ANSI/NFPA 902M An American National Standard February 5, 1990

NFPA 902M Fire Reporting Field Incident Manual 1990 Edition

National Fire Protection Association 1 Batterymarch Park, Quincy, MA 02269-9101

NOTICE

All questions or other communications relating to this document should be sent only to NFPA Headquarters, addressed to the attention of the Committee responsible for the document.

For information on the procedures for requesting Technical Committees to issue Formal Interpretations, proposing Tentative Interim Amendments, proposing amendments for Committee consideration, and appeals on matters relating to the content of the document, write to the Secretary, Standards Council, National Fire Protection Association, 1 Batterymarch Park, P.O. Box 9101, Quincy, MA 02269-9101.

A statement, written or oral, that is not processed in accordance with Section 16 of the Regulations Governing Committee Projects shall not be considered the official position of NFPA or any of its Committees and shall not be considered to be, nor be relied upon as, a Formal Interpretation.

Users of this document should consult applicable Federal, State and local laws and regulations. NFPA does not, by the publication of this document, intend to urge action which is not in compliance with applicable laws and this document may not be construed as doing so.

Policy Adopted by NFPA Board of Directors on December 3, 1982

The Board of Directors reaffirms that the National Fire Protection Association recognizes that the toxicity of the products of combustion is an important factor in the loss of life from fire. NFPA has dealt with that subject in its technical committee documents for many years.

There is a concern that the growing use of synthetic materials may produce more or additional toxic products of combustion in a fire environment. The Board has, therefore, asked all NFPA technical committees to review the documents for which they are responsible to be sure that the documents respond to this current concern. To assist the committees in meeting this request, the Board has appointed an advisory committee to provide specific guidance to the technical committees on questions relating to assessing the hazards of the products of combustion.

Licensing Provision

Statement on NFPA Procedures

This material has been developed under the published procedures of the National Fire Protection Association, which are designed to assure the appointment of technically competent Committees having balanced representation. While these procedures assure the highest degree of care, neither the National Fire Protection Association, its members, nor those participating in its activities accepts any liability resulting from compliance or noncompliance with the provisions given herein, for any restrictions imposed on materials or processes, or for the completeness of the text.

NFPA has no power or authority to police or enforce compliance with the contents of this document and any certification of products stating compliance with requirements of this document is made at the peril of the certifier.

MGR FM-89

NFPA 902M

Fire Reporting

Field Incident Manual

1990 Edition

This edition of NFPA 902M, *Fire Reporting Field Incident Manual,* was prepared by the Technical Committee on Fire Reporting and acted on by the National Fire Protection Association, Inc. at its Fall Meeting held November 13-15, 1989 in Seattle, WA. It was issued by the Standards Council on January 12, 1990, with an effective date of February 5, 1990, and supersedes all previous editions.

The 1990 edition of this document has been approved by the American National Standards Institute.

Changes other than editorial are indicated by a vertical rule in the margin of the pages on which they appear. These lines are included as an aid to the user in identifying changes from the previous edition.

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.

In 1981, the Basic Casualty Report form (902G) was expanded to include a separate section for reporting data on injuries to fire service personnel. A new form 902H and the associated instructions for completing it were introduced as an Emergency Medical Services Report.

In 1986, text and graphics were added to better explain the exposure problem and three data elements were added to form 902F, Basic Incident Report. These three data elements were "Reason for Detector Failure," "Reason for Sprinkler System Failure," and "Fuel Model."

This edition modified the Protective Equipment section of form 902G, Basic Casualty Report, to provide for the reporting of three pieces of protective equipment that were being worn or used and that failed in some manner, as opposed to reporting the presence and performance of all protective equipment in the area of injury. Editorial changes were made to keep the document references and terminology consistent with changes to NFPA 901, *Uniform Coding for Fire Protection.*

Technical Committee on Fire Reporting

Dal L. Howard, *Chairman*
Los Angeles City Fire Dept., CA

George J. Oldroyd, *Vice Chairman*
Fairfield Fire Dept., CT
(Rep. NFPA Fire Service Section)

Clifford S. Harvey, *Secretary*
Boulder Fire Dept., CO

John D. Arterberry, Northridge Hospital, CA
Steven C. Bailey, National Fire Information Council
Wayne D. Bennett, Public Service Computer Software, Inc.
Ross K. Boelling, Development Planning & Research Assoc. Inc.
Frank E. Florence, Salt Lake City Fire Dept., UT
Robert W. Glowinski, National Forest Products Assoc.
Beatrice Harwood, U.S. Consumer Product Safety Comm.
Bruce M. Hunt, Orange County Fire Dept., CA
Durward Jackson, California State Univ., Los Angeles
Joseph W. Krajnik, IAFF Local 1066
Richard P. Kuchnicki, Council of American Bldg. Officials
John Ottoson, U.S. Fire Admi ion
Philip S. Schaenman, TriData Corp.
Kenneth J. Schwartz, Rolf Jensen & Associates
Ralph E. Sellars, Jr., Factory Mutual Engineering Corp.
Rexford Wilson, FIREPRO Inc.

Alternates

David S. Collins, National Forest Products Assn.
(Alternate to R. W. Glowinski)

Larry E. Julian, Dept. of State Police, MI
(Alternate to IAAI Rep.)

Jack A. Parks, Los Angeles City Fire Dept., CA
(Alternate to D. L. Howard)

Carl E. Peterson, NFPA Staff Liaison

This list represents the membership at the time the Committee was balloted on the text of this edition. Since that time, changes in the membership may have occurred.

NOTE: Membership on a Committee shall not in and of itself constitute an endorsement of the Association or any document developed by the Committee on which the member serves.

Contents

NFPA 902M

Fire Reporting

Field Incident Manual

1990 Edition

INTRODUCTION

Fire service personnel have recognized the need to become more effective in their efforts to educate people in firesafety habits, to make or suggest changes in fire and building codes, and to show clearly the value of the fire service 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 is published as NFPA 901, *Uniform Coding for Fire Protection.*

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 and the Basic 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 that 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 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. Fire protection decision trees similar to the one defined in NFPA 550, *Guide to the Firesafety Concepts Tree* will count on the output of this system to refine the decision process.

Each time a method of fire defense works well and the fire loss and danger are confined to a small area, this 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.

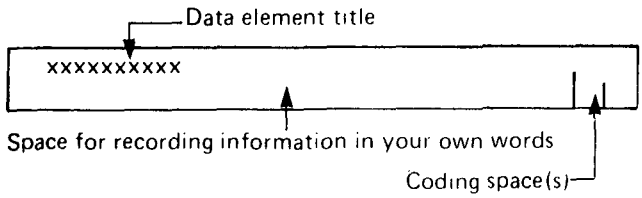
The person completing the report should use words that accurately describe the situation. Each item of data can then be classified using categories defined in NFPA 901, *Uniform Coding for Fire Protection*. It is this classification process that establishes the uniformity, not the person's original words.

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 that group related information together. Each block contains one or more lines, and each line contains 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 1990 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 902G forms should be attached. If the fire involved exposures, additional 902F forms 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.

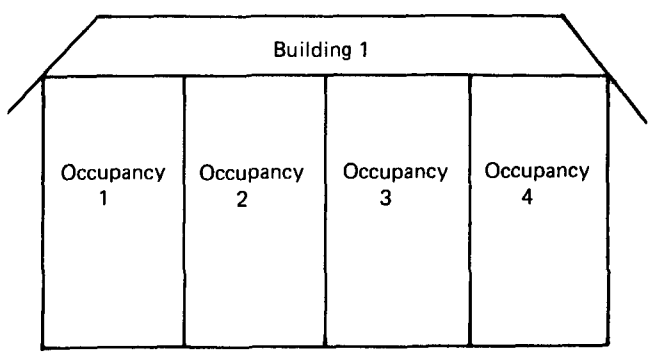
I. Fires in Multiple-Occupancy Structures

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 section together with any special information concerning their loss.

II. Exposure Fires

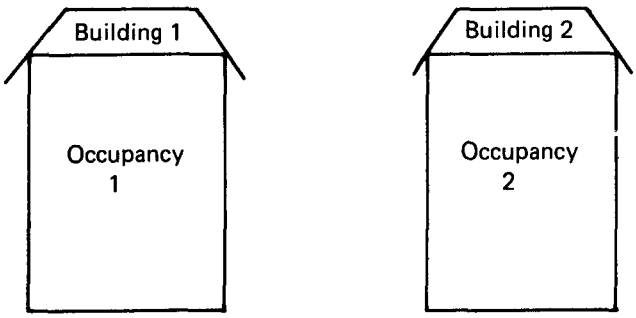
An exposure fire is a fire starting in a building, structure, vehicle, or outside property resulting from a fire outside that building, structure, vehicle, or outside property.

Example 1 — One building, containing a number of separate occupancies with a common roof, similar to a shopping mall or townhouse arrangement.



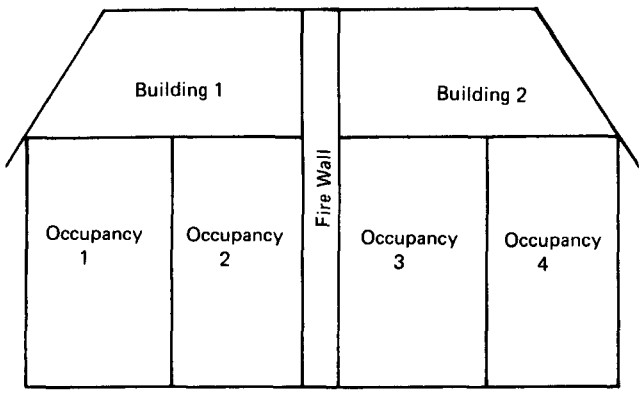
A fire beginning in one occupancy spreading to other occupancies would require a single fire incident report. The specific property use reported would be for the use of the occupancy in which the fire began.

Example 2 — Two separate buildings located remotely from each other.



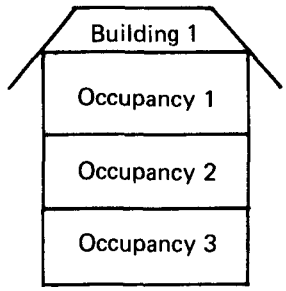
A fire beginning in the first building and spreading to the second would require two fire incident reports. The form of heat of ignition in the second incident report would be "Heat Spreading from Another Hostile Fire." The incident numbers on both reports should be identical with the option of using index numbers to further identify the succession of the fire.

Example 3 — A structure separated into two buildings by a continuous fire wall extending to the underside or through the roof. Each building may have a number of occupancies.



A fire spreading within each of the buildings would only require one incident report, similar to Example 1. If the fire breached the fire wall separating the buildings, two incident reports would be necessary, similar to Example 2. Separate buildings can exist without spatial separation.

Example 4 — A single building with a number of separate occupancies vertically oriented, such as garden apartments.



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 casualities 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 information 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, showing 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 in which 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 in which a cigarette thought to have been flipped out the window apparently lands on the back seat. The fire is discovered after the owner has 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

COMPLETE ON ALL INCIDENTS

A	FD ID: 708	Incident No.: 6337	Index No.: 00	Mo.: 05	Day: 26	Year: 90	Alarm Time: 0328	Time on Scene: 0334	Time Last Unit Clear: 0544
B	Location/Address: 1415 S. Ashworth Rd.	City/Town: 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 |2	Type of Incident: Structure Fire |1|1							
F	Type of Action Taken: Vent/Ext/Salvage |1|2	District: E14	Shift: B	No. Alarms: 1	Mutual Aid: ☐ Rec'd. ☐ Given ☒ N/A				
G	General Property Use: Single Family Res |4|1	Specific Property Use: 1 Family dwelling |4|1|1	County: |0|1|9	Census Tract: |3|8|2|9|0|1					
H	No. Injuries* Fire Service: |0|0|1 Other Emerg.: |0|0|0 Civilian: |0|0|1	No. Fatalities* Fire Service: |0 Other Emerg.: |0 Civilian: |0							
I	No. Fire Service Personnel Responded: |2|2	No. Engines Responded: |2	No. Aerial Apparatus Responded: |1	No. Other Vehicles Responded: |0					

ON ALL FIRES TI 10-19

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 |1|4					
K	Equipment Involved in Ignition: Television set |5|1	Year: 72	Make: Acme	Model: 0499	Serial No.: 364862			
L	Form of Heat of Ignition: Electrical short circuit |3|4	Material First Ignited: Form/Use TV Case |2|5	Type: Rigid plastic |4|1					
M	Ignition Factor: Short circuit |5|3	Method of Extinguishment: 2 - 1 1/2" handlines w/ hydrant water |6						
N	Property Damage Classification: 19,500 |1|0	No. Buildings Damaged: |0|1	Termination Stage: Open flame |2					

COMPLETE IF FIRE — TYPE OF INCIDENT (TI) 10-19

FOR STRUCTURE FIRE TI 11-13

O	Construction Type: Frame Type V |5	No. of Stories: 2 story + bsmt |3	Level of Origin: Basement |2|1					
P	Structure Status: In use |2	No. of Occupants at Time of Incident: two |1						
Q	Material Generating Most Flame: Form/Use Wall paneling |1|5	Type: Plywood |6|4	Factor Contributing to Flame Travel: None |9|8					
R	Material Generating Most Smoke: Form/Use Cushion |2|1	Type: Foam plastic |4|4	Avenue of Smoke Travel: Stairwell |4					
S	Detector Type: Ionization Smoke |1	Detector Power Supply: Battery |1						
T	Detector Performance: Located first story Alerted occupants |2	Reason for Detector Failure: No failure |8						
U	Sprinkler System Performance: No A.S. |8	No. of Sprinkler Heads Opened: N/A	Reason for Sprinkler System Failure: N/A					
V	Extent of Flame Damage	Extent of Smoke Damage	Extent of Extinguishing Agent Damage					

TI 12-14

W	Mobile Property Type	Year	Make	Model	Serial No.	License No.		
X	No. of Private Acres Burned	No. of Federal Acres Burned	No. of Other Public Acres Burned					

TI 15

Y	Fuel Model							

COMPLETE ON ALL INCIDENTS

Z	Member Making Report: Donald Harris	Date: 5/26/90	Officer in Charge (Name, Position, Assignment): Raymond Symmes B/C 6	Date: 5/26/90				
AA	Remarks: Owner indicated he had been having trouble with TV and had smelled 'hot' odor during evening. Fire originated inside TV. ☐ 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 CASUALITY REPORT

902G

Fill In This Report In Your Own Words

Eastwood Fire Department

☐ Revised Report

COMPLETE ON ALL CASUALTIES

GA	FD ID: 708	Incident No.: 6337	Index No.: 00	Casualty No.: 01	Injury Occurred: Mo 05 Day 26 Year 90			Time: 0326
GB	Type of Casualty: Fire before FD Arrival 1	Affiliation: Civilian 5			Injury Reported: Mo 05 Day 26 Year 90			Time: 0334
GC	Casualty Name (Last, First, MI): Russell, Joseph M.	D.O.B.: 8/19/37			Age: 52	Sex: M 1		Race: W 1
GD	Home Address: 1415 S. Ashworth Rd.	City: Eastwood	State: OH	Zip: 28946				Telephone No.: 776-5432
GE	Case Severity: Moderate 2	Primary Apparent Symptom: Smoke inhalation 03	Primary Part of Body: Lungs 53					
GF	Secondary Apparent Symptom: N/A 98	Secondary Part of Body: N/A 98						
GG	Casualty Situation Found: Bldg Fire Injury 31	Disposition of Casualty: Central Hospital by Ace Amb. 2						

NON-FIRE SERVICE CASUALTIES

GH	Familiarity with Structure: 3 years 7	Condition of Person: Awake 8	Activity at Time of Injury: Fire Suppression 3	
GI	Location in Relation to Pt. of Origin: Same Bldg 5	Location at Time of Injury: Room of Origin 2	Relationship to Fire Location: Lived in unit 1	
GJ	Cause of Civilian Injury: Exposed to smoke 2	Condition Preventing Escape: None 8		
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		

FIRE SERVICE CASUALTY

PROTECTIVE EQUIPMENT

GO	Worn/Used	Status	Performance	
GP	Manufacturer	Model	Serial or Lot No.	National Std.
GO	Worn/Used	Status	Performance	
GP	Manufacturer	Model	Serial or Lot No.	National Std.
GO	Worn/Used	Status	Performance	
GP	Manufacturer	Model	Serial or Lot No.	National Std.

FIRE SERVICE CASUALTY FOLLOW-UP

GQ	Length of Hospitalization	Time off for Medical Treatment	Time Lost from Normal Duty	Time on Restricive Duty
GR	Insurance Carrier Notified ☐ Yes ☐ No	Final Outcome	Section Completed by:	
GS	Member Making Report: Richard Avery Date: 5/26/90	Office in Charge (Name, Position, Assignment): Raymond Summer BC 6 Date: 5/26/90		

COMPLETE ON ALL CASUALTIES

GT Remarks: Casualty went to basement to try to control fire. Was found on basement stairway choking on smoke.

☐ 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 CASUALITY REPORT

902G

Fill In This Report In Your Own Words

Eastwood Fire Department

☐ Revised Report

COMPLETE ON ALL CASUALTIES

GA	FD ID: 708	Incident No.: 6337	Index No.: 00	Casualty No.: 02	Injury Occurred: Mo 05	Day 26	Year 90	Time: 0418
GB	Type of Casualty: Fire after FD Arrival 2	Affiliation: Fire Fighter 1			Injury Reported: Mo 05	Day 26	Year 90	Time: 0420
GC	Casualty Name (Last, First, MI): Smythe, Jack M.		D.O.B.: 8/3/41		Age: 48	Sex: M 1		Race: W 1
GD	Home Address: 129 Laurel St.	City: Eastwood	State: OH	Zip: 28946				Telephone No.: 276-4529
GE	Case Severity: Minor 1	Primary Apparent Symptom: Foreign body 27	Primary Part of Body: Eye 12					
GF	Secondary Apparent Symptom: N/A 98	Secondary Part of Body: N/A 98						
GG	Casualty Situation Found: Building Fire Injury 31	Disposition of Casualty: Central Hospital by Ace Amb. 2						

NON-FIRE SERVICE CASUALTIES

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		

FIRE SERVICE CASUALTY

GK	Rank: F.F.	Assignment: E. 14 - Supp. 1	Years Experience: 18 yrs. 8	No. Responses Prior to Injury: one 1
GL	Physical Condition: Rested 1	Status Before Alarm: Asleep 1		
GM	Fire Fighter Activity: Overhaul 45	Where Injury Occurred: In Basement 51		
GN	Cause of Fire Fighter Injury: Struck by ceiling he was pulling 305	Medical Care Provided: Hospital Emergency Room 5		

PROTECTIVE EQUIPMENT

GO	Worn/Used	Status	Performance	
GP	Manufacturer	Model	Serial or Lot No.	National Std.
GO	Worn/Used	Status	Performance	
GP	Manufacturer	Model	Serial or Lot No.	National Std.
GO	Worn/Used	Status	Performance	
GP	Manufacturer	Model	Serial or Lot No.	National Std.

FIRE SERVICE CASUALTY FOLLOW-UP

GQ	Length of Hospitalization: None 1	Time off for Medical Treatment: 2 hrs 2	Time Lost from Normal Duty: 2 hours 2	Time on Restricive Duty: None 1
GR	Insurance Carrier Notified: ☐ Yes ☑ No	Final Outcome: Returned to regular duty 1	Section Completed by: JMS 5/26/90	
GS	Member Making Report: Jack Smythe Date: 5/26/90	Office in Charge (Name, Position, Assignment): Raymond Sommer B/C 6 Date: 5/26/90		
GT	Remarks: Eyes washed at scene and checked at hospital			

COMPLETE ON ALL CASUALTIES

☐ 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: 131	Incident No.: 4906	Index No: 00	Mo.: 04	Day: 17	Year: 90	Alarm Time: 1533	Time on Scene: 1540	Time Last Unit Clear: 1612
B	Location/Address: 278 Maple Street	City/Town: Winston	Zip Code: 69492	Property No.: N/A					
C	Occupant Name (Last, First, MI): N/A	Telephone No.	Room or Apt.: N/A						
D	Owner Name (Last, First, MI): Smith, Jane A.	Address: Same as above	Telephone No.: 298-4286						
E	Method of Alarm to Fire Department: Telephone 298-4286 |1	Type of Incident: Auto Fire outside |1|4							
F	Type of Action Taken: Extinguished |1|5	District: E 12	Shift: 3	No. Alarms: still	Mutual Aid: ☐ Rec'd. ☐ Given ☒ N/A				
G	General Property Use: 1 Family Res. |4|1	Specific Property Use: Driveway |9|6|3	County: |1|3|1	Census Tract: |4|2|9|8|0|0					
H	No. Injuries* Fire Service |0| Other Emerg. |0| Civilian |0	No. Fatalities* Fire Service |0| Other Emerg. |0| Civilian |0							
I	No. Fire Service Personnel Responded |4	No. Engines Responded |1	No. Aerial Apparatus Responded |0	No. Other Vehicles Responded |0					
J	Condition of Fire upon Arrival of First Unit: Smoke showing |3	Time from Alarm to Agent Application: 7 min |4	Area of Fire Origin: Passenger area |8|1						
K	Equipment Involved in Ignition: None |9|8	Year	Make	Model	Serial No.				
L	Form of Heat of Ignition: Cigarette |6|1	Material First Ignited: Form/Use Seat cushion |2|1	Type: Foam plastic |4|4						
M	Ignition Factor: Discarded cigarette |3|1	Method of Extinguishment: Booster line -- water in tank |5							
N	Property Damage Classification: 3500 |0|7	No. Buildings Damaged |0	Termination Stage: Open flame |2						
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							
T	Detector Performance	Reason for Detector Failure							
U	Sprinkler System Performance	No. of Sprinkler Heads Opened	Reason for Sprinkler System Failure						
V	Extent of Flame Damage	Extent of Smoke Damage	Extent of Extinguishing Agent Damage						
W	Mobile Property Type: Auto |1|1	Year: 78	Make: Johnson	Model: XX75	Serial No.: MEX79482X	License No.: OK-649827			
X	No. of Private Acres Burned	No. of Federal Acres Burned	No. of Other Public Acres Burned						
Y	Fuel Model								
Z	Member Making Report / Date	Officer in Charge (Name, Position, Assignment) / Date: J. Smith Capt. E-12 4/17/90							
AA	Remarks: Jane Smith indicated she arrived home from shopping about 1430. She had been smoking in the car and thought she tossed cigarette out. ☐ Remarks continued on reverse side.								

COMPLETE ON ALL INCIDENTS

COMPLETE IF FIRE — TYPE OF INCIDENT (TI) 10-19

ON ALL FIRES TI 10-19

FOR STRUCTURE FIRE TI 11-13

TI 12-14

TI 15

COMPLETE ON ALL INCIDENTS

* 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	Mo.: 03	Day: 27	Year: 90	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 | 1			Type of Incident: EMS -- Heart Attack | 3 2					
HD	Type of Action Taken: Provided EMS | 3 3			District: L 18	Shift: B	No. Alarms: Still	Mutual Aid: ☐ Rec'd ☐ Given ☑ N/A		
HE	General Property Use: Multi Family Res. | 4 2			Specific Property Use: Apt.- Over 20 units | 4 2 8			County: 0 1 9	Census Tract: N/A	
HF	Casualty Name (Last, First, MI): Koss, Judith E.			D.O.B.: 12/13/11	Age: | 7 8	Sex: F | 2	Race: W | 1		
HG	Home Address: Same as above			City	State	Zip	Telephone No.: 334-2928		
HH	Type of Casualty: Medical Aid | 6	Affiliation: Civilian | 5	Injury Occurred: Mo. 03 Day 27 Year 90	Time: 1045					
HI	Case Severity: Severe | 3	Primary Apparent Symptom: Cardiac Symptoms | 1 1	Primary Part of Body: Heart | 5 4						
HJ	Secondary Apparent Symptom: N/A | 9 8	Secondary Part of Body: N/A | 9 8							
HK	Casualty Situation Found: Cardiac | 7 2	Disposition of Casualty: St. Joseph's Hospital | 1							

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

	Lungs Sound	Lungs Location	Skin Color	Skin Temperature	Pupils Size	Pupils Reactivity	Pupils Position
HO	Clear | 1	BI = | 1	Pale | 3	Cool/wet | 5	Equal | 1	Reactive | 1	Dilated | 2

HP	Patient Status: Conscious | 1	Patient Behavior: Disturbed | 2		
HQ	Pre-Hospital Treatment 1: O_2 Inhalation | 0 8	Pre-Hospital Treatment 2: EKG Trans | 1 0	Pre-Hospital Treatment 3: Oropharyngeal Air | 1 6	Pre-Hospital Treatment 4: Defibrillation | 0 7

		Time	Monitor Code	Drug/Fluid	Rate	Route	IV
HR	1	1112	Sinus Tach | 1 2	D_5W | 1 1		IV | 0 7	Suc. | 1
HS	2	1115	Sinus Tach | 1 2				
HT	3	1118	PVC- 6 per min | 5 2	Liducaine | 1 4	100 MG	IV-bolus | 0 7	Suc. | 1

HU	Time EKG Transmitted: 1118	Medical Facility EKG Transmitted to: St. Joseph's Hosp.	Receiving Hospital Representative Signature: Mark Kanter, M.D.
HV	Unit Type Handling Incident: Mobile ICU | 2	Personnel Training Level: Paramedic | 6	
HW	Member Making Report — Date	Officer in Charge (Name, Position, Assignment): Steve Forbes T.F. R-3	Date: 3/27/90

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 -- Liducaine 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

	FD ID	Incident No.	Index No.	Mo.	Day	Year	Alarm Time	Time on Scene	Time Last Unit Clear
A	510	1283	00	06	07	90	1548	1551	1615

	Location/Address	City/Town	Zip Code	Property No.
B	4298 University Ave.	Pierce	76984	2642

	Occupant Name (Last, First, MI)	Telephone No.	Room or Apt.
C	Baker, F.R. DBA Fred's Shoes, Inc.	376-4983	N/A

	Owner Name (Last, First, MI)	Address	Telephone No.
D	G + B Realty Corp.	2840 S. Clifton St. Pierce	946-2222

	Method of Alarm to Fire Department	Type of Incident
E	Private alarm from bldg. 3	Apparent system malfunction 7 3

	Type of Action Taken	District	Shift	No. Alarms	Mutual Aid
F	Investigated Source of Alarm 7 1	E 4	N/A	1	☐ Rec'd. ☐ Given ☒ N/A

	General Property Use	Specific Property Use	County	Census Tract
G	Retail sales 5 1	Shoe store 5 2 2	0 8 9	1 2 1 1 0 0

	No. Injuries* Fire Service	Other Emerg.	Civilian	No. Fatalities* Fire Service	Other Emerg.	Civilian
H	1	0	0	0	0	0

	No. Fire Service Personnel Responded	No. Engines Responded	No. Aerial Apparatus Responded	No. Other Vehicles Responded
I	1 2	2	1	0

COMPLETE ON ALL INCIDENTS

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		
T	Detector Performance	Reason for Detector Failure		
U	Sprinkler System Performance	No. of Sprinkler Heads Opened	Reason for Sprinkler System Failure	
V	Extent of Flame Damage	Extent of Smoke Damage	Extent of Extinguishing Agent Damage	

COMPLETE ON ALL FIRES TI 10-19

COMPLETE IF FIRE TYPE OF INCIDENT (TI) 10-19 FOR STRUCTURE FIRE TI 11-13

W	Mobile Property Type / Year	Make	Model	Serial No.	License No.	
X	No. of Private Acres Burned	No. of Federal Acres Burned	No. of Other Public Acres Burned			
Y	Fuel Model					

TI 12-14 TI 15

Z	Member Making Report / Date	Officer in Charge (Name, Position, Assignment) / Date: L.R. Gray B/C 2 — 6/7/90

COMPLETE ON ALL INCIDENTS

AA Remarks.

Source of alarm could not be determined. Advised tenant to have alarm company check system.

☐ 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 CASUALITY REPORT

902G

Fill In This Report In Your Own Words

Pierce **Fire Department**

☐ Revised Report

COMPLETE ON ALL CASUALTIES

GA	FD ID: 510	Incident No.: 1283	Index No.: 00	Casualty No.: 01	Injury Occurred:	Mo: 06	Day: 07	Year: 90	Time: 1551	
GB	Type of Casualty: Non fire after alarm 5	Affiliation: Fire fighter 1			Injury Reported:	Mo: 06	Day: 07	Year: 90	Time: 1554	
GC	Casualty Name (Last, First, MI): Bunyon, Paul J.		D.O.B.: 8/30/46		Age: 43	Sex: M 1			Race: W 1	
GD	Home Address: 22 Maple St.		City: Pierce		State: TX	Zip: 76984			Telephone No.: 629-4082	
GE	Case Severity: Minor 1		Primary Apparent Symptom: Sprain 51		Primary Part of Body: Ankle 44					
GF	Secondary Apparent Symptom: N/A 98				Secondary Part of Body: N/A 98					
GG	Casualty Situation Found: Slip/Fall 57				Disposition of Casualty: City hospital by self 2					

NON-FIRE SERVICE CASUALTIES

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: Suppression 1	Years Experience: 3 yrs. 5	No. Responses Prior to Injury: 4 4
GL	Physical Condition: Rested 1		Status Before Alarm: Awake 2	
GM	Fire Fighter Activity: Getting off apparatus 17		Where Injury Occurred: Incident scene outside 21	
GN	Cause of Fire Fighter Injury: Jumped off apparatus 605		Medical Care Provided: Hospital Emergency Room 5	

PROTECTIVE EQUIPMENT

GO	Worn/Used	Status	Performance	
GP	Manufacturer	Model	Serial or Lot No.	National Std.
GO	Worn/Used	Status	Performance	
GP	Manufacturer	Model	Serial or Lot No.	National Std.
GO	Worn/Used	Status	Performance	
GP	Manufacturer	Model	Serial or Lot No.	National Std.

FIRE SERVICE CASUALTY

GQ	Length of Hospitalization: None 1	Time off for Medical Treatment: 2 days 3	Time Lost from Normal Duty: 2 days 3	Time on Restricive Duty: None 1
GR	Insurance Carrier Notified: ☐ Yes ☑ No	Final Outcome: Returned to normal duty 1	Section Completed by: RJB 6/10/90	
GS	Member Making Report: Paul J. Bunyon Date: 6/10/90	Office in Charge (Name, Position, Assignment): L.R. Gray BIC 2 Date: 6/10/90		

FIRE SERVICE CASUALTY FOLLOW-UP

GT Remarks

COMPLETE ON ALL CASUALTIES

☐ 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. 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-V 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 W 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 lines X and Y describe how much land was involved and the type of natural vegetation involved.

The *sixth block*, line Z, 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 AA, is a remarks section and is designed to collect data significant to telling the story for which no room was available on lines A-Z. 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

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

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. | Civilian

I | No. Fire Service Personnel Responded | No. Engines Responded | No. Aerial Apparatus Responded | No. Other Vehicles Responded

COMPLETE ON ALL INCIDENTS

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

T | Detector Performance | Reason for Detector Failure

U | Sprinkler System Performance | No. of Sprinkler Heads Opened | Reason for Sprinkler System Failure

V | Extent of Flame Damage | Extent of Smoke Damage | Extent of Extinguishing Agent Damage

W | Mobile Property Type | Year | Make | Model | Serial No. | License No.

X | No. of Private Acres Burned | No. of Federal Acres Burned | No. of Other Public Acres Burned

Y | Fuel Model

COMPLETE ON ALL FIRES TI 10-19

COMPLETE IF FIRE TYPE OF INCIDENT (TI) 10-19 FOR STRUCTURE FIRE TI 11-13 TI 12-14 TI 15

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

AA | Remarks:

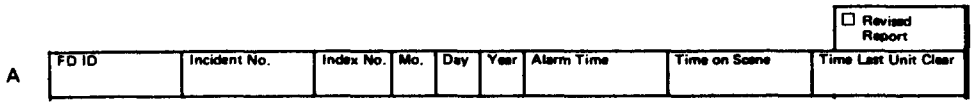
☐ Remarks continued on reverse side.

COMPLETE ON ALL INCIDENTS

*** 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



Fire Department Identification

FD ID

This space is provided for fire departments that 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 when the incident occurred.

Example:

An incident occurring on July 9, 1990, would be entered as

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, at 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

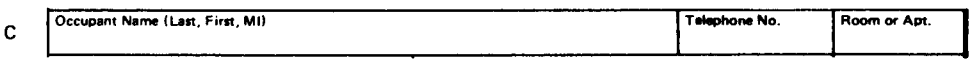
Location/Address	City/Town	Zip Code
45° 50' 30" N / 112° 40' 20" W	Gunnison Nat. Forest	

Property Number

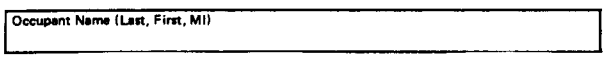
Property No.

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

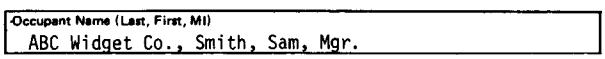


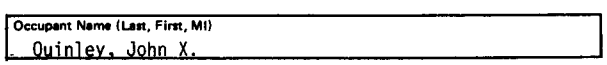
Occupant Name



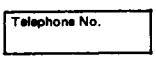
Enter the full name of the person, company, or agency that occupies the area where the incident occurred. This may be an occupant of an apartment, a manager of a business, or the owner of the property.

Examples:



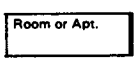


Telephone Number



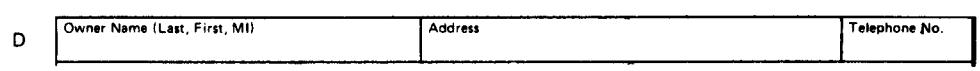
Enter the telephone number where the above-named occupant can be reached.

Room or Apartment

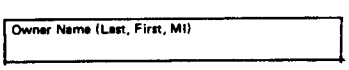


Enter the number of the room or apartment where the incident occurred if there is a distinguishing number. If there is no distinguishing number, enter "N/A."

LINE D DATA

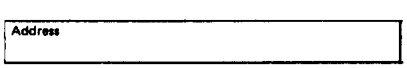


Owner Name



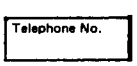
Enter the correct full name of the owner of the property where the incident occurred if it is different from that of the occupant. If the owner was also the occupant, enter "Same as above."

Address of Owner



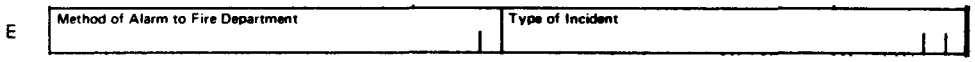
Enter the complete address of the owner if it is different from the address where the incident occurred. If the address is the same as the address of the incident, enter "Same as above."

Telephone Number

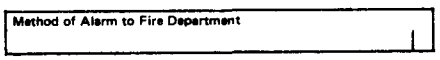


Enter the telephone number, if available, where the owner of the property can be reached.

LINE E DATA



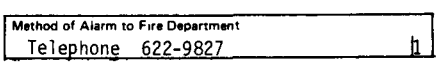
Method of Alarm to Fire Department

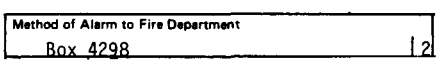


Record the method by which the first fire service or alarm center person became aware of the incident. It is good practice to record the telephone number of the calling party or the number of the alarm box if that was the method of receipt. Do not record the means by which the individual fire companies were notified of the incident. 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.

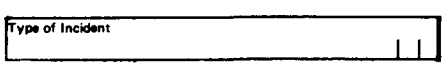
Refer to NFPA 901, Section JBA, for classifications for Method of Alarm to Fire Department.

Examples:





Type of Incident

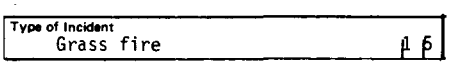


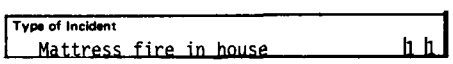
Record the most serious type of incident that your fire department encountered at the scene. In broad categories, this could be a fire, overpressure rupture, rescue call, hazardous condition, service call, good intent call or false call. Be more definitive, however, and indicate the type of fire, or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

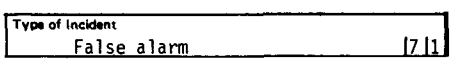
If conditions change, either before the arrival of the fire department or during fire department operations, details of the change in situation should be included in the Remarks section and the most serious condition should be recorded as type of incident. For example, if the arriving apparatus found 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.

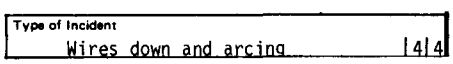
Refer to NFPA 901, Section JCA, for classifications for Type of Incident.

Examples:

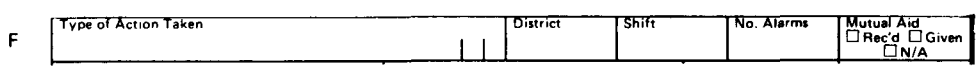




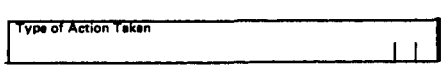




LINE F DATA



Type of Action Taken

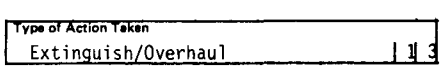


Record the duty or action taken by the responding fire department personnel to deal with the incident. Actions will include extinguishing fire, providing first aid or rescuing a person, removing or neutralizing a hazard, investigating a reported situation, or simply standing by at an incident. Be as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

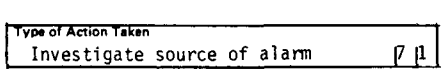
Refer to NFPA 901, Section JDA, for classifications for Type of Action Taken.

Examples:

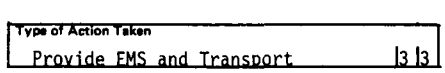
A fire where the fire department extinguished the fire.



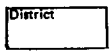
An alarm from a building where nothing could be found.



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

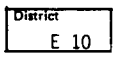


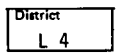
District

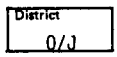


Enter the designation of the fire department company, administrative district, or inspection district in which the incident occurred. If the incident is outside the fire department's area of responsibility or jurisdiction enter "O/J." If no districts are designated by the fire department, appropriate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

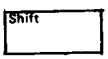
Examples:





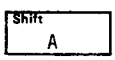


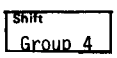
Shift



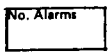
Where applicable, enter the designation of the shift on duty that responded to the incident. If the incident was of such duration that the shift changed during the control of the incident, record the shift change time and designation of the new shift in the Remarks.

Examples:



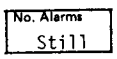


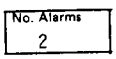
Number of Alarms



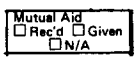
Enter the number of alarms transmitted for the incident. This information is used by your department only, and local definitions of what constitutes a first alarm, second alarm, etc., should be used in recording the number of alarms. Where multiple alarms are sounded, the time for each alarm should be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

Examples:





Mutual Aid



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 section.

If the call 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

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. A general property use classification enables the user to include 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

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 that 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

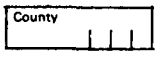
A children's playhouse behind a dwelling.

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

A barn on a farm.

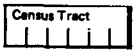
General Property Use	Specific Property Use
Farm |9|5	Barn |8|1|5

County



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 for census tract information.

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 that identifies an area of land within the United States for which census data is available.

LINE H DATA

Number of Incident-Related Injuries

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 all employees, whether career or volunteer, of a fire department who are assigned or may be assigned to perform duties at emergency operations.

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.

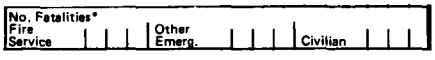
For each fire service injury recorded, a Basic Casualty Report, Form 902G, should accompany the Basic Incident Report.

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



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.

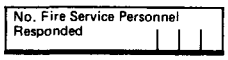
For each fire service fatality recorded, a Basic Casualty Report, Form 902G, should accompany the Basic Incident Report.

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.

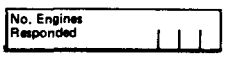
LINE I DATA

Number of Fire Service Personnel Responded



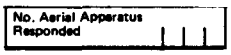
Enter the total number of fire officers, fire fighters, and other fire service personnel who responded to the incident.

Number of Engines Responded



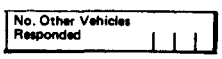
Enter the total number of engines that responded to the incident.

Number of Aerial Apparatus Responded



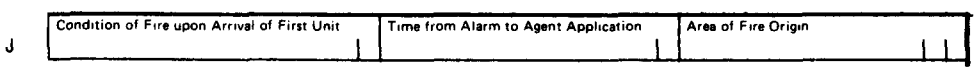
Enter the total number of aerial ladder or elevating platform apparatus that responded to the incident.

Number of Other Vehicles Responded



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

LINE J DATA

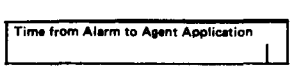


Condition of Fire Upon Arrival of First Unit

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 when a fire is well in progress upon arrival, conditions should be explained as completely as possible in the Remarks section. 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



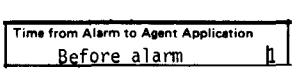
Many factors contibute to the time lapse between the receipt of an alarm for a fire by the fire department and activity on the fire scene to extinguish the fire. Alarm handling time, response time, and set-up time are all factors that can be influenced by fire department management. Delays in response, 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 applicaton 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.

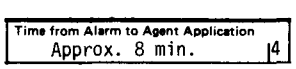
Refer to NFPA 901, Section JGE, for classifications for Time from Alarm to Extinguishing Agent Application.

Examples:

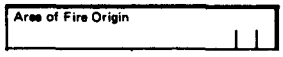
An automatic sprinkler system activates, and an alarm is automatically transmitted to the fire department.



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



Area of Fire Origin



Describe the use of the room or area in which 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 42

A fire starting in a wastebasket in a kitchen.

Area of Fire Origin
Kitchen 24

A fire starting under the hood of an automobile.

Area of Fire Origin
Engine compartment 83

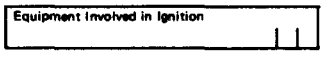
A fire starting in a vacant lot next to a dwelling.

Area of Fire Origin
Vacant lot 96

LINE K DATA

K	Equipment Involved in Ignition	Year	Make	Model	Serial No.

Equipment Involved in Ignition



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: When the fire involves food on a stove and 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:

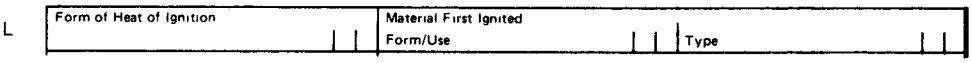
A deep fat fryer overheats igniting the grease.

Equipment Involved in Ignition	Year	Make	Model	Serial No.
Deep fat fryer 24	1974	Quicky	FS228	ME29476

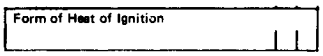
A clothes dryer ignites an accumulation of lint in the dryer.

Equipment Involved in Ignition	Year	Make	Model	Serial No.
Clothes dryer 52	1972	Fastdry	FC2000	2946784

LINE L DATA



Form of Heat of Ignition



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 that started the fire, as near as can be determined.

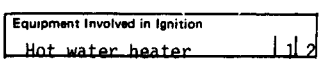
The form of heat of ignition when combined with a description of any equipment involved in ignition should clearly identify the heat that was responsible for the ignition. If the heat was from a fuel-fired or fuel-powered object, be sure to specify the fuel used.

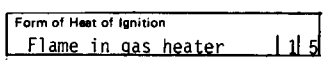
NOTE: There is a difference between gas and gasoline. Gas is a gaseous fuel; gasoline is a liquid fuel.

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

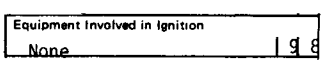
Examples:

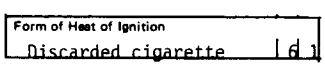
A fire starts when gasoline fumes are ignited by a gas-fired hot water heater.



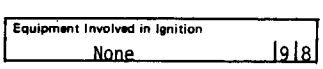


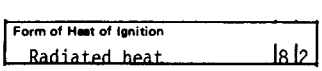
A fire starts when a cigarette is dropped in an upholstered chair.



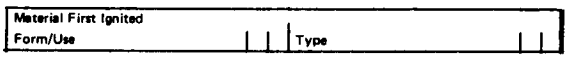


An industrial plant contains a manufacturing building and an attached storage building. Stored materials are ignited by radiated heat passing through unprotected openings from a fire in the manufacturing building. The exposure report would show:





Material First Ignited



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

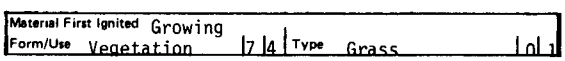
For a fire to start, the heat of ignition must ignite a kindling fuel. This kindling fuel will have a specific use or form that must be identified as the Material First Ignited — Form/Use. This same material will be made of a particular substance or be of a particular composition that is identified as 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 that 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 that may have been nearby and that may have contributed substantially to the fire can be identified later.

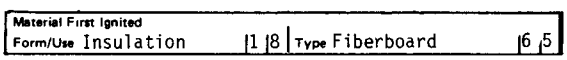
Refer to NFPA 901, Section HA, for classifications for Form of Material and Section HB, for classifications for Type of Material.

Examples:

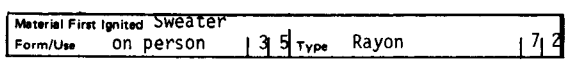
Children playing set grass on fire.



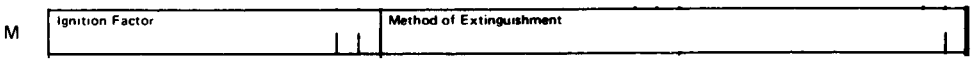
A plumber working in a wall cavity ignites fiberboard used as sound-deadening material.



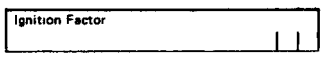
A rayon sweater on a person ignites when he leans across a gas burner on a stove.



LINE M DATA



Ignition Factor

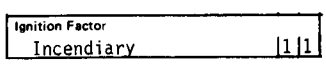


The heat of ignition and the material first ignited have been identified on the previous two lines. In order for a fire to start, there must be some means by which the heat and material are brought together. It can be a deliberate act, an accident, or even an act of nature. Care must be taken not to 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.

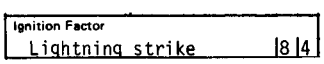
Refer to NFPA 901, Chapter I, for classifications for Ignition Factor.

Examples:

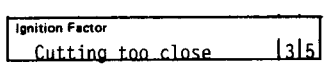
A building is deliberately set on fire.



A lightning strike ignites a barn.



A worker cutting away old metal ignites nearby combustible materials.



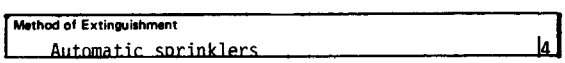
Method of Extinguishment

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.

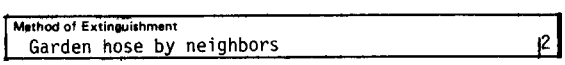
Refer to NFPA 901, Section JDB, for classifications for Method of Extinguishment.

Examples:

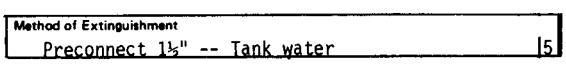
An automatic sprinkler system activates and extinguishes the fire.



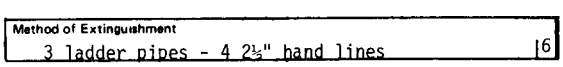
A small grass fire is extinguished before the arrival of the fire department by neighbors with a garden hose.



A kitchen fire is extinguished with a preconnected hose line.

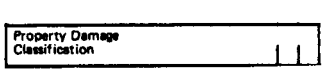


A major fire requires 3 ladder pipes and 4 handlines to extinguish.



LINE N DATA

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 that 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."

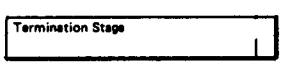
Refer to NFPA 901, Section KJ, for classifications for Property Damage.

Number of Buildings Damaged

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



Defintions:

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

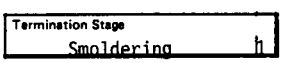
Flame. Products of combustion that are illuminated by the heat of combustion and accompany the burining of most materials in normal atmospheres.

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 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.

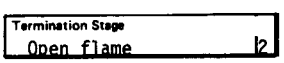
Refer to NFPA 901, Section KA, for classifications for Termination Stage of Fire.

Examples:

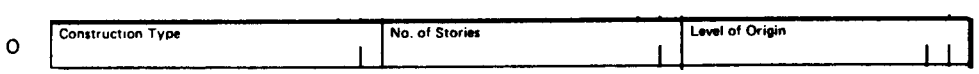
Fire fighters find a mattress smoldering as a result of a discarded cigarette. There is no evidence of open flame.



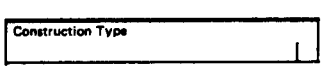
A fire burned in open flame, but due to lack of fuel is smoldering when discovered.



LINE O DATA



Construction Type

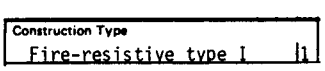


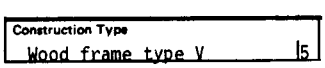
Record the type of construction used to build the structure. If a mixture of construction types exists, record the principal type.

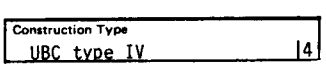
Building code classifications can be used provided that the particular code is also cited.

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.

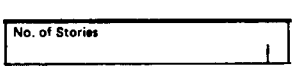
Examples:







Number of Stories



Record the total number of stories in the structure including all below grade and above grade stories. A mezzanine should be considered 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 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 that 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
	|	|

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 | 7

An industrial plant currently in full production.

Structure Status
In use |2

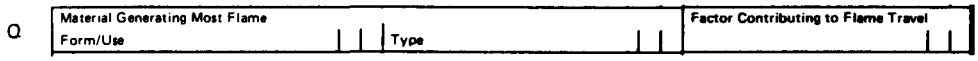
Number of Occupants at Time of Incident

No. of Occupants at Time of Incident
|

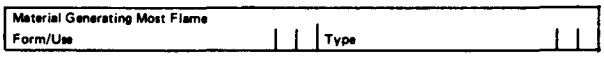
Enter the number of occupants that are estimated to have been in the structure at the time of the incident. It is not intended to capture data on the legal occupant capacity of an area; however, this data may be useful for difficult estimations.

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

LINE Q DATA



Material Generating Most Flame



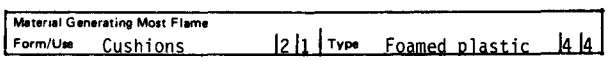
Often the material first ignited is not the most significant from the the standpoint of the amount of flame generated. The two entries, Material Generating Most Flame-Form/Use and Material Generating Most Flame-Type, are designed to record the material that generated the most flame or had the greatest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

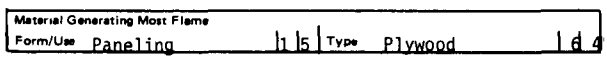
Refer to NFPA 901, Sections HA and HB, for classifications for Form and Type of Material.

Examples:

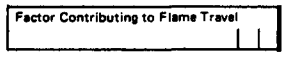
A fire originating in a trash receptacle ignites polyurethane foam cushions causing intense flame.



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



Factor Contributing to Flame Travel

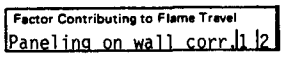


Identify and record the single most important avenue or factor that allowed rapid, unusual, or intense flame spread (char) beyond the room or area of origin. Avenues can be both vertical and horizontal and may be natural channels such as open shafts or long corridors, or they may be mechanical methods 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).

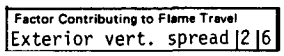
Refer to NFPA 901, Section JFA, for classifications for Factor Contributing to Flame Travel.

Examples:

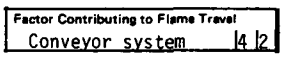
Flames from a room ignite the plywood paneling in the corridor and allow the fire to sweep down the corridor.



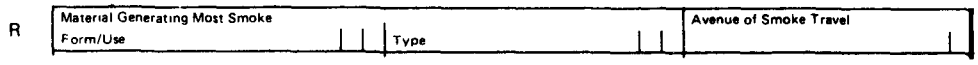
Flames break out of a window, and the heat breaks the window above allowing the flames to ignite combustibles inside that area.



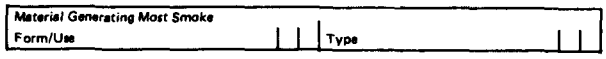
Materials on a conveyor traveling through a fire area are ignited and continue to burn as they pass through other areas, igniting other materials.



LINE R DATA



Material Generating Most Smoke



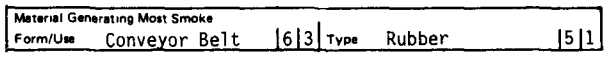
Often the material first ignited is not the most significant from the the standpoint of the amount of smoke generated. The two entries, Material Generating Most Smoke-Form/Use and Material Generating Most Smoke-Type, are designed to record the material that generated the most smoke. Record both form 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).

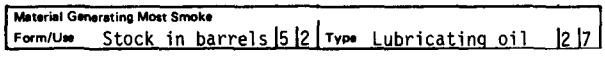
Refer to NFPA 901, Section, HA and HB, for classifications for Form of Material and Type of Material.

Examples:

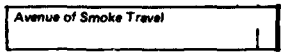
An electric motor on a power drive unit ignites a rubber conveyor belt.



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



Avenue of Smoke Travel



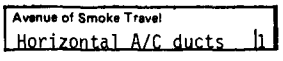
Describe the avenue along which the smoke traveled from the room or area of origin. All fires will not have a significant smoke spread avenue; therefore, it is not always necessary to report a smoke spread avenue. If you do not feel there was a significant smoke spread avenue, indicate "Not significant"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

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

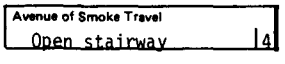
Refer to NFPA 901, Section JFB, for classifications for Avenue of Smoke Travel.

Examples:

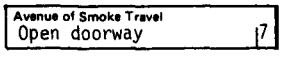
Smoke from a fire travels through the air conditioning system to other areas on the same story.



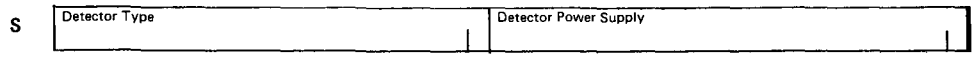
Smoke travels up an open stairway.



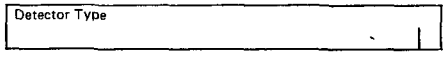
Smoke from a fire in upholstered furniture fills the first story of a dwelling by traveling through open doorways.



LINE S DATA



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.

LINE T DATA

T	Detector Performance	Reason for Detector Failure

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.

Reason for Detector Failure

Reason for Detector Failure

If a detector was present and failed to operate properly for any reason record the reason why the detector failed to operate. If it operated properly indicate this fact. If there was no detector present, indicate "Not Applicable."

Refer to NFPA 901, Section JHH, for classifications for Reason for Detector Failure.

Examples:

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

Detector Type		Detector Power Supply	
Fixed temp heat	5	Hard wired	2
Detector Performance		**Reason for Detector Failure**	
In room - alerted occupant	1	No failure	8

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

Detector Type		Detector Power Supply	
Rate of rise heat	4	Wired with battery	4
Detector Performance		**Reason for Detector Failure**	
Fire too small	5	No failure	8

A photoelectric smoke detector in the corridor fails to notify the occupants of a bedroom because its battery is dead.

Detector Type		Detector Power Supply	
Photo-electric smoke	2	Battery	1
Detector Performance		**Reason for Detector Failure**	
Det. not in room - failed	4	Dead battery	1

LINE U DATA

U	Sprinkler System Performance	No. of Sprinkler Heads Opened	Reason for Sprinkler System Failure

Sprinkler System Performance

Sprinkler System Performance

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 Opened

No. of Sprinkler Heads Opened

If automatic sprinklers were present and did operate, enter the total number of heads that 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 that operated.

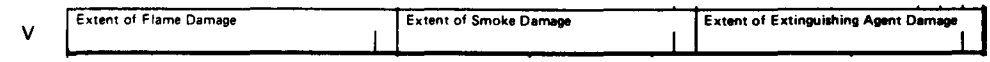
Reason for Sprinkler System Failure

Reason for Sprinkler System Failure

If there was a sprinkler system present and it failed to operate as designed, record the reason why the sprinkler system failed. If it operated properly, indicate this fact. If there was no sprinkler system present, indicate "Not Applicable."

Refer to NFPA 901, Section JHG, for classifications for Reason for Sprinkler System Failure.

LINE V DATA



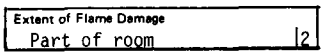
Extent of Flame Damage

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.

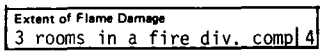
Refer to NFPA 901, Section KB, for classifications for Extent of Flame Damage.

Examples:

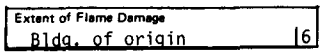
Fire is confined to the object first ignited and some materials immediately surrounding that object.



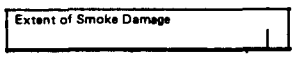
Fire extends out of the room of origin to cause flame damage in two adjacent rooms but is confined to a fire division compartment.



Fire causes flame damage throughout the building.



Extent of Smoke Damage

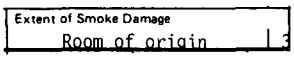


Describe the extent of damage caused by the movement of smoke and heat in the structure. This will include areas scorched by heat and browned paper where there was no flame impingement. Do not include areas where light smoke was present but caused no damage. Smoke damage can be confined to the object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

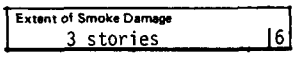
Refer to NFPA 901, Section KCA, for classifications for Extent of Smoke Damage.

Examples:

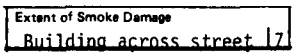
Fire is confined to the immediate object, but smoke causes damage throughout the room.



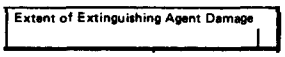
Fire is confined to two rooms on one floor, but there is smoke damage on two stories above the fire.



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



Extent of Extinguishing Agent Damage

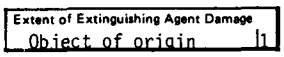


Describe the extent of damage caused by the water or other extinguishing agent used to suppress the fire. The extent of extinguishing agent damage can be confined to the object or origin, room or area of origin, several rooms on the same story, several stories, or it can even be beyond the structure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

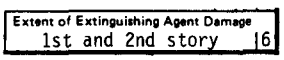
Refer to NFPA 901, Section KCB, for classifications for Extinguishing Agent Damage.

Examples:

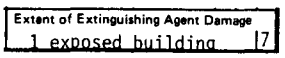
A small fire in a kitchen oven is extinguished with a portable extinguisher.



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



Water from a ladder pipe used to protect exposures enters exposed building causing damage to stock.



LINE W DATA

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

Mobile Property Type

Mobile Property Type

If the property that 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	962

Mobile Property Type	
Bus	12

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

Specific Property Use	
Parking lot	965

Mobile Property Type	
Mobile home	17

A mobile home on a foundation used as a dwelling.

Specific Property Use	
1 family dwelling	411

Mobile Property Type	
Mobile home	17

Mobile Property Details

Year	Make	Model	Serial No.	License No.

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."

If more than one mobile property was involved, identify each separately in the Remarks section.

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 X DATA

X	No. of Private Acres Burned	No. of Federal Acres Burned	No. of Other Public Acres Burned

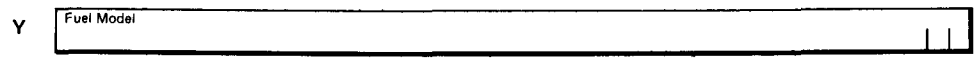
Number of Acres Burned

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

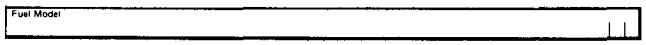
For very large fires this information may be derived via aerial photographs and/or checking land ownership through the tax assessor's office.

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

LINE Y DATA



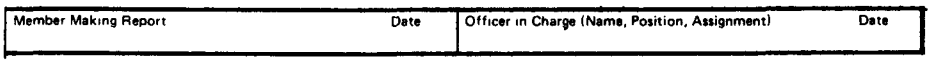
Fuel Model



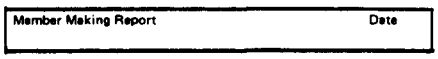
If the fire involved wildland areas, indicate the type of wildland fuel that was burning. If the fire did not involve wildland areas, indicate "Not Applicable."

Refer to NFPA 901, Section JEE, for classifications for Fuel Model.

LINE Z DATA

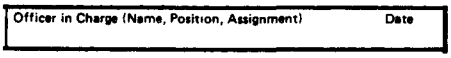


Member Making Report



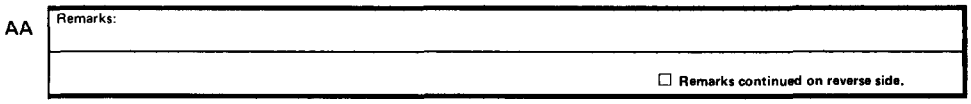
If someone other than the officer in charge makes the report, that person should sign and date the report.

Officer in Charge



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 AA DATA



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.

On significant structural fires it is recommended that NFPA 903SR, Basic Structure Report, and NFPA 903TR, Basic Occupancy Report, as defined in NFPA 903M, *Fire Reporting Property Survey Manual*, be completed and made a part of the incident record for that fire. It should be recognized that the design and intent of NFPA 903M is to provide prefire information, and that certain facts required to complete forms 903SR and 903TR may be impossible to gather after the fire. It is also recommended that NFPA 904I, Incident Follow-up Report, as described in NFPA 904M, *Incident Follow-up Report Manual*, be completed and made a part of the incident record for the fire. The data collected on these reports will help increase the understanding of these significant structural fires within the fire department and will capture and preserve the data for later special studies of significant fires.

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

When an incident involves hazardous or toxic materials and fire fighters are exposed to these materials, an illness may develop later that is directly or indirectly associated with that exposure. When such exposure occurs, the name of the individual exposed together with the name of the hazardous or toxic material, the form of exposure (inhalation, skin exposure, etc.), and time or duration of exposure in minutes should be recorded.

The Remarks section 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 that result from a fire incident or whenever a fire service person is injured. The Basic Casualty Report is not designed for general EMS reporting. The 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 902H form, however, does not preclude the need to use the 902G form when either a fire service person is injured at an incident or a non-fire service person is injured at a fire. The term fire fighter as used for casualty reporting should include all fire service personnel.

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-GP, is completed only when a fire service person 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 GQ-GR, is provided to collect the end results of the injury to a fire service person and how the injury affected the fire service person's ability to perform his/her normal duty assignment. This secion 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 GS, 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 GT, 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.

BASIC CASUALITY REPORT

902G

Fill In This Report
In Your Own Words

_____ Fire Department

☐ Revised Report

COMPLETE ON ALL CASUALTIES

GA | FD ID | Incident No. | Index No. | Casualty No. | Injury Occurred: Mo Day Year | Time

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

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

GD | Home Address | City | State | Zip | Telephone No.

NON-FIRE SERVICE CASUALTIES

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

GF | Secondary Apparent Symptom | Secondary Part of Body

GG | Casualty Situation Found | Disposition of Casualty

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

GL | Physical Condition | Status Before Alarm

GM | Fire Fighter Activity | Where Injury Occurred

GN | Cause of Fire Fighter Injury | Medical Care Provided

FIRE SERVICE CASUALTY

PROTECTIVE EQUIPMENT

GO | Worn/Used | Status | Performance

GP | Manufacturer | Model | Serial or Lot No. | National Std.

GO | Worn/Used | Status | Performance

GP | Manufacturer | Model | Serial or Lot No. | National Std.

GO | Worn/Used | Status | Performance

GP | Manufacturer | Model | Serial or Lot No. | National Std.

FIRE SERVICE CASUALTY FOLLOW-UP

GQ | Length of Hospitalization | Time off for Medical Treatment | Time Lost from Normal Duty | Time on Restricive Duty

GR | Insurance Carrier Notified ☐ Yes ☐ No | Final Outcome | Section Completed by:

GS | Member Making Report Date | Office in Charge (Name, Position, Assignment) Date

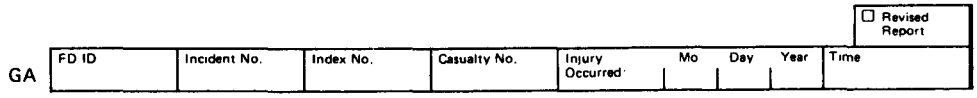
COMPLETE ON ALL CASUALTIES

GT | Remarks

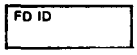
☐ Remarks continued on reverse side.

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 GA DATA

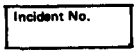


Fire Department Identification



This space is provided for fire departments that 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

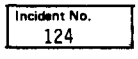


The incident number is a unique number assigned to an incident such that no two incidents in a given year have the same number.

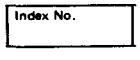
Enter the identification number assigned to this incident using your existing fire department system of numbering incidents. It may be necessary to obtain this number from the alarm center.

Example:

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

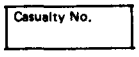


Index Number



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.

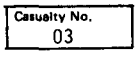
Casualty Number



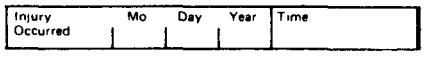
Sequentially number each casualty that occurs during the same incident starting with 001. This number then becomes the number assigned to the person named below for that incident. All reports pertaining to the incident which refer to that person should have that casualty number also.

Example:

Casualty Number 3 would be entered as:



Injury Occurred



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 data and time of the alarm shown on Form 902F.

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

Type of Casualty

Type of Casualty

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 dut|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

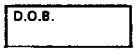
GC	Casualty Name (Last, First, MI)	D.O.B.	Age	Sex	Race

Casualty Name

Casualty Name (Last, First, MI)

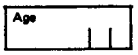
Enter the last name, first name, and middle initial of this casualty. The remaining data spaces on this form will apply to this individual. This person has already been assigned a casualty number for this incident, and any future reports about this person's injuries at this incident should show the same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

Date of Birth



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

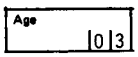
Age



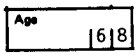
Enter the age of the person injured or killed. If the age of the person cannot be determined, approximate as closely as possible.

Examples:

A 3-year-old child.



A 68-year-old adult.

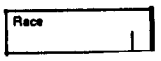


Sex

Enter the sex of the casualty being described on this line.

Refer to NFPA 901, Section LB, for classifications for Sex.

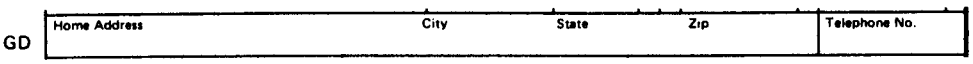
Race



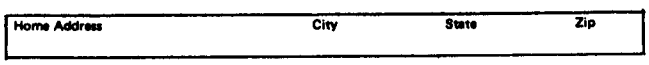
Enter the race or national origin of the casualty.

Refer to NFPA 901, Section LC, for classifications for Race/Origin.

LINE GD DATA



Home Address

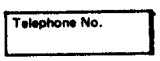


Enter the casualty's permanent address. Be sure to include the city, state, and zip code if it is different from the city of the incident.

Example:

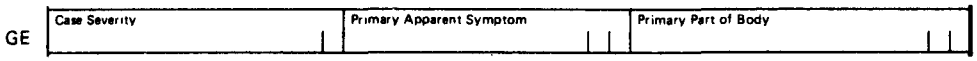
Home Address	City	State	Zip
126 E Elm St.	Anytown	US	03994

Telephone

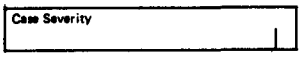


Enter the casualty's home telephone number. Include the area code if appropriate.

LINE GE DATA



Case Severity



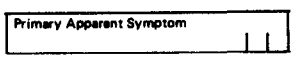
Definitions:

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

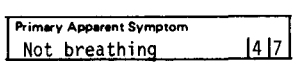


In many injury cases, no matter how severe, there is often more than one symptom from which the patient complains or which is apparent. Describe here the most significant symptom. This may, in most cases, be the most life threatening.

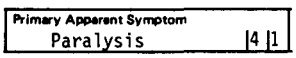
Refer to NFPA 901, Section MC, for classifications for Apparent Symptom.

Examples:

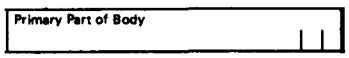
Patient is found unconscious, not breathing, with a weak pulse and a severe laceration of the arm.



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



Primary Part of Body

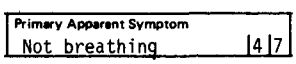


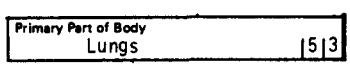
Describe the part of the body affected by the symptom described as the primary apparent symptom. If more than one body part is affected choose that which represents the worst condition. Use the Remarks area to describe other parts of the body affected by the primary apparent symptom.

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

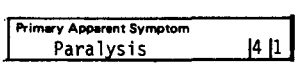
Examples:

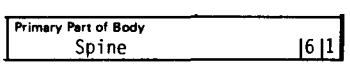
Patient found unconscious, not breathing, with a weak pulse and a severe laceration of the arm.



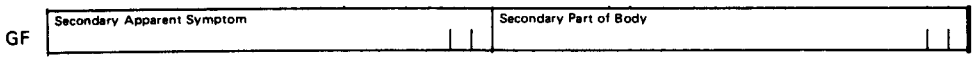


A fire fighter falls from a ladder suffering multiple lacerations and contusions accompanied by lack of feeling in the lower extremities.

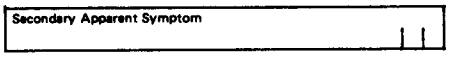




LINE GF DATA



Secondary Apparent Symptom

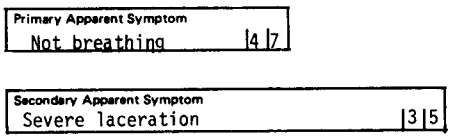


Describe the second most significant symptom displayed by the patient. If more than two symptoms are present describe the remainder in Remarks.

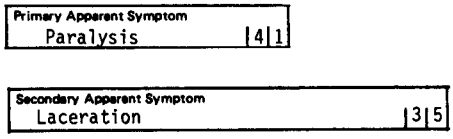
Refer to NFPA 901, Section MC, for classifications for Apparent Symptom.

Examples:

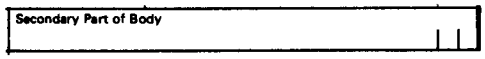
Patient found unconscious, not breathing, with a weak pulse and a severe laceration of the arm.



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



Secondary Part of Body

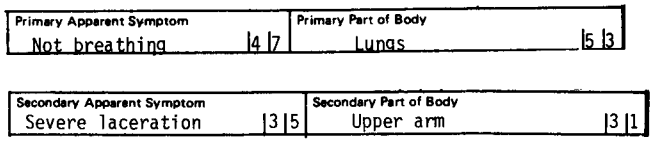


Describe the part of the body affected by the secondary apparent symptom. If other injuries have not been described include these in Remarks.

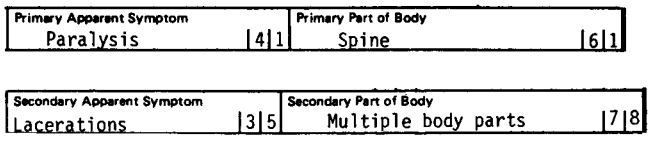
Refer to NFPA 901, Section MD, for classifications for Part of Body.

Examples:

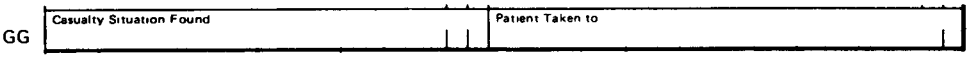
Patient found unconcious, not breathing, with a weak pulse and a severe laceration of the arm.



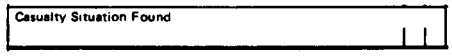
A fire fighter falls from a ladder suffering multiple lacerations and contusions accompanied by lack of feeling in the lower extremities.



LINE GG DATA



Casualty Situation Found

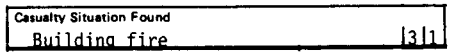


Describe the type of situation or cause, if apparent, found upon arrival at the scene. This is generally the most obvious situation such as building fire, automobile accident, gang fight etc.

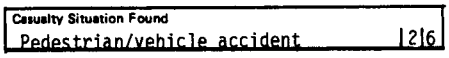
Refer to NFPA 901, Section MA, for classifications for Casualty Type of Situation Found.

Examples:

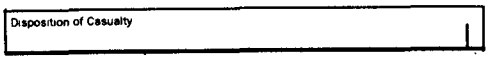
A fire fighter falls from a ladder while at a structure fire.



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



Disposition of Casualty:



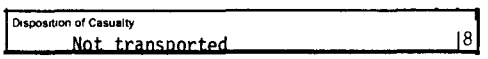
State where the patient was taken if further treatment or observation were needed. If the patient was not taken to another place, state so. Complete this regardless of who transported the victim.

Refer to NFPA 901, Section MH, for classifications for Disposition of Casualty.

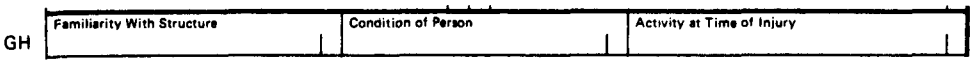
Examples:

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

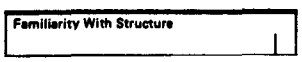
A patient was treated for smoke inhalation and refused further treatment.



LINE GH DATA



Familiarity with Structure

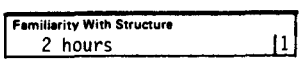


Enter the length of time the casualty was acquainted with the inside of the building or structure. If the casualty did not occur in a structure, enter "Not a structure" or "N/A."

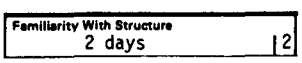
Refer to NFPA 901, Section LH, for classifications for Familiarity with the Structure.

Examples:

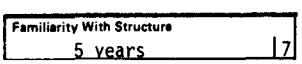
A customer in a restaurant for the first time.



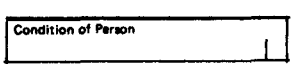
A person in a hotel room for 2 days.



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



Condition of Person

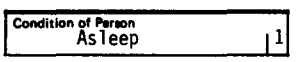


Describe the condition or apparent condition of the person before the injury. This is the normal condition that the person would have been in if there had not been an emergency.

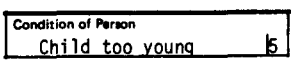
Refer to NFPA 901, Section LE, for classifications for Condition of Person.

Examples:

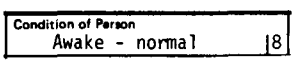
A person asleep before being overcome by smoke.



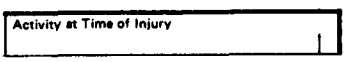
A child is aware of the fire but is too young to act alone.



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



Activity at Time of Injury

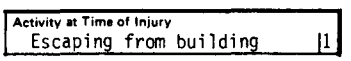


Record what the person was doing at the time of injury.

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

Examples:

A person is injured while escaping from a building.



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	
Attemp. to save belongings	4

LINE GI DATA

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

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

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:

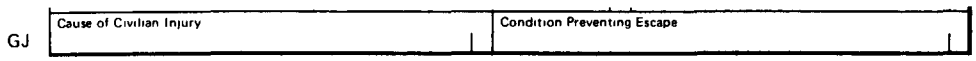
The person injured lived in the area of origin.

Relationship to Fire Location	
Lived in area of origin	1

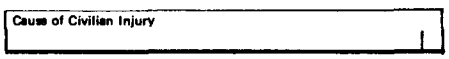
The person injured was a guest of a tenant in the building.

Relationship to Fire Location	
Visiting a tenant	3

LINE GJ DATA



Cause of Civilian Injury

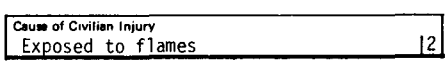


Record the action or lack of action that directly resulted in the injury. When the injury occurred as a result of contact with an object, describe the manner in which that contact occurred.

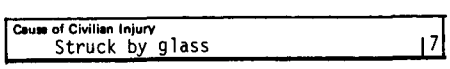
Refer to NFPA 901, Section ME, for classifications for Cause of Injury.

Examples:

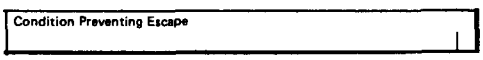
A person is burned when a grease fire in a kitchen flashes.



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



Condition Preventing Escape

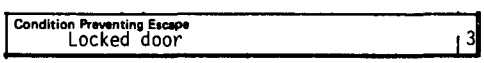


Record the condition preventing the casualty's escape. If there was no significant condition which prevented escape, indicate "None" or "N/A."

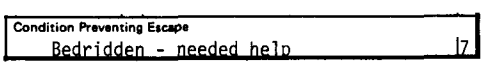
Refer to NFPA 901, Section LJ, for classifications for Condition Preventing Escape.

Examples:

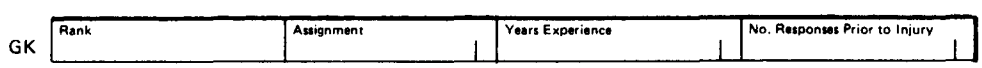
A person reaches a locked door he cannot open in his escape path.



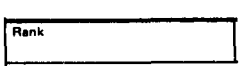
A person is bedridden and cannot escape without assistance.



LINE GK DATA

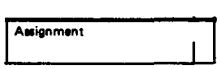


Rank



Report the rank of the individual who was injured.

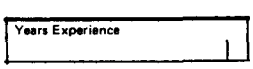
Assignment



Describe the official assignment of the casualty. This classification may not coincide with the activity 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

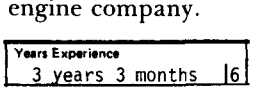


Record the number of years of experience the casualty has in performing the type of activity or task he was performing when injured. This does not include years of service spent on different duty assignments or experience in other tasks.

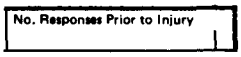
Refer to NFPA 901, Section OE, for classifications for Amount of Experience.

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.



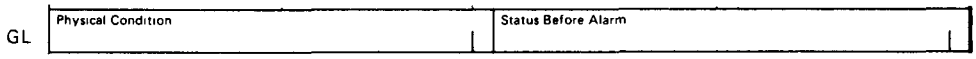
Number Responses Prior to Injury



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 that 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



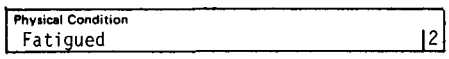
Physical Condition

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 that may be used are: normal, fatigued, under medication, etc. If the condition of the casualty cannot be determined, enter "Undet."

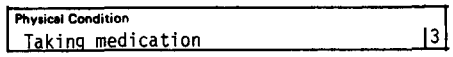
Refer to NFPA 901, Section OC, for classifications for Physical Condition At Time of Injury.

Examples:

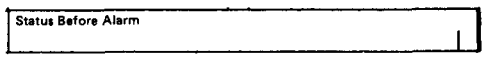
A fire fighter was injured while at his fourth consecutive working fire.



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



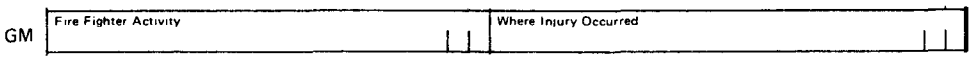
Status Before Alarm



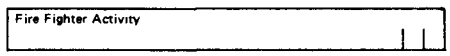
Describe the state of consciousness of the injured immediately prior to the alarm, i.e., whether the casualty was awake or asleep when the alarm for the incident was sounded.

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

LINE GM DATA



Fire Fighter Activity

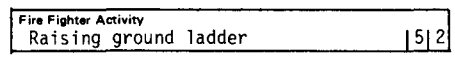


Describe the activity being performed by the casualty at the time injury occurred. Be as specific as possible in the description of this activity. If the activity of the casualty cannot be determined, enter "Undet."

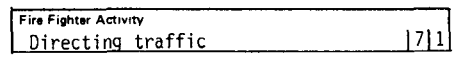
Refer to NFPA 901, Section OH, for classifications for Activity at the Time of the Injury.

Examples:

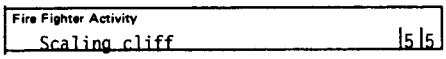
A fire fighter is injured while raising a ground ladder.



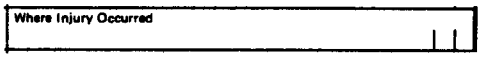
A fire fighter is struck by a car while directing traffic at a fire scene.



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



Where Injury Occurred

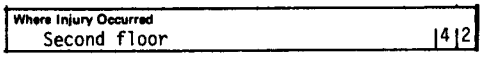


Describe where the injury to the casualty being reported took place. This location may be en route to the scene, at the incident scene, at the station, or the like. If the injury was inside a structure be specific as to where inside the structure the fire figher was when the injury occurred.

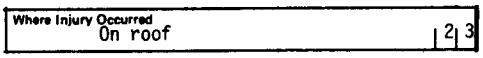
Refer to NFPA 901, Section OI, for classifications for Where Injury/Accident Occurred.

Examples:

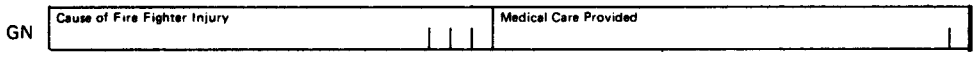
A fire fighter is overcome by smoke on the second floor of the involved structure.



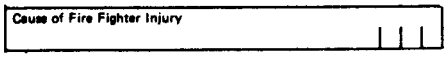
Flames erupt through the roof severely burning a fire fighter while venting.



LINE GN DATA



Cause of Fire Fighter Injury

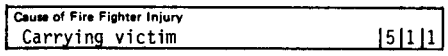


Record the action or lack of action which directly resulted in the casualty being injured. When the injury occurred as a result of contact with an object, describe the manner in which that contact occurred. If the cause of the injury is not determined, enter "Undet."

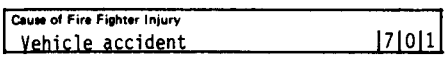
Refer to NFPA 901, Section OJ, for classifications for Cause of Fire Fighter Injury.

Examples:

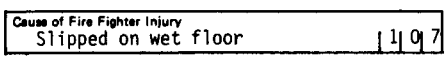
A fire fighter experiences chest pain while carrying a victim from a structure.



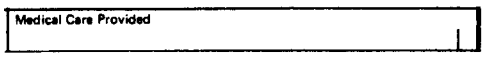
A fire fighter is injured in a vehicle accident while the apparatus was responding.



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



Medical Care Provided

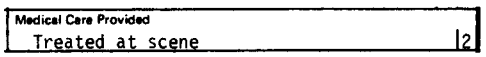


Describe where the casualty was treated for injuries sustained during the incident. Report the most advanced care facility that rendered medical care to the injured. If no medical care was provided, enter "None."

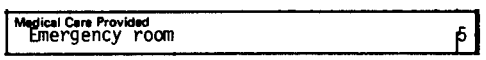
Refer to NFPA 901, Section OLA, for classifications for Medical Care Provided.

Examples:

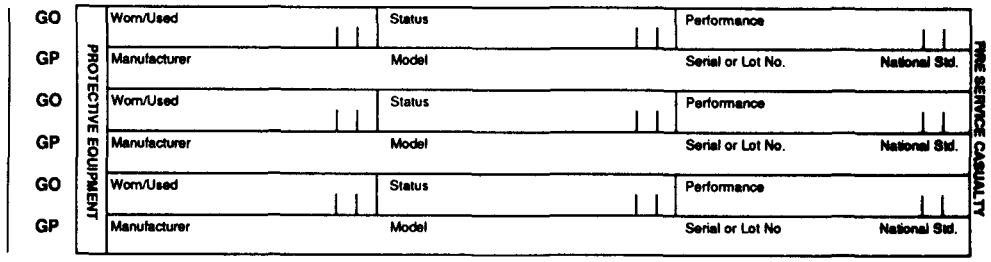
The injured is treated at the scene and refuses additional treatment.



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



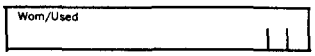
LINES GO-GP DATA



The following section allows the recording of data on protective clothing or equipment a fire service person was wearing or using when injured and that was designed to protect the area of the body injured.

Complete two lines for each piece of clothing or equipment protecting the injured area. Data on three pieces of clothing or equipment can be recorded.

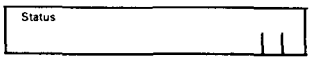
Protective Equipment: Worn/Used



Identify the type of protective clothing or equipment that was used or worn and that protected or should have protected the area of the body injured.

Refer to NFPA 901, Section OKA, for classification for protective equipment worn/used.

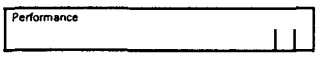
Protective Equipment: Status



Record how the piece of protective clothing or equipment just identified in the "worn/used" block was being used or worn when the injury occurred.

Refer to NFPA 901, Section OKB, for classifications for protective equipment status.

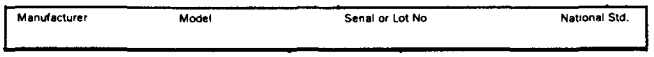
Protective Equipment: Performance



Record how the protective clothing or equipment identified in the "worn/used" block performed and if it failed, why it failed.

Refer to NFPA 901, Section OKC, for classification for Protective Equipment Performance.

Protective Equipment: Identification



When a piece of protective equipment or clothing failed in any way to adequately protect the area of the body it was designed to protect, record the manufacturer of that clothing or equipment, the model designation, a serial or lot number and any national standard the clothing or equipment is reported to have met. This information is extremely important in tracing design or manufacturing data to fully understand the failure.

Examples:

A fire fighter is cut on the hand when glass cuts the glove and the hand.

Worn/Used	Status	Performance	
Glove w/wristlet 51	Properly worn 91	Cut by glass	25
Manufacturer	**Model**	**Serial or Lot No.**	**National Std.**
XYZ Glove	Super X	Lot X2947	NFPA 1973

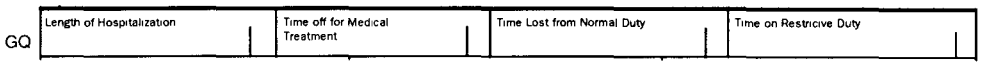
A fire fighter is burned on the upper leg by steam while wearing ¾ boots not pulled up and polyester pants.

Worn/Used	Status	Performance	
3/4 length boots 34	Not pulled up 31	Not used as recommended	97
Manufacturer	**Model**	**Serial or Lot No.**	**National Std.**
Boots Inc.	FF Special	Lot 2998	None
Worn/Used	**Status**	**Performance**	
Uniform Pants 25	Not designed use 92	Insuff. insulation	32
Manufacturer	**Model**	**Serial or Lot No.**	**National Std.**
AJAX Uniform	F276	Lot 4472A	None

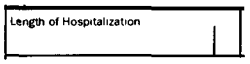
A fire fighter suffers smoke inhalation when the breathing tube of his SCBA cracks.

Worn/Used	Status	Performance	
Open Circuit SCBA 42	Used properly 91	Breathing tube cracked	21
Manufacturer	**Model**	**Serial or Lot No.**	**National Std.**
Special Air, Inc.	XXY42	763978946FF	NFPA 1981

LINE GQ DATA



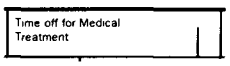
Length of Hospitalization



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 OLB, for classifications for Length of Hospitalization.

Time Off for Medical Treatment

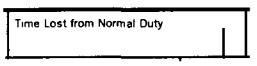


Often in severe injury cases the casualty may be released from a medical facility, yet require extensive time for recuperation and continuing medical treatment.

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 OLE, for classifications for Time Off for Medical Treatment.

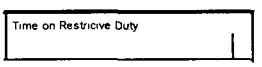
Time Lost From Normal Duty



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 OLC, for classifications for Time Lost From Normal Duty.

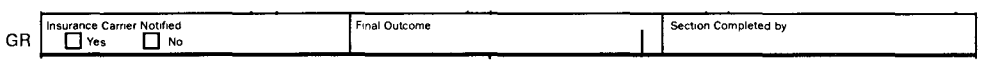
Time on Restrictive Duty



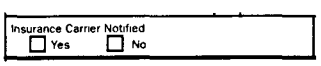
Record the time in days, weeks, or months that the casualty was put on restrictive duty because of injuries sustained. The time should reflect the total elapsed time period in days or weeks regardless of working schedules. If no restrictive duty was involved, enter "None." This information may not be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

Refer to NFPA 901, Section OLD, for classifications for Time on Restrictive Duty.

LINE GR DATA



Insurance Carrier Notified

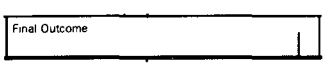


Check the appropriate block to indicate whether or not the casualty's liability insurance carrier was notified about the injury.

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

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

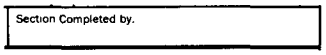
Final Outcome



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 OLF, for classifications for Final Outcome of Injury.

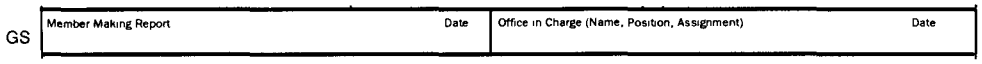
Section Completed/Revised By:



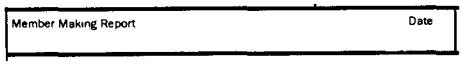
Each time this section of the form is completed and/or revised, initial this block. Place your initials to the left part of the block, thereby allowing room for subsequent revisions.

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 GS DATA

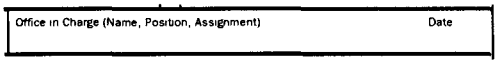


Member Making Report



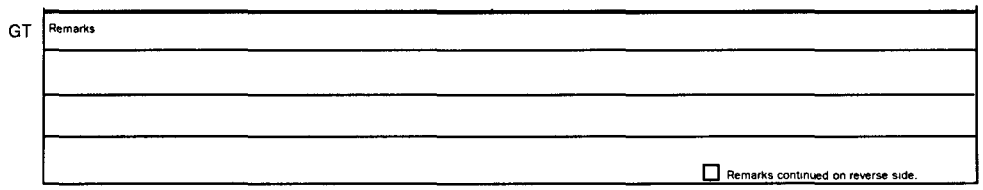
If someone other than the officer in charge makes the report, that person should also sign and date the report.

Officer in Charge



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 GT DATA



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 that 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 when 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/her.

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 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	Disposition of Casualty

HL, HM, HN

	Time of Reading	Blood Pressure Systolic	Blood Pressure Diastolic	Pulse Rate	Pulse Character	Respiration Rate	Respiration Character
1							
2							
3							

HO

Lungs Sound	Lungs Location	Skin Color	Skin Temperature	Pupils Size	Pupils Reactivity	Pupils Position

HP

Patient Status	Patient Behavior

HQ

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

HR, HS, HT

	Time	Monitor Code	Drug/Fluid	Rate	Route	IV
1						
2						
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

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

Fire Department Identification

FD ID

This space is provided for fire departments that 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 that 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.
003

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, 1990, would be entered as

Mo.	Day	Year
07	09	90

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, at 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 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
126 E Elm St.	Anytown	03994

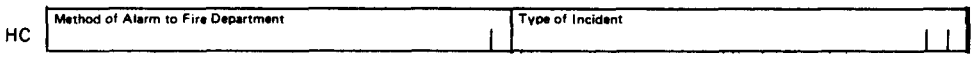
Location/Address	City/Town	Zip Code
JCT Smith and Elm St.	Boston	02222

Property Number

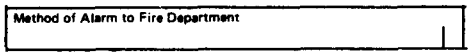
Property No.

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



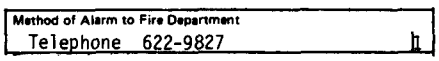
Method of Alarm to Fire Department

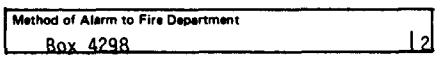


Record the method by which the first fire service or alarm center person became aware of the incident. It is good practice to record the telephone number of the calling party or the number of the alarm box if that was the method of receipt. Do not record the means by which the individual fire companies were notified of the incident. 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.

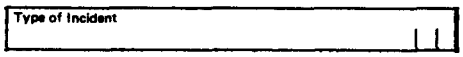
Refer to NFPA 901, Section JBA, for classifications for Method of Alarm to Fire Department.

Examples:





Type of Incident

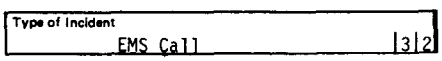


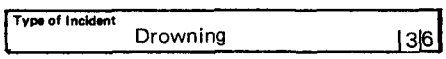
Record the most serious type of incident that your fire department encountered at the scene. In broad categories, this could be a fire, overpressure rupture, rescue call, hazardous condition, service call, good intent call or false call. Be more definitive, however, and indicate the type of fire, or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

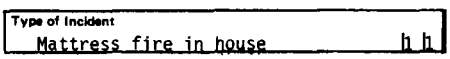
If conditions change, either before the arrival of the fire department or during fire department operations, details of the change in situation should be included in the Remarks, and the most serious condition should be recorded as type of incident. For example, if the arriving apparatus found a fuel 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.

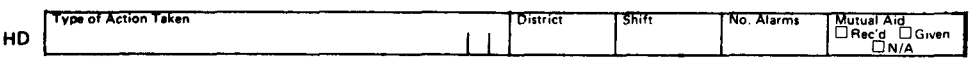
Examples:



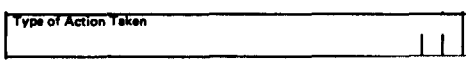




LINE HD DATA



Type of Action Taken

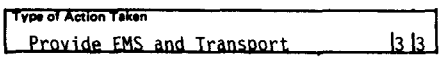


Record the duty or action taken by the responding fire department personnel to deal with the incident. Actions will include extinguishing fire, providing first aid or rescuing a person, removing or neutralizing a hazard, investigating a reported situation, or simply standing by at an incident. Be as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

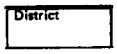
Refer to NFPA 901, Section JDA, for classifications for Type of Action Taken.

Example:

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

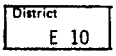


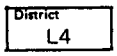
District

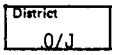


Enter the designation of the fire department company, administrative or inspection district in which the incident occurred. If the incident is outside the fire department's area of responsibility or jurisdiction enter "O/J." If no districts are designated by the fire department, appropriate police districts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

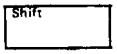
Examples:





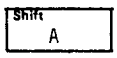


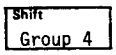
Shift



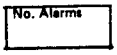
Where applicable, enter the designation of the shift on duty that responded to the incident. If the incident was of such duration that the shift changed during the control of the incident, record the shift change time and designation of the new shift in the Remarks.

Examples:



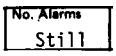


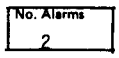
Number of Alarms



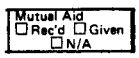
Enter the number of alarms transmitted for the incident. This information is used by your department only, and local definitions of what constitutes a first alarm, second alarm, etc., should be used in recording the number of alarms. Where multiple alarms are sounded, the time for each alarm should be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

Examples:





Mutual Aid



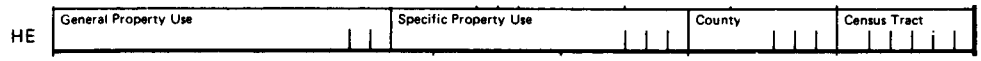
If any other fire department was called or responded to assist at the scene of the incident, put a check in the box labeled "Rec'd," list the names of the responding departments, and the type of apparatus sent in the Remarks section. (Example: Anytown Fire Department — 1 ambulance.) If the mutual aid 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 call 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.

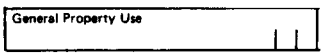
Sometimes, because of other emergencies or predetermined arrangements for providing coverage to areas of a community, the fire department responsible for the area where the incident occurred will not be present. Your fire department still gave mutual aid if it is outside the jurisdiction of your department,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



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. A general property use classification enables the user to include both "hotel" and "restaurant" or both "university" and "laboratory" information.

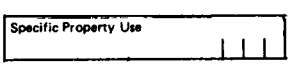
If a portion of the general property is leased, managed, and maintained as a separate property, treat it as a separate general property use for reporting purposes. For example: a hotel at an airport leased to and managed by a hotel chain would be reported as hotel use while a hotel on a university campus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



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.

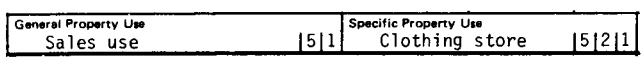
The intent is to show the use of the property and not the configuration of buildings or other important details of a property such as access, ownership, size, or internal weaknesses in construction or fire defenses. For example, property used for storage of a product should be shown for that use whether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

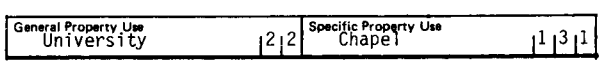
Record the Specific Property Use where the incident occurred. Refer to NFPA 901, Chapter B, for classifications for Specific Property Use.

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

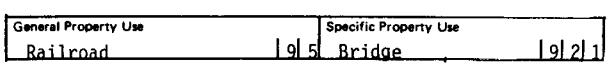
A clothing store in a shopping center.



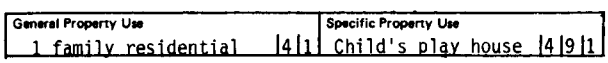
A chapel at a university.



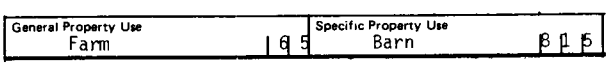
A railroad bridge.



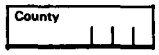
A children's playhouse behind a dwelling.



A barn on a farm.



County

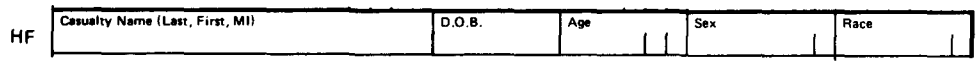


Record the census county code if you are also reporting census tract. The census country code or the Federal Information Processing Standard (FIPS) county code are the same and can be obtained from the same source for census tract information.

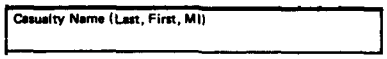
Census Tract

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 HF DATA

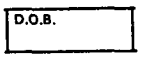


Casualty Name



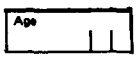
Enter the last name, first name, and middle initial of this casualty. The remaining data spaces on this form will apply to this individual. This person has already been assigned a casualty number for this incident, and any future reports about this person's injuries at this incident should show the same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

Date of Birth



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

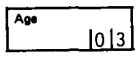
Age



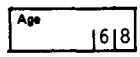
Enter the age of the person injured or killed. If the age of the person cannot be determined, approximate as closely as possible.

Examples:

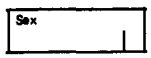
A 3-year-old child.



A 68-year-old adult.



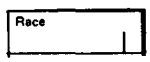
Sex



Enter the sex of the casualty being described on this line.

Refer to NFPA 901, Section LB, for classifications for Sex.

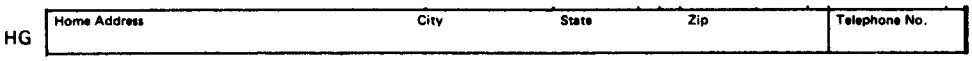
Race



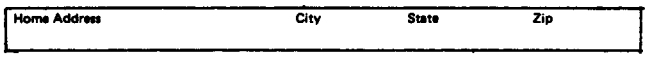
Enter the race or national origin of the casualty.

Refer to NFPA 901, Section LC, for classifications for Race/Origin.

LINE HG DATA

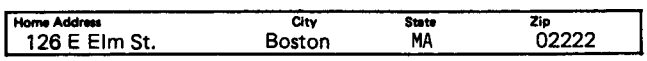


Home Address

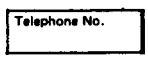


Enter the casualty's permanent address. Be sure to include the city, state, and zip code if it is different from the city of the incident.

Example:

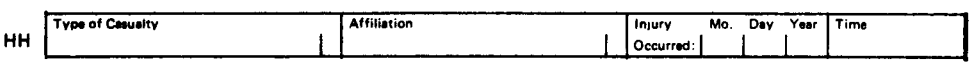


Telephone

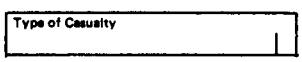


Enter the casualty's home telephone number. Include the area code if appropriate.

LINE HH DATA



Type of Casualty

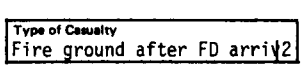


The type of casualty should identify whether the injury occurred on the fireground, at a non-fire incident, during response/return, or was an illness necessitating an EMS call. It should also indicate whether the injury occurred before or after the arrival of the fire department.

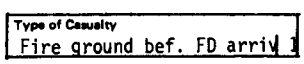
Refer to NFPA 901, Section MF, for classifications for Type of Casualty.

Examples:

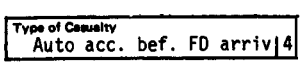
A fire fighter slips on ice while fighting a fire.



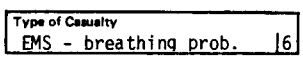
Arriving fire fighters find a child in his bedroom overcome with smoke.



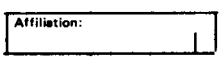
Fire fighters are called to the scene of an auto accident to extricate a trapped man.



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



Affiliation

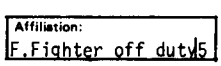


Enter the type of organization with which the casualty was associated at the time of the incident. If a fire fighter was injured while at home off duty, enter the casualty affiliation as a civilian.

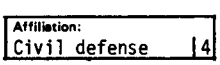
Refer to NFPA 901, Section LD, for classifications for Affiliation.

Examples:

Off-duty fire fighter injured at home.



Civil Defense personnel at scene of incident.



Injury Occurred

Injury Occurred	Mo.	Day	Year	Time

The injury often occurs before the alarm and 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, the last two digits of the year, and the time, using the 24-hour clock, that the injury occurred. This may be before or after the data and time of the alarm.

LINE HI DATA

HI	Case Severity	Primary Apparent Symptom	Primary Part of Body

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 mutiple 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 47

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 41

Primary Part of Body

Primary Part of Body

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 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 unconcious, not breathing, with a weak pulse and a severe laceration of the arm.

Primary Apparent Symptom
Not breathing 47

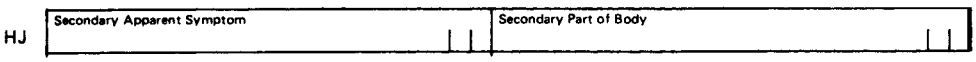
Primary Part of Body
Lungs 53

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

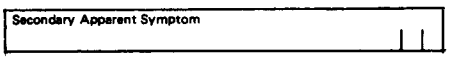
Primary Apparent Symptom
Paralysis 41

Primary Part of Body
Spine 61

LINE HJ DATA



Secondary Apparent Symptom

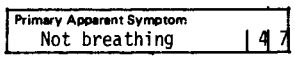


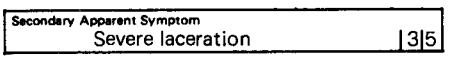
Describe the second most significant symptom displayed by the patient. If more than two symptoms are present describe the remainder in Remarks.

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

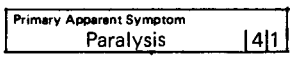
Examples:

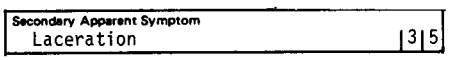
Patient found unconcious, not breathing, with a weak pulse and a severe laceration of the arm.



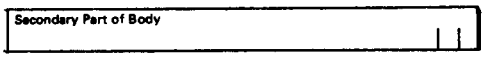


A fire fighter falls from a ladder, suffering multiple lacerations and contusions accompanied by lack of feeling in the lower extremities.





Secondary Part of Body

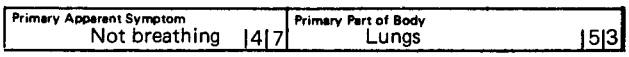


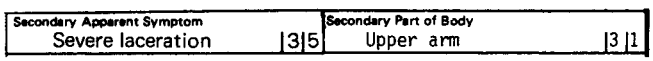
Describe the part of the body affected by the Secondary Apparent Symptom. If other injuries have not been described include these in Remarks.

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

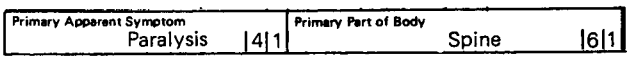
Examples:

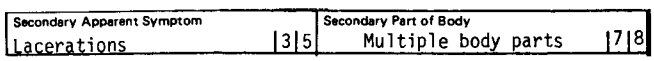
Patient found unconcious, not breathing, with a weak pulse and a severe laceration of the arm.



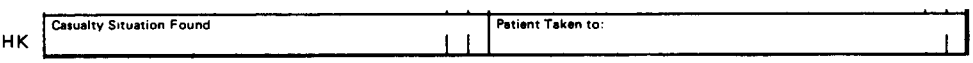


A fire fighter falls from a ladder, suffering multiple lacerations and contusions accompanied by lack of feeling in the lower extremities.

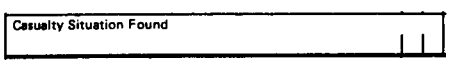




LINE HK DATA



Casualty Situation Found

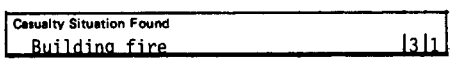


Describe the type of situation or cause, if apparent, found upon arrival at the scene. This is generally the most obvious situation such as building fire, automobile accident, gang fight, etc.

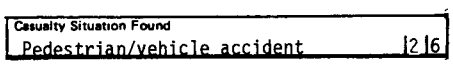
Refer to NFPA 901, Section MA, for classifications for Casualty Type of Situation Found.

Examples:

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



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



Disposition of Casualty:

Disposition of Casualty

State where the patient was taken if further treatment or observation was 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 Disposition of Casualty.

Examples:

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

Disposition of Casualty	
Morgue	5

A patient was treated for smoke inhalation and refused further treatment.

Disposition of Casualty	
Not transported	8

LINE HL-HN DATA

		Time of Reading	Blood Pressure Systolic	Blood Pressure Diastolic	Pulse Rate	Pulse Character	Respiration Rate	Respiration Character
HL	1							
HM	2							
HN	3							

Lines HL-HN Data are designed to collect the same type of data. This approach allows the rescuer to record basic patient vital signs taken several times during the course of the emergency. Normal times for taking vital signs are upon arrival, during transport, or just prior to and once at the medical facility. Vital signs taken more or less frequently are dependent upon the nature, type, and severity of injury.

Time of Reading

	Time of Reading
1	
2	
3	

Record the time at which the patient's vital signs are taken. The first time in block one, the second time in block 2, and the third time in block 3. In certain emergency situations, the time and type of change in a patient's vital signs are very important.

Blood Pressure

Blood Pressure	
Systolic	Diastolic

Record the casualty's blood pressure at the times recorded on line HL, HM, or HN. Normal practice is to use a blood pressure cuff (sphygmomanometer) and stethoscope. If the BP is palpitated, indicate such a reading by placing the symbol (P) after the reading. Remember that changes in the blood pressure from one reading to another over a short period of time are important in understanding the condition of the casualty. If a blood pressure is not available, state so.

Pulse

Pulse	
Rate	Character

Record the pulse of the casualty, expressed in the usual manner of beats per minute, in the appropriate block in the rate column. In the character column to the right of each rate recorded, describe the characters of the pulse. Descriptions such as weak and regular, and strong and irregular are commonly used. If no Pulse is taken, enter "Undet."

Refer to NFPA 901, Section NCH, for classifications for Pulse Character.