

NFPA 906

Guide for Fire Incident Field Notes

1998 Edition



National Fire Protection Association, 1 Batterymarch Park, PO Box 9101, Quincy, MA 02269-9101
An International Codes and Standards Organization

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NFPA 906
Guide for
Fire Incident Field Notes
1998 Edition

This edition of NFPA 906, *Guide for Fire Incident Field Notes*, was prepared by the Technical Committee on Fire Reporting and acted on by the National Fire Protection Association, Inc., at its Annual Meeting held May 18–21, 1998, in Cincinnati, OH. It was issued by the Standards Council on July 16, 1998, with an effective date of August 5, 1998, and supersedes all previous editions.

This edition of NFPA 906 was approved as an American National Standard on August 6, 1998.

Origin and Development of NFPA 906

The proper recording of information about an incident is one of the most effective tools available to a fire investigator. To assist in this endeavor, the NFPA Fire Reporting Committee established a subcommittee to develop a guide to provide persons investigating fires, whether as the company officer, incident commander, fire department or fire marshal investigative specialist, or private investigator, with a tool for taking notes in an organized manner while collecting data about the incident. Using information and input from a variety of sources, the committee developed a series of forms to be used locally in the documentation of an incident by those conducting the investigation. The first edition of this guide was published in 1988.

The committee realizes that through a more organized collection of data in the field, a more complete incident report and/or investigative report can be produced that will ultimately lead to better data to solve the fire problem. It was not the intent of the committee that these forms by themselves be an investigative or fire incident report. All local units of government and private industry involved in fire investigation are encouraged to utilize these forms in the way best suited for their situation.

This edition of the document is a reconfirmation of the 1993 edition.

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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. A key to classifications is found at the back of this document.

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.

Committee Scope: This Committee shall have primary responsibility for documents on standard methods of compiling fire experience data by the fire service. The main purposes of this Committee are to develop standard occupancy and cause classification for use by cities and states in the reporting of fires, to suggest other useful information that needs to be collected, and to develop standard forms for these purposes.

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Chapter 1 General

1-1 Scope. The scope of this guide is to aid investigators in collecting and recording preliminary information needed for the preparation of a formal incident report. This guide does not cover the interpretation and use of the information.

1-2 Purpose. This guide explains a series of suggested forms that can be used during a fire investigation to record field notes. The forms serve as a reminder of the type of information that can be helpful in understanding the fire.

1-3 Application. This guide contains instructions for the completion of the fire incident field note forms. It has been developed to provide those investigating a fire with a basic system for collecting data and information in a consistent manner so it can then be studied to reach a conclusion regarding a particular incident. The field note forms are not designed or intended to be a complete report but rather to serve as input for developing a final investigative report. They also are not intended to provide all known incident information.

The guidelines for using these forms are only suggestions, as each particular agency should utilize the forms in the way that best suits its needs. The forms are simple to complete and are designed to be handwritten with large areas for comments that can be developed as the investigation continues. The forms shown in this guide are designed to collect descriptive observations rather than definitive conclusions.

Not all forms will be used at all incidents. However, several forms could be used on any specific fire, depending on the magnitude of the investigation or the type of incident. Supplemental local forms should be used as needed. The case supervision form should be used to keep track of the progress of the investigation.

Chapter 2 Recording of Fire Incident Data

2-1 Preparation of Reports. These forms and the information recorded on them are not designed to constitute the

incident report. They provide data helpful in reaching conclusions as to what happened so that the incident report or the investigation report can be prepared. If an incident report has already been filed, part of the process of using this data should be to verify the original incident report and update that report as necessary so that the most accurate information is contained in the incident report and any databases that contain that incident information.

2-2 Forms. There are 12 forms shown and described in this guide. These forms and their applications are listed in Table 2-2.

Table 2-2 Forms for Recording Fire Incident Field Notes

Form	Purpose
906-0 Case Supervision	Used on any investigation to track the progress of that investigation.
906-1 Any Fire	Used on any fire investigation to collect identification and contact information.
906-2 Structure Fire	Used when the fire involves a structure. There are three pages to this form.
906-3 Motor Vehicle	Used when the fire involves any type of motor vehicle.
906-4 Wildland Fire	Used when the fire involves grass, brush, and wildland areas.
906-5 Casualty	Used to collect information on any person injured or killed in the incident.
906-6 Witness Statement	Used to identify a witness and record their statement (one sheet per witness).
906-7 Evidence	Used to record recovered evidence and where it is sent or being stored.
906-8 Photograph	Used to log a description of each photograph taken.
906-9 Sketch	Used to sketch the scene or specific locations within the scene.
906-10 Insurance Information	Used to record information on insurance coverage, adjustment, and loss.
906-11 Records/Documents	Used to record information on incident, property, and business or personal records that are available.

2-2.1 Case Supervision Field Notes (Form 906-0). The case supervision form shown in Figure 2-2.1(a) is designed to be the cover sheet for the package of information that will result after a fire is recorded.

This cover sheet will assist in keeping track of the progress of the investigation. The remarks section should be used to indicate what has been done or needs to be done, assignments, dates, and so forth. The lower portion can be used to record routine checks or rechecks and other information pertinent to the investigation.

The department or agency conducting the investigation as well as the file number assigned to the investigation should be recorded on the upper right corner of each sheet or form used.

The section entitled Field Notes should be used to indicate

which forms are being used and, therefore, should be part of the final package. If a particular form is not applicable (N/A) to the fire being investigated, check the N/A box so that other investigators or supervisors realize that the form is purposely not present, rather than potentially lost. For example, the motor vehicle form (906-3) and the wildland fire form (906-4) would not be applicable to a structure fire.

Use the back side of the form or additional sheets of paper to record additional dates and remarks.

The date and activity spaces are to record various aspects of the investigation as it continues. As shown in Form 2-2.1(b), the evidence was taken to the lab on May 27, 1993, and the lab results are recorded in the activity section. Each investigator should utilize this space for any notes that could be pertinent to the investigation.

CASE SUPERVISION FIELD NOTES 906-0	AGENCY	FILE NUMBER
	State Police	1234-93

This cover sheet will assist in keeping track of the progress of the investigation. Indicate what has been done, what needs to be done, assignments, dates, and so forth, in the Remarks sections. The lower portion should be used to record routine checks or rechecks and other information pertinent to the investigation.

FIELD NOTES FORMS				REMARKS	
ANY FIRE	906-1	<input checked="" type="checkbox"/> COMPLETE	5/26/93 DATE	<input type="checkbox"/> N/A	REMARKS
STRUCTURE	906-2	<input checked="" type="checkbox"/> COMPLETE	5/26/93 DATE	<input type="checkbox"/> N/A	REMARKS
VEHICLE	906-3	<input type="checkbox"/> COMPLETE	_____ DATE	<input checked="" type="checkbox"/> N/A	REMARKS
WILDLAND	906-4	<input type="checkbox"/> COMPLETE	_____ DATE	<input checked="" type="checkbox"/> N/A	REMARKS
CASUALTY	906-5	<input type="checkbox"/> COMPLETE	_____ DATE	<input checked="" type="checkbox"/> N/A	REMARKS
WITNESS	906-6	<input checked="" type="checkbox"/> COMPLETE	5/25/93 DATE	<input type="checkbox"/> N/A	REMARKS
EVIDENCE	906-7	<input checked="" type="checkbox"/> COMPLETE	6/10/93 DATE	<input type="checkbox"/> N/A	REMARKS
PHOTOGRAPH	906-8	<input checked="" type="checkbox"/> COMPLETE	5/27/93 DATE	<input type="checkbox"/> N/A	REMARKS
SKETCH	906-9	<input checked="" type="checkbox"/> COMPLETE	5/25/93 DATE	<input type="checkbox"/> N/A	REMARKS
INSURANCE	906-10	<input checked="" type="checkbox"/> COMPLETE	6/15/93 DATE	<input type="checkbox"/> N/A	REMARKS 6/10 LFJ to follow up
RECORDS/DOCUMENT	906-11	<input checked="" type="checkbox"/> COMPLETE	5/27/93 DATE	<input type="checkbox"/> N/A	REMARKS

INCIDENT AND CASUALTY REPORTS UPDATED	<input checked="" type="checkbox"/> YES	6/15/93 DATE	<input type="checkbox"/> NO	<input type="checkbox"/> NOT NECESSARY
---------------------------------------	---	-----------------	-----------------------------	--

DATE	ACTIVITY	BY
5/27/93	Evidence to lab. LFJ	
6/2/93	Lab results back. No flammable liquid present. LFJ	
6/15/93	Insurance co. paying claim. CEP	
6/25/93	Evidence destroyed per policy. LFJ	

Figure 2-2.1(b) Example of a case supervision form.

ANY FIRE FIELD NOTES 906-1	AGENCY	FILE NUMBER
--------------------------------------	--------	-------------

INCIDENT							
ADDRESS/LOCATION				DAY	DATE	TIME	FIRE DEPT. INCIDENT NO.
WEATHER AT TIME OF FIRE	GENERAL CONDITIONS				TEMP.	WIND DIR.	WIND SPEED
PROPERTY DESCRIPTION	STRUCTURE (906-2) <input type="checkbox"/>	VEHICLE (906-3) <input type="checkbox"/>	WILDLAND (906-4) <input type="checkbox"/>	OTHER <input type="checkbox"/>			

OWNER/OCCUPANT	
OWNER'S NAME	PHONE NO.
OWNER'S ADDRESS	
OCCUPANT'S NAME	PHONE NO.
OCCUPANT'S ADDRESS	
DOING BUSINESS AS	PHONE NO.

NOTIFICATION FOR INVESTIGATION					
DAY	DATE	TIME	FROM WHOM		
RECEIVED BY				ASSIGNED TO	
ARRIVED AT SCENE	DAY	DATE	TIME	SCENE SECURED <input type="checkbox"/> NO (COMMENT ON CONDITION) <input type="checkbox"/> YES (BY WHOM):	
AUTHORITY TO ENTER	EMERGENCY	CONSENT <input type="checkbox"/> VERBAL <input type="checkbox"/> WRITTEN		WARRANT <input type="checkbox"/> ADMIN. <input type="checkbox"/> CRIM.	OTHER (Describe)
DEPARTED SCENE	DAY	DATE	TIME	COMMENTS	

OTHER AGENCIES INVOLVED			
FIRE DEPT.	INCIDENT NO.	CONTACT PERSON	PHONE NO.
POLICE DEPT.	FILE NO.	CONTACT PERSON	PHONE NO.
OTHER	CASE NO.	CONTACT PERSON	PHONE NO.

ESTIMATED TOTAL LOSS	
\$	ESTIMATED BY

REMARKS

Figure 2-2.2(a) Any fires field notes (Form 906-1).

2-2.2 Any Fire Field Notes (Form 906-1). The any fire form shown in Figure 2-2.2(a) is divided into six sections. As with all forms used, the agency name and file number should be entered in the upper right corner.

The first section identifies the incident, including the address where the incident occurred or the general location; the day, date, and time of the incident; and any fire department incident number. The weather description should be general, but the temperature, wind direction, and wind speed should be as exact as possible. The property description should indicate whether the incident is primarily a structure, vehicle, wildland, or other fire. The appropriate form should also be attached. [See Figure 2-2.2(b).]

INCIDENT						
ADDRESS/LOCATION	6478 Smithton Dr., Anytown		DAY	DATE	TIME	FIRE DEPT. INCIDENT NO.
WEATHER AT TIME OF FIRE	GENERAL CONDITIONS					
PROPERTY DESCRIPTION	STRUCTURE (M-2)	VEHICLE (M-3)	WILDLAND (M-4)	OTHER	TEMP.	WIND DIR.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	47° F	NW 5
		Clear, cold				

Figure 2-2.2(b) Example of the incident section of any fire form.

The second section is for recording the owner and the occupant. List the owner's name, telephone number, and address. If the occupant's name and address are different from the owner's name and address, list those as well. For a business, the name of the business and its telephone number should be recorded on the line "Doing business as." [See Figure 2-2.2(c).]

OWNER/OCCUPANT	
OWNER'S NAME	PHONE NO.
John Ayres	639-4728
OWNER'S ADDRESS	
6478 Smithton Dr., Anytown, NV 49702	
OCCUPANT'S NAME	PHONE NO.
Same	
OCCUPANT'S ADDRESS	
DOING BUSINESS AS	PHONE NO.
N/A	

Figure 2-2.2(c) Example of the owner/occupant section of an any fire form.

The third section is to identify how the investigative agency was notified and when and to whom the case was assigned. All the information relates to when the investigator was notified. In the example in Figure 2-2.2(d), on Monday, May 24, 1993, at 1430 hours, Chief Jones contacted Rogers, who assigned the case to Fahey. The form then shows the arrival time of the investigator at the scene, whether the scene was secured or not, and, in this scenario, the fact it was found in the same condition as it was left by the fire department. The authority to enter was written. The date and time that the investigator departed the scene is also recorded.

NOTIFICATION FOR INVESTIGATION					
DAY	DATE	TIME	FROM WHOM		
Mon.	5/24/93	1430	Chief W. Jones		
RECEIVED BY			ASSIGNED TO		
Rogers			Fahey		
ARRIVED AT SCENE	DAY	DATE	TIME	SCENE SECURED	<input type="checkbox"/> NO (COMMENT ON CONDITION)
	Tues.	5/25/93	0910		<input type="checkbox"/> YES (BY WHOM): Same as left by FD
AUTHORITY TO ENTER	EMERGENCY	CONSENT	WARRANT		
	<input type="checkbox"/> VERBAL <input type="checkbox"/> WRITTEN	<input type="checkbox"/> ADMIN. <input type="checkbox"/> CRIM.	OTHER (Describe)		
DEPARTED SCENE	DAY	DATE	TIME	COMMENTS	
	Tues.	5/25/93	1500		

Figure 2-2.2(d) Example of the notification for investigation section of an any fire form.

The fourth section identifies other agencies that were contacted as part of the investigation. In this case, Chief Jones of the Clio Fire Department and Patrolman Smith of the Vienna Police Department were involved. [See Figure 2-2.2(e).]

OTHER AGENCIES INVOLVED			
FIRE DEPT.	INCIDENT NO.	CONTACT PERSON	PHONE NO.
Clio	206	Chief W. Jones	687-2347
POLICE DEPT.	FILE NO.	CONTACT PERSON	PHONE NO.
Vienna	93-916	Patman Smith	732-1111
OTHER	CASE NO.	CONTACT PERSON	PHONE NO.

Figure 2-2.2(e) Example of the other agencies involved section of any fire form.

The fifth section provides a space to estimate the total loss and indicate who made the estimate. Additional information on the loss can be recorded in the remarks section. [See Figure 2-2.2(f).] Also note that the insurance information form (Form 906-10) has space for recording information on the insurance loss paid.

ESTIMATED TOTAL LOSS	
\$ 35,000	ESTIMATED BY
	Chief Jones

Figure 2-2.2(f) Example of the estimated total loss section of an any fire form.

The final section of the any fire form is the remarks section. This section can be used as necessary to record any additional details the user feels are relevant to the investigation. [See Figure 2-2.2(g).]

REMARKS
Property was turned over to John Ayres, owner, at 1500 hrs., 5/24/93. John Ayres gave permission to Fahey to enter property to conduct investigation.

Figure 2-2.2(g) Example of the remarks section of an any fire form.

STRUCTURE FIRE FIELD NOTES 906-2a		AGENCY	FILE NUMBER
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TYPE AND STATUS	
PROPERTY USE	
STATUS (OCCUPIED, UNOCCUPIED, VACANT)	COMMENTS

AREA DESCRIPTION	
<input type="checkbox"/> RURAL <input type="checkbox"/> FARM <input type="checkbox"/> URBAN <input type="checkbox"/> SUBURBAN <input type="checkbox"/> OTHER _____	
<input type="checkbox"/> ZONED <input type="checkbox"/> UNZONED <input type="checkbox"/> IMPROVING <input type="checkbox"/> DECLINING <input type="checkbox"/> STABLE <input type="checkbox"/> OTHER _____	

CONSTRUCTION					
FOUNDATION <input type="checkbox"/> SLAB <input type="checkbox"/> CRAWL SPACE <input type="checkbox"/> BASEMENT(S) <input type="checkbox"/> OTHER _____					
DIMENSIONS _____ FT LENGTH _____ FT WIDTH _____ FT HEIGHT _____ STORIES _____ NO. UNITS					
TYPE OF CONSTRUCTION	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">EXTERIOR WALLS</td> <td style="width: 25%;">INTERIOR WALLS</td> <td style="width: 25%;">FLOORS</td> <td style="width: 25%;">ROOF</td> </tr> </table>	EXTERIOR WALLS	INTERIOR WALLS	FLOORS	ROOF
EXTERIOR WALLS	INTERIOR WALLS	FLOORS	ROOF		

SECURITY (Time of Fire)	
DOORS <input type="checkbox"/> SECURE <input type="checkbox"/> NOT SECURE PER: _____	
WINDOWS <input type="checkbox"/> SECURE <input type="checkbox"/> NOT SECURE PER: _____	
OTHER <input type="checkbox"/> SECURE <input type="checkbox"/> NOT SECURE PER: _____	
COMMENTS ON SECURITY	

ALARM/PROTECTION SYSTEMS		
ALARMS <input type="checkbox"/> YES <input type="checkbox"/> NO	TYPE ALARM	
ALARM COMPANY	CONTACT PERSON	PHONE NO.
COMMENTS		
PROTECTION SYSTEMS <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> OPERATED <input type="checkbox"/> DID NOT OPERATE	COMMENTS	
DESCRIPTION OF SYSTEM(S)		

UTILITIES (Time of Fire)					
ELECTRIC	<input type="checkbox"/> ON <input type="checkbox"/> OFF	UTILITY COMPANY NAME	CONTACT	PHONE NO.	
GAS	<input type="checkbox"/> ON <input type="checkbox"/> OFF	UTILITY COMPANY NAME	CONTACT	PHONE NO.	
WATER	<input type="checkbox"/> ON <input type="checkbox"/> OFF	UTILITY COMPANY NAME	CONTACT	PHONE NO.	
PHONE	<input type="checkbox"/> ON <input type="checkbox"/> OFF	UTILITY COMPANY NAME	CONTACT	PHONE NO.	
OTHER	<input type="checkbox"/> ON <input type="checkbox"/> OFF	UTILITY COMPANY NAME	CONTACT	PHONE NO.	

Figure 2-2.3(a) Structure fire field notes (Forms 906-2a, 2b, and 2c).

STRUCTURE FIRE FIELD NOTES 906-2b	AGENCY	FILE NUMBER
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EXTERIOR OBSERVATIONS

INTERIOR OBSERVATIONS

HEATING SYSTEM	
TYPE	LOCATION
COMMENTS	

ELECTRICAL SERVICE		
<input type="checkbox"/> FUSES	<input type="checkbox"/> BREAKERS	ENTRY LOCATION
		SERVICE PANEL LOCATION
COMMENTS		

OTHER HEATING EQUIPMENT	
TYPE(S)	LOCATION
COMMENTS	

STRUCTURE CONTENTS
COMMENTS

AREA OF ORIGIN
COMMENTS

Figure 2-2.3(a) Continued.

STRUCTURE FIRE FIELD NOTES 906-2c	AGENCY	FILE NUMBER
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IGNITION SEQUENCE		
HEAT SOURCE		
MATERIAL IGNITED		
IGNITION FACTOR		
IF EQUIPMENT INVOLVED		
MAKE	MODEL	SERIAL NO.
COMMENTS		

FIRE SPREAD		
MATERIALS		
AVENUES		
COMMENTS		

SMOKE SPREAD		
MATERIALS		
AVENUES		
COMMENTS		

REMARKS		

Figure 2-2.3(a) Continued.

2-2.3 Structure Fire Field Notes (Forms 906-2a, 2b, and 2c). There are three sheets that comprise the form used when the incident under investigation is a structure fire. These three sheets, shown in Figure 2-2.3(a), are divided into 17 sections, each of which is described in the following sections. Be sure the agency name and file number are recorded at the upper right corner of each of the three sheets.

The first section deals with the type or use of the property and its status. In the example shown in Figure 2-2.3(b), the structure is an occupied single-family, residential building. Occupied, for purposes of fire reporting, means that it is being used regularly, even if there were not people present at the time of the fire. If the property is not occupied, then its current status — i.e., under construction or renovation, idle, or abandoned — should be recorded.

TYPE AND STATUS	
PROPERTY USE Single-family dwelling	
STATUS (OCCUPIED, UNOCCUPIED, VACANT) Occupied	COMMENTS Owner not at home at time of fire.

Figure 2-2.3(b) Example of the type and status section of a structure fire form.

The second section provides a general area description. As many boxes as appropriate can be checked. In the example shown in Figure 2-2.3(c), the fire occurred in a zoned, stable suburban area.

AREA DESCRIPTION	
<input type="checkbox"/> RURAL <input type="checkbox"/> FARM <input type="checkbox"/> URBAN <input checked="" type="checkbox"/> SUBURBAN <input type="checkbox"/> OTHER _____	
<input checked="" type="checkbox"/> ZONED <input type="checkbox"/> UNZONED <input type="checkbox"/> IMPROVING <input type="checkbox"/> DECLINING <input checked="" type="checkbox"/> STABLE <input type="checkbox"/> OTHER _____	

Figure 2-2.3(c) Example of the area description section of a structure fire form.

The third section describes the construction of the structure. In the example shown in Figure 2-2.3(d), the structure was a 50 ft × 32 ft, one-story used as one unit. The structure had a basement and was of wood-frame construction with drywall interior walls, plywood floors, and a composition shingled roof.

CONSTRUCTION	
FOUNDATION <input type="checkbox"/> SLAB <input type="checkbox"/> CRAWL SPACE <input checked="" type="checkbox"/> BASEMENT(S) <input type="checkbox"/> OTHER _____	
DIMENSIONS 50 FT LENGTH 32 FT WIDTH 1 FT HEIGHT 1 STORIES 1 NO. UNITS	
TYPE OF CONSTRUCTION	EXTERIOR WALLS Wood frame
	INTERIOR WALLS Drywall
	FLOORS Plywood
	ROOF Comp. shingle

Figure 2-2.3(d) Example of the construction section of a structure fire form.

The next section records the security of the structure as found by the fire department upon its arrival. In the example shown in Figure 2-2.3(e), the doors and the windows were secure according to Assistant Chief White. The rear door was forced by the fire department upon arrival at the scene.

SECURITY (Time of Fire)	
DOORS <input checked="" type="checkbox"/> SECURE <input type="checkbox"/> NOT SECURE	PER: Asst. Chief White
WINDOWS <input checked="" type="checkbox"/> SECURE <input type="checkbox"/> NOT SECURE	PER: Asst. Chief White
OTHER <input type="checkbox"/> SECURE <input type="checkbox"/> NOT SECURE	PER: _____
COMMENTS ON SECURITY Ladder company forced rear door on arrival.	

Figure 2-2.3(e) Example of the security section of a structure fire form.

The section on alarm/protection systems is for recording data on any alarm system or fire suppression or detection system in the structure. The alarm system can be for fire, burglary, or motion. The operation of any system should be investigated and recorded.

The example in Figure 2-2.3(f) shows a sprinkler system tied into an alarm company.

ALARM/PROTECTION SYSTEMS		
ALARMS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	TYPE ALARM Wired system to ABC Alarm Co.	
ALARM COMPANY ABC Alarm	CONTACT PERSON Joe Hillberg	PHONE NO. 796-4286
COMMENTS Alarm received at 1647 hrs.		
PROTECTION SYSTEMS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> OPERATED <input type="checkbox"/> DID NOT OPERATE	COMMENTS 5 sprinklers opened	
DESCRIPTION OF SYSTEM(S) Wet pipe system throughout property		

Figure 2-2.3(f) Example of the alarm/protection systems section of a structure fire form.

The utilities section allows the investigator to list whether the utilities were on or off at the time of the fire. It also provides a place to list the utility companies and their telephone numbers. [See Figure 2-2.3(g).]

UTILITIES (Time of Fire)			
ELECTRIC	<input checked="" type="checkbox"/> ON <input type="checkbox"/> OFF	UTILITY COMPANY NAME Consumers G&E	CONTACT PHONE NO.
GAS	<input checked="" type="checkbox"/> ON <input type="checkbox"/> OFF	UTILITY COMPANY NAME Consumers G&E	CONTACT PHONE NO.
WATER	<input checked="" type="checkbox"/> ON <input type="checkbox"/> OFF	UTILITY COMPANY NAME Anytown Water Co.	CONTACT PHONE NO.
PHONE	<input type="checkbox"/> ON <input type="checkbox"/> OFF	UTILITY COMPANY NAME	CONTACT PHONE NO.
OTHER	<input type="checkbox"/> ON <input type="checkbox"/> OFF	UTILITY COMPANY NAME	CONTACT PHONE NO.

Figure 2-2.3(g) Example of the utilities section of a structure fire form.

In the section on exterior observations, the investigator should note his or her observations of significant facts about the exterior of the structure or the fire area. Observations reported by others can also be entered here.

In the example shown in Figure 2-2.3(h), the fire department observed fire through the southwest corner of the roof upon its arrival, and the fire investigator noted charring behind the electrical service entrance.

EXTERIOR OBSERVATIONS
SW corner of roof damaged by fire. Fire had burned through on arrival of FD. Some char damage to wall in area of service entrance.

Figure 2-2.3(h) Example of the exterior observations section of a structure fire form.

In the section on interior observations, the investigator should note his or her observations of significant facts about the interior of the structure or the fire area. Observations by others can be entered here also.

In the example shown in Figure 2-2.3(i), the investigator found heavy smoke damage throughout the structure and major fire damage centered in the utility room at the southwest

corner of the building. Piles of burned clothing were found behind the clothes dryer.

INTERIOR OBSERVATIONS	
Major fire damage in utility room. Heavy smoke throughout building. Burned clothing behind clothes dryer.	

Figure 2-2.3(i) Example of the interior observations section of a structure fire form.

The section entitled Heating System is designed to record observations about the principal heating system for the structure. For example, in Figure 2-2.3(j) the heating system is gas-fired forced hot air and is located in the basement. There is no fire damage in the basement.

HEATING SYSTEM	
TYPE Gas – forced hot air	LOCATION Basement
COMMENTS No damage in basement.	

Figure 2-2.3(j) Example of the heating system section of a structure fire form.

The next section discusses the electrical service. The investigator can record where the service enters the structure, the location of the service panel, and any observations about the electrical service and its relationship to the fire.

For example, in Figure 2-2.3(k) the electrical service consisted of a circuit breaker box in the southwest corner of the utility room, and there was a 20-amp breaker that had tripped during the fire.

ELECTRICAL SERVICE	
<input type="checkbox"/> FUSES <input checked="" type="checkbox"/> BREAKERS	ENTRY LOCATION SW corner
	SERVICE PANEL LOCATION Utility room
COMMENTS Main disconnect found off – FD turned off. 20-amp breaker tripped – feeds utility room.	

Figure 2-2.3(k) Example of the electrical service section of a structure fire form.

If there were any auxiliary heating systems or equipment in the fire area that could have been involved in any way, their type, location, and any observations about their possible involvement should be recorded in the Other Heating Equipment section.

In the example shown in Figure 2-2.3(l), an electric space heater was found plugged in the utility room, and it was severely damaged.

OTHER HEATING EQUIPMENT	
TYPE(S) Electric space heater	LOCATION Utility room floor
COMMENTS Plugged in and severely damaged.	

Figure 2-2.3(l) Example of the other heating equipment section of a structure fire form.

Observations about the contents of a structure are often helpful in understanding the fire. The next section enables the investigator to record anything unusual about the contents

of the structure. If there are no unusual observations, the investigator should so indicate. [See Figure 2-2.3(m).]

STRUCTURE CONTENTS	
COMMENTS Normal to occupancy – appeared to be in order.	

Figure 2-2.3(m) Example of the structure contents section of a structure fire form.

The next section is for recording either the area of origin or observations that could be helpful in determining the area of origin. [See Figure 2-2.3(n).]

AREA OF ORIGIN	
COMMENTS Utility room at floor level near electric space heater.	

Figure 2-2.3(n) Example of the area of origin section of a structure fire form.

The section on ignition sequence might not be able to be completed until some time late in the investigation. The reasons for investigations vary, and, in some, the ignition sequence can be immediately known, but, in others, factors such as fire spread or reasons for casualties can be the thrust of the investigation.

The ignition sequence should identify a heat source, a material ignited, and what could have brought the two together to allow the fire to start. The heat source often involves a piece of equipment. If so, the equipment should be identified and it should be stated how the equipment contributed to the heat. If no equipment was involved, the form of the heat should still be identified.

The material ignited should be identified by both its type or composition and its form or use. The explanation of how the heat and material combined is described as the ignition factor.

In the example shown in Figure 2-2.3(o), the investigator records what he or she believes happened.

IGNITION SEQUENCE		
HEAT SOURCE Radiant heat from electric heater.		
MATERIAL IGNITED Cotton and synthetic clothing.		
IGNITION FACTOR Clothing disturbed by cat – fell on heater.		
IF EQUIPMENT INVOLVED MAKE Acme	MODEL DL-62	SERIAL NO. 1X549764
COMMENTS Believe family cat knocked clothing from a shelf above electric heater onto heater. Clothing ignited when heater came on.		

Figure 2-2.3(o) Example of the ignition sequence section of a structure fire form.

The section entitled Fire Spread can be used to describe how the fire moved through the structure. If certain materials were instrumental in the spread, they should be noted. If certain avenues or paths allowed the fire to spread to other

sections of the structure, they should also be noted. It is suggested that when the fire leaves the room of origin, the extent of the fire damage should be documented.

In the example shown in Figure 2-2.3(p), the fire investigator found that the wood paneling used as interior finish in the corridor was extremely important in enabling the fire to spread and cutting off the escape routes for other residents.

FIRE SPREAD	
MATERIALS	3/4-in. prefinished plywood on corridor walls
AVENUES	Corridor on 2nd story
COMMENTS	Fire from room of origin travelled down corridor on wall finish, cutting off egress.

Figure 2-2.3(p) Example of the fire spread section of a structure fire form.

The section entitled Smoke Spread is similar to the section entitled Fire Spread but allows for the recording of information about the smoke’s movement through the building. Again, any materials that produced significant smoke while burning should be recorded. Also, any significant avenues or structural areas that were significant in allowing the smoke to spread uncontrolled should be noted.

In the example shown in Figure 2-2.3(q), a burning plastic shower unit in a bathroom on the third story forced smoke into a ventilation shaft from which it spread to other apart-

ments when the fan that ventilated the shaft shut down due to a power failure during the fire.

SMOKE SPREAD	
MATERIALS	Plastic bathtub on third story (Apt. 317)
AVENUES	Bathroom ventilation shaft
COMMENTS	Shaft is normally exhausted by fan on roof. Fan shut down due to electric failure. Smoke entered other apartments from shaft.

Figure 2-2.3(q) Example of the smoke spread section of a structure fire form.

Any remarks that the investigator feels are necessary to this particular portion of the investigation can be recorded in the remarks section. If remarks are entered at different times, the date when they are entered should be included. [See Figure 2-2.3(r).]

REMARKS	
Fire department moved clothes washer and dryer during overhaul.	
They do not appear to have been involved. Char damage in wall and roof area appears to be as a result of the fire growth.	

Figure 2-2.3(r) Example of the remarks section of a structure fire form.

MOTOR VEHICLE FIELD NOTES 906-3				AGENCY	FILE NUMBER
VEHICLE DESCRIPTION					
COLOR(S)	YEAR	MAKE	MODEL	LICENSE — NO., STATE, EXPIRES	VIN NO.
OWNER/OPERATOR					
OWNER'S NAME			OWNER'S ADDRESS		OWNER'S PHONE NO.
OPERATOR'S NAME/LICENSE NO.			OPERATOR'S ADDRESS		OPERATOR'S PHONE NO.
EXTERIOR					
PRIOR DAMAGE			FIRE DAMAGE		
TIRES/WHEELS (Missing, Match, Condition)					
PARTS MISSING					
FUEL SYSTEM					
PRIOR DAMAGE			FIRE DAMAGE		
TYPE FUEL	CONDITION OF TANK	FILLER CAP CONDITION		FUEL LINE CONDITION	
ENGINE COMPARTMENT					
PRIOR DAMAGE			FIRE DAMAGE		
FLUID LEVELS OIL _____ TRANSMISSION _____ RADIATOR _____ OTHER _____					
PARTS MISSING					
INTERIOR					
PRIOR DAMAGE			FIRE DAMAGE		
IGNITION SYSTEM				KEY IN IGNITION <input type="checkbox"/> YES <input type="checkbox"/> NO	
PERSONAL CONTENTS MISSING					
ACCESSORIES MISSING					
ODOMETER READING		SERVICE STICKER INFORMATION			
VEHICLE SECURITY					
ALARM	DOOR AND TRUNK LOCKS			WINDOW POSITIONS	
ORIGIN/IGNITION SEQUENCE					
AREA					
HEAT SOURCE					
MATERIAL IGNITED					
IGNITION FACTOR					

Figure 2-2.4(a) Motor vehicle field notes (Form 906-3).

2-2.4 Motor Vehicle Field Notes (Form 906-3). The motor vehicle form shown in Figure 2-2.4(a) is divided into eight sections. It is to be used whenever the fire investigation centers on a motor vehicle, whether the vehicle is inside or outside a structure. As with any of the forms used, the agency name and file number should be recorded in the upper right corner.

The first section is used to describe the vehicle. It includes the year, make, model, license or registration number, and the vehicle identification number (VIN). The color of the vehicle should also be recorded. [See Figure 2-2.4(b).]

VEHICLE DESCRIPTION					
COLOR(S)	YEAR	MAKE	MODEL	LICENSE -- NO., STATE, EXPIRES	VIN NO.
Red	87	Acme	Deluxe	WAA-309 NV 5/93	WQZX129B476WWR

Figure 2-2.4(b) Example of the vehicle description section of a motor vehicle form.

The second section is for recording the name, address, and telephone number of the owner of the vehicle and the operator of the vehicle. The operator's license number should also be listed. [See Figure 2-2.4(c).]

OWNER/OPERATOR		
OWNER'S NAME	OWNER'S ADDRESS	OWNER'S PHONE NO.
John Q. Public	129 Elm St., Anytown	748-6293
OPERATOR'S NAME/LICENSE NO.	OPERATOR'S ADDRESS	OPERATOR'S PHONE NO.
Same/02976 4287		

Figure 2-2.4(c) Example of the owner/operator section of a motor vehicle form.

The third section allows the investigator to record observations about the exterior of the vehicle. This should include any prior damage or missing or mismatched parts. Any area of exterior fire damage should also be described. [See Figure 2-2.4(d).]

EXTERIOR	
PRIOR DAMAGE	FIRE DAMAGE
None	Extensive to roof and doors
TIRES/WHEELS (Missing, Match, Condition) Original equipment - fair condition	
PARTS MISSING None	

Figure 2-2.4(d) Example of the exterior section of a motor vehicle form.

The next section is for recording observations about the fuel systems. Notes in this area should relate to whether there was any damage to the fuel system, whether there was any damage from the fire to the fuel system, the type of fuel the vehicle used, the condition of the tank (if the cap was intact), and whether the fuel line was intact. [See Figure 2-2.4(e).]

FUEL SYSTEM			
PRIOR DAMAGE	FIRE DAMAGE		
None	None		
TYPE FUEL	CONDITION OF TANK	FILLER CAP CONDITION	FUEL LINE CONDITION

Figure 2-2.4(e) Example of the fuel system section of a motor vehicle form.

The fifth section can be used to record observations about the engine compartment. Again, there are various areas of

concern. Was there prior damage to the engine? Was there fire damage to the engine compartment? What were the fluid levels? Were the caps intact? Were any engine parts missing? [See Figure 2-2.4(f).]

ENGINE COMPARTMENT	
PRIOR DAMAGE	FIRE DAMAGE
None	None
FLUID LEVELS OIL _____ TRANSMISSION _____ RADIATOR _____ OTHER _____	
PARTS MISSING	

Figure 2-2.4(f) Example of the engine compartment section of a motor vehicle form.

The sixth section of the form is used to record observations about the interior of the vehicle. Was there prior damage to the interior, the ignition system, or accessories? Were the keys in the ignition? Is anything missing? The fire damage should be described. Also, the odometer reading and any service sticker information should be recorded. [See Figure 2-2.4(g).]

INTERIOR	
PRIOR DAMAGE	FIRE DAMAGE
None	Extensive
IGNITION SYSTEM Intact - Damaged by fire.	
PERSONAL CONTENTS MISSING None	
ACCESSORIES MISSING None	
ODOMETER READING 59,786	SERVICE STICKER INFORMATION

Figure 2-2.4(g) Example of the interior section of a motor vehicle form.

The security of the vehicle at the time of the fire can be critical to understanding the fire. The next section allows recording of information about the vehicle's security system. If there was an alarm, was it turned on? Were the doors and trunk locked? What position were the windows in? [See Figure 2-2.4(h).]

VEHICLE SECURITY		
ALARM	DOOR AND TRUNK LOCKS	WINDOW POSITIONS
None	Intact	Driver's open

Figure 2-2.4(h) Example of the vehicle security section of a motor vehicle form.

The final section on this form is the origin and ignition sequence section. It can be used to record observations about heat sources, equipment, materials ignited, and possible reasons for the heat and material to combine to start a fire. The ignition sequence might be readily apparent or the investigator might need to use the observations together with other evidence to actually determine how the fire started. [See Figure 2-2.4(i).]

ORIGIN/IGNITION SEQUENCE
AREA
Rear seat
HEAT SOURCE
Believed cigarette
MATERIAL IGNITED
Seat covering and foam plastic padding
IGNITION FACTOR
Discarded smoking material

Figure 2-2.4(i) Example of the origin/ignition sequence section of a motor vehicle form.

WILDLAND FIRE FIELD NOTES 906-4		AGENCY	FILE NUMBER
PROPERTY DESCRIPTION			
FIRE DAMAGE <input type="checkbox"/> LESS THAN ACRE _____ NO. ACRES		OTHER PROPERTIES INVOLVED	
SECURITY <input type="checkbox"/> OPEN <input type="checkbox"/> FENCED <input type="checkbox"/> LOCKED <input type="checkbox"/> GATES		COMMENTS	
FIRE TRAVEL FACTORS			
TYPE FIRE <input type="checkbox"/> GROUND <input type="checkbox"/> CROWN		FACTORS <input type="checkbox"/> WIND <input type="checkbox"/> TERRAIN	COMMENTS
AREA OF ORIGIN			
PEOPLE IN AREA			
AT TIME OF FIRE <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNDETERMINED			COMMENTS
IGNITION SEQUENCE			
HEAT OF IGNITION			
MATERIAL IGNITED			
IGNITION FACTOR			
IF EQUIPMENT INVOLVED			
MAKE	MODEL	SERIAL NO.	
COMMENTS			

Figure 2-2.5(a) Wildland fire field notes (Form 906-4).

2-2.5 Wildland Fire Field Notes (Form 906-4). When the fire involves wildland areas, forest, or grasslands, the wildland fire form shown in Figure 2-2.5(a) is helpful in recording observations about the fire. The form is divided into five sections. Start by recording the agency name and file number in the upper right corner.

The first section is for describing the property involved as well as the number of acres involved, other property that the fire spread to, type of security, and any further comments. [See Figure 2-2.5(b).]

PROPERTY DESCRIPTION	
Hilly terrain - some covered with brush 5-8 ft. tall. Remainder wooded with mixed hardwoods.	
FIRE DAMAGE <input type="checkbox"/> LESS THAN ACRE	15 NO. ACRES
SECURITY <input checked="" type="checkbox"/> OPEN	OTHER PROPERTIES INVOLVED None
<input type="checkbox"/> FENCED	<input type="checkbox"/> LOCKED
<input type="checkbox"/> GATES	COMMENTS

Figure 2-2.5(b) Example of the property description section of a wildland fire form.

The second section allows the investigator to record comments and observations about how the fire traveled. This description should include both horizontal and vertical direction as well as speed. Previous weather conditions that would affect the fire's growth and spread should be recorded. [See Figure 2-2.5(c).]

FIRE TRAVEL FACTORS		
TYPE FIRE <input checked="" type="checkbox"/> GROUND	<input type="checkbox"/> CROWN	FACTORS <input checked="" type="checkbox"/> WIND
		<input checked="" type="checkbox"/> TERRAIN
COMMENTS Wind from SW fanned flame up hillside.		

Figure 2-2.5(c) Example of the fire travel factors section of a wildland fire form.

The third section is for describing the area of origin. In the early stages of the investigation, this can be a general area that gets narrowed as the investigation continues. [See Figure 2-2.5(d).]

AREA OF ORIGIN
Open area 1/2 mile off State Route 26

Figure 2-2.5(d) Example of the area of origin section of a wildland fire form.

The next section allows the investigator to indicate whether there were people in the area, who they were, and what they were doing. [See Figure 2-2.5(e).] Witness statements should be taken using Form 906-6.

PEOPLE IN AREA	
AT TIME OF FIRE <input checked="" type="checkbox"/> YES	COMMENTS
<input type="checkbox"/> NO	2 persons hiking in area discovered fire (Steve Fryberg 689-3376).
<input type="checkbox"/> UNDETERMINED	

Figure 2-2.5(e) Example of the people in area section of a wildland fire form.

The last section is used by the investigator to record observations on heat sources present, materials ignited, and what could have allowed the two to combine to allow the fire to start. These observations can provide a definitive ignition sequence or might need to be used with other information to determine how the fire spread. [See Figure 2-2.5(f).]

IGNITION SEQUENCE		
HEAT OF IGNITION Open campfire		
MATERIAL IGNITED Grass, leaves, duff		
IGNITION FACTOR Campfire not properly extinguished		
IF EQUIPMENT INVOLVED MAKE	MODEL	SERIAL NO.
COMMENTS Remains of campfire found in area of origin. Probably campers moved on without properly extinguishing the fire. Area is frequently used by hikers and campers.		

Figure 2-2.5(f) Example of the ignition sequence section of a wildland fire form.

CASUALTY FIELD NOTES 906-5				AGENCY	FILE NUMBER
--------------------------------------	--	--	--	---------------	--------------------

DESCRIPTION									
NAME				ADDRESS				PHONE NO.	
RACE	SEX	AGE	DATE OF BIRTH	HEIGHT	WEIGHT	HAIR	EYES	OTHER	
DESCRIBE CLOTHING									

TYPE OF INJURY				
<input type="checkbox"/> MINOR	<input type="checkbox"/> MODERATE	<input type="checkbox"/> SEVERE	<input type="checkbox"/> FATAL	DESCRIBE INJURY

CIRCUMSTANCES	
WHO FOUND VICTIM? WHERE?	
VICTIM'S ACTIVITY JUST PRIOR TO AND AT TIME OF IGNITION	
VICTIM'S ACTIVITY AFTER TIME OF IGNITION	

CASUALTY TREATMENT		
<input type="checkbox"/> TREATED AT SCENE BY?		
SENT TO	VIA	TREATED BY
REMARKS		

FATALITY			
BODY POSITION			
BODY REMOVED TO	BODY REMOVED BY	AUTHORITY TO MOVE BODY GIVEN BY	
MEDICAL EXAMINER/CORONER	ADDRESS	PHONE NO.	
CAUSE OF DEATH			
AUTOPSY BY	ADDRESS	PHONE NO.	
DATE OF AUTOPSY	CASE NO.	BLOOD TEST <input type="checkbox"/> YES <input type="checkbox"/> NO	X-RAYS <input type="checkbox"/> YES <input type="checkbox"/> NO
REPORTS IN POSSESSION <input type="checkbox"/> YES <input type="checkbox"/> NO			

NEXT OF KIN		
NAME	RELATIONSHIP	ADDRESS AND PHONE
NOTIFIED BY (How, Date, and Time)		

REMARKS	

Figure 2-2.6(a) Casualty field notes (Form 906-5).

2-2.6 Casualty Field Notes (Form 906-5). If there are persons killed or injured by the fire, the casualty form can be used to collect data about each of those persons. [See Figure 2-2.6(a).]

The casualty could be a fire fighter, a civilian involved with the property that burned, an emergency service person assisting at the incident, or possibly the suspect in a criminal case. The casualty form is divided into seven sections. If any casualty forms are used, the agency name and file number should be entered at the upper right corner of each form.

The first section of the form is for identifying and describing the casualty. This description includes the name and address, personal features, and clothing worn. In the case of a fire fighter injury, the protective clothing worn, how it was worn, and any failure of the clothing should be described. [See Figure 2-2.6(b).]

DESCRIPTION										
NAME John Smith			ADDRESS 472 Maple Ct.				PHONE NO. N/A			
RACE W	SEX M	AGE 87	DATE OF BIRTH 10/10/1905	HEIGHT 5'7"	WEIGHT 125	HAIR W	EYES Bl	OTHER		
DESCRIBE CLOTHING Flannel bathrobe and cotton underwear										

Figure 2-2.6(b) Example of the description section of a casualty form.

The second section is used to describe the injury and its seriousness. A minor injury is one in which immediate medical care is not necessary. A moderate injury is one in which quick medical treatment is advisable, but there is little danger of death or permanent disability. A severe injury is potentially life-threatening if the condition remains uncontrolled. Immediate medical care is necessary. [See Figure 2-2.6(c).]

TYPE OF INJURY				DESCRIBE INJURY
<input type="checkbox"/> MINOR	<input type="checkbox"/> MODERATE	<input type="checkbox"/> SEVERE	<input checked="" type="checkbox"/> FATAL	

Figure 2-2.6(c) Example of the type of injury section of a casualty form.

The third section is used to describe the circumstances surrounding the injury or fatality. This description includes the name of the person who found the victim, where the victim was found, what the victim's activity prior to or at the time of ignition was, and what the victim was doing after the time of ignition. This would be extremely helpful in the case where the casualty was, in fact, the suspect. [See Figure 2-2.6(d).]

CIRCUMSTANCES
WHO FOUND VICTIM? WHERE? Jane Yavanonne (daughter) in chair in livingroom
VICTIM'S ACTIVITY JUST PRIOR TO AND AT TIME OF IGNITION Sitting in chair in livingroom, smoking
VICTIM'S ACTIVITY AFTER TIME OF IGNITION None

Figure 2-2.6(d) Example of the circumstances section of a casualty form.

The section on casualty treatment is not for collecting all the medical details of treatment but rather to identify who handled treatment at the scene and in transport. It also records where the victim was sent. Follow-up inquiries can then be made to determine medical diagnosis or observations that might be helpful to the investigation. [See Figure 2-2.6(e).]

CASUALTY TREATMENT		
<input type="checkbox"/> TREATED AT SCENE BY? N/A		
SENT TO	VIA	TREATED BY
REMARKS		

Figure 2-2.6(e) Example of the casualty treatment section of a casualty form.

If the injury is fatal, it is important to determine in what position and where the victim was found. Also record who authorized the body to be removed, who removed it, and to where. The medical examiner should be identified and any information on cause of death recorded. If an autopsy is performed, the person performing it and the date it was performed should be recorded. Other postmortem tests should also be identified. [See Figure 2-2.6(f).]

FATALITY			
BODY POSITION Sitting in chair			
BODY REMOVED TO		BODY REMOVED BY	AUTHORITY TO MOVE BODY GIVEN BY
		M. E. Halpin	M. E. Halpin
MEDICAL EXAMINER/CORONER M. E. Halpin	ADDRESS 1429 Main St., Quincy		PHONE NO. 769-8482
CAUSE OF DEATH Asphyxia from fire products			
AUTOPSY BY None	ADDRESS		PHONE NO.
DATE OF AUTOPSY	CASE NO.	BLOOD TEST <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	X-RAYS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
			REPORTS IN POSSESSION <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

Figure 2-2.6(f) Example of the fatality section of a casualty form.

The sixth section identifies the next of kin, who notified them of the death, and when. [See Figure 2-2.6(g).]

NEXT OF KIN		
NAME Jane Yavanonne	RELATIONSHIP Daughter	ADDRESS AND PHONE 620 S. Elm St.
NOTIFIED BY (How, Date, and Time) N/A - Daughter discovered body		

Figure 2-2.6(g) Example of the next of kin section of a casualty form.

The final section is a remarks section where the investigator can record any comments specific to the casualty. [See Figure 2-2.6(h).]

REMARKS
Appears John Smith fell asleep while smoking and cigarette ignited clothing/chair. Fire self-extinguished in chair.

Figure 2-2.6(h) Example of the remarks section of a casualty form.

2-2.8 Evidence Field Notes (Form 906-7). If evidence is collected at the fire scene, this form can be used to log that evidence. [See Figure 2-2.8(a).]

A description of the evidence, where and when it was found or taken from, and where it was taken to and by whom are recorded in the first section of the form.

At the bottom of the form is a remarks section that can

be used to document the chain of custody, its use, and/or disposition.

In the example shown in Figure 2-2.8(b), three pieces of evidence were taken: an electric heater and debris from two locations. The electric heater was examined at the office, and the debris was sent to a laboratory to determine if flammable liquid vapors were present.

EVIDENCE FIELD NOTES 906-7		AGENCY State Police	FILE NUMBER 1234-93
DESCRIPTION	WHERE FOUND/WHEN	REMOVED TO/BY	
1. <u>Acme Electric Heater</u>	<u>Utility room floor</u>	<u>Office by Fahey</u>	
2. <u>Debris from near #1</u>	<u>Utility room floor</u>	<u>Lab by Fahey</u>	
3. <u>Debris from doorway to utility room</u>		<u>Lab by Fahey</u>	
4. _____	_____	_____	
5. _____	_____	_____	
6. _____	_____	_____	
7. _____	_____	_____	
8. _____	_____	_____	
9. _____	_____	_____	
10. _____	_____	_____	
11. _____	_____	_____	
12. _____	_____	_____	

REMARKS
<u>Items #2 and #3 taken to lab for analysis to determine presence of flammable liquid 5/27/93.</u>
<u>Item #1 examined in office – found to be on at time of fire 5/27/93.</u>
<u>No flammable liquid present per lab report 5/30/93.</u>
<u>Item #1 destroyed per policy 6/25/93.</u>

Figure 2-2.8(b) Example of an evidence form.

PHOTOGRAPH FIELD NOTES 906-8	ROLL NO.	AGENCY	FILE NUMBER

*ONLY ONE ROLL OF FILM PER FORM.

NEG. NO.	DESCRIPTION	NEG. NO.	DESCRIPTION
1		21	
2		22	
3		23	
4		24	
5		25	
6		26	
7		27	
8		28	
9		29	
10		30	
11		31	
12		32	
13		33	
14		34	
15		35	
16		36	
17		37	
18		38	
19		39	
20		40	

REMARKS

Figure 2-2.9(a) Photograph field notes (Form 906-8).