to the reporting officer at that time.

Fire departments wishing to use only part of the system outlined in this manual are welcome to do so, although the Fire Reporting Committee would encourage fire departments to consider collection of

the data contained in the Basic Incident Report, the Basic Casualty Report and the Fire Service Personnel Casualty Report as a minimum set of data for any incident. Those wishing to add additional details are encouraged to use these basic forms with supplementary forms as needed.

Data can be compiled from the forms either manually or automatically, using electronic data processing. Regardless of the complexity of the system, the most important aspect is that it produces information to support fire prevention activities, public relations, code enforcement, planning, and administrative functions.

The Fire Reporting Committee has developed six guiding concepts which are intended to ensure that any method used for the collection of fire data will be practical and compatible whether employed by a small fire service district using a ballpoint pen or by a large department using a powerful computer. Fire Service personnel using this manual should study these concepts as the successful use of the basic system presented herein is predicated on adherence to these concepts. The guiding concepts are:

(1) Commitment: Any fire reporting system should be based on commitment by each fire jurisdiction. Imposition of a particular reporting system on a particular fire service without that service's commitment may lead to inaccurate results and should be avoided. Methods for encouraging "voluntary use" are available.

(2) Feedback: The original information from reports, when combined and summarized, should provide feedback to the reporting officers. This will give them access to details that will help them manage the pre-ignition potential in their specific district and also encourage accurate input.

(3) Simplicity: A system should be based on a single incident record (file) on each fire service incident. The contents of the file will depend on the complexity of the incident and on the amount of follow-up information needed to understand that incident.

(4) Raise Questions: Any effective system should reveal both areas for action and areas for special study. Thus, a basic system should raise important questions, not try to give answers to all preconceived questions. Special studies should be planned on a geographical and on a limited-time basis to get "the answers" to specific questions raised by the "everyday, every incident" basic system.

(5) Use Words: The original report from the officer in charge should be in his own words, accurately describing the situation he actually found. NFPA 901 may be used as an aid to word choice. Numeric codes may be added by the officer himself or by a central coding office.

(6) Report All Incidents: Every response should be reported regardless of the type or extent of the incident. The extent of the fire, the amount of damage, and the type of incident will be captured by the various elements of the incident report. An incident occurs when there is a response to any call for service, whether for fire, medical, or public service.

A fire reporting system contains three fundamental elements. These are:

ELEMENT I

- | | |
|---------|--|
| Fact | A. Obtain Information |
| Finding | B. Complete Report Form |
| | C. Send Completed Report to Processing |

ELEMENT II

- | | |
|------------|------------------------------|
| Fact | D. Receive Completed Reports |
| Processing | E. Edit (and Code) Reports |
| | F. Enter Facts |
| | G. Process Facts |
| | H. Update Fact File |

ELEMENT III

- | | |
|------|---------------------------------------|
| Fact | I. Report Periodically |
| Use | J. Analyze these Reports |
| | K. Request Special Report (if needed) |
| | L. Decide Specific Action |
| | M. Act |
| | N. Analyze Results of that Action |
| | O. Return to J and Repeat |

Element I — Fact Finding. The traditional legal function of reports can be satisfied with as little as a written narrative of the basic facts of the incident. To serve as input to a fire reporting system, however, an incident report must be clearly structured and must use uniform definitions and terminology. The collection of information on an incident report requires a form or forms on which to record the information desired, instructions for completing the forms(s) so that information within the reporting district is provided in a uniform manner, and a procedure for forwarding these forms to a central point.

The Incident Report. Every time the fire service responds to an alarm, an incident occurs. The alarm may be for a fire, medical, rescue, or other public service. In all cases an incident report is filed.

Up-date Reports. Incident follow-up information may be obtained from in-department sources such as the fire investigator or training officer. Out-of-department sources such as hospital personnel and insurance adjusters may yield helpful data. In both cases an "Up-date Report" is filed. NFPA 904M, *Incident Follow-up Report Manual* and the Incident Follow-up Report (Form 904I) may be used to record additional details.

Element II — Fact Processing. The fact finding stage is only the first element of a reporting system. Once information has been received, it must be processed into a record useful for legal, planning, and management purposes. The first step in information processing involves checking the reports for accuracy and completeness, and then aggregating information about one property or one incident from several reports into a composite record. The second step involves the creation of a file consisting of all of the records of the reported incidents.

This "Fact File" will constitute the basic source of information about past incidents. The use to which the "Fact File" is put will determine, to a large extent, the facts that must be recorded on the incident report.

Element III — Fact Use. Once a "Fact File" has been generated, it may have many potential uses. At the least, it should meet the informational needs of all the sectors of the local fire service. These include both information required from a legal standpoint and information needed for periodic reports. A specific use is to feed back to the company officers data on their specific part of the protected community. A more general use would be to spot trends in fire incidence and to provide data for program evaluation and corrective action on a chief officer level.

Even though a small fire department may have an incidence level that is too low for meaningful statistical evaluation, the data collected may be sufficient to provide information useful in their planning.

Data combined from surrounding districts will be even more useful. Thus, through each incident report, the company officer, the fire service manager, and the chief of the department can work to "manage" their local problem. Regional and national authorities can "manage" their interests.

Another vital function of an effective system is to provide input to those designing and marketing new equipment (potential ignition sources), and to those designing and providing interior finishes and furnishings (available fuels), so that the total effort of all concerned

can continue to reduce the real fire problem. The Systems Concepts Committee of NFPA and the "Decision Tree" will count upon the output of this system on a continuing basis.

Each time a method of fire defense works well and the fire loss and danger are confined to a small area, the "success" will increase the confidence in that particular method of fire defense. Conversely, each time a method of fire defense fails, as indicated by an expensive loss or by injuries or death, then this failure needs to be recorded so that the confidence in that method of fire defense can be reduced.

On an even broader scale, industry, educators, architects, research scientists, and fire protection engineers can work as an international team with fire service managers to reduce the fire problem as it has been defined by data merged from local "Fire Fact Files."

GENERAL APPLICATIONS

I. Uniformity in Reporting

This manual contains instructions for the completion of the Basic Incident Report, Form 902F; the Basic Casualty Report, Form 902G; the Basic EMS Report, Form 902H; and the Action Summary Sheet, Form 902S. The three input forms and the summarization sheet are designed to allow a fire department to collect and summarize basic details about all incidents to which it responds and to use that information in making decisions affecting the fire protection of the community.

The use of this system allows a community to collect its information in a uniform manner so that it can be aggregated at state and national levels. It also allows one fire department to compare its data with that from other fire departments, as the terminology and classifications are uniform.

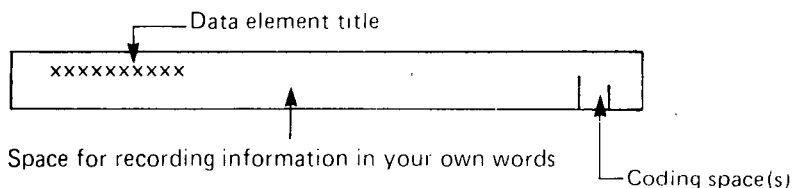
The person completing the report should use words that accurately describe the situation. Each item of data can then be classified using categories defined in NFPA 901, *Uniform Coding for Fire Protection*. It is this classification process that establishes the uniformity, not the person's original words.

II. Forms

Each time one or more fire service units move in response to an alarm, an incident occurs. A record of that incident should be kept. The Basic Incident Report, Form 902F, is designed to provide such a record. All applicable categories should be completed for each incident. If the incident involved civilian fire casualties or any injury to fire service personnel the Basic Casualty Report, Form 902G, should be used for recording details of each casualty. If the fire department provides Emergency Medical Service (EMS), and that was the only service provided at the incident, a Basic EMS Report, Form 902H, can be used instead of a Basic Incident Report. However, if there are injuries to fire service personnel at that incident, a Basic Casualty Report should be used for recording details of each fire service casualty. For complicated incidents, additional information may be required in the incident record or file.

The forms contain blocks which group related information together. Each block contains one or more lines, and each line con-

tains several data spaces. A typical data space is shown below.



Typical Data Space

III. Form Completion

The Basic Incident Report, the Basic Casualty Report, and the Basic EMS Report should be in the words of the person completing the report and should give the details necessary for someone not at the incident to understand exactly what happened. The symbol "N/A" should be used in any data space that is not applicable. If information cannot be determined, the abbreviation "Undet" can be used to indicate "Undetermined." All data spaces in each applicable block should be completed.

If it is the policy of the department to put code numbers on the form to facilitate "adding up" data, this should be done preferably after the report has been completed. The appropriate number of coding spaces for entering code numbers has been provided at the end of each data space.

This manual contains references to NFPA 901, *Uniform Coding for Fire Protection*. These references are to allow persons responsible for classifying the data to find the appropriate sections in NFPA 901. All references are to the 1981 edition of NFPA 901. A review of the terminology, definitions, and classifications in NFPA 901 will help to improve the quality of the report.

IV. Definitions

The following definitions are provided here to help improve the understanding of the use of this manual.

Incident. The involvement of a piece of fire service apparatus or equipment in response to an alarm. Included are walk-ins treated at the station.

Incident Record. The official fire department file on an incident. For a simple "lockout" the incident record may be a single incident report. For a complicated fatal fire, on the other hand, the incident record may consist of a file containing the original incident report, fire company reports, several follow-up reports, narrative and newspaper accounts, photographs, as well as physical exhibits.

Incident Report. A written document by the officer in charge of that particular operation. For understanding and legal purposes, this report should be in the officer's own words. For summarization purposes, the information on this report can be classified into broad categories. The incident report is always part of the incident record or file.

The incident report includes information on the time of the incident, the response to the incident, and the action taken, as well as details of the incident, the damage, and the casualties.

Fire Report. The incident report on a fire.

Casualty Report. The supplemental report completed for each casualty associated with an incident.

V. Forwarding Reports

The officer in charge should forward the appropriate reports through channels to department headquarters. As a minimum, there should be one Form 902F or one 902H for each incident. If the incident involved civilian fire casualties or fire service casualties, one or more Forms 902G should be attached. If the fire involved exposures, additional Forms 902F may be required. All forms and other reports of the same incident should be fastened together, and the same incident number should appear on each report.

SPECIAL APPLICATIONS

The following comments are to assist persons using the system when the circumstances of the incident raise special questions.

I. Fires in Multiple-Occupancy Structures

In a single multiple-occupancy structure, only one report is required. The correct address and occupant listed should correspond to the location of the property where the fire originated. Other occupants affected by the incident can be listed in the Remarks together with any special information concerning their loss.

II. Exposure Fires

An exposure fire is a fire starting in a building, structure, vehicle, or outside property resulting from a fire outside that building, structure, vehicle, or outside property.

Where fire involves more than one building, each building fire shall be considered a separate fire, with the ignition for all but the original building fire involved classified as "exposure fires." If the building fire ignites a truck parked nearby but outside the building, the truck fire is an exposure fire. If the truck was parked inside the building and is damaged by a fire which started elsewhere in the building, the truck is regarded as part of the building contents rather than as a separate exposure fire.

A separate Form 902F report can be used for each exposure fire, using the same incident number as is used for the original fire. The form provides a space titled "Index Number" for sequentially numbering each exposure fire. Certain data spaces on the exposure report are not applicable. These are:

(a) "Method of Alarm": Mark "N/A" unless a separate alarm was received from a different source for the exposure fire.

(b) "Number Alarms" should be marked only on the report covering the initial fire. This data space on the exposure report should be marked "N/A."

III. Incidents Involving Electrical Units

When an incident involves electrically operated equipment or an electrical installation and disconnection of the electrical energy clears the emergency, treat it as a hazardous condition under Type of Incident. If there is sustained burning after the electrical energy has been disconnected, treat the incident as a fire.

IV. Crashes and Ruptures

Fire loss resulting from crashes or explosions should be reported as described below.

(a) Fires caused by crashes (i.e., aircraft, automobiles, etc.). Only the portions of property that were undamaged by the crash but were later damaged by fire will be considered in estimating the dollar loss. All casualties will be reported on the 902F form. A differentiation will be made as to whether the injury was suffered as a result of ensuing fire or suffered as a result of the crash when reporting the injury on the 902G and/or 902H form.

(b) Overpressure ruptures (i.e., explosions, etc.). An overpressure rupture is not a "fire" unless fire follows. When there is a rupture followed by a fire, only the portions of the structure that were not damaged by the rupture but were damaged by the fire will be considered in estimating the dollar loss. All casualties will be reported on the 902F form. A differentiation will be made as to whether the injury was suffered as a result of the ensuing fire or suffered as a result of the overpressure rupture when reporting the injury on the 902G and/or 902H form.

V. Incidents "Outside of Jurisdiction"

If the incident occurs outside the jurisdictional boundaries of your fire department, and another fire department has responsibility and is present at the incident, it is not necessary to record information concerning the incident beyond what your fire department did.

If the responsible fire department is not present, it is still their responsibility to complete the report of the incident. Your fire department should assist them in gathering the necessary information.

If the incident occurs in an area where there is no fire department responsible for protection, a complete report should be filed, but the details should not be included in your fire department's summary of fire experience.

VI. Fires Discovered Later

A fire occurrence is sometimes discovered after it has burned itself out or at some later date, as during an inspection. These fires should be reported using the Basic Incident Report, and as many details as are obtainable should be recorded on the form. Assign the fire the next available incident number.

VII. Remarks

A section for remarks is provided on the bottom of the 902F, 902G and 902H forms. The remarks should contain explanatory informa-

tion necessary to clarify any of the entries made in a particular line of the report. They should also tie the report together by adding the information necessary to ensure that persons not at the incident will understand the circumstances of the incident. The back side of the form or additional sheets of paper appended to the report can be used for additional remarks or diagrams.

EXAMPLES

Four examples are presented on the following pages which show reports for typical situations that a fire department might encounter. They are presented here as an aid to understanding the use of Forms 902F, 902G and 902H. These reports are all of hypothetical situations, and resemblance to any actual incident is coincidental.

The first report is for a dwelling fire where a smoke detector wakes a husband and wife. The husband suffers smoke inhalation when he goes to the basement to attempt to fight the fire. The wife reports the fire using a street fire alarm box. A fire fighter is injured when he gets debris in his eye while pulling a ceiling.

The second report is for an automobile fire where a cigarette thought to have been flipped out the window apparently landed on the back seat. The fire was discovered after the owner had returned home and parked the car.

The third report is an emergency medical service call for an elderly woman suffering the symptoms of a heart attack.

The fourth report is a false call received automatically from a building detection and alarm system tied directly to the fire department. A fire fighter is injured when he twists his ankle jumping from the engine.

BASIC INCIDENT REPORT

902F

Fill in This Report
In Your Own Words

Eastwood

Fire Department

☐ Revised
Report

A	FD No. 708	Incident No. 6537	Index No. 00	No. 05	Day 26	Year 81	Alarm Type 0328	Time of Day 0334	Time of Day Unit Clear 0344
B	Location/Address 1415 S. Ashworth Rd. Eastwood						Zip Code 28946	Property No. N/A	
C	Occupant Name (Last, First, MI) Russell, Joseph M.						Telephone No. 776-5432	Room or Apt. N/A	
D	Owner Name (Last, First, MI) Same as above			Address Same as above			Telephone No.		
E	Method of Alarm to Fire Department Box 4451						Type of Incident 2 Structure Fire		11
F	Type of Action Taken Vent/Ext/Salvage			112	District E14	Shift B	No. Alarms 1	Mutual Aid ☐ Rec'd ☐ Given G/M/A	
G	General Property Use Single Family Res			411	Specific Property Use 1 Family Dwelling		4111	County 0119	Census Tract 3182901
H	No. Injuries* Fire Service 01011 Other Emerg 01010		Civilian 01011		No. Fatalities* Fire Service 01011 Other Emerg 01010		Civilian 01011		0
I	No. Fire Service Personnel Responded 1212		No. Engines Responded 112		No. Aerial Apparatus Responded 11		No. Other Vehicles Responded 11		0
J	Condition of Fire upon Arrival of First Unit 2 rooms in Bsmt			4	Time from Alarm to Agent Application 7 min			4	Area of Fire Origin Family room
K	Equipment Involved in Ignition Television set			511	Year 72	Make Acme	Model Q499	Serial No. 364862	114
L	Form of Heat of Ignition Electrical short circuit			314	Material First Ignited Form/Use TV Case			215	Type Rigid Plastic
M	Ignition Factor Short Circuit			513	Method of Extinguishment 2 - 1 1/2" handlines w/ hydrant water			16	
N	Property Damage Classification 19.500			110	No. Buildings Damaged 011			Termination Stage Open Flame	2
O	Construction Type Frame Type V			15	No. of Stories 2 Story + Bsmt			3	Level of Origin Basement
P	Structure Status In use			2	No. of Occupants at Time of Incident two			1	
Q	Material Generating Most Flame Form/Use Wall Paneling			115	Type Plywood			614	Factor Contributing to Flame Travel None
R	Material Generating Most Smoke Form/Use Cushion			211	Type Foam Plastic			414	Avenue of Smoke Travel Stairwell
S	Detector Type Ionization smoke			11	Detector Power Supply Battery			1	Detector Performance 1st story Alerted occupants
T	Sprinkler System Performance No AS			8	No. of Sprinkler Heads Operated N/A			11	
U	Extent of Flame Damage 2 rooms in Bsmt			15	Extent of Smoke Damage Throughout house			6	Extent of Extinguishing Agent Damage Bsmt
V	Mobile Property Type			11	Year	Make	Model	Serial No.	License No.
W	No. of Private Acres Burned			11	No. of Federal Acres Burned			11	No. of Other Public Acres Burned
X	Member Making Report Donald Harris			5/26/81	Officer in Charge (Name, Position, Assignment) Raymond Symmes			5/26/81	
Y	Remarks: Owner indicated he had been having trouble with TV and had smelled 'hot' odor during evening. Fire definitely originated inside TV cabinet.								

COMPLETE ON ALL INCIDENTS

ON ALL FIRES

TYPE OF INCIDENT (T) 10-19

FOR STRUCTURE FIRE

T 11-13

T 12-14

T 15

COMPLETE
ON ALL INCIDENTS☐ Remarks continued on reverse side.

* A Form 902G must be completed for each Fire Casualty.

This form is for use with NFPA 902M, Field Incident Manual. Users should also refer to NFPA 901, Uniform Coding for Fire Protection, for information on fire reporting systems and classifications for information entered on this form.

BASIC CASUALTY REPORT

902G

Fill in This Report
In Your Own Words

Eastwood

Fire Department

☐ Revised
Report

GA	FD ID 708	Incident No. 6337	Index No. 00	Casualty No. 01	Injury Occurred Mo 05 Day 26 Year 81	Time 0326
GB	Type of Casualty Fire before FD Arrival		Affiliation: Civilian		Injury Reported Mo 05 Day 26 Year 81	Time 0334
GC	Casualty Name (Last, First, MI) Russell, Joseph M.		D.O.B. 8/19/37		Age 43	Sex M
GD	Home Address 1415 S. Ashworth Rd.		City Eastwood	State OH	Zip 28946	Telephone No 776-5432
GE	Case Severity Moderate		Primary Apparent Symptom Smoke inhalation		Primary Part of Body Lungs	
GF	Secondary Apparent Symptom N/A		Secondary Part of Body N/A			
GG	Casualty Situation Found Bldg Fire Injury		Patient Taken to Central Hospital by Ace Amb.			
GH	Familiarity With Structure 3 years		Condition of Person Awake		Activity at Time of Injury Fire Suppression	
GI	Location in Relation to Pt. of Origin Same Bldg		Location at Time of Injury Room of Origin		Relationship to Fire Location Lived in unit	
GJ	Cause of Civilian Injury Exposed to smoke		Condition Preventing Escape None			
GK	Rank	Assignment		Years Experience	No. Responses Prior to Injury	
GL	Physical Condition			Status Before Alarm		
GM	Fire Fighter Activity			Where Injury Occurred		
GN	Cause of Fire Fighter Injury			Medical Care Provided		
GO	Protective Coat: Worn		Status	Type Failure		
GP	Protective Pants: Worn		Status	Type Failure		
GQ	Boots/Shoes: Worn		Status	Type Failure		
GR	Helmet: Worn		Status	Type Failure		
GS	Face Protection: Worn		Status	Type Failure		
GT	Breathing Apparatus: Worn		Status	Type Failure		
GU	Gloves: Worn		Status	Type Failure		
GV	Special Equipment: Worn		Status	Type Failure		
GW	Length of Hospitalization		Time off for Medical Treatment	Time Lost From Normal Duty	Time on Restrictive Duty	
GX	Insurance Carrier Notified ☒ Yes ☐ No		Final Outcome	Section Completed by		
GY	Member Making Report Richard Avery		Date 5/26/81	Officer in Charge (Name, Position, Assignment) Raymond Symmes B/C 6		Date 5/26/81
GZ	Remarks Casualty went to basement to try to control fire. Was found on basement stairway choking on smoke.					

☐ Remarks continued on reverse sideThis form is for use with NFPA 902M, *Field Incident Manual*. Users should also refer to NFPA 901, *Uniform Coding for Fire Protection*, for information on fire reporting systems and classifications for information entered on this form.

BASIC CASUALTY REPORT

902G

Fill In This Report
In Your Own Words

Eastwood

Fire Department

☐ Revised
Report

GA	FD ID 708	Incident No. 6337	Index No. 00	Casualty No. 02	Injury Occurred: Mo Day Year 05 26 81	Time 0418
GB	Type of Casualty Fire after FD Arrival		Affiliation: 2 Fire fighter	Injury Reported: Mo Day Year 05 26 81	Time 0420	
GC	Casualty Name (Last, First, MI) Smythe, Jack M.		D.O.B. 8/3/41	Age 39	Sex M	Race W
GD	Home Address 129 Laurel St.		City Eastwood	State OH	Zip 28946	Telephone No. 276-4529
GE	Case Severity Minor		Primary Apparent Symptom Foreign body	Primary Part of Body 127 Eye	Secondary Part of Body 112	
GF	Secondary Apparent Symptom N/A		Secondary Part of Body N/A		198	
GG	Casualty Situation Found Building fire injury		Patient Taken to Central Hospital by Ace Amb		11	
GH	Familiarity With Structure		Condition of Person	Activity at Time of Injury		
GI	Location in Relation to Pt. of Origin		Location at Time of Injury	Relationship to Fire Location		
GJ	Cause of Civilian Injury		Condition Preventing Escape			
GK	Rank F.F.	Assignment E. 14 - Supp.	Years Experience 18 yrs.	No. Responses Prior to Injury one		
GL	Physical Condition Rested		Status Before Alarm Asleep			
GM	Fire Fighter Activity Overhaul		Where Injury Occurred In basement		51	
GN	Cause of Fire Fighter Injury Struck by ceiling he was pulling		Medical Care Provided Hospital Emergency Room			
GO	Protective Coat: Worn Nomex w/ liner		Status Closed, collar down	Type Failure No failure		
GP	Protective Pants: Worn N/A		Status	Type Failure		
GQ	Boots/Shoes: Worn N/A		Status	Type Failure		
GR	Helmet: Worn leather		Status Chin strap and ear protector not in use	Type Failure None		
GS	Face Protection: Worn None		Status 8	Type Failure		
GT	Breathing Apparatus Worn None		Status 8	Type Failure		
GU	Gloves: Worn leather		Status 4	Type Failure None		
GV	Special Equipment: Worn N/A		Status	Type Failure		
GW	Length of Hospitalization None	Time off for Medical Treatment 2 hrs	Time Lost From Normal Duty 2 hours	Time on Restrictive Duty None		
GX	Insurance Carrier Notified ☐ Yes ☒ No	Final Outcome Returned to regular duty	Section Completed by JWS 5/26/81			
GY	Member Making Report Jack Smythe		Date 5/26/81	Officer in Charge (Name, Position, Assignment) Raymond Symmes R/C E		Date 5/26/81
GZ	Remarks: Eyes washed at scene and checked at hospital					

☐ Remarks continued on reverse side.

This form is for use with NFPA 902M, Field Incident Manual. Users should also refer to NFPA 901, Uniform Coding for Fire Protection, for information on fire reporting systems and classifications for information entered on this form.

BASIC INCIDENT REPORT

902F

Fill In This Report
In Your Own Words

Winston Fire Department

☐ Revised
Report

A	FD ID	Incident No.	Index No.	Mo.	Day	Year	Alarm Time	Time on Scene	Time Last Unit Clear	
B	131	4906	00	04	17	81	1533	1540	1612	
C	Location/Address			City/Town			Zip Code	Property No.		
D	278 Maple Street			Winston			69492	N/A		
E	Occupant Name (Last, First, MI)						Telephone No.	Room or Apt.		
F	N/A							N/A		
G	Owner Name (Last, First, MI)			Address			Telephone No.			
H	Smith, Jane A.			Same as above			298-4286			
I	Method of Alarm to Fire Department						Type of Incident			
J	Telephone 298-4286						Auto Fire outside			
K	Type of Action Taken						District	Shift	No. Alarms	
L	Extinguished						115	E 12	3	
M	General Property Use						Specific Property Use		County	
N	Family Res.						Driveway	943	1131	
O	No. Injured* Fire Service						No. Fatalities* Fire Service		No. Other Vehicles Responded	
P	No. Fire Service Personnel Responded						No. Engines Responded		No. Other Vehicles Responded	
Q	1						14		0	
R	Condition of Fire upon Arrival of First Unit						Time from Alarm to Agent Application		Area of Fire Origin	
S	Smoke Showing						3 min		Passenger area	
T	Equipment Involved in Ignition						Year		Make	
U	None						198			
V	Form of Heat of Ignition						Material First Ignited		Form/Use	
W	Cigarette						Seat Cushion		Type	
X	Ignition Factor						Method of Extinguishment		Termination Stage	
Y	Discarded Cigarette						Booster line -- water in tank		15	
Z	Property Damage Classification						No. Buildings Damaged		Level of Origin	
AA	3500						1017		open flame	
AB	Construction Type						No. of Stories		No. of Occupants at Time of Incident	
AC										
AD	Structure Status								Factor Contributing to Flame Travel	
AE	Material Generating Most Flame						Form/Use		Type	
AF										
AG	Material Generating Most Smoke						Form/Use		Type	
AH										
AI	Detector Type						Detector Power Supply		Detector Performance	
AJ										
AK	Sprinkler System Performance								No. of Sprinkler Heads Operated	
AL										
AM	Extent of Flame Damage						Extent of Smoke Damage		Extent of Extinguishing Agent Damage	
AN										
AO	Mobile Property Type						Year	Make	Model	Serial No.
AP	Auto						111	78	Johnson	XX75
AQ									MFY79482Y	License No.
AR										OK-649827
AS	No. of Private Acres Burned						No. of Federal Acres Burned		No. of Other Public Acres Burned	
AT										
AV	Member Making Report						Date	Officer in Charge (Name, Position, Assignment)		Date
AW										
AX	Remarks									
AY	Jane Smith indicated she arrived home from shopping about 1430. She had been smoking in the car and thought she had tossed the cigarette out the window.									
AZ										
BA										
BB										

COMPLETE ON ALL INCIDENTS

ON ALL FIRES

TYPE OF INCIDENT (TI) 10-19

FOR STRUCTURE FIRE

TI 10-19

TI 11

COMPLETE ON ALL INCIDENTS

☐ Remarks continued on reverse side.

*A Form 902G must be completed for each Fire Casualty.

This form is for use with NFPA 902M, Field Incident Manual. Users should also refer to NFPA 901, Uniform Coding for Fire Protection, for information on fire reporting systems and classifications for information entered on this form.

BASIC EMS REPORT

902H

Fill In This Report
In Your Own Words

Waverly Fire Department										☐ Revised Report
HA	FD ID 224	Incident No. 847	Casualty No. 01	No. 03	Day 27	Year 81	Alarm Time 1108	Time on Scene 1112	Time Unit Clear 1141	
HB	Location/Address 624 N W Second St. Apt. 24			City/Town Waverly			Zip Code 36999	Property No. N/A		
HC	Method of Alarm to Fire Department Telephone 334-2928			Type of Incident EMS -- Heart Attack			B 2			
HD	Type of Action Taken Provided EMS			District L 18	Shift 8	No. Alarms Still	Mutual Aid ☐ Rec'd ☐ Given N/A			
HE	General Property Use Multi Family Res.			Specific Property Use Apt.- Over 20 units			County 0 1 9	Census Tract N/A		
HF	Casualty Name (Last, First, MI) Koss, Judith E.			D.O.B. 12/13/11	Age 69	Sex F	Race W		1	
HG	Home Address Same as above			City	State	Zip	Telephone No. 334-2928			
HH	Type of Casualty Medical Aid			Affiliation Civilian			Injury Occurred: 03 27 81	Time 1045		
HI	Case Severity Severe			Primary Apparent Symptom Cardiac Symptoms			Primary Part of Body Heart			
HJ	Secondary Apparent Symptom N/A			Secondary Part of Body N/A			19 18			
HK	Casualty Situation Found Cardiac			Patient Taken to: St. Joseph's Hospital			1			
HL	Time of Reading		Blood Pressure		Pulse		Respiration			
			Systolic	Diastolic	Rate	Character	Rate	Character		
HL	1	1112	110	70	120	SR 1	24	RS	3	
HM	2	1115	100	60	120	SR 1	24	RS	3	
HN	3	1118	85	55	130	WR 3	30	RS	3	
HO	Lungs		Skin		Pupils					
	Sound	Location	Color	Temperature	Size	Reactivity	Position			
HO	Clear 1	BI = 1	Pale 3	Cool/wet 5	Equal 1	Reactive 1	Dilated 2			
HP	Patient Status Conscious			Patient Behavior Disturbed			2			
HQ	Pre-Hospital Treatment 1 Oz Inhalation 0 8		Pre-Hospital Treatment 2 EKG Trans. 1 0		Pre-Hospital Treatment 3 Airway 1 6		Pre-Hospital Treatment 4 Defibrillation 0 7			
HR	Time	Monitor Code		Drug/Fluid		Rate	Route	IV		
HR	1	1112	Sinus Tach 1 2	D5W 1 1			IV 0 7	Suc. 1		
HS	2	1115	Sinus Tach 1 2							
HT	3	1118	PVC- 6 per min 5 2	Lidocaine 1 4		100 MG	IV-bolus 0 7	Suc. 1		
HU	Time EKG Transmitted 1118			Medical Facility EKG Transmitted to St. Joseph's Hosp.			Responsible Hospital Representative Signature Mark Spahr, MD			
HV	Unit Type Handling Incident Mobile ICU			Personnel Training Level Paramedic			6			
HW	Member Making Report			Date	Officer in Charge (Name, Position, Assignment) Steve Forbes F.F. R-3			Date 3/27/81		
HX	Remarks 1123 BP 80/50 Pulse 150 WR Resp 30 RS Monitor - V tach 1123 Patient lost consciousness									

Remarks continued on reverse side.

This form is for use with NFPA 902M, Field Incident Manual. Users should also refer to NFPA 901, Uniform Coding for Fire Protection, for information on fire reporting systems and classifications for information entered on this form.

1124 Drugs -- Liducaïne infusion 4 MG/min IV
1124 Oropharyngeal airway, Bag mask
1124 Defibrill action
1127 Enroute hospital
1127 BP U/O Pulse 0 Resp. 16 R.D.
 Monitor -- V. Fib.
1127 Cardiac compression, Trachael intubation
1127 Drugs -- Sodium bicarb -- IV
1127 Defibrillation
1130 BP U/O Pulse 0 Resp. 0
 Monitor Asystole
1130 Drugs -- Epinephrine -- IV
1130 Arrive hospital

BASIC INCIDENT REPORT

902F

Fill In This Report
In Your Own Words

Pierce

Fire Department

☐ Revised
Report

A	FD ID 510	Incident No. 1283	Index No. 00	Mo. 06	Day 07	Year 81	Alarm Time 1548	Time on Scene 1551	Time Last Unit Clear 1615
B	Location/Address 4298 University Ave.		City/Town Pierce		Zip Code 98504		Property No. 2642		
C	Occupant Name (Last, First, MI) Baker, F.R. DBA Fred's Shoes, Inc.		Telephone No. 376-4983		Room or Apt. N/A				
D	Owner Name (Last, First, MI) G + B Realty Corp.		Address 2840 S. Clifton St. Pierce		Telephone No. 946-2222				
E	Method of Alarm to Fire Department Private alarm from Bldg.		Type of Incident Apparent system malfunction						
F	Type of Action Taken Investigated source of alarm		District E 4	Shift N/A	No. Alarms 1	Mutual Aid ☐ Rec'd ☐ Given			
G	General Property Use Retail Sales		Specific Property Use Shoe Store		County Pierce	Census Tract 144400			
H	No. Injuries* Fire Service 1 Other Emerg 0 Civilian 0		No. Fatalities* Fire Service 0 Other Emerg 0 Civilian 0						
I	No. Fire Service Personnel Responded 112		No. Engines Responded 2		No. Aerial Apparatus Responded 1		No. Other Vehicles Responded 0		
J	Condition of Fire upon Arrival of First Unit		Time from Alarm to Agent Application		Area of Fire Origin				
K	Equipment Involved in Ignition		Year	Make	Model		Serial No.		
L	Form of Heat of Ignition		Material First Ignited Form/Use		Type				
M	Ignition Factor		Method of Extinguishment						
N	Property Damage Classification		No. Buildings Damaged		Termination Stage				
O	Construction Type		No. of Stories		Level of Origin				
P	Structure Status		No. of Occupants at Time of Incident						
Q	Material Generating Most Flame Form/Use		Type		Factor Contributing to Flame Travel				
R	Material Generating Most Smoke Form/Use		Type		Avenue of Smoke Travel				
S	Detector Type		Detector Power Supply		Detector Performance				
T	Sprinkler System Performance		No. of Sprinkler Heads Operated						
U	Extent of Flame Damage		Extent of Smoke Damage		Extent of Extinguishing Agent Damage				
V	Mobile Property Type		Year	Make	Model	Serial No.	License No.		
W	No. of Private Acres Burned		No. of Federal Acres Burned		No. of Other Public Acres Burned				
X	Member Making Report		Date	Officer in Charge (Name, Position, Assignment) L.R. Gray B/C 2		Date 6/7/81			
Y	Remarks. Source of alarm could not be determined. Advised tenant to have alarm company check system.								

COMPLETE ON ALL INCIDENTS

ON ALL FIRES
TI 10-19TYPE OF INCIDENT (TI) 10-19
FOR STRUCTURE FIRE
TI 11-13

TI 11

COMPLETE
ON ALL INCIDENTS☐ Remarks continued on reverse side.

*A Form 902G must be completed for each Fire Casualty

This form is for use with NFPA 902M, Field Incident Manual. Users should also refer to NFPA 901, Uniform Coding for Fire Protection, for information on fire reporting systems and classifications for information entered on this form.

BASIC CASUALTY REPORT

902G

Fill In This Report
In Your Own Words

Pierce

Fire Department

☐ Revised
Report

GA	FD ID	Incident No	Index No.	Casualty No.	Injury Occurred:	Mo	Day	Year	Time
	510	1283	00	01		06	07	81	1551
GB	Type of Casualty	Affiliation:			Injury Reported:	Mo	Day	Year	Time
	Non fire after alarm	Fire fighter				06	07	81	1554
GC	Casualty Name (Last, First, MI)	D.O.B.		Age	Sex	Race			
	Bunyon, Paul J.	8/30/46			M	W			
GD	Home Address	City	State	Zip	Telephone No.				
	22 Maple St.	Pierce	TX	76984	629-4082				
GE	Case Severity	Primary Apparent Symptom			Primary Part of Body				
	Minor	Sprain			Ankle				
GF	Secondary Apparent Symptom	Secondary Part of Body							
	N/A	N/A							
GG	Casualty Situation Found	Patient Taken to:							
	Slip/Fall	City hospital by self							
GH	Familiarity With Structure	Condition of Person			Activity at Time of Injury				
GI	Location in Relation to Pt. of Origin	Location at Time of Injury			Relationship to Fire Location				
GJ	Cause of Civilian Injury	Condition Preventing Escape							
GK	Rank	Assignment	Years Experience	No Responses Prior to Injury					
	F.F.	Suppression	3 yrs.	b 4					
GL	Physical Condition	Status Before Alarm							
	Rested	Awake							
GM	Fire Fighter Activity	Where Injury Occurred							
	Getting off apparatus	Incident scene outside							
GN	Cause of Fire Fighter Injury	Medical Care Provided							
	Jumped off apparatus	Hospital Emergency Room							
GO	Protective Coat: Worn	Status	Type Failure						
	N/A								
GP	Protective Pants: Worn	Status	Type Failure						
	N/A								
GQ	Boots/Shoes: Worn	Status	Type Failure						
	3/4 Boots (steel toe sole)	Not pulled up	None						
GR	Helmet: Worn	Status	Type Failure						
	N/A								
GS	Face Protection: Worn	Type Failure							
	N/A								
GT	Breathing Apparatus: Worn	Status	Type Failure						
	N/A								
GU	Gloves: Worn	Type Failure							
	N/A								
GV	Special Equipment: Worn	Status	Type Failure						
	N/A								
GW	Length of Hospitalization	Time off for Medical Treatment	Time Lost From Normal Duty	Time on Restrictive Duty					
	None	2 days	2 days	None					
GX	Insurance Carrier Notified	Final Outcome	Section Completed by:						
	☐ Yes ☒ No	Returned to normal duty	B.R. 6/10/81						
GY	Member Making Report	Date	Officer in Charge (Name, Position, Assignment)	Date					
	Paul J. Bunyon 6/10/81		L.R. Gray B/C 2	6/10/81					
GZ	Remarks								

☐ Remarks continued on reverse side

This form is for use with NFPA 902M, Field Incident Manual. Users should also refer to NFPA 901, Uniform Coding for Fire Protection, for information on fire reporting systems and classifications for information entered on this form.

PREPARATION OF THE BASIC INCIDENT REPORT FORM 902F

This section of the Manual is for reference in preparing the Basic Incident Report, Form 902F. Form 902F itself has been significantly revised since the 1976 revision. Hopefully, the changes made will make the completion and use of the Basic Incident Report much easier. The main thrust of changes evolved around the organization of data elements on the form.

The form is divided into seven blocks, each outlined by a heavy border across the bottom and up the right side.

The *first block* is designed to collect data on all reported incidents whether fire or non-fire related. An incident is defined as "the involvement of a piece of fire service apparatus or equipment in response to an alarm." This could be a rescue vehicle, pumper, pickup truck, etc. Data elements in this block identify the location, date, time, alarm, type of property and casualties. Lines A-I are included.

The *second block* is designed to collect data on all fire incidents (incident types 10-19). Data elements on lines J-N in this block describe what the scene was like when the fire department arrived, where the fire was in the property, the ignition sequence, and extinguishment.

The *third block* is designed to collect specific data for all structure fires (incident types 11-13). Data elements grouped onto lines O-U describe the construction, number of stories, level of origin, flame and smoke travel, detectors, automatic sprinklers, and extent of damage.

The *fourth block* is designed to collect specific data for fires involving mobile property (incident types 12-14). Data elements on line V describe the type, age, make, model, and registration number of the mobile property.

The *fifth block* is designed to collect specific data for all fires involving trees, crops, grass, brush and wild lands (incident type 15). Data elements grouped on line W describe how much land was involved.

The *sixth block*, line X, is designed to allow the member making out the report and the officer in charge of the incident to sign the report, thus making the report a legal document. This block is completed for all incidents.

The *seventh block*, line Y, is a remarks section and is designed to collect data significant to telling the story for which no room was available on lines A-X. Continue the remarks on the back side of Form 902F or complete additional pieces of paper if necessary to adequately tell the story of the incident.

BASIC INCIDENT REPORT

902F

Fill In This Report
In Your Own Words

Fire Department

☐ Revised
Report

A	FD ID	Incident No.	Index No.	Mo	Day	Year	Alarm Time	Time on Scene	Time Last Unit Clear	COMPLETE ON ALL INCIDENTS		
B	Location/Address		City/Town			Zip Code		Property No.				
C	Occupant Name (Last, First, MI)						Telephone No.		Room or Apt			
D	Owner Name (Last, First, MI)			Address			Telephone No.					
E	Method of Alarm to Fire Department						Type of Incident				COMPLETE IF FIRE TYPE OF INCIDENT (TI) 10-19	
F	Type of Action Taken						District	Shift	No. Alarms	Mutual Aid ☐ Rec'd ☐ Given ☐ N/A		
G	General Property Use			Specific Property Use			County		Census Tract			
H	No. Injuries* Fire Service			Other Emerg			Civilian			No. Fatalities* Fire Service		Other Emerg
I	No. Fire Service Personnel Responded			No. Engines Responded			No. Aerial Apparatus Responded			No. Other Vehicles Responded		
J	Condition of Fire upon Arrival of First Unit			Time from Alarm to Agent Application			Area of Fire Origin				COMPLETE IF FIRE TYPE OF INCIDENT (TI) 10-19 FOR STRUCTURE FIRE TI 11-13	
K	Equipment Involved in Ignition			Year	Make	Model		Serial No.				
L	Form of Heat of Ignition			Material First Ignited Form/Use			Type					
M	Ignition Factor			Method of Extinguishment								
N	Property Damage Classification			No. Buildings Damaged			Termination Stage				COMPLETE IF FIRE TYPE OF INCIDENT (TI) 10-19 FOR STRUCTURE FIRE TI 12-14 15	
O	Construction Type			No. of Stories			Level of Origin					
P	Structure Status			No. of Occupants at Time of Incident								
Q	Material Generating Most Flame Form/Use			Type	Factor Contributing to Flame Travel							
R	Material Generating Most Smoke Form/Use			Type	Avenue of Smoke Travel							
S	Detector Type			Detector Power Supply			Detector Performance					
T	Sprinkler System Performance			No. of Sprinkler Heads Operated								
U	Extent of Flame Damage			Extent of Smoke Damage			Extent of Extinguishing Agent Damage					
V	Mobile Property Type			Year	Make	Model	Serial No.	License No.				
W	No. of Private Acres Burned			No. of Federal Acres Burned			No. of Other Public Acres Burned					
X	Member Making Report			Date		Officer in Charge (Name, Position, Assignment)			Date			
Y	Remarks:										COMPLETE ON ALL INCIDENTS	

☐ Remarks continued on reverse side

* A Form 902G must be completed for each Fire Casualty.

This form is for use with NFPA 902M, *Field Incident Manual*. Users should also refer to NFPA 901, *Uniform Coding for Fire Protection*, for information on fire reporting systems and classifications for information entered on this form.

LINE A DATA

A	FD ID	Incident No.	Index No.	Mo.	Day	Year	Alarm Time	Time on Scene	Time Last Unit Clear	☐ Revised Report
---	-------	--------------	-----------	-----	-----	------	------------	---------------	----------------------	---

Fire Department Identification

FD ID

This space is provided for fire departments which participate in regional or state systems. The identification number will normally be assigned by the state and will be unique to the fire department. If your fire department does not forward reports to a regional or state center, this data space can be left blank.

Incident Number

Incident No.

The incident number is a unique number assigned to an incident such that no two incidents in a given year have the same number.

Enter the identification number assigned to this incident using your existing fire department system of numbering incidents. It may be necessary to obtain this number from the alarm center.

Example:

The 124th incident of the year would be entered as

Incident No. 124

Index Number

Index No.

If a fire department wishes to use separate forms to record data about other properties involved in the incident, each form should carry the same incident number and a sequential index number should be assigned to each additional form such that no two forms with the same incident number also have the same index number.

The index number for the property initially involved in the incident should be recorded as "00" and the total number of casualties and total loss associated with the incident should be recorded on this form.

Month

Mo.

Enter the month of year when the incident occurred using its numerical designation.

January	= 01	April	= 04	July	= 07	October	= 10
February	= 02	May	= 05	August	= 08	November	= 11
March	= 03	June	= 06	September	= 09	December	= 12

Day

Day

Enter the day of month when the incident occurred.

Year

Year

Enter the last two digits of the year of century when the incident occurred.

Example:

An incident occurring on July 9, 1981, would be entered as

Mo.	Day	Year
07	09	81

Alarm Time

Alarm Time

Enter the time the original alarm was received by the alarm center. Use the 24-hour clock.

Time by 24-hour clock:

1:00 AM = 0100

1:00 PM = 1300

12:00 Midnight = 2400

12:01 AM = 0001

Example:

An alarm received at 2:56 PM would be entered as

Alarm Time
1456

Time on Scene

Time on Scene

Record the time, using the 24-hour clock, which the first unit arriving on scene reports. It may be necessary to obtain this information from the alarm center.

Time Last Unit Clear

Time Last Unit Clear

The object of this data element is to capture the time at which the fire department gave up control of the scene. Use the 24-hour clock. If one company is left at the scene as a "fire watch" for a considerable period of time but control of the property has been turned back to the owner, record the activities of this company separately in the Remarks section.

Revised Report

☐ Revised Report
--

If any information on the report is to be updated once the report has been submitted, obtain a copy of the original report, enter the new information in red, date and initial the change, check the Revised Report block, and resubmit the report.

LINE B DATA

B

Location/Address	City/Town	Zip Code	Property No
------------------	-----------	----------	-------------

Location/Address

Location/Address	City/Town	Zip Code
------------------	-----------	----------

Enter the street number, the direction of the street if it is part of the address, the street name, and the street type (RD, ST, AV, etc.). Also enter the city, town, or township, and the zip code.

Use a single letter to indicate street direction when it is North, South, East, or West. Use two letters when it is a combined direction.

Northeast = NE

Southwest = SW

Southeast = SE

Northwest = NW

If the address is a street intersection, show the two cross streets. If the incident occurs on a major highway, record the closest mile mark.

If the involved property is a motor vehicle, boat, or other mobile property, list the address where the incident occurred, not the owner's home address.

If there is no city or town designation for the areas of the incident, some other means of geographic identification may be used such as grid coordinates; legal land description; latitude and longitude; or township, range and section.

Examples:

Location/Address	City/Town	Zip Code
16 Beverly Cl.	Greenville	78294

Location/Address	City/Town	Zip Code
424 East Main St.	Arlington	23469

Location/Address	City/Town	Zip Code
JCT Smith and Elm St.	Boston	02222

Location/Address	City/Town	Zip Code
45° 50' 30" N / 112° 40' 20" W	Gunnison Nat. Forest	

Property Number

Property No.

Property number is a unique number assigned to each property during a Property Survey. See NFPA 903M, *Fire Reporting Property Survey Manual*. Enter the assigned property number to correspond to the property being described in the report. This will enable users to link loss information with information available from the property survey. If your department has not assigned property numbers, leave this space blank.

LINE C DATA

C	Occupant Name (Last, First, MI)	Telephone No.	Room or Apt.
---	---------------------------------	---------------	--------------

Occupant Name

Occupant Name (Last, First, MI)

Enter the full name of the person, company, or agency that occupies the area where the incident occurred. This may be an occupant of an apartment, a manager of a business, or the owner of the property.

Examples:

Occupant Name (Last, First, MI)
ABC Widget Co., Smith, Sam, Mgr.

Occupant Name (Last, First, MI)
Quinley, John X.

Telephone Number

Telephone No.

Enter the telephone number where the above-named occupant can be reached.

Room or Apartment

Room or Apt.

Enter the number of the room or apartment where the incident occurred if there is a distinguishing number. If there is no distinguishing number, enter "N/A."

LINE D DATA

D	Owner Name (Last, First, MI)	Address	Telephone No.
---	------------------------------	---------	---------------

Owner Name

Owner Name (Last, First, MI)

Enter the correct full name of the owner of the property where the incident occurred if it is different from that of the occupant. If the owner was also the occupant, enter "Same as above."

Address of Owner

Address

Enter the complete address of the owner if it is different from the address where the incident occurred. If the address is the same as the address of the incident, enter "Same as above."

Telephone Number

Telephone No.

Enter the telephone number, if available, where the owner of the property can be reached.

LINE E DATA

E	Method of Alarm to Fire Department	Type of Incident
---	------------------------------------	------------------

Method of Alarm to Fire Department

Method of Alarm to Fire Department

Record the method by which the first fire service or alarm center person became aware of the incident. It is good practice to record the telephone number of the calling party or the number of the alarm box if that was the method of receipt. Do not record the means by which the individual fire companies were notified of the incident by the alarm center. Some of the methods by which the fire department receives an alarm are telephone, municipal alarm system, private alarm system, radio from a police or fire vehicle, and people walking into a fire station.

Refer to NFPA 901, Section JBA, for classifications for Method of Alarm to Fire Department.

Examples:

Method of Alarm to Fire Department
Telephone 622-9827

Method of Alarm to Fire Department
Box 4298

Type of Incident

Type of Incident

Record the most serious type of incident which your fire department encountered at the scene. In broad categories, this could be a fire, overpressure rupture, rescue call, hazardous condition, service call, good intent call or false call. Be more definitive, however, and indicate the type of fire, or other incident.

If conditions change, either before the arrival of the fire department or during fire department operations, details of the change in situation should be included in the Remarks and the most serious condition should be recorded as type of incident. For example, if the arriving apparatus found a fuel spill and it subsequently ignited, treat the incident as a fire and provide details of the fuel spill (Hazardous Condition) in the Remarks section.

Refer to NFPA 901, Section JCA, for classifications for Type of Incident.

Examples:

Type of Incident Grass fire	16
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Type of Incident Mattress fire in house	11
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Type of Incident False alarm	1711
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Type of Incident Wires down and arcing	44
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LINE F DATA

F	Type of Action Taken	District	Shift	No. Alarms	Mutual Aid ☐ Rec'd ☐ Given ☐ N/A

Type of Action Taken

Type of Action Taken

Record the duty or action taken by the responding fire department personnel to deal with the incident. Actions will include extinguishing fire, providing first aid or rescuing a person, removing or neutralizing a hazard, investigating a reported situation, or maybe just standing by at an incident. Be as specific as possible in stating the action taken.

Refer to NFPA 901, Section JDA, for classifications for Type of Action Taken.

Examples:

A fire where the fire department extinguished the fire.

Type of Action Taken
Extinguish/Overhaul 1 3

An alarm from a building where nothing could be found.

Type of Action Taken
Investigate source of alarm 7 1

A victim of an auto accident was given first aid and taken to a hospital.

Type of Action Taken
Provide EMS and Transport 3 3

District

District

Enter the designation of the fire department company, administrative or inspection district in which the incident occurred. If the incident is outside the fire department's area of responsibility or jurisdiction enter "O/J." If no districts are designated by the fire department, appropriate police districts may be useful and can be used.

Examples:

District
E 10

District
L 4

District
O/J

Shift

Shift

Where applicable, enter the designation of the shift on duty which responded to the incident. If the incident was of such duration that the shift changed during the control of the incident, record the shift change time and designation of the new shift in the Remarks.

Examples:

Shift
A

Shift
Group 4

Number of Alarms

No. Alarms

Enter the number of alarms transmitted for the incident. This information is used by your department only, and local definitions of what constitutes a first alarm, second alarm, etc., should be used in recording the number of alarms. Where multiple alarms are sounded, the time for each alarm should be recorded in the Remarks section.

Examples:

No. Alarms
Still

No. Alarms
2

Mutual Aid

Mutual Aid
☐ Rec'd ☐ Given
☐ N/A

If any other fire department was called or responded to assist at the scene of the incident, put a check in the box labeled "Rec'd," and list the names of the responding departments and the type of apparatus sent in the Remarks section. (Example: Anytown Fire Department — 1 pumper, 1 ladder truck.) If the mutual aid received was to cover a vacated fire station, it should not be indicated as mutual aid received for the purpose of this report; but the fact that another fire department provided coverage to vacated fire stations can be noted in the Remarks.

If the incident to which the fire department responded was to assist another fire department either at the scene of an incident or by covering vacated stations in another community, your fire department gave mutual aid, and the Mutual Aid Given box should be checked.

Sometimes, because of other emergencies or predetermined arrangements for providing coverage to areas of a community, the fire department responsible for the area where the incident occurred will not be present. Your fire department still gave mutual aid if it is outside the jurisdiction of your department, and the Mutual Aid Given box should be checked.

If mutual aid was neither given nor received, check the N/A box.

LINE G DATA

G	General Property Use	Specific Property Use	County	Census Tract

General Property Use

General Property Use	
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Definition:

General Property Use. The general (overall) use of land or space under the same management, ownership, or within the same legal boundaries, including any structures, vehicles, or other appurtenances thereon.

A grease duct fire in a restaurant in a hotel, or an explosion in a chemical laboratory of a university, presents a challenge to fire reporting.

Obviously, in the first case, if only "hotel" data are collected, then "restaurant" data will be lost. In the second example, if only "laboratory" data are collected, then "university" data will be lost. The use of a general property use classification enables the user to capture both "hotel" and "restaurant" or both "university" and "laboratory" information.

If a portion of the general property is leased, managed and maintained as a separate property, treat it as a separate general property use for reporting purposes. For example: a hotel at an airport leased to and managed by a hotel chain would be reported as hotel use while a hotel on a university campus and managed by the university would be reported as education use.

When a location has two or more completely different general uses, and there is no classification to describe the combination, then the General Property Use should be classified according to the predominant use at the point of origin of the incident.

Record the general use of the property where the incident occurred. Every incident should have a General Property Use associated with it with the exception of some false calls where it should be reported as undetermined.

Refer to NFPA 901, Chapter A, for classifications for General Property Use.

Specific Property Use

Specific Property Use			
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Definition:

Specific Property Use. The use to which a specific space, structure or portion of a structure is put by the owner, tenant or occupant of the space. The Specific Property Use should be one of the following:

The principal use of the structure or outside area if it is used for a single purpose.

The principal use of a fire division compartment in a structure if the structure is used for multiple purposes.

The principal use to which a section of a structure, a space or an area, whether inside or outside, is put by the owner, tenant or business occupying that space or area when there are multiple specific uses, multiple tenants or multiple businesses using the same general property.

Every piece of property, whether it be a structure or an open piece of land, has a use. This use should be identified here.

The intent is to show the use of the property and not the configuration of buildings or other important details of a property such as access, ownership, size, or internal weaknesses in construction or fire defenses. For example, property used for storage of a product should be shown for that use whether the storage is inside or outside.

Every incident report should include a Specific Property Use with the exception of some false calls when the specific property use can be reported as undetermined.

Property which is mobile, i.e., can move in relationship to specific property, is reported separately; the specific property it is located on at the time of the incident is reported here.

Record the Specific Property Use where the incident occurred. Refer to NFPA 901, Chapter B, for classifications for Specific Property Use.

Examples: The following examples show the relationship between the General Property Use and the Specific Property Use for a few typical situations.

A clothing store in a shopping center.

General Property Use	Specific Property Use
Sales use 5 1	Clothing store 5 2 1

A chapel at a university.

General Property Use	Specific Property Use
University 2 2	Chapel 1 3 1

A railroad bridge.

General Property Use	Specific Property Use
Railroad 9 5	Bridge 9 2 1

A children's playhouse behind a dwelling.

General Property Use	Specific Property Use
1 family residential 4 1	Child's play house 4 9 1

A barn on a farm.

General Property Use	Specific Property Use
Farm 9 5	Barn 8 1 5

County

County			
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Record the census county code if you are also reporting census tract. The census county code or the Federal Information Processing Standard (FIPS) county code are the same and can be obtained from the same source from which you get census tract information.

Census Tract

Census Tract					

Enter the number for the census tract in which the property involved in the incident is located. The census tract number is a six-digit number assigned by the U.S. Census Bureau which identifies an area of land within the United States about which there is census data available.

LINE H DATA

H	No. Injuries*										No. Fatalities*									
	Fire Service			Other Emerg.			Civilian				Fire Service			Other Emerg.			Civilian			

Number of Incident-Related Injuries

No. Injuries*									
Fire Service			Other Emerg.			Civilian			

Enter the total number of fire service personnel, other emergency personnel and civilians who received injuries or were treated in connection with the incident. The number of injuries or illnesses reported here is without regard to the circumstance of the injury or illness as it pertains to the chronology of the incident.

Fire service personnel are those persons engaged in activities normally associated with the fire service. Civilians forced into service by the fire service would be included here.

Other emergency personnel are non-fire service personnel engaged in providing emergency services on a regular and routine basis and would include EMS personnel, police and utility company employees. Fire fighters assigned and engaged in EMS activities should still be reported as fire service personnel.

Civilians would include either occupants or bystanders.

For each fire service injury recorded, a Basic Casualty Report, Form 902G, should accompany the Basic Incident Report.

For each injury recorded to other emergency personnel or civilians as a result of a fire incident, a Basic Casualty Report, Form 902G, should be completed and accompany the Basic Incident Report.

If a fire department provides emergency medical services, a Basic EMS Report, Form 902H may be completed for each injury or illness.

Completion of forms 902G and 902H will supply important data about the circumstances of the injury or illness.

Number of Incident-Related Fatalities

No. Fatalities*									
Fire Service			Other Emerg.			Civilian			

Enter the total number of fire service personnel, other emergency personnel and civilians who received fatal injuries in connection with the incident. The number of fatalities reported here is without regard to the circumstance of the fatality as it pertains to the chronology of the incident.

See "Number of Incident-Related Injuries" explanation for definitions of personnel categories.

For each fire service fatality recorded, a Basic Casualty Report, Form 902G, should accompany the Basic Incident Report.

For each fatality recorded to other emergency personnel or civilians as a result of a fire incident, a Basic Casualty Report, Form 902G should be completed and accompany the Basic Incident Report.

If a fire department provides emergency medical services, a Basic EMS Report, Form 902H, may be completed for each fatality.

LINE I DATA

No. Fire Service Personnel Responded	No. Engines Responded	No. Aerial Apparatus Responded	No. Other Vehicles Responded
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Number of Fire Service Personnel Responded

No. Fire Service Personnel Responded

Enter the total number of officers and fire fighters who respond to the incident.

Number of Engines Responded

No. Engines Responded

Enter the total number of engines which responded to the incident.

Number of Aerial Apparatus Responded

No. Aerial Apparatus Responded

Enter the total number of aerial ladder or elevating platform apparatus which responded to the incident.

Number of Other Vehicles Responded

No. Other Vehicles Responded

Enter the total number of fire department vehicles which responded to the incident, but which have not been counted above. Included are heavy rescue vehicles, ambulances, and specialized equipment.

LINE J DATA

J	Condition of Fire upon Arrival of First Unit	Time from Alarm to Agent Application	Area of Fire Origin
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Condition of Fire Upon Arrival of First Unit

Condition of Fire upon Arrival of First Unit
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Describe what the first unit observed upon arrival at the scene. This information can often be extremely important in investigating and understanding the fire and as such where a fire is well in progress upon arrival, conditions should be explained as completely as possible in the Remarks. Examples of conditions found would be: house fully involved, three structures involved, housewife extinguished fire before arrival and wildfire is crowning.

Refer to NFPA 901, Section JCB, for classifications for Condition of Fire on Arrival of First Unit.

Time from Alarm to Agent Application

Time from Alarm to Agent Application

Many factors contribute to the time lapse between the receipt of an alarm for a fire by the fire department and activity on the fire scene to extinguish the fire. Alarm handling time, response time, and set-up time are all factors which can be influenced by fire department management. Delays in response, blocked hydrants, and building access problems slow fire fighters in the application of extinguishing agents.

Estimate and record the time lapse from the first receipt of the alarm to the application of an extinguishing agent. Sometimes an agent will be applied before the alarm, as in the case of automatic systems, but in most cases the first agent will be applied by the fire department. Do not consider the sporadic application of an agent,

such as an attempt to use a fire extinguisher before calling the fire department, unless such application is continuous or successfully controls or extinguishes the fire.

Refer to NFPA 901, Section JGE, for classifications for Time from Alarm to Extinguishing Agent Application.

Examples:

An automatic sprinkler system activates, and an alarm is automatically transmitted to the fire department.

Time from Alarm to Agent Application
Before alarm 11

An alarm is received at 1438 hours, and apparatus arrives at the scene at 1445. A preconnect is stretched, and fire fighting starts within one minute.

Time from Alarm to Agent Application
Approx. 8 min. 14

Area of Fire Origin

Area of Fire Origin
11

Describe the use of the room or area where the fire originated. Whereas the general property use identifies the overall use of the land and structures thereon and the specific property use identifies the use of that portion of the property where the fire originated, the area of origin identifies the room, process, or precise portion of the specific property where the fire originated.

For example, a hotel may be a general property use; a restaurant in that hotel may be the specific property use; and the kitchen in that restaurant, if an ignition occurs there, is the area of origin. The area of origin is either a room, an area or portion of a room, a vehicle or a portion of a vehicle, or possibly some open area devoted to a specific use. Be careful to avoid the use of words like "attic" and "basement," as these denote a level of origin and not the use of the area.

Refer to NFPA 901, Chapter E, for classifications for Area of Origin.

Examples:

A fire starting in the bedroom closet of a home.

Area of Fire Origin
Bedroom closet 4 2

A fire starting in a wastebasket in a kitchen.

Area of Fire Origin
Kitchen 2 4

A fire starting under the hood of an automobile.

Area of Fire Origin
Engine compartment 8 3

A fire starting in a vacant lot next to a dwelling.

Area of Fire Origin
Vacant lot 1 9 4

LINE K DATA

K	Equipment Involved in Ignition	Year	Make	Model	Serial No.

Equipment Involved in Ignition

Equipment Involved in Ignition		
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The heat of ignition often originates in a piece of equipment. That piece of equipment may fail in some manner, causing the heat, or it may be a piece of equipment that normally produces heat but is used or misused in such a way that combustible material is ignited. If a piece of equipment was responsible for the heat of ignition record the type of equipment. If no equipment was involved, enter the word "None."

Refer to NFPA 901, Chapter F, for information on and classifications of Equipment Involved in Ignition.

Equipment Details

Year	Make	Model	Serial No.

If a piece of equipment was involved in the ignition, record the following details regarding that piece of equipment:

Year — year of manufacture.

Make — name of manufacturer or brand name.

Model — model name or model number if there is one.

Serial No. — manufacturer's serial number.

Exception: Where the fire involves food on a stove and the fire is confined to the cooking container with no damage to the stove, it is not necessary to record the equipment details. The stove should be identified as the equipment involved in ignition, however.

Examples:

A deep fat fryer overheats igniting the grease.

Equipment Involved in Ignition	Year	Make	Model	Serial No.
Deep fat fryer 1214	1974	Quicky	FS228	ME29476

A clothes dryer ignites an accumulation of lint in the dryer.

Equipment Involved in Ignition	Year	Make	Model	Serial No.
Clothes dryer 1512	1972	Fastdry	FC2000	2946784

LINE L DATA

L	Form of Heat of Ignition			Material First Ignited			
				Form/Use		Type	

Form of Heat of Ignition

Form of Heat of Ignition		
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The form the heat of ignition takes can be an open flame, a hot surface, an arc or spark, or some other form. Record the form of the heat which started the fire, as near as can be determined.

The form of heat of ignition when combined with a description of any equipment involved in ignition should clearly identify the heat which was responsible for the ignition. If the heat was from a fuel-fired or fuel-powered object, be sure to specify the fuel used.

NOTE: There is a difference between gas and gasoline. Gas is a gaseous fuel; gasoline is a liquid fuel.

Refer to NFPA 901, Chapter G, for classifications for Form of Heat of Ignition.

Examples:

A fire starts when gasoline fumes are ignited by a gas-fired hot water heater.

Equipment Involved in Ignition		
Hot water heater	1	2

Form of Heat of Ignition		
Flame in gas heater	1	5

A fire starts when a cigarette is dropped in an upholstered chair.

Equipment Involved in Ignition		
None	9	8

Form of Heat of Ignition		
Discarded cigarette	6	1

An industrial plant contains a manufacturing building and an attached storage building. Stored materials are ignited by radiated heat passing through unprotected openings from a fire in the manufacturing building. The exposure report would show:

Equipment Involved in Ignition
None 1918

Form of Heat of Ignition
Radiated heat 1812

Material First Ignited

Material First Ignited			
Form/Use		Type	

This data element is reported in two parts. Together they identify the first material ignited.

For a fire to start, the heat of ignition must ignite a kindling fuel. This kindling fuel will have a specific use or form which must be identified as the Material First Ignited — Form/Use. This same material will be made of a particular substance or be of a particular composition which is identified as the Material First Ignited-Type. The material identified and recorded as the first material ignited should have sufficient volume or heat intensity to extend to uncontrolled or self-perpetuating fire.

Identify and record the form/use and type of material which was first ignited by the heat source identified above. The first material ignited may not be the most significant from the standpoint of fire development, but it is most significant from the ignition standpoint, and as such, care should be taken to identify it properly. Other materials which may have been nearby and which may have contributed substantially to the fire can be identified later.

Refer to NFPA 901, Section HA, for classifications for Form of Material and Section HB, for classifications for Type of Material.

Examples:

Children playing set grass on fire.

Material First Ignited	Growing		
Form/Use	Vegetation	1714	Type Grass 1011

A plumber working in a wall cavity ignites fiberboard used as sound-deadening material.

Material First Ignited			
Form/Use	Insulation	118	Type Fiberboard 65

A rayon sweater on a person ignites when he leans across a gas burner on a stove.

Material First Ignited Sweater			
Form/Use	on person	35	Type Rayon 72

LINE M DATA

M	Ignition Factor	Method of Extinguishment
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Ignition Factor

Ignition Factor

The heat of ignition and the material first ignited have been identified on the previous two lines. In order for a fire to start, there must be some means by which the heat and material are brought together. It can be a deliberate act, an accident, or even an act of nature. Care must be taken not to blame a person believed responsible — just get the facts. Record the factor responsible for the ignition, i.e., that factor which explains why the heat source and the material ignited were able to combine to initiate the fire.

Refer to NFPA 901, Chapter I, for classifications for Ignition Factor.

Examples:

A building is deliberately set on fire.

Ignition Factor
Incendiary

A lightning strike ignites a barn.

Ignition Factor
Lightning strike

A workman cutting away old metal ignites nearby combustible materials.

Ignition Factor
Cutting too close

Method of Extinguishment

Method of Extinguishment

Record the mechanism or magnitude of equipment used to finally extinguish the fire whether it was by the fire department, people in the area, or an automatic system. Some fires may burn themselves out, others may be extinguished with makeshift aids, but the majority are probably extinguished by lines from fire apparatus.

Refer to NFPA 901, Section JDB, for classifications for Method of Extinguishment.

Examples:

An automatic sprinkler system activates and extinguishes the fire.

Method of Extinguishment

Automatic sprinklers

4

A small grass fire is extinguished before the arrival of the fire department by neighbors with a garden hose.

Method of Extinguishment

Garden hose by neighbors

2

A kitchen fire is extinguished with a preconnected line.

Method of Extinguishment

Preconnect 1½" -- Tank water

15

A major fire required 3 ladder pipes and 4 handlines to extinguish.

Method of Extinguishment

3 ladder pipes - 4 2½" hand lines

16

LINE N DATA

N	Property Damage Classification	No. Buildings Damaged	Termination Stage
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Property Damage Classification

Property Damage Classification

The property damage classification should reflect the total direct fire loss whether to a structure, its contents or machinery, a vehicle, vegetation or anything else involved in the fire. Take into consideration the material actually damaged by the fire as well as that damaged during extinguishment. This will include water and smoke damage as well as material damaged during overhaul operations.

If a loss figure is known, record that loss figure and classify the range in which that loss figure lies. If an exact loss figure is not known, record the classification which describes the range in which you estimate the loss to be. A property damage classification should be recorded for all fires. If there was no loss, record that fact and classify as "01."

Refer to NFPA 901, Section KJ, for classifications for Property Damage.

Number of Buildings Damaged

No. Buildings Damaged

Record the total number of separate buildings damaged by the fire. To be considered as separate buildings, physical space must exist between the buildings. If the fire originates in a building, it should be included in the count.

Note that all structures are not buildings. A building is defined as a structure enclosed with walls and a roof and having a defined height.

Termination Stage of Fire

Termination Stage	
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Defintions:

Smoldering. Self-sustaining combustion of a material without any flame evident.

Flame. Products of combustion that are illuminated by the heat of combustion and accompany the burining of most materials in normal atmospheres.

Some fires smolder and are discovered while they are still in the smoldering stage and are extinguished or they burn themselves out (self-terminate) without reaching open flame. Other fires reach the open flame stage and are then either extinguished or they self-terminate. Record which stage (Smoldering or Flame) the fire reached before it was either extinguished or it self-terminated. If a fire goes through the open flame stage and then back into a smoldering stage, it should be recorded as open flame for the purpose of this data element.

Refer to NFPA 901, Section KA, for classifications for Termination Stage of Fire.

Examples:

Fire fighters find a mattress smoldering as a result of a discarded cigarette. There is no evidence of open flame.

Termination Stage	
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Smoldering	h
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A fire burned in open flame, but due to lack of fuel is smoldering when discovered.

Termination Stage	
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Open flame	l2
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LINE 0 DATA

0	Construction Type	No. of Stories	Level of Origin
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Construction Type

Construction Type

Record the type of construction used to build the structure. If a mixture of construction types exists, record the principal type.

Building code classifications can be used provided that the particular code is also cited.

Refer to NFPA 220, *Standard on Types of Building Construction*, for information on construction types; and NFPA 901, Section DAA, for classifications for Type of Construction. Compare the "Type of Construction" definitions with existing state and city building codes to determine the types and unique characteristics of construction in your city.

Examples:

Construction Type
Fire-resistive type I 1

Construction Type
Wood frame type V 5

Construction Type
UBC type IV 4

Number of Stories

No. of Stories
1

Record the total number of stories in the structure including all below grade and above grade stories. A mezzanine should be considered as an additional story where the building code defines the area as a mezzanine. Unused crawl spaces and unused ceiling/roof spaces should not be considered as additional stories.

Refer to NFPA 901, Section DAE, for classifications for Number of Stories.

Example:

A fire in a dwelling with 2 stories above grade and a basement.

No. of Stories
2 Story and Bsmt. 3

Level of Fire Origin

Level of Origin

Defintion:

Grade. Reference plane representing the elevation of finished ground level adjoining the building at the main entrance.

If the fire occurred inside a building with regular floor levels, record the story — and whether above or below grade — on which the fire started. If there were no stories or irregular story heights, record the height above or below grade level in feet. If the fire involved a structure which was not a building, record the height in feet above or below grade where the fire started and be sure to indicate whether it was above or below grade.

Refer to NFPA 901, Section JEA, for classifications for Level of Origin.

Examples:

A fire in the second story of a house.

Level of Origin
2nd story 1 2

A fire in the basement of an office building.

Level of Origin

1st basement level |2|1|

A fire on the 14th story of an apartment house.

Level of Origin

14th story |1|6|

LINE P DATA

P	Structure Status	No. of Occupants at Time of Incident
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Structure Status

Structure Status

Structure status should describe whether the structure is currently in use for its intended purpose or not and if it is not, whether it is under construction, idle, vacant, under major renovation or being demolished.

Refer to NFPA 901, Section DAI, for classifications for Structure Status.

Examples:

A building is in the stages of being razed.

Structure Status
Being demolished

An industrial plant currently in full production.

Structure Status
In use

Number of Occupants at Time of Incident

No. of Occupants at Time of Incident

Enter the number of occupants which are estimated to have been in the structure at the time of the incident. It is not intended to capture data on the legal occupant capacity of an area; however, this data may be useful for difficult estimations.

Refer to NFPA 901, Section DBA, for classifications for Number of Occupants.

LINE Q DATA

Q	Material Generating Most Flame		Factor Contributing to Flame Travel	
	Form/Use	Type		

Material Generating Most Flame

Material Generating Most Flame	
Form/Use	Type

Often the material first ignited is not the most significant from the standpoint of the amount of flame generated. The two entries, Material Generating Most Flame-Form/Use and Material Generating Most Flame-Type, are designed to record the material which generated the most flame or had the greatest influence on the burning characteristics of the fire. Record both form or use of the material and the type or composition of the material which was determined to generate the most flame in the fire.

If the fire is small and confined to the object of origin or the immediate area of origin and there is no significant flame development, record "N/A" (Not applicable).

Refer to NFPA 901, Section, HA and HB, for classifications for Form and Type of Material.

Examples:

A fire originating in a trash receptacle ignites polyurethane foam cushions causing intense flame.

Material Generating Most Flame	
Form/Use	Type
Cushions	Foamed plastic

A thin plywood paneling in a corridor spreads the fire from the room of origin to other rooms off the corridor.

Material Generating Most Flame	
Form/Use	Type
Paneling	Plywood

Factor Contributing to Flame Travel

Factor Contributing to Flame Travel		
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Identify and record the single most important avenue or factor which allowed rapid, unusual, or intense flame spread (char) beyond the room or area of origin. Avenues can be both vertical and horizontal and may be natural channels such as open shafts or long corridors, or they may be mechanical methods such as conveyor systems. In some cases the configurations of materials may be such that they form the avenue of flame travel. If the fire is small and confined to the immediate area of origin, record "N/A" (Not applicable).

Refer to NFPA 901, Section JFA, for classifications for Factor Contributing to Flame Travel.

Examples:

Flames from a room ignite the plywood paneling in the corridor and allow the fire to sweep down the corridor.

Factor Contributing to Flame Travel		
Paneling on wall corr.	1	2

Flames break out of a window, and the heat breaks the window above allowing the flames to ignite combustibles inside that area.

Factor Contributing to Flame Travel		
Exterior vert. spread	2	6

Materials on a conveyor traveling through a fire area are ignited and continue to burn as they pass through other areas, igniting other materials.

Factor Contributing to Flame Travel		
Conveyor system	4	2

LINE R DATA

R	Material Generating Most Smoke				Avenue of Smoke Travel	
	Form/Use		Type			

Material Generating Most Smoke

Material Generating Most Smoke			
Form/Use		Type	

Often the material first ignited is not the most significant from the standpoint of the amount of smoke generated. The two entries, Material Generating Most Smoke-Form/Use and Material Generating Most Smoke-Type, are designed to record the material which generated the most smoke. Record both form or use of the material and the type or composition of the material which was determined to generate the most smoke in the fire.

If the fire is small and there was no smoke damage beyond the immediate area of origin, record "N/A" (not applicable).

Refer to NFPA 901, Sections HA and HB, for classifications for Form of Material and Type of Material.

Examples:

An electric motor on a power drive unit ignites a rubber conveyor belt.

Material Generating Most Smoke			
Form/Use	Conveyor Belt	6 3	Type Rubber 5 1

A fire spreading from the area of origin involves lubricating oil stored in the structure producing heavy smoke.

Material Generating Most Smoke			
Form/Use	Stock in barrels	5 2	Type Lubricating oil 2 7

Avenue of Smoke Travel

Avenue of Smoke Travel	
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Describe the avenue along which the smoke traveled from the room or area of origin. All fires will not have a significant smoke spread avenue; therefore, it is not always necessary to report a smoke spread avenue. If you do not feel there was a significant smoke spread avenue, indicate "Not significant" on the report.

Smoke can spread horizontally and vertically, and both the direction and avenue should be noted.

Refer to NFPA 901, Section JFB, for classifications for Avenue of Smoke Travel.

Examples:

Smoke from a fire travels through the air conditioning system to other areas on the same story.

Avenue of Smoke Travel	
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Horizontal A/C ducts	h
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Smoke travels up an open stairway.

Avenue of Smoke Travel	
------------------------	--

Open stairway	4
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Smoke from a fire in upholstered furniture fills the first story of a dwelling by traveling through open doorways.

Avenue of Smoke Travel	
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Open doorway	7
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LINE S DATA

S	Detector Type	Detector Power Supply	Detector Performance
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Detector Type

Detector Type

If a smoke, heat, flame or gas detector was present in the area of origin or in near proximity to the area of origin such that it would be instrumental in detecting the fire in its early stages, note the type of detector and, if possible, its operating principle, e.g., ionization smoke detector, fixed temperature heat detector. If there are a number of different detectors present operating on different principles, record the type of detector closest to the origin of the fire.

Refer to NFPA 901, Section JHA, for classifications for Detector Type.

Detector Power Supply

Detector Power Supply

Detector power supply may be an important part of detector performance especially if maintenance was poor or a power failure occurred before or during a fire. If a detector type was described in the previous block enter the type of power supply.

Refer to NFPA 901, Section JHB, for classifications for Detector Power Supply.

Detector Performance

Detector Performance

If fire detection equipment was present in or near the area of fire origin, record its proximity to the fire and whether it operated or not. If there were no detectors present, indicate "No detectors present."

This item is not designed to evaluate any alarm transmission capability of the system but just the detection of the fire.

Refer to NFPA 901, Section JHC, for classifications for Detector Performance.

Examples:

A fire in a room equipped with fixed temperature heat detectors is detected by the heat detection system.

Detector Type	Detector Power Supply	Detector Performance
Fixed temp heat 5	Hard wired 2	In room--alerted occ. 1

A small fire was discovered in a room by an occupant and extinguished before there was enough heat to activate the rate of rise heat detectors in the room.

Detector Type	Detector Power Supply	Detector Performance
Rate of rise heat 4	Wired with battery 4	Fire too small 5

A fire in a room activates photoelectric smoke detectors in the corridor, but the occupants fail to respond to the notification.

Detector Type	Detector Power Supply	Detector Performance
Photo-electric smoke 2	Plug in 3	Occupants failed to respond 7

LINE T DATA

T	Sprinkler System Performance	No. of Sprinkler Heads Operated			
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Sprinkler System Performance

Sprinkler System Performance	
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If automatic sprinklers were present in the room or space of fire origin, evaluate the performance of the automatic sprinkler system. If there were no automatic sprinklers present, indicate "No A.S. present."

If automatic sprinkler system performance was not satisfactory, details of the failure should be explained in the Remarks section.

Refer to NFPA 901, Section JHD, and use the classifications for Performance of Automatic Extinguishing Equipment to classify Sprinkler System Performance.

Examples:

Two sprinklers in the room of origin operated and extinguished the fire.

Sprinkler System Performance	
Sprinklers extinguished fire	1

A sprinkler in a closet did not operate because of paint on the head.

Sprinkler System Performance	
Paint on head -- did not operate	3

Number of Sprinkler Heads Operated

No. of Sprinkler Heads Operated			
---------------------------------	--	--	--

If automatic sprinklers were present and they operated, enter the total number of heads which operated in the structure described. In cases of large industrial plant fire where an excessive number of heads operated, the total number may be estimated by calculating the number of heads in a small area multiplied by the total area of the fire.

If more than 1000 sprinklers are estimated to have operated enter "999" as coded data. Otherwise enter the actual number of sprinklers which operated.

LINE U DATA

U	Extent of Flame Damage	Extent of Smoke Damage	Extent of Extinguishing Agent Damage
---	------------------------	------------------------	--------------------------------------

Extent of Flame Damage

Extent of Flame Damage	
------------------------	--

Describe the burned or charred area. The area of actual flame impingement is sought. "Browned" paper and similar areas scorched by heat but not attacked by flame should be recorded in Extent of Smoke Damage. Flame damage can be confined to the object of origin, the room of origin, or can spread to other rooms, stories, or even to other structures.

Refer to NFPA 901, Section KB, for classifications for Extent of Flame Damage.

Examples:

Fire is confined to the object first ignited and some materials immediately surrounding that object.

Extent of Flame Damage	
Part of room	2

Fire extends out of the room of origin to cause flame damage in two adjacent rooms but is confined to a fire division compartment.

Extent of Flame Damage	
3 rooms in a fire div. comp	4

Fire causes flame damage throughout the building.

Extent of Flame Damage	
Bldg. of origin	6

Extent of Smoke Damage

Extent of Smoke Damage	
------------------------	--

Describe the extent of damage caused by the movement of smoke and heat in the structure. This will include areas scorched by heat and browned paper where there was no flame impingement. Do not include areas where there may have been light smoke present but it did no damage. Smoke damage can be confined to the object of origin, the room of origin, or it can spread to other rooms, other stories, or even other structures.

Refer to NFPA 901, Section KCA, for classifications for Extent of Smoke Damage.

Examples:

Fire is confined to the immediate object, but smoke causes damage throughout the room.

Extent of Smoke Damage	
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Room of origin	13
----------------	----

Fire is confined to two rooms on one floor, but there is smoke damage on two stories above the fire.

Extent of Smoke Damage	
------------------------	--

3 stories	16
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Fire destroys the building, and a store across the street suffers smoke damage.

Extent of Smoke Damage	
------------------------	--

Building across street	17
------------------------	----

Extent of Extinguishing Agent Damage

Extent of Extinguishing Agent Damage	
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Describe the extent of damage caused by the water or other extinguishing agent used to suppress the fire. The extent of extinguishing agent damage can be confined to the object or origin, room or area of origin, several rooms on the same story, several stories, or it can even be beyond the structure or origin.

Refer to NFPA 901, Section KCB, for classifications for Extinguishing Agent Damage.

Examples:

A small fire in a kitchen oven is extinguished with a portable extinguisher.

Extent of Extinguishing Agent Damage
Object of origin 1

A fire on the second story of a dwelling is extinguished with water which runs through the ceiling on the first story.

Extent of Extinguishing Agent Damage
1st and 2nd story 6

Water from a ladder pipe used to protect exposures gets into the exposed building causing damage to stock.

Extent of Extinguishing Agent Damage
1 exposed building 7

LINE V DATA

V	Mobile Property Type	Year	Make	Model	Serial No.	License No.
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Mobile Property Type

Mobile Property Type		
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If the property which was involved in the fire was designed to be mobile (designed to move or to be moved from one specific property to another, whether or not it can still be moved), it should be identified here. While it is mobile or in transit, the property on which it is located when the fire occurs should be identified in the Specific Property Use entry. If the mobile property has been fixed by placing it on a foundation or on jacks or has been placed in a location where it is being used as a structure, its use should be identified in the specific property use entry. A specific property use should always be recorded.

Refer to NFPA 901, Chapter C, for classifications for Mobile Property Type.

Examples:

A bus with passengers on a suburban street.

Specific Property Use	
Street	1912

Mobile Property Type	
Bus	112

A mobile home in transit on a dealer's parking lot.

Specific Property Use	
Parking lot	1915

Mobile Property Type	
Mobile home	117

A mobile home on a foundation used as a dwelling.

Specific Property Use
1 family dwelling 4 1 1

Mobile Property Type
Mobile home 1 7

Mobile Property Details

Year	Make	Model	Serial No.	License No.
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If a mobile property was involved in the fire, record the following details regarding that mobile property:

Year — year of manufacture.

Make — name of manufacturer or brand name.

Model — model name or model number if there is one.

Serial No. — manufacturer's serial number.

License No. — Enter license or registration number, including the state or agency issuing the registration. If the vehicle is unregistered, indicate "Unreg."

For more than one mobile property, identify each one separately in the Remarks.

Examples:

Year	Make	Model	Serial No.	License No.
1973	Pierce	70DW	129647	UNREG

Year	Make	Model	Serial No.	License No.
1976	Swift	Super 66	XEM029486	MA-66942

LINE W DATA

W	No. of Private Acres Burned	No. of Federal Acres Burned	No. of Other Public Acres Burned
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Number of Acres Burned

Indicate the number of acres burned in each of three categories: Private, Federal, and Other Public.

For very large fires this information may be derived via aerial photographs and/or checking land ownership through the tax assessor's office.

Refer to NFPA 901, Section KL, for classifications for Number of Acres Burned.

LINE X DATA

X

Member Making Report	Date	Officer in Charge (Name, Position, Assignment)	Date
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Member Making Report

Member Making Report	Date
----------------------	------

If someone other than the officer in charge makes the report, that person should sign and date the report.

Officer in Charge

Officer in Charge (Name, Position, Assignment)	Date
--	------

The officer in charge of the incident should sign and date the report regardless of whether he completes the report. This makes the report a legal document.

LINE Y DATA

Y	Remarks
	☐ Remarks continued on reverse side

Remarks

No one form can ever be designed to meet the needs of all who use it or provide sufficient space and data elements to accurately describe the incident for all uses. The Remarks area can fit this need and is provided for the specific purpose of:

1. Explaining in greater detail the data elements already on the form.
2. Expanding the data already collected where room for only the most significant was provided (i.e., several materials were involved, several different types of equipment were involved).
3. Recording data significant to the incident when no specific spot on the form was provided. Such will be the case of equipment and manpower utilization, weather information and the like.

Where a fire involves labeled chemicals, list the chemicals involved and estimate quantities.

Remarks provides an excellent area to write a brief narrative of the incident or take field notes at the scene. Use of 902F in such a manner may meet legal requirements and be viewed as the field notes of the officer in charge.

Use the reverse side of 902F if sufficient room is not available on the face of the form. If the reverse side is used, check the block at the bottom of the page.

PREPARATION OF THE BASIC CASUALTY REPORT FORM 902G

The Basic Casualty Report, Form 902G, should be used for reporting all injuries or deaths which result from a fire incident or whenever a fire fighter is injured. The Basic Casualty Report is not designed for general EMS reporting. A new form 902H, Basic EMS Report, is provided within the incident reporting system for use by those departments that provide emergency medical services. Use of the new 902H form, however, does not preclude the need to use the 902G form when either a fire fighter is injured or a non-fire service person is injured at a fire incident.

The Basic Casualty Report contains space to describe one casualty. The report is similar in organization to the Basic Incident Report, Form 902F, in that data elements are grouped or arranged into blocks of similarity.

The *first block*, consisting of lines GA-GG, identifies the casualty, affiliation, and when the injury occurred and was reported. Also reported is basic information about the injury. These seven lines are completed for all casualties.

The *second block*, lines GH-GJ, should be completed only when the casualty is a non-fire service person and the injury occurs in connection with a fire incident. The data collected identifies the person's relationship to the fire and the reasons for the injury.

The *third block*, consisting of lines GK-GV, is completed only when a fire fighter is injured. It describes the casualty in terms of experience and physical condition at the time the injury took place. Other data elements tell how and why the injury was sustained and the type, condition, and performance of protective equipment worn or used.

The *fourth block*, consisting of lines GW-GX, is provided to collect the end results of the injury to a fire fighter and how the injury affected the fire fighter's ability to perform his normal duty assignment. This section may not be completed for some time after the injury was sustained. Therefore, these data elements are provided essentially for follow-up information.

The *fifth block*, consisting of line GY, is provided for members completing the data on the form and the officer in charge to indicate their concurrence with the data provided. They do this by signing and dating the appropriate spots.

The *sixth block*, consisting of line GZ, is the Remarks area. No one form can ever provide all necessary data items to adequately describe the significant details of every incident. Therefore, liberal use of the Remarks area is encouraged. Additional room is provided on the reverse side of the form, and additional sheets of paper may be used to supplement data provided. This area may also be used to provide a narrative description of the events, details, and chronology of the incident.

902G

Fire Department

☐ Revised Report

This form is for use with NFPA 902M, *Field Incident Manual*. Users should also refer to NFPA 901, *Uniform Coding for Fire Protection*, for information on fire reporting systems and classifications for information entered on this form.

LINE GA DATA

GA	FD ID	Incident No.	Index No.	Casualty No.	Injury Occurred	Mo	Day	Year	Time	☐ Revised Report

Fire Department Identification

FD ID

This space is provided for fire departments which participate in regional or state systems. The identification number will normally be assigned by the state and will be unique to the fire department. If your fire department does not forward reports to a regional or state center, this data space can be left blank.

Incident Number

Incident No.

The incident number is a unique number assigned to an incident such that no two incidents in a given year have the same number.

Enter the identification number assigned to this incident using your existing fire department system of numbering incidents. It may be necessary to obtain this number from the alarm center.

Example:

The 124th incident of the year would be entered as:

Incident No. 124

Index Number

Index No.

If the incident involved multiple properties and several Basic Incident Reports, Form 902F, were completed, make sure the index number of the appropriate property is entered for each corresponding casualty. This will help keep casualties associated with the appropriate property and will aid in explaining the casualty.

Casualty Number

Casualty No.

Sequentially number each casualty which occurs during the same incident starting with 001. This number then becomes the number assigned to the person named below for that incident. All reports pertaining to the incident which refer to that person should have that casualty number also.

Example:

Casualty Number 3 would be entered as:

Casualty No.
03

Injury Occurred

Injury Occurred:	Mo	Day	Year
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The injury often occurs before the alarm and sometimes is the reason for the alarm. However, the injury can also occur a considerable time after the alarm is sounded.

Enter the month of the year, the day of the month and the last two digits of the year, and the time using the 24-hour clock when the injury occurred. This may be before or after the date and time of the alarm shown on Form 902F.

Revised Report

☐ Revised Report
--

If any information on the report is to be updated once the report has been submitted, obtain a copy of the original report, enter the new information in red, date and initial the change, check the Revised Report block, and resubmit the report.

LINE GB DATA

GB	Type of Casualty	Affiliation	Injury Reported	Mo	Day	Year	Time
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Type of Casualty

Type of Casualty	
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The type of casualty should identify whether the injury occurred on the fireground, at a non-fire incident, during response/return or was an illness necessitating an EMS call. It should also indicate whether the injury occurred before or after the arrival of the fire department.

Refer to NFPA 901, Section MF, for classifications for Type of Casualty.

Examples:

A fire fighter slips on ice while fighting a fire.

Type of Casualty	
Fire ground after FD arriv	2

Arriving fire fighters find a child in his bedroom overcome with smoke.

Type of Casualty	
Fire ground bef. FD arriv	1

Fire fighters are called to the scene of an auto accident to extricate a trapped man.

Type of Casualty	
Auto acc. bef. FD arriv	4

The fire department ambulance is called to the home of a woman who is having trouble breathing.

Type of Casualty
EMS - breathing prob. 6

Affiliation

Affiliation:

Enter the type organization with which the casualty was associated at the time of the incident. If a fire fighter was injured while at home off duty, enter the casualty affiliation as a civilian.

Refer to NFPA 901, Section LD, for classifications for Affiliation.

Examples:

Off-duty fire fighter injured at home.

Affiliation:
F.Fighter off duty 5

Civil Defense personnel at scene of incident.

Affiliation:
Civil defense 4

Injury Reported

Injury Reported:	Mo	Day	Year	Time

Enter the month, day, year and time when the injury was reported. If the injury created the alarm, this date and time will be the same as the alarm time and date. Sometimes the injury will not be known or reported for some time after the incident.

The date and time the injury is reported will always be the same or later than the time and date the injury occurred as reported in line GA above.

LINE GC DATA

GC	Casualty Name (Last, First, MI)	D O B.	Age	Sex	Race
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Casualty Name

Casualty Name (Last, First, MI)

Enter the last name, first name, and middle initial of this casualty. The remaining data spaces on this form will apply to this individual. This person has already been assigned a casualty number for this incident, and any future reports about this person's injuries at this incident should show the same casualty number.

Date of Birth

D.O.B.

Enter the date of birth (D.O.B.) of the casualty, if known, using a month, day, year format.

Age

Age

Enter the age of the person injured or killed. If the age of the person cannot be determined, approximate as closely as possible.

Examples:

A 3-year-old child.

Age

03

A 68-year-old adult.

Age	68
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Sex

Sex	
-----	--

Enter the sex of the casualty being described on this line.
Refer to NFPA 901, Section LB, for classifications for Sex.

Race

Race	
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Enter the race or national origin of the casualty.
Refer to NFPA 901, Section LC, for classifications for
Race/Origin.

LINE GD DATA

GD	Home Address	City	State	Zip	Telephone No.
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Home Address

Home Address	City	State	Zip
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Enter the casualty's permanent address. Be sure to include the city, state, and zip code if it is different from the city of the incident.

Example:

Home Address	City	State	Zip
126 E Elm St.	Anytown	US	03994

Telephone

Telephone No.

Enter the casualty's home telephone number. Include the area code if appropriate.

LINE GE DATA

GE	Case Severity	Primary Apparent Symptom	Primary Part of Body
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Case Severity

Case Severity

Definitions:

Minor. The patient is not in danger of death or permanent disability. Immediate medical care is not necessary.

Moderate. There is little danger of death or permanent disability. Quick medical care is advisable. This category includes injuries such as fractures or lacerations requiring sutures.

Severe. The situation is potentially life threatening if the condition remains uncontrolled. Immediate medical care is necessary even though body processes may still be functioning and vital signs may be normal.

Life Threat. Death is imminent; body processes and vital signs are not normal. Immediate medical care is necessary. This category includes cases such as severe hemorrhaging, severe multiple trauma, and multiple internal injuries.

D.O.A. Dead upon arrival at the scene.

Describe the overall severity or seriousness of the injury or illness.

Refer to NFPA 901, Section MB, for classifications for Case Severity.

Primary Apparent Symptom

Primary Apparent Symptom

In many injury cases, no matter how severe, there is often more than one symptom from which the patient complains or which is apparent. Describe here the most significant symptom. This may, in most cases, be the most life threatening.

Refer to NFPA 901, Section MC, for classifications for Apparent Symptom.

Examples:

Patient is found unconscious, not breathing, with a weak pulse and a severe laceration of the arm.

Primary Apparent Symptom	
Not breathing	4 7

A fire fighter falls from a ladder suffering multiple lacerations and contusions accompanied by lack of feeling in the lower extremities.

Primary Apparent Symptom	
Paralysis	4 1

Primary Part of Body

Primary Part of Body	
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Describe the part of the body affected by the symptom described as the primary apparent symptom. If more than one body part is affected choose that which represents the worst condition. Use the Remarks area to describe other parts of the body affected by the primary apparent symptom.

Refer to NFPA 901, Section MD, for classifications for Part of Body.

Examples:

Patient found unconscious, not breathing, with a weak pulse and a severe laceration of the arm.

Primary Apparent Symptom	
Not breathing	4 7

Primary Part of Body	
Lungs	5 3

A fire fighter falls from a ladder suffering multiple lacerations and contusions accompanied by lack of feeling in the lower extremities.

Primary Apparent Symptom

Paralysis

4 1

Primary Part of Body

Spine

6 1

LINE GF DATA

GF	Secondary Apparent Symptom	Secondary Part of Body
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Secondary Apparent Symptom

Secondary Apparent Symptom

Describe the second most significant symptom displayed by the patient. If more than two symptoms are present describe the remainder in Remarks.

Refer to NFPA 901, Section MC, for classifications for Apparent Symptom.

Examples:

Patient found unconscious, not breathing, with a weak pulse and a severe laceration of the arm.

Primary Apparent Symptom	
Not breathing	4 7

Secondary Apparent Symptom	
Severe laceration	3 5

A fire fighter falls from a ladder suffering multiple lacerations and contusions accompanied by lack of feeling in the lower extremities.

Primary Apparent Symptom	
Paralysis	4 1

Secondary Apparent Symptom	
Laceration	3 5

Secondary Part of Body

Secondary Part of Body		
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Describe the part of the body affected by the secondary apparent symptom. If other injuries have not been described include these in Remarks.

Refer to NFPA 901, Section MD, for classifications for Part of Body.

Examples:

Patient found unconscious, not breathing, with a weak pulse and a severe laceration of the arm.

Primary Apparent Symptom	Primary Part of Body
Not breathing 4 7	Lungs 5 3

Secondary Apparent Symptom	Secondary Part of Body
Severe laceration 3 5	Upper arm 3 1

A fire fighter falls from a ladder suffering multiple lacerations and contusions accompanied by lack of feeling in the lower extremities.

Primary Apparent Symptom	Primary Part of Body
Paralysis 4 1	Spine 6 1

Secondary Apparent Symptom	Secondary Part of Body
Lacerations 3 5	Multiple body parts 7 8

LINE GG DATA

GG	Casualty Situation Found			Patient Taken to:	
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Casualty Situation Found

Casualty Situation Found		
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Describe the type of situation or cause, if apparent, found upon arrival at the scene. This is generally the most obvious situation such as building fire, automobile accident, gang fight etc.

Refer to NFPA 901, Section MA, for classifications for Casualty Type of Situation Found.

Examples:

A fire fighter falls from a ladder while at a structure fire.

Casualty Situation Found		
Building fire	13	1

A patient is found along side of a road unconscious, not breathing, with a weak pulse, and lacerations. Skid marks indicate auto impact.

Casualty Situation Found		
Pedestrian/vehicle accident	1	6

Patient Taken To:

Patient Taken to:	
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State where the patient was taken to if further treatment or observation were needed. If the patient was not taken to another place, so state. Complete this regardless of who transported the victim.

Refer to NFPA 901, Section MH, for classifications for Patient Taken To.

Examples:

A victim, dead upon arrival, was transported to the morgue by the Medical Examiner.

Patient Taken to: Morgue	4
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A patient was treated for smoke inhalation and refused further treatment.

Patient Taken to: Not transported	7
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LINE GH DATA

GH	Familiarity With Structure	Condition of Person	Activity at Time of Injury

Familiarity with Structure

Familiarity With Structure

Enter the length of time the casualty was acquainted with the inside of the building or structure. If the casualty did not occur in a structure, enter "Not a structure" or "N/A."

Refer to NFPA 901, Section LH, for classifications for Familiarity with the Structure.

Examples:

A customer in a restaurant for the first time.

Familiarity With Structure
2 hours 1

A person in a hotel room for 2 days.

Familiarity With Structure
2 days 2

A person in the home he has lived in for 5 years.

Familiarity With Structure
5 years 7

Condition of Person

Condition of Person	1
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Describe the condition or apparent condition of the person before the injury. This is the normal condition which the person would have been in if there had not been an emergency.

Refer to NFPA 901, Section LE, for classifications for Condition of Person.

Examples:

A person asleep before being overcome by smoke.

Condition of Person Asleep	1
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A child is aware of the fire but is too young to act alone.

Condition of Person Child too young	5
--	---

A person at his job is injured in a laboratory hood fire.

Condition of Person Awake - normal	8
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Activity at Time of Injury

Activity at Time of Injury	1
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Record what the person was doing at the time of injury.

Refer to NFPA 901, Section MG, for classifications for Activity at Time of Injury.

Examples:

A person is injured while escaping from a building.

Activity at Time of Injury	
Escaping from building	1

A person is injured attempting to return to the building to save other family members.

Activity at Time of Injury	
Rescue attempt	2

A person outside the building returns to the building to attempt to save some belongings.

Activity at Time of Injury	
Attempt to save belongings	4

LINE GI DATA

GI	Location in Relation to Pt. of Origin	Location at Time of Injury	Relationship to Fire Location
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Location in Relation to Point of Ignition

Location in Relation to Pt. of Origin

Describe where the injured person was located at the time of ignition. This description may be difficult to assess due to the degree of mobility of the injured. Use general descriptions such as same floor, same room, same building etc.

Refer to NFPA 901, Section LI, for classifications for Location of Person.

Examples:

A person is overcome by smoke while asleep in bed where the fire was caused by smoking in bed.

Location in Relation to Pt. of Origin
Point of origin 1

A person comes home to find a fire and is burned trying to extinguish it.

Location in Relation to Pt. of Origin
Off premises 7

Location at Time of Injury

Location at Time of Injury

Once the incident begins, the casualty may sustain injury as a result of some action not involved with the ignition. It is important to distinguish between injuries sustained at the point of ignition and those sustained elsewhere. Record the location of the casualty at the time the injury was sustained in relationship to the point of fire origin.

Refer to NFPA 901, Section LI, for classifications for Location of Person.

Examples:

A person was injured on the same floor as the ignition point.

Location at Time of Injury	
Same floor	4

A person trips on the stairs in front of the building of origin.

Location at Time of Injury	
In front of building	6

Relationship to Fire Location

Relationship to Fire Location	
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Significant to the understanding of how some injuries occur is the familiarity of the casualty with the property involved. Supplementary to the data element Familiarity with Structure, which explains familiarity in terms of time, is the relationship of the casualty to the fire location. This data element describes familiarity by describing whether the casualty lived or worked in the structure and whether the casualty should have been in the area at the time.

Refer to NFPA 901, Section LF, for classifications for Relationship of Person to Fire Location.

Examples:

The person injured lived in the area of origin.

Relationship to Fire Location	
Lived in area of origin	1

The person injured was a guest of a tenant in the building.

Relationship to Fire Location Visiting a tenant
--

3

LINE GJ DATA

GJ	Cause of Civilian Injury	Condition Preventing Escape
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Cause of Civilian Injury

Cause of Civilian Injury

Record the action or lack of action which directly resulted in the injury. When the injury occurred as a result of contact with an object, describe the manner in which that contact occurred.

Refer to NFPA 901, Section ME, for classifications for Cause of Injury.

Examples:

A person is burned when a grease fire in a kitchen flashes.

Cause of Civilian Injury
Exposed to flames
12

A person is struck by flying glass when a window blows out.

Cause of Civilian Injury
Struck by glass
17

Condition Preventing Escape

Condition Preventing Escape

Record the condition preventing the casualty's escape. If there was no significant condition which prevented escape, indicate "None" or "N/A."

Refer to NFPA 901, Section LJ, for classifications for Condition Preventing Escape.

Examples:

A person reaches a locked door he cannot open in his escape path.

Condition Preventing Escape Locked door	3
--	---

A person is bedridden and cannot escape without assistance.

Condition Preventing Escape Bedridden - needed help	7
--	---

LINE GK DATA

GK	Rank	Assignment	Years Experience	No. Responses Prior to Injury
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Rank

Rank

Report the rank of the individual who was injured.

Assignment

Assignment

Describe the official assignment of the casualty. This classification may not coincide with the activity being done at the time of injury. Types of assignments include Fire Suppression, Prevention/Inspection, Training, Administration, etc.

Refer to NFPA 901, Section OA, for classifications for Assignment.

Years of Experience

Years Experience

Record the number of years of experience the casualty has in performing the type of activity or task he was performing when injured. This does not include years of service spent on different duty assignments or experience in other tasks.

Refer to NFPA 901, Section OE, for classifications for Amount of Experience.

Example:

An 8-year veteran of the department originally assigned to an engine company has been assigned to the Fire Prevention/Inspection Division for the past 5 years. The fire fighter has been reassigned to an engine company and is injured on the job after 3 months back on the engine company.

Years Experience
3 years 3 months 6

Number Responses Prior to Injury

No. Responses Prior to Injury
1

Enter the number of incidents responded to by the casualty in the immediate 24-hour period prior to the time of injury. This data is useful in determining cases of fatigue which may have contributed to the injury. This data may be available from company-run reports or shift reports.

Refer to NFPA 901, Section OD, for classifications for Number of Incident Responses During Prior 24-hours.

LINE GL DATA

GL	Physical Condition	Status Before Alarm
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Physical Condition

Physical Condition

Important in understanding how and why some injuries occur is the knowledge of the condition of the casualty prior to injury. Briefly describe the physical condition of the casualty at the time of injury. Some terms which may be used are: normal, fatigued, under medication, etc. If the condition of the casualty cannot be determined, enter "Undet."

Refer to NFPA 901, Section OC, for classifications for Physical Condition At Time of Injury.

Examples:

A fire fighter was injured while at his fourth consecutive working fire.

Physical Condition	
Fatigued	2

A fire fighter was injured while under treatment for a cold.

Physical Condition	
Taking medication	3

Status Before Alarm

Status Before Alarm

Describe the state of consciousness of the injured immediately prior to the alarm, i.e., whether the casualty was awake or asleep when the alarm for the incident was sounded.

Refer to NFPA 901, Section OB, for classifications for Status of Injured Prior to Alarm at which Injury Occurred.

LINE GM DATA

GM	Fire Fighter Activity	Where Injury Occurred

Fire Fighter Activity

Fire Fighter Activity

Describe the activity being performed by the casualty at the time injury occurred. Be as specific as possible in the description of this activity. If the activity of the casualty cannot be determined, enter "Undet."

Refer to NFPA 901, Section OH, for classifications for Activity at the Time of the Injury.

Examples:

A fire fighter is injured while raising a ground ladder.

Fire Fighter Activity	
Raising ground ladder	52

A fire fighter is struck by a car while directing traffic at a fire scene.

Fire Fighter Activity	
Directing traffic	71

A paramedic falls while scaling a cliff at an auto accident.

Fire Fighter Activity	
Scaling cliff	55

Where Injury Occurred

Where Injury Occurred		
-----------------------	--	--

Describe where the injury to the casualty being reported took place. This location may be enroute to the scene, at the incident scene, or at the station, or the like. If the injury was inside a structure be specific as to where inside the structure the fire fighter was when the injury occurred.

Refer to NFPA 901, Section OI, for classifications for Where Injury/Accident Occurred.

Examples:

A fire fighter is overcome by smoke on the second floor of the involved structure.

Where Injury Occurred		
Second floor	4	2

Flames erupt through the roof severely burning a fire fighter while venting.

Where Injury Occurred		
On roof	2	3

LINE GN DATA

GN	Cause of Fire Fighter Injury				Medical Care Provided	
----	------------------------------	--	--	--	-----------------------	--

Cause of Fire Fighter Injury

Cause of Fire Fighter Injury			
------------------------------	--	--	--

Record the action or lack of action which directly resulted in the casualty being injured. When the injury occurred as a result of contact with an object, describe the manner in which that contact occurred. If the cause of the injury is not determined, enter "Undet."

Refer to NFPA 901, Section OJ, for classifications for Cause of Fire Fighter Injury.

Examples:

A fire fighter experiences chest pain while carrying a victim from a structure.

Cause of Fire Fighter Injury			
Carrying victim	5	1	1

A fire fighter is injured while riding an engine involved in an accident while enroute to the scene.

Cause of Fire Fighter Injury			
Vehicle accident	7	0	1

A fire fighter slips on the station's floor which was recently washed.

Cause of Fire Fighter Injury			
Slipped on wet floor	1	0	7

Medical Care Provided

Medical Care Provided	1
-----------------------	---

Describe where the casualty was treated for injuries sustained during the incident. Report the most advanced care facility which rendered medical care to the injured. If no medical care was provided, enter "None."

Refer to NFPA 901, Section OSA, for classifications for Medical Care Provided.

Examples:

The injured is treated at the scene and refuses additional treatment.

Medical Care Provided	
-----------------------	--

Treated at scene	2
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The injured is treated at the scene and transported to an emergency room.

Medical Care Provided	
-----------------------	--

Emergency room	5
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LINES GO-GV DATA

GO	Protective Coat: Worn	Status	Type Failure
GP	Protective Pants: Worn	Status	Type Failure
GO	Boots/Shoes: Worn	Status	Type Failure
GR	Helmet: Worn	Status	Type Failure
GS	Face Protection: Worn	Type Failure	
GT	Breathing Apparatus: Worn	Status	Type Failure
GU	Gloves: Worn	Type Failure	
GV	Special Equipment: Worn	Status	Type Failure

Protective Equipment

The following eight lines record what the fire fighter was wearing when he was injured as it relates to the injury. If any particular pieces of protective equipment protected the area of the body injured, complete the entire line for those pieces of equipment. If a piece of protective equipment that could have lessened the injury was not being worn, report that the piece of protective equipment was not worn in the first block of the appropriate line and leave the remainder of that line blank. If the piece of protective equipment was not applicable to the injury, indicate "N/A" and leave the line blank.

LINE GO DATA

Protective Coat Worn	Status	Type Failure
----------------------	--------	--------------

Protective Coat: Worn

Protective Coat: Worn

If a protective coat was being worn and the injury was affected either positively or negatively by the presence of the coat, describe the type of protective coat being worn and whether or not it had a liner. If no coat was being worn, record "None" and leave the remainder of the line blank. If the presence or absence of the coat had nothing to do with the injury, enter "N/A" and leave the remainder of the line blank.

Refer to NFPA 901, Section OKA, for classifications for Protective Coat Worn When Injured.

Protective Coat: Status

Status

Describe the manner in which the protective coat was being worn when the injury occurred. This should indicate whether it was closed or open and whether the collar was up or down.

Refer to NFPA 901, Section OKB, for classifications for Status of Protective Coat At Time of Injury.

Protective Coat: Type of Failure

Type Failure

Describe the most serious problem with the protective coat as it pertains to the injury. If no problems were experienced with the coat, enter "No Failure."

Refer to NFPA 901, Section OKC, for classifications for Problem With Protective Coat.

Examples:

No protective coat was worn.

Protective Coat: Worn	
None	9

A fire fighter wearing a lined, rubberized protective coat partly open received lacerations when the coat was cut by falling glass.

Protective Coat: Worn		Status		Type Failure	
Rubberized - lined	5	Part open	2	Cut	4

A casualty wearing an unlined, nomex coat, with the coat closed and collar turned up, suffered an injury when struck on the arm by a falling brick.

Protective Coat: Worn		Status		Type Failure	
Nomex - unlined	2	Closed - collar up	3	None	7

LINE GP DATA

Protective Pants: Worn	Status	Type Failure
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Protective Pants: Worn

Protective Pants: Worn

Describe whether or not protective pants were being worn at the time the casualty was injured. Describe the type of pant material and whether or not the pants were lined. If no protective pants were being worn, enter "No Pants."

Refer to NFPA 901, Section OLA, for classifications for Protective Pants Worn When Injured.

Protective Pants: Status

Status

Describe the manner in which the protective pants were being worn by the casualty at the time of the injury.

It is important to report whether the protective pants had proper suspenders and whether the pants were worn inside or outside the boots. If the status of the pants worn cannot be ascertained, enter "Undet."

Refer to NFPA 901, Section OLB, for classifications for Status of Protective Pants at Time of Injury.

Protective Pants: Type of Failure

Type Failure

Describe the most serious problem with the protective pants as it pertains to the injury. If no problems were experienced with the pants, enter "No Problem" or "None."

Refer to NFPA 901, Section OLC, for classifications for Problem with Protective Pants.

Examples:

No protective pants were worn.

Protective Pants: Worn	Status	Type Failure
None	9	

A fire fighter wore lined canvas protective pants inside his boots and the pants and his leg were burned when embers fell inside the boot.

Protective Pants: Worn	Status	Type Failure
Canvas - lined	3 Worn inside boots	2 Burned 1

A fire fighter wore unlined rubber protective pants without suspenders and they melted in close proximity to the fire burning his legs.

Protective Pants: Worn	Status	Type Failure
Rubber - unlined	6 Outside boots - no susp	3 Melted 3

LINE GQ DATA

Boots/Shoes: Worn	Status	Type Failure
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Boots/Shoes: Worn

Boots/Shoes: Worn

Describe the type of footwear the casualty was wearing at the time of injury. Generally, either a boot or shoe of some type will have been worn. Describe the characteristics of the boot or shoe as completely as possible, e.g., 3/4-length boot with steel base plate and toe.

Refer to NFPA 901, Section OMA, for classifications for Boots/Shoes Being Worn When Injured.

Boots/Shoes: Status

Status

If boots were being worn, indicate whether they were pulled up or not. If knee length boots or shoes were being worn, indicate "N/A" (not applicable).

Refer to NFPA 901, Section OMB, for classifications for Status of Boots at Time of Injury.

Boots/Shoes: Type of Failure

Type Failure

Describe the most serious problem with the boots/shoes as it pertains to the injury. If no problems were experienced with the boots/shoes, enter "No problem."

Refer to NFPA 901, Section OMC, for classifications for Problems with Boots/Shoes.

Examples:

A fire fighter was injured while wearing non-safety shoes which were punctured by a nail.

Boots/Shoes: Worn	Status	Type Failure
Non-safety shoes 8	Shoes 8	Punctured 4

A casualty wore steel-toed, steel base plate, knee length boots but his foot was crushed when a beam fell on the boot.

Boots/Shoes: Worn	Status	Type Failure
Steel-toed sole - knee 1	Knee boots 3	Failed under impact 6

A fire fighter wearing non-safety boots turned down was burned when embers fell into the boots.

Boots/Shoes: Worn	Status	Type Failure
Non-safety hip boots 7	Turned down 2	Ember entered 5

LINE GR DATA

Helmet Worn	Status	Type Failure
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Helmet: Worn

Helmet: Worn

Describe the helmet being worn by the casualty at the time of injury. Helmet description need not be by manufacturer, but by the material from which it is made. If no helmet was being worn by the casualty, enter "No Helmet." If the type of helmet cannot be ascertained, enter "Undet."

Refer to NFPA 901, Section ONA, for classifications for Helmet Type Being Worn When Injured.

Helmet: Status

Status

Describe the manner in which the helmet was being worn by the casualty at the time of injury. Describe this on the basis of chin strap, ear and neck protector. If the status cannot be ascertained, enter "Undet."

Refer to NFPA 901, Section ONB, for classifications for Status of Helmet at Time of Injury.

Helmet: Type of Failure

Type Failure

Describe the most serious problem with the helmet as it pertains to the injury. If no problems were experienced with the helmet, enter "No problem."

Refer to NFPA 901, Section ONC, for classifications for Problem With Helmet.

Examples:

A fire fighter wearing a lexan helmet with chin strap and ear/neck protection in use, received head injuries from a falling beam.

Helmet: Worn Lexan	4	Status Chin strap, ear/neck pro.	2	Type Failure Fractured	3
-----------------------	---	-------------------------------------	---	---------------------------	---

While fighting a fire, flashover knocked off a fire fighter's aluminum helmet due to the chin strap not being used.

Helmet: Worn Aluminum	2	Status No chin strap on	3	Type Failure Knocked off	5
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LINE GS DATA

Face Protection: Worn	Type Failure
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Face Protection: Worn

Face Protection: Worn

Describe the type of face protection being worn when the injury occurred. This can generally be described as full face protection, partial face protection or goggles only. If no face protection was being worn, enter "None."

Refer to NFPA 901, Section OOA, for classifications for Face Protection Being Worn When Injured.

Face Protection: Type of Failure

Type Failure

Describe the most serious problem with the face protection as it pertains to the injury. If no problem with the face protection was experienced, enter "No Problem."

Refer to NFPA 901, Section OOB, for classifications for Problem with Face Protection.

Examples:

A fire fighter wearing goggles is burned on his face, but his eyes are not injured.

Face Protection: Worn	Type Failure
Goggles 3	None 7

A fire fighter is burned when his full face protection shield starts to melt.

Face Protection: Worn	Type Failure
Full face protection 1	Melted 2

LINE GT DATA

Breathing Apparatus: Worn	Status	Type Failure
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Breathing Apparatus: Worn

Breathing Apparatus: Worn

Describe the basic working principle of the breathing apparatus being used by the casualty at the time of injury. These principles are: self-contained vs. not self-contained, and constant pressure vs. demand. If no breathing apparatus was being used at the time of injury, enter "None."

Refer to NFPA 901, Section OPA, for classifications for Breathing Apparatus Being Used When Injured.

Breathing Apparatus: Status

Status

Describe the status of the breathing apparatus at the time of the injury. This includes whether or not the face or mouthpiece was in place and whether the apparatus was being worn properly.

Refer to NFPA 901, Section OPB, for classifications for Status of Breathing Apparatus.

Breathing Apparatus: Type of Failure

Type Failure

Describe the most serious problem experienced due to the breathing apparatus as it pertains to the injury. If no problems were experienced, enter "No problem."

Refer to NFPA 901, Section OPC, for classifications for Problems with Breathing Apparatus.

Examples:

A fire fighter is overcome by smoke when the regulator failed to supply air on his self-contained constant pressure breathing apparatus.

Breathing Apparatus: Worn	Status	Type Failure
S/C const. pres. 2	Properly worn - in use 5	Regulator failed 3 1

A fire fighter fell down a flight of stairs when his facepiece on a self-contained demand type breathing apparatus fogged.

Breathing Apparatus: Worn	Status	Type Failure
S/C Demand type 1	In use 5	Fogged face piece 1 6

LINE GU DATA

Gloves: Worn	Type Failure
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Gloves: Worn

Gloves: Worn

If gloves were being worn, describe the material which the gloves were made of. If the gloves were made of more than one material, indicate what the major material was. If no gloves were being worn when the injury occurred, enter "None."

Refer to NFPA 901, Section OQA, for classifications for Gloves Being Worn When Injured.

Gloves: Type of Failure

Type Failure

Describe the most serious problem with the gloves as it pertains to the injury. If there was no problem with the gloves, enter "No problem."

Refer to NFPA 901, Section OQB, for classifications for Problem With Gloves.

Examples:

A fire fighter wearing cotton gloves is burned when he picks up a hot, metal bed spring.

Gloves: Worn	Type Failure
Cotton 1	Insufficient insulation 6

A fire fighter wearing leather gloves with gauntlets is burned when a burning ember falls inside the glove.

Gloves: Worn	Type Failure
Leather with gauntlets 4	Ember fell into glove 5

LINE GV DATA

Special Equipment: Worn	Status	Type Failure
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Special Equipment: Worn

Special Equipment: Worn

If any type of special equipment designed for the protection or safety of the fire fighter was being worn or used and the presence of that equipment affected the outcome of the injury either positively or negatively, describe the special equipment being worn or used. If no special equipment was being worn or used, enter "None."

Refer to NFPA 901, Section ORA, for classifications for Special Equipment.

Special Equipment: Status

Status

Describe whether the special equipment was being worn or used properly and for its designated purpose.

Refer to NFPA 901, Section ORB, for classifications for Special Equipment Status.

Special Equipment: Type of Failure

Type Failure

Describe the most serious problem, if any, with the special equipment being worn or used. If there was no problem and it was used for its designated purpose, enter "No Problem."

Examples:

A fire fighter is injured when chemicals get inside the chemical suit he is wearing because of a tear in the sleeve of the the suit.

Special Equipment: Worn	Status	Type Failure
Chemical suit 2	Worn and used properly 1	Tear in sleeve 2

A fire fighter falls from an aerial ladder when his ladder belt fails to stay hooked due to a broken spring on the snap.

Special Equipment: Worn	Status	Type Failure
Ladder belt 6	Used properly 1	Spring on hook broken 4

LINE GW DATA

GW	Length of Hospitalization	Time off for Medical Treatment	Time Lost From Normal Duty	Time on Restrictive Duty

Length of Hospitalization

Length of Hospitalization	
---------------------------	--

State the number of days the casualty was hospitalized due to injuries sustained during the incident. The time should reflect the total elapsed time period in days or weeks regardless of working schedules. If the casualty was not admitted, enter "None." This data may not be available for some time after the incident and may, therefore, require follow-up and submission of a revised and updated 902G.

Refer to NFPA 901, Section OSB, for classifications for Length of Hospitalization.

Time Off for Medical Treatment

Time off for Medical Treatment	
--------------------------------	--

Often in severe injury cases the casualty may be released from a medical facility, yet require extensive time for recuperation and continuing medical treatment.

Record the time in days, weeks or months until the casualty can return to work whether on light duty or full duty. The time should reflect the total elapsed time period in days or weeks regardless of working schedules. This data may not be available for some time after the incident. Therefore, follow-up and submission of a revised, updated 902G may be necessary.

Refer to NFPA 901, Section OSE, for classifications for Time Off for Medical Treatment.

Time Lost From Normal Duty

Time Lost From Normal Duty

Record the number of days, weeks or months of normal duty the casualty lost due to injuries sustained. This data element should measure the amount of time until the casualty is medically capable of returning to the same duty assignment held prior to the injury. The time should reflect the total elapsed time period in days or weeks regardless of working schedules. If no time was lost, enter "None." This information may not be available for some time after the incident. Therefore it may be necessary to submit a revised, updated 902G.

Refer to NFPA 901, Section OSC, for classifications for Time Lost From Normal Duty.

Time On Restrictive Duty

Time on Restrictive Duty

Record the time in days, weeks or months that the casualty was put on restrictive duty because of injuries sustained. The time should reflect the total elapsed time period in days or weeks regardless of working schedules. If no restrictive duty was involved, enter "None." This information may not be available for some time after the incident. Therefore, it may be necessary to submit a revised, updated 902G.

Refer to NFPA 901, Section OSD, for classifications for Time On Restrictive Duty.

LINE GX DATA

GX	Insurance Carrier Notified	Final Outcome	Section Completed by
	☐ Yes ☐ No		

Insurance Carrier Notified

Insurance Carrier Notified
☐ Yes ☐ No

Check the appropriate block to indicate whether or not the casualty's liability insurance carrier was notified about the injury.

Enter a code "1" in the coding block if "Yes" was checked.

Enter a code "2" in the coding block if "No" was checked.

Final Outcome

Final Outcome

Describe the final outcome of the injury as it relates to returning to the original duty assignment before the injury was sustained. This could include returned to normal duty, disability retirement, fatal or transferred to other fire service job. This information may not be available for some time after the incident. Therefore, it may be necessary to submit a revised, updated 902G.

Refer to NFPA 901, Section OSF, for classifications for Final Outcome of Injury.

Section Completed/Revised By:

Section Completed by:

Each time this section of the form is completed and/or revised, initial this block. Place your initials to the left part of the block, thereby allowing room for subsequent revisions.

Also record the date, (month, day and year) this section is completed and/or revised. If there was no loss of time from normal duties and/or the injuries were immediately fatal, this block may be completed at the time of the incident.

LINE GY DATA

GY	Member Making Report	Date	Officer in Charge (Name, Position, Assignment)	Date

Member Making Report

Member Making Report	Date
----------------------	------

If someone other than the officer in charge makes the report, that person should also sign and date the report.

Officer in Charge

Officer in Charge (Name, Position, Assignment)	Date
--	------

The officer in charge of the incident should sign and date the report regardless of whether he completes the report. This shows his concurrence with the findings in the report.

LINE GZ DATA

GZ	Remarks.
	☐ Remarks continued on reverse side

Remarks:

No one form can ever be designed to meet the needs of all who use it or provide sufficient space and data elements to accurately describe the incident for all uses. The Remarks area can fit this need and is provided for the specific purpose of:

(a) Explaining in greater detail the data elements already on the form.

(b) Explaining additional data where room for only the most significant was provided. Such data can aid in telling the story of the casualty.

(c) Noting data not requested on the form which may be very significant and imperative to understand the who, what, when, where and why of the casualty.

List the known chemicals to which the casualty was exposed.

The Remarks area provides an excellent area to take raw notes of the incident while in the field. These notes may later be put into a more formal narrative report.

Use the reverse side of Form 902G, if sufficient room is not available. Supplemental sheets of paper can be attached to the report for more involved or complicated casualties. Check the block if the reverse side or additional sheets are used.

PREPARATION OF THE BASIC EMS REPORT FORM 902H

The Basic EMS Report, Form 902H, should be used when a fire department provides emergency medical services. It may be used as a stand alone form for non-fire incidents where the fire department is present at the incident strictly to provide emergency medical service. Otherwise, the form will be a supplement to a 902F form and 902G forms if appropriate.

The Basic EMS Report contains space to describe the injuries or illness to one person. The report is similar in organization to the 902F form and the 902G form in that data elements are grouped or arranged into blocks of similarity.

The *first block*, lines HA-HE, is designed to identify where the incident occurred and other administrative data.

The *second block*, lines HF-HK, identifies the person and generally what was wrong with him.

The *third block*, consisting of lines HL-HV, is for recording information about a patient's vital signs at different times, as well as treatment given including advanced life support and drug therapy.

The *fourth block*, line HW, is a signature block and should be completed for all incidents using this form.

The *fifth block*, line HX, is Remarks. The Remarks area continues on the back side of the form and if need be onto additional pages attached to the report. No one form can be designed to handle all the reporting needs, all of the time. Therefore, liberal use of the Remarks area is encouraged to narratively record additional and explanative information.

BASIC EMS REPORT

902H

Fill In This Report
In Your Own Words

Fire Department

☐ Revised
Report

HA

FD ID Incident No. Casualty No. Mo. Day Year Alarm Time Time on Scene Time Unit Clear

HB

Location/Address City/Town Zip Code Property No.

HC

Method of Alarm to Fire Department Type of Incident

HD

Type of Action Taken District Shift No Alarms Mutual Aid ☐ Rec'd ☐ Given ☐ N/A

HE

General Property Use Specific Property Use County Census Tract

HF

Casualty Name (Last, First, MI) D.O.B. Age Sex Race

HG

Home Address City State Zip Telephone No.

HH

Type of Casualty Affiliation Injury Occurred Mo. Day Year Time

HI

Case Severity Primary Apparent Symptom Primary Part of Body

HJ

Secondary Apparent Symptom Secondary Part of Body

HK

Casualty Situation Found Patient Taken to:

HL

Time of Reading	Blood Pressure		Pulse		Respiration	
	Systolic	Diastolic	Rate	Character	Rate	Character
1						

HM

2

HN

3

HO

Lungs		Skin		Pupils	
Sound	Location	Color	Temperature	Size	Reactivity

HP

Patient Status Patient Behavior

HQ

Pre-Hospital Treatment 1 Pre-Hospital Treatment 2 Pre-Hospital Treatment 3 Pre-Hospital Treatment 4

HR

Time	Monitor Code	Drug/Fluid	Rate	Route	IV
1					

HS

2

HT

3

HU

Time EKG Transmitted Medical Facility EKG Transmitted to Receiving Hospital Representative Signature

HV

Unit Type Handling Incident Personnel Training Level

HW

Member Making Report Date Officer in Charge (Name, Position, Assignment) Date

HX

Remarks

☐ Remarks continued on reverse side.This form is for use with NFPA 902M, *Field Incident Manual*. Users should also refer to NFPA 901, *Uniform Coding for Fire Protection*, for information on fire reporting systems and classifications for information entered on this form.

LINE HA DATA

HA	FD ID	Incident No.	Casualty No.	Mo.	Day	Year	Alarm Time	Time on Scene	Time Unit Clear	☐ Revised Report

Fire Department Identification

FD ID

This space is provided for fire departments which participate in regional or state systems. The identification number will normally be assigned by the state and will be unique to the fire department. If your fire department does not forward reports to a regional or state center, this data space can be left blank.

Incident Number

Incident No.

The incident number is a unique number assigned to an incident such that no two incidents in a given year have the same number.

Enter the identification number assigned to this incident using your existing fire department system of numbering incidents. It may be necessary to obtain this number from the alarm center.

Example:

The 124th incident of the year would be entered as

Incident No. 124

Casualty Number

Casualty No.

Sequentially number each casualty which occurs during the same incident, starting with 001. This number then becomes the number assigned to the person named below for that incident. All reports pertaining to the incident which refer to that person should have that casualty number also.

Example:

Casualty Number 3 would be entered as:

Casualty No. 03

Month

Mo.

Enter the month of year when the incident occurred using its numerical designation.

January	= 01	April	= 04	July	= 07	October	= 10
February	= 02	May	= 05	August	= 08	November	= 11
March	= 03	June	= 06	September	= 09	December	= 12

Day

Day

Enter the day of month when the incident occurred.

Year

Year

Enter the last two digits of the year of century when the incident occurred.

Example:

An incident occurring on July 9, 1981, would be entered as

Mo.	Day	Year
07	09	81

Alarm Time

Alarm Time

Enter the time the original alarm was received by the alarm center. Use the 24-hour clock.

Time by 24-hour clock:

1:00 AM = 0100

1:00 PM = 1300

12:00 Midnight = 2400

12:01 AM = 0001

Example:

An alarm received at 2:56 PM would be entered as

Alarm Time
1456

Time on Scene

Time on Scene

Record the time, using the 24-hour clock, which the first unit arriving on scene reports. It may be necessary to obtain this information from the alarm center.

Time Last Unit Clear

Time Unit Clear

The object of this data element is to capture the time at which the fire department gave up control of the scene. Use the 24-hour clock.

Revised Report

☐ Revised Report
--

If any information on the report is to be updated once the report has been submitted, obtain a copy of the original report, enter the new information in red, date and initial the change, check the Revised Report block, and resubmit the report.

LINE HB DATA

HB	Location/Address	City/Town	Zip Code	Property No
----	------------------	-----------	----------	-------------

Location/Address

Location/Address	City/Town	Zip Code
------------------	-----------	----------

Enter the street number, the direction of the street if it is part of the address, the street name, and the street type (RD, ST, AV, etc.). Also enter the city, town, or township, and the zip code.

Use a single letter to indicate street direction when it is North, South, East, or West. Use two letters when it is a combined direction.

Northeast = NE

Southwest = SW

Southeast = SE

Northwest = NW

If the address is a street intersection, show the two cross streets. If the incident occurs on a major highway, record the closest mile mark.

If the involved property is a motor vehicle, boat, or other mobile property, list the address where the incident occurred, not the owner's home address.

If there is no city, town designation for the areas of the incident, some other means of geographic identification may be used, such as grid coordinates; legal land description; latitude and longitude; or township, range and section.

Examples:

Location/Address	City/Town	Zip Code
16 Beverly Cl.	Greenville	78294

Location/Address	City/Town	Zip Code
126 E Elm St.	Anytown	03994

Location/Address	City/Town	Zip Code
JCT Smith and Elm St.	Boston	02222

Property Number

Property No.

Property number is a unique number assigned to each property during a Property Survey. See NFPA 903M, *Property Survey Manual*. Enter the assigned property number to correspond to the property being described in the report. This will enable users to link loss information with information available from the property survey. If your department has not assigned property numbers, leave this space blank.

LINE HC DATA

HC	Method of Alarm to Fire Department	Type of Incident
----	------------------------------------	------------------

Method of Alarm to Fire Department

Method of Alarm to Fire Department

Record the method by which the first fire service or alarm center person became aware of the incident. It is good practice to record the telephone number of the calling party or the number of the alarm box if that was the method of receipt. Do not record the means by which the individual fire companies were notified of the incident by the alarm center. Some of the methods by which the fire department receives an alarm are telephone, municipal alarm system, private alarm system, radio from a police or fire vehicle, and people walking into a fire station.

Refer to NFPA 901, Section JBA, for classifications for Method of Alarm to Fire Department.

Examples:

Method of Alarm to Fire Department
Telephone 622-9827

Method of Alarm to Fire Department
Box 4298

Type of Incident

Type of Incident

Record the most serious type of incident which your fire department encountered at the scene. In broad categories, this could be a fire, overpressure rupture, rescue call, hazardous condition, service call, good intent call or false call. Be more definitive, however, and indicate the type of fire, or other incident.

If conditions change, either before the arrival of the fire department or during fire department operations, details of the change in situation should be included in the Remarks, and the most serious condition should be recorded as type of incident. For example, if the arriving apparatus found a fuel spill and it subsequently ignited, treat the incident as a fire and provide details of the fuel spill (Hazardous Condition) in the Remarks section.

Refer to NFPA 901, Section JCA, for classifications for Type of Incident.

Examples:

Type of Incident	EMS Call	1312
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Type of Incident	Drowning	1316
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Type of Incident	Mattress fire in house	1111
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LINE HD DATA

HD	Type of Action Taken	District	Shift	No. Alarms	Mutual Aid	
					☐ Rec'd	☐ Given
						☐ N/A

Type of Action Taken

Type of Action Taken		
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Record the duty or action taken by the responding fire department personnel to deal with the incident. Actions will include extinguishing fire, providing first aid or rescuing a person, removing or neutralizing a hazard, investigating a reported situation, or maybe just standing by at an incident. Be as specific as possible in stating the action taken.

Refer to NFPA 901, Section JDA, for classifications for Type of Action Taken.

Example:

A victim of an auto accident was given first aid and taken to a hospital.

Type of Action Taken	
Provide EMS and Transport	13 13

District

District

Enter the designation of the fire department company, administrative or inspection district in which the incident occurred. If the incident is outside the fire department's area of responsibility or jurisdiction enter "O/J." If no districts are designated by the fire department, appropriate police districts may be useful and can be used.

Examples:

District
E 10

District
L4

District
O/J

Shift

Shift

Where applicable, enter the designation of the shift on duty which responded to the incident. If the incident was of such duration that the shift changed during the control of the incident, record the shift change time and designation of the new shift in the Remarks.

Examples:

Shift
A

Shift
Group 4

Number of Alarms

No. Alarms

Enter the number of alarms transmitted for the incident. This information is used by your department only, and local definitions of what constitutes a first alarm, second alarm, etc., should be used in recording the number of alarms. Where multiple alarms are sounded, the time for each alarm should be recorded in the Remarks section.

Examples:

No. Alarms
Still

No. Alarms
2

Mutual Aid

Mutual Aid
☐ Rec'd ☐ Given
☐ N/A

If any other fire department was called or responded to assist at the scene of the incident, put a check in the box labeled "Rec'd," and list the names of the responding departments and the type of apparatus sent in the Remarks section. (Example: Anytown Fire Department — 1 ambulance.) If the mutual aid received was to cover a vacated fire station, it should not be indicated as mutual aid received for the purpose of this report; but the fact that another fire department provided coverage to vacated fire stations can be noted in the Remarks.

If the incident to which the fire department responded was to assist another fire department either at the scene of an incident or by covering vacated stations in another community, your fire department gave mutual aid, and the Mutual Aid Given box should be checked.

Sometimes, because of other emergencies or predetermined arrangements for providing coverage to areas of a community, the fire department responsible for the area where the incident occurred will not be present. Your fire department still gave mutual aid if it is outside the jurisdiction of your department, and the Mutual Aid Given box should be checked.

If mutual aid was neither given nor received, check the N/A box.

LINE HE DATA

HE	General Property Use	Specific Property Use	County	Census Tract

General Property Use

General Property Use

Definition:

General Property Use. The general (overall) use of land or space under the same management, ownership, or within the same legal boundaries, including any structures, vehicles, or other appurtenances thereon.

A grease duct fire in a restaurant in a hotel, or an explosion in a chemical laboratory of a university, presents a challenge to fire reporting.

Obviously, in the first case, if only "hotel" data are collected, then "restaurant" data will be lost. In the second example, if only "laboratory" data are collected, then "university" data will be lost. The use of a general property use classification enables the user to capture both "hotel" and "restaurant" or both "university" and "laboratory" information.

If a portion of the general property is leased, managed and maintained as a separate property, treat it as a separate general property use for reporting purposes. For example: a hotel at an airport leased to and managed by a hotel chain would be reported as hotel use while a hotel on a university campus and managed by the university would be reported as education use.

When a location has two or more completely different general uses, and there is no classification to describe the combination, then the General Property Use should be classified according to the predominant use at the point of origin of the incident.

Record the general use of the property where the incident occurred. Every incident should have a General Property Use associated with it with the exception of some false calls where it should be reported as undetermined.

Refer to NFPA 901, Chapter A, for classifications for General Property Use.

Specific Property Use

Specific Property Use			
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Definition:

Specific Property Use. The use to which a specific space, structure or portion of a structure is put by the owner, tenant or occupant of the space. The Specific Property Use should be one of the following:

The principal use of the structure or outside area if it is used for a single purpose.

The principal use of a fire division compartment in a structure if the structure is used for multiple purposes.

The principal use to which a section of a structure, a space or an area, whether inside or outside, is put by the owner, tenant or business occupying that space or area when there are multiple specific uses, multiple tenants or multiple businesses using the same general property.

Every piece of property, whether it be a structure or an open piece of land, has a use. This use should be identified here.

The intent is to show the use of the property and not the configuration of buildings or other important details of a property such as access, ownership, size, or internal weaknesses in construction or fire defenses. For example, property used for storage of a product should be shown for that use whether the storage is inside or outside.

Every incident report should include a Specific Property Use with the exception of some false calls when the specific property use can be reported as undetermined.

Record the Specific Property Use where the incident occurred. Refer to NFPA 901, Chapter B, for classifications for Specific Property Use.

Examples: The following examples show the relationship between the General Property Use and the Specific Property Use for a few typical situations.

A clothing store in a shopping center.

General Property Use	Specific Property Use
Sales use 5 1	Clothing store 5 2 1

A chapel at a university.

General Property Use University	22	Specific Property Use Chapel	131
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A railroad bridge.

General Property Use Railroad	95	Specific Property Use Bridge	921
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A children's playhouse behind a dwelling.

General Property Use 1 family residential	41	Specific Property Use Child's play house	491
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A barn on a farm.

General Property Use Farm	65	Specific Property Use Barn	815
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County

County				
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Record the census county code if you are also reporting census tract. The census country code or the Federal Information Processing Standard (FIPS) county code are the same and can be obtained from the same source from which you get census tract information.

Census Tract

Census Tract							
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