**STRUCTURE FIRE REPORT**

**Address**

**Incident # \_\_\_\_\_\_\_**

PREPARED BY:

John Doe

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**SECTION 1 INTRODUCTION**

**1.1 Executive Summary**

|  |  |
| --- | --- |
| Incident #  | Alarm received: Date Time:  |
| Assigned to:  | Time:  |
| Date of Fire  | Time of fire  |
| Location of Fire:  |
| Investigated by:  |
|  |
| Property Classification  | Residential, Commercial, Institutional, Industrial  |

|  |  |  |
| --- | --- | --- |
| Owner Name  | Address | Phone # |
|  |  |  |
|  |  |  |
| OCCUPANTS |
| Name | Address | Phone # |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| OTHER AGENCIES INVOLVED |
| Name | Agency | Phone # |
|  |  |  |
|  |  |  |
|   |   |  |
|  |  |  |
|  |  |  |
|  |  |  |

**1.2 SUMMARY OF FINDINGS**

Area of Origin: The Area of Origin was

Point of Origin: The Point of Origin was

Source of Heat: The source of heat was

Material First Ignited: The Material First Ignited was

Act or Omission: The cause of this fire is/was.

**SECTION 2 – BACKGROUND**

**2.1 History**

*In this section put in what you know about the fire history, who reported it, when it was reported, who responded, who’s in charge, how you got notified, and if the scene is secured.*

**SECTION 3 INVESTIGATION PROCESS**

*The investigation process section is the main body of your report. It should start with the objectives and purpose of your fire investigation. Then it should describe in detail and sequence, the actions you took, and observations you made, while conducting the investigation.*

*This may include planning, safety equipment, a description of the fire scene, occupancy classification, type of construction, scene examination, data collection, use of technical experts, data analysis, establishing hypotheses, testing hypotheses and interviews conducted, etc.*

*It should be written in pain language utilizing photographs, sketches, drawings, and external reference material where appropriate, so lay persons will understand the investigation process and findings.*

**Section 4 Causal Factors**

**4.1 Area of Origin**

The area of origin in this fire was ………………………………..

*(Describe fire patterns or other factors that led you to this conclusion)*

**4.2 Point of Origin**

The point of origin was……………………...

*(Describe fire patterns or other factors that led you to this conclusion)*

**4.3 Ignition Source**

The source of ignition of this fire was………………………….

*(Describe in detail what led you to this conclusion)*

**4.4 Material First Ignited**

The material first ignited was …………………

*(Describe in detail what led you to this conclusion)*

**Section 5 Conclusions**

**5.1 Fire Cause**

*For purposes of this course, the cause of the fire can only be identified as one of the following:*

* *Accidental*
* *Incendiary*
* *Natural*
* *Undetermined.*

The cause of this fire was ………

*(Describe in detail what led you to this conclusion – did someone do something or omit doing something that resulted in the fire.)*

**5.2 Additional Information**

*In this section you can provide any additional information or opinions.*

* In my opinion……………………………..
* This opinion is supported by the following information collected during the investigation:

*Signature*

John Doe

**APPENDIX (A)**

**WITNESS INFORMATION**

Witness #1

Name

Address

Phone #

Relationship Father of the Business Owner

Witness #2

Name

Address

Phone #

Relationship Business Owner

**APPENDIX (A)**

**PHOTOS AND LOG**

Photo #1

This photo shows…………………………………………………………………………………

Photo #2

This photo shows ………………………………………………………………………………...

Photo #3

This photo shows ………………………………………………………………………………...

Photo #4

This photo shows ………………………………………………………………………………...

**APPENDIX (C)**

**SKETCHES AND DRAWINGS**

Drawing #C-1

Floor Plan of ………………………………………………………………………………………

Drawing #C-2

This drawing shows…………………………………………………………………………......

Drawing #C-3

This is a Site Plan showing …………………………………. prepared by………………….

Drawing #C-4

This drawing by \_\_\_\_\_\_\_\_\_ Architect shows the …………………………………………….

**APPENDIX (D)**

**Interviews**