

## Agency Fire Incident Report

*Instructions: All fires must be reported to the Regional Office by phone within 24 hours of occurrence.*

*Answer all questions applicable to this incident.*

*This form must be received by the Regional Office within 10 days of any fire incident.*

Agency Name: \_\_\_\_\_ Date: \_\_\_\_\_

Site Address: \_\_\_\_\_ City: \_\_\_\_\_

Date Fire Occurred: \_\_\_\_\_ Time: \_\_\_\_\_ am / pm

Fire Location: Indoor  Outdoor  Room of origin: \_\_\_\_\_

What item(s) were burning: \_\_\_\_\_

If indoors, did smoke or heat detectors cause alarm to sound: Yes  No

Were fire drills / evacuation procedures followed: Yes  No

Were there any injuries or fatalities to individuals served or staff: Yes  No

*If yes, describe on back of this sheet under Injuries / fatalities*

Was there property damage from fire, smoke or water: Yes  No

Were Individuals Served relocated as a result of the fire: Yes  No

If yes, where and when: \_\_\_\_\_

Was the fire department called: Yes  No

Name of responding department: \_\_\_\_\_

Did the fire department respond promptly: Yes  No

Were they able to extinguish the fire quickly: Yes  No

Did they investigate the cause of the fire: Yes  No

Did they determine the probable cause: Yes  No

What was the cause: \_\_\_\_\_

If a building system caused the fire, has it been repaired: Yes  No

If the cause was intentional, were all individuals and staff interviewed: Yes  No

If yes, who conducted the interview: \_\_\_\_\_ and

what action has the agency taken to prevent a reoccurrence: \_\_\_\_\_

Injuries / Fatalities \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Property Damage \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe the progress of the fire, how it spread, and what efforts were made to stop its spread. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Print or Type full name Dated: \_\_\_\_\_

ATTACH ADDITIONAL SHEETS IF NECESSARY, A COPY OF THE FIRE DEPARTMENT REPORT MAY BE REQUIRED BY THE REGIONAL OFFICE.