

Appendix A

FIRE INCIDENT REPORT

Building _____

Date _____ Time _____ a.m. _____ p.m.

Immediate location of fire (such as wastebasket or trash container, mattress, curtains, decorations, electrical appliance, etc.) _____

Area location of fire (such as resident's room, classroom, kitchen, office, stairwell, etc.)

Cause of fire (such as overloading electrical circuits, smoking in bed, ignition from candle flame or hot grease, etc.) _____

If possible that fire was deliberately set, explain _____

Person responsible for fire _____

Address _____ Phone _____

Who reported fire _____

Address _____

Witnesses _____

Address _____

Witnesses _____

Address _____

How fire was extinguished _____

By whom _____ Address _____

Fire reported to _____ Physical Plant _____

Local Fire Department _____ Other (explain) _____

Did fire alarm sound? _____ yes _____ no _____ not applicable

Was building evacuated? _____ yes _____ no _____ not applicable

Person making this report _____

Title _____ Date _____ Time _____