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NFPA 902 Fire Reporting Field Incident Guide 1997 Edition

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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.

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NFPA 902

Fire Reporting Field Incident Guide

1997 Edition

This edition of NFPA 902, *Fire Reporting Field Incident Guide,* 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 18–20, 1996, in Nashville, TN. It was issued by the Standards Council on January 17, 1997, with an effective date of February 7, 1997, and supersedes all previous editions.

This edition of NFPA 902 was approved as an American National Standard on February 7, 1997.

Origin and Development of NFPA 902

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."

The 1990 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.

In preparing this edition, the Committee reviewed the data expected to be collected on the incident, casualty, and EMS forms and made some revisions based on feedback from users. A number of data elements that previously required classification were changed to a direct entry format. The examples shown throughout the document were changed to a more narrative format to provide better guidance. All references to NFPA 901, *Standard Classifications for Incident Reporting and Fire Protection Data,* were updated to the 1995 edition of that document. The title of the document was changed to *Fire Reporting Field Incident Guide,* and the "M" was dropped from the number in keeping with the NFPA style for designating and numbering documents.

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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 front of the book.

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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NFPA 902

Fire Reporting Field Incident Guide

1997 Edition

Information on referenced publications can be found in Appendix A.

Introduction

Fire service personnel have recognized the need to become more effective in their efforts to educate people in fire safety 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 Technical 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, *Standard Classifications for Incident Reporting and Fire Protection Data.*

NFPA 902, *Fire Reporting Field Incident Guide,* and the Basic Incident Report (Form 902F), the Basic Casualty Report (Form 902G), and the Basic EMS Report (Form 902H), 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 also should 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 guide are welcome to do so, although the Technical Committee on Fire Reporting 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 Technical Committee on Fire Reporting 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 guide should study these concepts because the successful use of the basic system presented herein is predicated on adherence to these concepts. The guiding concepts follow.

(a) *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 can lead to inaccurate results and should be avoided. Methods for encouraging "voluntary use" are available.

(b) *Feedback:* The original information from reports, when combined and summarized, should provide feedback to the reporting officers. This can give them access to details that can help manage the pre-ignition potential in their specific districts and also encourage accurate input.

(c) *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.

(d) *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 limited-time basis to get the answers to specific questions raised by the "everyday, every incident" basic system.

(e) *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, *Standard Classifications for Incident Reporting and Fire Protection Data,* can be used to aid in word choice. Numeric codes can be added by the officer himself or by a central coding office.

(f) *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 should be captured by the various elements of the incident report. An incident is a response to any call for service, whether for fire, medical, or public service.

A fire reporting system contains three fundamental elements:

Element I
Fact Finding
- A. Obtain information
- B. Complete report form
- C. Send completed report to processing

Element II
Fact Processing
- D. Receive completed reports
- E. Edit (and code) reports
- F. Enter facts
- G. Process facts
- H. Update fact file

Element III
Fact Use
- I. Report periodically
- 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

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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 should be clearly structured and should 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 might be for a fire, medical, rescue, or other public service. In all cases an incident report is filed.

Property Survey Data. If the fire department uses NFPA 903, *Fire Reporting Property Survey Guide* and the Basic Property/Structure Report (Form 903SR) and Basic Occupancy Report (Form 903TR), the collected data can be useful in understanding the fire. It can also provide the person responsible for filling out the incident report with data necessary to complete that report.

Up-Date Reports. Incident follow-up information can 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 also can yield helpful data. In both cases an "Up-Date Report" is filed. NFPA 904, *Incident Follow-Up Report Guide* and the Incident Follow-Up Report (Form 904I) can 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 should 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 one file that consists of all of the records involving the reported incidents.

This "fact file" will constitute the basic source of information about past incidents. The way in which the fact file is utilized 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 can 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 provide 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 might have an incidence level that is too low for meaningful statistical evaluation, the data collected could be sufficient to provide information useful in their planning.

Data combined from surrounding districts can 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 Fire Safety Concepts Tree,* counts 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, the confidence in that particular method of fire defense increases. Conversely, each time a method of fire defense fails, as indicated by an expensive loss or by injuries or death, the failure needs to be recorded so that the confidence level in that method of fire defense can be reassessed.

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 guide contains instructions for the completion of the Basic Incident Report, Form 902F; the Basic Casualty Report, Form 902G; and the Basic EMS Report, Form 902H. The three input forms are designed to enable a fire department to collect basic details about all incidents to which it responds and to use that information in making decisions that affect the fire protection of the community.

The 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, *Standard Classifications for Incident Reporting and Fire Protection Data.* 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 is the only service provided at the incident, a Basic EMS Report, Form 902H, can be used instead of a Basic Incident Report form. However, if there are injuries to fire service personnel at that incident, a Basic Casualty Report form should be used for recording details of each fire service casualty. For complicated incidents, additional information could be required in the incident record or file. The three forms are shown on the following pages.

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BASIC INCIDENT REPORT Form 902F

Fill in this Report in Your Own Words _____ Fire Department ☐ Revised Report

COMPLETE ON ALL INCIDENTS

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 Situation Found							
F	Type of Action Taken	District	Shift	No. of Alarms	Outside Fire Service Assistance				
G	General Property Use	Specific Property Use	County	Census Tract					
H	No. of Fire Suppression Apparatus / Personnel	No. of Emergency Medical Services Apparatus / Personnel	No. of Other Fire Service Apparatus / Personnel						
I	No. of Injuries* Fire Service / Non-Fire Service	No. of Fatalities* Fire Service / Non-Fire Service							

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

ON ALL FIRES TI 10-19

J	Condition of Fire on Arrival of First Unit	Area of Fire Origin			
K	Equipment Involved in Ignition	Year	Brand Name	Model	Serial No.
L	Form of Heat of Ignition	Material First Ignited Form	Type		
M	Ignition Factor	Method of Extinguishment			
N	Property Loss	Number of Acres Burned			

FOR STRUCTURE FIRE TI 11-13

O	Type of Construction	No. of Stories	Level of Origin		
P	Structure Status	No. of Occupants at Time of Incident			
Q	Material Contributing to Fire Growth Form	Type			
R	Factor Contributing to Flame Travel	Avenue of Smoke Travel			
S	Detector Type	Detector Power Supply			
T	Detector Performance	Reason for Detector Failure			
U	Type of Automatic Sprinkler System	Coverage of Sprinkler System			
V	Sprinkler System Performance	No. of Sprinkler Heads Operated	Reason for Sprinkler System Failure		
W	Extent of Flame Damage	Extent of Smoke Damage	Extent of Extinguishing Agent Damage		

TI 12-14

X	Mobile Property Type	Year	Make	Model	Serial/VIN No.	License No.
Y	Member Making Report Date	Officer in Charge (Name, Position, Assignment) Date				

COMPLETE ON ALL INCIDENTS

Z Remarks:

☐ Remarks continued on reverse side.

*A Form 902G must be completed for each fire casualty.

This form is for use with NFPA 902, *Fire Reporting Field Incident Guide.* Users also should refer to NFPA 901, *Standard Classifications for Incident Reporting and Fire Protection Data,* for information on fire reporting systems and data classifications to be entered on this form.

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BASIC CASUALTY REPORT

Form 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	Casualty Name (Last, First, MI)				Injury Reported:	Mo.	Day	Year	Time	
GC	Affiliation		D.O.B.	Age	Sex ☐ Male ☐ Female		Race		National Origin ☐ Hispanic?	
GD	Home Address		City		State		Zip		Telephone No. ( )	
GE	Case Severity		Primary Apparent Symptom		Primary Part of Body					
GF	Secondary Apparent Symptom		Secondary Part of Body							
GG	Casualty Type by Situation Found		Final Disposition of Casualty							

NON-FIRE SERVICE CASUALTY

GH	Familiarity with Incident Area	Condition of Person Prior to Incident	Activity at Time of Injury
GI	Location in Relation to Pt. of Origin	Location at Time of Injury	
GJ	Cause of Injury or Accident	Factors Preventing Escape	

FIRE SERVICE CASUALTY

GK	Regular Fire Service Work Assignment	Physical Condition at Time of Injury		
GL	Status Before Alarm	Fire Service Activity		
GM	Where Injury or Accident Occurred	Cause of Injury or Accident		
	PROTECTIVE EQUIPMENT			
GN	Type	Use	Performance	
GO	Manufacturer	Model	Serial or Lot No.	National Std.
GN	Type	Use	Performance	
GO	Manufacturer	Model	Serial or Lot No.	National Std.
GN	Type	Use	Performance	
GO	Manufacturer	Model	Serial or Lot No.	National Std.

COMPLETE ON ALL CASUALTIES

GP	Member Making Report Date	Officer in Charge (Name, Position, Assignment) Date
GQ	Remarks:	
	☐ Remarks continued on reverse side.	

This form is for use with NFPA 902, *Fire Reporting Field Incident Guide*. Users also should refer to NFPA 901, *Standard Classifications for Incident Reporting and Fire Protection Data*, for information on fire reporting systems and data classifications to be entered on this form.

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BASIC EMS REPORT — Form 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 Situation Found		
HD	Type of Action Taken		District	Shift	No. of Alarms	Outside Fire Service Assistance			
HE	General Property Use		Specific Property Use		County	Census Tract			
HF	Casualty Name (Last, First, MI)				Injury Occurred: Mo. Day Year	Time			
HG	Home Address	City	State	Zip	Telephone No. ( )				
HH	Affiliation	D.O.B.	Age	Sex ☐ Male ☐ Female	Race	National Origin ☐ Hispanic?			
HI	Case Severity	Primary Apparent Symptom	Primary Part of Body						
HJ	Secondary Apparent Symptom	Secondary Part of Body							
HK	Casualty Type by Situation Found	Final Disposition of Casualty							

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

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

HN	Patient Status	Patient Behavior		
HO	Pre-Hospital Care Provided 1	Pre-Hospital Care Provided 2	Pre-Hospital Care Provided 3	Pre-Hospital Care Provided 4

		Time	Cardiac Cond./Assessment	Drug/Fluid	Rate	Route
HP	1					
HP	2					
HP	3					

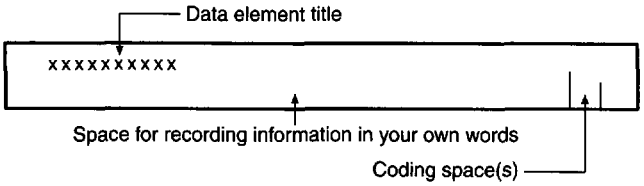
HQ	Time EKG Transmitted	Medical Facility EKG Transmitted to	Receiving Hospital Representative Signature
HR	Type of Unit Handling Medical Emergency	Responder Medical Training Level	
HS	Member Making Report Date	Officer in Charge (Name, Position, Assignment) Date	
HT	Remarks:		
			☐ Remarks continued on reverse side.

This form is for use with NFPA 902, *Fire Reporting Field Incident Guide.* Users also should refer to NFPA 901, *Standard Classifications for Incident Reporting and Fire Protection Data,* for information on fire reporting systems and data classifications to be entered on this form.

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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 follows.



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 form and should give the details necessary to accurately describe the incident. 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 include data classification numbers on the form to facilitate "adding up" data, this preferably should be done after the report has been completed. The appropriate number of spaces for entering data classification numbers has been provided at the end of each data space.

This guide contains appropriate references to NFPA 901, *Standard Classifications for Incident Reporting and Fire Protection Data* for use by personnel responsible for classifying data. All references cite the 1995 edition of NFPA 901. A review of the terminology, definitions, and classifications in NFPA 901 can improve the quality of the reports.

IV. Definitions.

The following definitions are provided to aid in the use of this guide.

Casualty Report. The supplemental report completed for each casualty associated with an incident.

Fire Report. The incident report on a fire.

Grade. Reference plane representing the elevation of finished ground level adjoining the building at the main entrance.

Incident. An event to which the reporting agency responds or should have responded. Included are "walk-ins" treated at the station. An incident can have more than one response. A rekindle should be considered a separate incident.

Incident Record. The official file on an incident.

Incident Report. A document prepared by fire department personnel on a particular incident. For understanding and legal purposes, this report should be in the preparer'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.

V. Reporting Dates and Times.

The date and time that various activities occur are recorded on the forms. All dates should be recorded in a month–day–year format. The following numerical designations can be used to record the month:

January = 01	April = 04	July = 07	October = 10
February = 02	May = 05	August = 08	November = 11
March = 03	June = 06	September = 09	December = 12

All times should be recorded using the 24-hour clock. Examples of time by the 24-hour clock are as follows:

12:01 AM = 0001	1:00 PM = 1300
1:00 AM = 0100	2:56 PM = 1456
12:00 Noon = 1200	12:00 Midnight = 2400

VI. 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 Form 902H for each incident. If the incident involved civilian fire casualties or fire service casualties, one or more Forms 902G should be attached. If the fire involved exposures, additional Forms 902F could 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 personnel 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 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, townhouse arrangement, or apartment building.

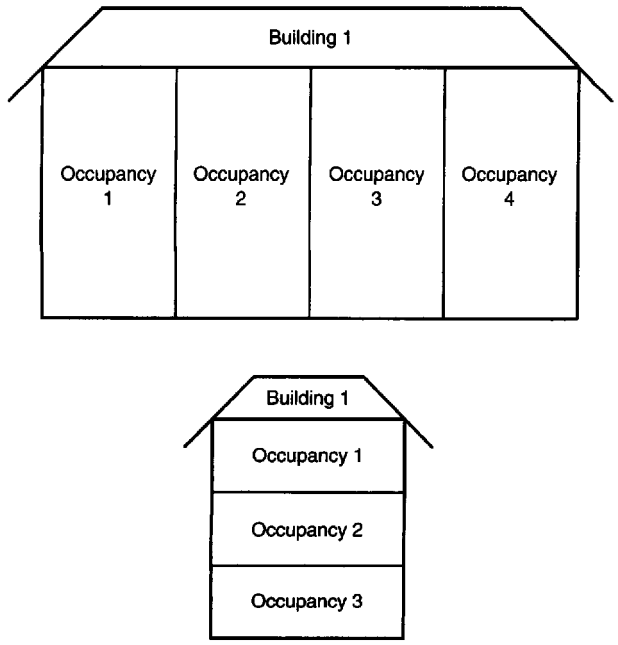
A fire beginning in one occupancy within a multiple-occupancy structure that spreads to other occupancies either horizontally or vertically is not an exposure fire and requires a single fire incident report. The specific property use reported should indicate the use of the occupancy where the fire began. Details of the other occupancies can be reported in the Remarks section.

Example 2 Two separate buildings located remotely from each other.

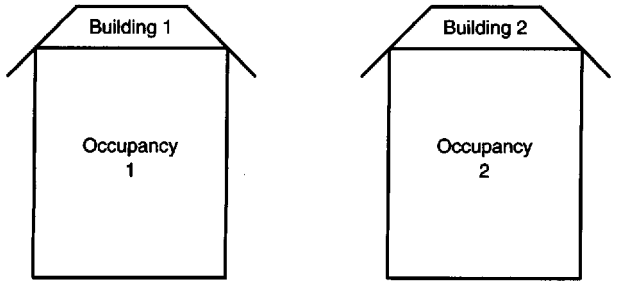
A fire beginning in the first building that spreads to the second building is an exposure fire and requires two fire incident reports. The form of heat of ignition in the second incident report should be "heat spreading from another hostile fire." The incident numbers on both reports should be identical, with the option of using index numbers to further identify the succession of the fire.

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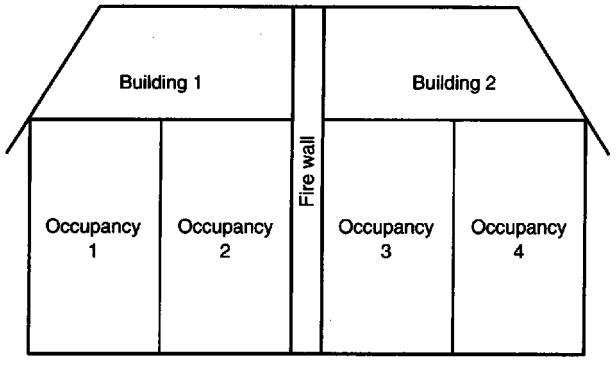
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Example 1



Example 2



Example 3

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

A fire that spreads within either 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 vehicle fire ignited by a building fire. If a building fire ignites a truck parked outside of the building, the truck fire is an exposure fire. If the truck is parked inside the building and is damaged by a fire that started elsewhere in the building, the truck should be 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 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 to Fire Department: Mark "N/A" unless a separate alarm was received from a different source for the exposure fire.

(b) Number of Alarms: Mark 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 Situation Found." 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 in (a) and (b).

(a) *Fires caused by crashes (i.e., aircraft, automobiles, etc.).* Only the portions of the property that were undamaged by the crash, but were later damaged by fire, should be considered in estimating the dollar loss. All casualties should be reported on Form 902F. A differentiation should be made as to whether the injury was suffered as a result of ensuing fire or as a result of the crash when reporting the injury on Form 902G and/or Form 902H.

(b) *Overpressure ruptures.* An overpressure rupture is not a "fire" unless a 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 should be considered in estimating the dollar loss. All casualties should be reported on Form 902F. A differentiation should be made as to whether the injury was suffered as a result of the ensuing fire or as a result of the overpressure rupture when reporting the injury on Form 902G and/or Form 902H.

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 beyond that of the services your fire department provided at the incident.

If the responsible fire department is not present, it still should be its responsibility to complete the report of the inci-

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dent. 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 form, and as many details as are obtainable should be recorded on the form. Assign the fire the next available incident number.

VII. Special Studies.

Additional data elements can be added to forms, or special forms or databases can be created to capture other data of interest to individual users (see 1-4.4 and 1-8.6 of NFPA 901, *Standard Classifications for Incident Reporting and Fire Protection Data*). Classifications for these data elements should be chosen from NFPA 901 when such data classifications exist. Special studies are usually of limited duration and scope.

VIII. Remarks

A section for remarks is provided on the bottom of Form 902F, Form 902G, and Form 902H. The remarks should contain explanatory information necessary to clarify any of the entries made in a particular line of the report. They also should tie the report together by adding the information necessary to ensure that persons not present 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

The reports presented on the following pages are examples of typical situations that a fire department might encounter. They are presented here as an aid to understanding the use of Form 902F, Form 902G, and Form 902H. These reports are all of hypothetical situations, and resemblance to any actual incident is coincidental.

The first situation is 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. This situation requires one Basic Incident Report, Form 902F, and two Basic Casualty Reports, Form 902G.

The second situation is 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. A Basic Incident Report, Form 902F, is required.

The third situation is an emergency medical service call for an elderly woman suffering the symptoms of a heart attack. A Basic EMS Report, Form 902H, with remarks is required for this situation.

The fourth situation is a false call received automatically from a building detection and alarm system that is tied directly to the fire department. A fire fighter is injured when he twists his ankle jumping from the engine. This situation requires a Basic Incident Report and a Basic Casualty Report.

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BASIC INCIDENT REPORT Form 902F

Fill in this Report in Your Own Words — Eastwood — Fire Department ☐ Revised Report

A	FD ID: 708	Incident No.: 6337	Index No.: 00	Mo.: 05	Day: 26	Year: 96	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 | 7	Type of Situation Found: Structure fire | 1 | 1							
F	Type of Action Taken: Ext/vent/salvage | 1 | 2	District: E14	Shift: B	No. of Alarms: 1	Outside Fire Service Assistance: None | 8				
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. of Fire Suppression Apparatus: | 3 Personnel: | 2 | 2	No. of Emergency Medical Services Apparatus: | 0 Personnel: | 0	No. of Other Fire Service Apparatus: | 0 Personnel: | 0						
I	No. of Injuries* Fire Service: | 1 Non-Fire Service: | 1	No. of Fatalities* Fire Service: | 0 Non-Fire Service: | 0							
J	Condition of Fire on Arrival of First Unit: 2 rooms in basement | 4	Area of Fire Origin: Family room | 1 | 4							
K	Equipment Involved in Ignition: Television set | 5 | 1 | 1	Year: 84	Brand Name: Acme	Model: 0499	Serial No.: 364862948				
L	Form of Heat of Ignition: Electrical short circuit | 3 | 4	Material First Ignited Form: TV case | 2 | 5	Type: Rigid plastic | 4 | 1						
M	Ignition Factor: Short circuit | 5 | 3	Method of Extinguishment: 2—1.5 in. landlines with hydrant water | 6							
N	Property Loss: | 1 | 9 , 5 | 0 | 0	Number of Acres Burned: N/A | , | .							
O	Type of Construction: Frame type V | 5	No. of Stories: 2 story & basement | 3	Level of Origin: Basement | B | 0 | 0 | 1						
P	Structure Status: In use | 2	No. of Occupants at Time of Incident: | , | 2							
Q	Material Contributing to Fire Growth Form: Wall paneling | 1 | 5	Type: Plywood | 6 | 4							
R	Factor Contributing to Flame Travel: None | 9 | 8	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	Type of Automatic Sprinkler System: N/A | 8	Coverage of Sprinkler System:							
V	Sprinkler System Performance:	No. of Sprinkler Heads Operated: | | |	Reason for Sprinkler System Failure:							
W	Extent of Flame Damage: Basement | 5	Extent of Smoke Damage: Throughout house | 6	Extent of Extinguishing Agent Damage: Basement | 5						
X	Mobile Property Type: | |	Year:	Make:	Model:	Serial/VIN No.:	License No.:			
Y	Member Making Report: Donald Harris — Date: 5/26/96	Officer in Charge (Name, Position, Assignment): Raymond Symmes B/C6 — Date: 5/26/96							
Z	Remarks: Owner indicated he had been having trouble with the TV and had smelled hot odor during evening. Fire originated in TV. ☐ Remarks continued on reverse side.								

COMPLETE ON ALL INCIDENTS

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

COMPLETE ON ALL INCIDENTS

*A Form 902G must be completed for each fire casualty.

This form is for use with NFPA 902, *Fire Reporting Field Incident Guide.* Users also should refer to NFPA 901, *Standard Classifications for Incident Reporting and Fire Protection Data,* for information on fire reporting systems and data classifications to be entered on this form.

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BASIC CASUALTY REPORT

Form 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: 96	Time: 0326	
GB	Casualty Name (Last, First, MI): Russell, Joseph M.				Injury Reported:	Mo.: 05	Day: 26	Year: 96	Time: 0334	
GC	Affiliation: Civilian 5	D.O.B.: 8/19/43	Age: 52	Sex: ☒ Male ☐ Female		Race: W 1			National Origin: ☐ Hispanic?	
GD	Home Address: 1415 S. Ashworth Rd.		City: Eastwood	State: OH	Zip: 28946				Telephone No.: (216) 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				Secondary Part of Body					
GG	Casualty Type by Situation Found: Building fire injury 31				Final Disposition of Casualty: Central Hospital by Ace Ambulance 2					

NON-FIRE SERVICE CASUALTY

GH	Familiarity with Incident Area: 3 years 6	Condition of Person Prior to Incident: Awake 8	Activity at Time of Injury: Fire suppression 3	
GI	Location in Relation to Pt. of Origin: Same building 5	Location at Time of Injury: Room of origin 2		
GJ	Cause of Injury or Accident: Exposed to smoke 413	Factors Preventing Escape: None 8		

FIRE SERVICE CASUALTY

GK	Regular Fire Service Work Assignment	Physical Condition at Time of Injury		
GL	Status Before Alarm	Fire Service Activity		
GM	Where Injury or Accident Occurred	Cause of Injury or Accident		

PROTECTIVE EQUIPMENT

GN	Type	Use	Performance	
GO	Manufacturer	Model	Serial or Lot No.	National Std.
GN	Type	Use	Performance	
GO	Manufacturer	Model	Serial or Lot No.	National Std.
GN	Type	Use	Performance	
GO	Manufacturer	Model	Serial or Lot No.	National Std.

COMPLETE ON ALL CASUALTIES

GP	Member Making Report: Richard Avery	Date: 5/26/96	Officer in Charge (Name, Position, Assignment): Raymond Symmes B/C6	Date: 5/26/96
GQ	Remarks: Casualty went to the basement to try to control the fire. Was found on basement stairway choking on smoke.			

☐ Remarks continued on reverse side.

This form is for use with NFPA 902, *Fire Reporting Field Incident Guide.* Users also should refer to NFPA 901, *Standard Classifications for Incident Reporting and Fire Protection Data,* for information on fire reporting systems and data classifications to be entered on this form.

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BASIC CASUALTY REPORT Form 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 96			Time: 0418	
GB	Casualty Name (Last, First, MI): Smythe, Jack M.				Injury Reported: Mo. 05 Day 26 Year 96			Time: 0420	
GC	Affiliation: Fire fighter 1	D.O.B.: 8/3/41	Age: 54		Sex: [X] Male ☐ Female		Race: W 1	National Origin: ☐ Hispanic?	
GD	Home Address: 129 Laurel St.		City: Eastwood		State: OH	Zip: 28946		Telephone No.: (216) 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				Secondary Part of Body				
GG	Casualty Type by Situation Found: Building fire injury 31				Final Disposition of Casualty: Central Hospital by Ace Ambulance 2				

NON-FIRE SERVICE CASUALTY

GH	Familiarity with Incident Area	Condition of Person Prior to Incident	Activity at Time of Injury
GI	Location in Relation to Pt. of Origin	Location at Time of Injury	
GJ	Cause of Injury or Accident	Factors Preventing Escape	

FIRE SERVICE CASUALTY

GK	Regular Fire Service Work Assignment: Fire fighter - E14 1	Physical Condition at Time of Injury: Rested 1		
GL	Status Before Alarm: Asleep 1	Fire Service Activity: Overhaul 45		
GM	Where Injury or Accident Occurred: In basement 51	Cause of Injury or Accident: Struck by ceiling he was pulling 315		
	PROTECTIVE EQUIPMENT			
GN	Type	Use	Performance	
GO	Manufacturer	Model	Serial or Lot No.	National Std.
GN	Type	Use	Performance	
GO	Manufacturer	Model	Serial or Lot No.	National Std.
GN	Type	Use	Performance	
GO	Manufacturer	Model	Serial or Lot No.	National Std.

COMPLETE ON ALL CASUALTIES

GP	Member Making Report: Jack Smythe	Date: 5/26/96	Officer in Charge (Name, Position, Assignment): Raymond Symmes B/C6	Date: 5/26/96
GQ	Remarks: Eyes washed at scene and checked at hospital.			

☐ Remarks continued on reverse side.

This form is for use with NFPA 902, *Fire Reporting Field Incident Guide*. Users also should refer to NFPA 901, *Standard Classifications for Incident Reporting and Fire Protection Data*, for information on fire reporting systems and data classifications to be entered on this form.

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BASIC INCIDENT REPORT

Form 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: 96	Alarm Time: 1533	Time on Scene: 1540	Time Last Unit Clear: 1612
B	Location/Address: 278 Maple St.	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 — 3	Type of Situation Found: Auto fire outside — 1 4							
F	Type of Action Taken: Extinguish — 1 5	District: E-12	Shift: 3	No. of Alarms: Still	Outside Fire Service Assistance: None — 8				
G	General Property Use: Single 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. of Fire Suppression Apparatus: 1	Personnel: 4	No. of Emergency Medical Services Apparatus:	Personnel:	No. of Other Fire Service Apparatus:	Personnel:			
I	No. of Injuries* Fire Service: 0	Non-Fire Service: 0	No. of Fatalities* Fire Service: 0	Non-Fire Service: 0					
J	Condition of Fire on Arrival of First Unit: Smoke showing — 3	Area of Fire Origin: Passenger area — 8 1							
K	Equipment Involved in Ignition: None — 9 8	Year	Brand Name	Model	Serial No.				
L	Form of Heat of Ignition: Cigarette — 6 1	Material First Ignited Form: 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 Loss: 3,500	Number of Acres Burned							
O	Type of Construction	No. of Stories	Level of Origin						
P	Structure Status	No. of Occupants at Time of Incident							
Q	Material Contributing to Fire Growth Form	Type							
R	Factor Contributing to Flame Travel	Avenue of Smoke Travel							
S	Detector Type	Detector Power Supply							
T	Detector Performance	Reason for Detector Failure							
U	Type of Automatic Sprinkler System	Coverage of Sprinkler System							
V	Sprinkler System Performance	No. of Sprinkler Heads Operated	Reason for Sprinkler System Failure						
W	Extent of Flame Damage	Extent of Smoke Damage	Extent of Extinguishing Agent Damage						
X	Mobile Property Type: Auto — 1 1	Year: 84	Make: Johnson	Model: XX75	Serial/VIN No.: MEX79482X	License No.: OK-649827			
Y	Member Making Report	Date	Officer in Charge (Name, Position, Assignment): J. Watus Capt. E-12	Date: 4/17/96					
Z	Remarks: Jane Smith indicated she arrived home from shopping about 1430. She had been smoking in the car and thought she tossed the 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

COMPLETE ON ALL INCIDENTS

*A Form 902G must be completed for each fire casualty.

This form is for use with NFPA 902, *Fire Reporting Field Incident Guide.* Users also should refer to NFPA 901, *Standard Classifications for Incident Reporting and Fire Protection Data,* for information on fire reporting systems and data classifications to be entered on this form.

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BASIC EMS REPORT Form 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: 96	Alarm Time: 1108	Time on Scene: 1112	Time Unit Clear: 1141
HB	Location/Address: 624 N.W . Second Ave., Apt. 24	City/Town: Waverly	Zip Code: 36999	Property No.: N/A					
HC	Method of Alarm to Fire Department: Telephone 334-2928 | 3	Type of Situation Found: EMS — Heart attack | 3 | 2							
HD	Type of Action Taken: Provide EMS | 3 | 3	District: L18	Shift: B	No. of Alarms: Still	Outside Fire Service Assistance: None | 8				
HE	General Property Use: Multi-family r es. | 4 | 2	Specific Property Use: Apt. over 20 units | 4 | 2 | 8	County: | 0 | 1 | 9	Census Tract: | | | | . | |				
HF	Casualty Name (Last, First, MI): Koss, Judith E.	Injury Occurred: Mo. 03 Day 27 Year 96	Time: 1045						
HG	Home Address: Same as above	City	State	Zip	Telephone No.: (706) 334-2928				
HH	Affiliation: Civilian | 5	D.O.B.: 12/13/21	Age: | 7 | 4	Sex: ☐ Male ☒ Female	Race: W | 1	National Origin: ☐ Hispanic?		
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 | |	Secondary Part of Body: N/A | |						
HK	Casualty Type by Situation Found: Cardiac | |	Final Disposition of Casualty: St. Joseph«s hospital by F. D.						

		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
HL	2	1115	100	60	120	SR | 1	24	RS | 3
HL	3	1118	85	50	130	WR | 3	30	RS | 3

	Lungs Sound	Lungs Location	Skin Color	Skin Temperature	Pupils Size	Pupils Reactivity	Pupils Position
HM	Clear | 1	B1 = | 1	Pale | 3	Cool/wet | 5	Equal | 1	Reactive | 1	Dilated | 2

HN	Patient Status: Conscious | 1	Patient Behavior: Disturbed | 2		
HO	Pre-Hospital Care Provided 1: O_2 inhalation | 0 | 8	Pre-Hospital Care Provided 2: EKG trans. | 1 | 0	Pre-Hospital Care Provided 3: Oropharyngeal | 1 | 6	Pre-Hospital Care Provided 4: Defibrillation | 0 | 7

		Time	Cardiac Cond./Assessment	Drug/Fluid	Rate	Route
HP	1	1112	Sinus tach | 1 | 2	DSW | 1 | 1		IV | 0 | 7
HP	2	1115	Sinus tach | 1 | 2	| |		| |
HP	3	1118	PV C 6 per min | 5 | 2	Lidveaine | 1 | 4	100 mg	IV Bolus | 0 | 7

HQ	Time EKG Transmitted: 1118	Medical Facility EKG Transmitted to: St. Joseph s Hospital	Receiving Hospital Representative Signature: Mark Karter, M.D.
HR	Type of Unit Handling Medical Emergency: Mobile ICU | 2	Responder Medical Training Level: Paramedic | 6	
HS	Member Making Report — Date	Officer in Charge (Name, Position, Assignment): Steve Forbes F.F. R-3 — Date: 3/27/96	

HT Remarks:
1123 BP 80/50 Pulse 150 WR Resp. .30 RS

Monitor V Tech

1123 Patient lost consciousness

☒ Remarks continued on reverse side.

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1124 Drugs — Lidocaine infusion 4 mg/min. IV

1124 Oropharyngeal airway, bag mask

1124 Defibrill action

1127 Enroute hospital

1127 BP U/O Pulse O Resp. 16 R.D.

Monitor — V. Fib.

1127 Cardiac compression, tracheal intubation

1127 Drugs — Sodium bicarb — IV

1127 Defibrillation

1130 BP U/O Pulse O Resp. O

Monitor Asystole

1130 Drugs — Epinephrine — IV

1130 Arrive hospital

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BASIC INCIDENT REPORT

Form 902F

Fill in this Report in Your Own Words: Pierce Fire Department ☐ Revised Report

COMPLETE ON ALL INCIDENTS

A	FD ID: 510	Incident No.: 1283	Index No.: 00	Mo.: 06	Day: 07	Year: 96	Alarm Time: 1548	Time on Scene: 1551	Time Last Unit Clear: 1615
B	Location/Address: 4298 University Ave.	City/Town: Pierce	Zip Code: 76984	Property No.: 2642					
C	Occupant Name (Last, First, MI): Buker, F.R. DBA Fred«s Shoes, Inc.	Telephone No.: 376-4983	Room or Apt.: N/A						
D	Owner Name (Last, First, MI): G & B Realty Corp.	Address: 2840 S. Clifton St., Pierce	Telephone No.: 946-2222						
E	Method of Alarm to Fire Department: Private alarm from building | 8	Type of Situation Found: Apparent system malfunction | 7 | 3							
F	Type of Action Taken: Investigate | 7 | 1	District: E4	Shift: N/A	No. of Alarms: 1	Outside Fire Service Assistance: None | 8				
G	General Property Use: Retail sales | 5 | 1	Specific Property Use: Shoe store | 5 | 2 | 2	County: | 0 | 8 | 9	Census Tract: 1 | 2 | 1 | 1 . 0 | 0					
H	No. of Fire Suppression Apparatus: | 3 Personnel: | 2	No. of Emergency Medical Services Apparatus: Personnel:	No. of Other Fire Service Apparatus: Personnel:						
I	No. of Injuries* Fire Service: | 1 Non-Fire Service: | 0	No. of Fatalities* Fire Service: | 0 Non-Fire Service: | 0							

COMPLETE ON ALL FIRES TI 10-19

J	Condition of Fire on Arrival of First Unit	Area of Fire Origin			
K	Equipment Involved in Ignition	Year	Brand Name	Model	Serial No.
L	Form of Heat of Ignition	Material First Ignited Form	Type		
M	Ignition Factor	Method of Extinguishment			
N	Property Loss	Number of Acres Burned			
O	Type of Construction	No. of Stories	Level of Origin		
P	Structure Status	No. of Occupants at Time of Incident			
Q	Material Contributing to Fire Growth Form	Type			
R	Factor Contributing to Flame Travel	Avenue of Smoke Travel			
S	Detector Type	Detector Power Supply			
T	Detector Performance	Reason for Detector Failure			
U	Type of Automatic Sprinkler System	Coverage of Sprinkler System			
V	Sprinkler System Performance	No. of Sprinkler Heads Operated	Reason for Sprinkler System Failure		
W	Extent of Flame Damage	Extent of Smoke Damage	Extent of Extinguishing Agent Damage		

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

X	Mobile Property Type	Year	Make	Model	Serial/VIN No.	License No.
Y	Member Making Report	Date	Officer in Charge (Name, Position, Assignment): L.R. Gray B/C2	Date: 6/7/96		

TI 12-14

Z	Remarks: Source of alarm could not be determined. Advised tenant to have alarm company check system.
	☐ 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 902, *Fire Reporting Field Incident Guide*. Users also should refer to NFPA 901, *Standard Classifications for Incident Reporting and Fire Protection Data*, for information on fire reporting systems and data classifications to be entered on this form.

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BASIC CASUALTY REPORT — Form 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 96		Time: 1551
GB	Casualty Name (Last, First, MI): Bunyon, Paul J.				Injury Reported: Mo. 06 Day 07 Year 96		Time: 1554
GC	Affiliation: Fire fighter 1	D.O.B.: 8/3/52	Age: 43	Sex: [X] Male ☐ Female		Race: W 1	National Origin: ☐ Hispanic?
GD	Home Address: 22 Maple Street	City: Pierce	State: TX	Zip: 76984			Telephone No.: (905) 629-4082
GE	Case Severity: Minor 1	Primary Apparent Symptom: Sprain 51	Primary Part of Body: Ankle 44				
GF	Secondary Apparent Symptom: N/A	Secondary Part of Body					
GG	Casualty Type by Situation Found: Slip / fall 57	Final Disposition of Casualty: City Hospital by self 2					

NON-FIRE SERVICE CASUALTY

GH	Familiarity with Incident Area	Condition of Person Prior to Incident	Activity at Time of Injury
GI	Location in Relation to Pt. of Origin	Location at Time of Injury	
GJ	Cause of Injury or Accident	Factors Preventing Escape	

FIRE SERVICE CASUALTY

GK	Regular Fire Service Work Assignment: Fire fighter —— Suppresion 1	Physical Condition at Time of Injury: Rested 1	
GL	Status Before Alarm: Awake 2	Fire Service Activity: Getting off apparatus 17	
GM	Where Injury or Accident Occurred: Incident scene outside 21	Cause of Injury or Accident: Jumped off apparatus 615	

PROTECTIVE EQUIPMENT

GN	Type	Use	Performance	
GO	Manufacturer	Model	Serial or Lot No.	National Std.
GN	Type	Use	Performance	
GO	Manufacturer	Model	Serial or Lot No.	National Std.
GN	Type	Use	Performance	
GO	Manufacturer	Model	Serial or Lot No.	National Std.

COMPLETE ON ALL CASUALTIES

GP	Member Making Report: Paul J. Bunyon	Date: 6/10/96	Officer in Charge (Name, Position, Assignment): L.R. Gray B/C2	Date: 6/10/96
GQ	Remarks:			

☐ Remarks continued on reverse side.

This form is for use with NFPA 902, *Fire Reporting Field Incident Guide*. Users also should refer to NFPA 901, *Standard Classifications for Incident Reporting and Fire Protection Data*, for information on fire reporting systems and data classifications to be entered on this form.

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Preparation of the Basic Incident Report, Form 902F

This section is for reference in preparing the Basic Incident Report, Form 902F. The form is divided into six blocks, each of which is identified by a heavy line across the bottom.

The first block is designed to collect data on all reported incidents whether fire or non-fire related. An incident is defined as "an event to which the reporting agency responds or should respond." This could involve a rescue vehicle, pumper, aerial apparatus, hazardous materials vehicle, or other fire department vehicle. Data elements in this block identify the location, date, time, alarm, type of property, and a summary of casualties. Lines A through I are included.

The second block is designed to collect data on all fire incidents (type of situation found, classifications 10–19). Data elements on Lines J through 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, the method of extinguishment and the property loss.

The third block is designed to collect specific data for all structure fires (type of situation found, classifications 11–13). Data elements grouped onto Lines O through W 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 (type of situation found, classifications 12–14). Data elements on Line X describe the type, model year, make, model, serial or VIN number, and license or registration number of the mobile property.

The fifth block, Line Y, 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 should be completed for all incidents.

The sixth block, Line Z, is a remarks section and is designed to collect data significant to telling the story for which no room was available on Lines A through Y. 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.

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BASIC INCIDENT REPORT

Form 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 7-5.2				Type of Situation Found 9-3				
F	Type of Action Taken 9-5	District	Shift	No. of Alarms	Outside Fire Service Assistance 9-8				
G	General Property Use 4-6	Specific Property Use 4-7		County	Census Tract				
H	No. of Fire Suppression Apparatus	Personnel	No. of Emergency Medical Services Apparatus	Personnel	No. of Other Fire Service Apparatus	Personnel			
I	No. of Injuries* Fire Service	Non-Fire Service		No. of Fatalities* Fire Service	Non-Fire Service				
J	Condition of Fire on Arrival of First Unit 9-4			Area of Fire Origin 6-3					
K	Equipment Involved in Ignition 6-4.3	Year	Brand Name	Model	Serial No.				
L	Form of Heat of Ignition 6-5	Material First Ignited Form 6-6.1		Type 6-6.2					
M	Ignition Factor 6-7	Method of Extinguishment 9-6							
N	Property Loss			Number of Acres Burned					
O	Type of Construction 5-4.1	No. of Stories		Level of Origin 6-8					
P	Structure Status 5-4.9			No. of Occupants at Time of Incident					
Q	Material Contributing to Fire Growth Form 6-6.1			Type 6-6.2					
R	Factor Contributing to Flame Travel 7-3.2.2			Avenue of Smoke Travel 7-4.2.2					
S	Detector Type 8-4.2			Detector Power Supply 8-4.3					
T	Detector Performance 8-4.4			Reason for Detector Failure 8-4.5					
U	Type of Automatic Sprinkler System 8-6.1.1			Coverage of Sprinkler System 8-6.1.2					
V	Sprinkler System Performance 8-6.2.3	No. of Sprinkler Heads Operated		Reason for Sprinkler System Failure 8-6.2.4					
W	Extent of Flame Damage 11-4	Extent of Smoke Damage 11-4		Extent of Extinguishing Agent Damage 11-4					
X	Mobile Property Type 4-8	Year	Make	Model	Serial/VIN No.		License No.		
Y	Member Making Report		Date	Officer in Charge (Name, Position, Assignment)			Date		
Z	Remarks:								

☐ Remarks continued on reverse side.

COMPLETE ON ALL INCIDENTS

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

COMPLETE ON ALL INCIDENTS

*A Form 902G must be completed for each fire casualty.

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Line A Data

A	FD ID	Incident No.	Index No.	Mo.	Day	Year	Alarm Time	Time on Scene	Time Last Unit Clear

Fire Department Identification

This space is provided for fire departments that participate in regional or state systems. The identification number is normally assigned by the state and 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 so that no two incidents in a given year have the same number.

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

Index Number

If a fire department chooses 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 so 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

Record the month the incident occurred.

Day

Record the day of the month the incident occurred.

Year

Record the year the incident occurred.

Alarm Time

Using the 24-hour clock, record the time the original alarm was received by the alarm center.

Time on Scene

Using the 24-hour clock, record the time the first unit reported arriving on the scene. It might be necessary to obtain this information from the alarm center.

Time Last Unit Clear

The object of this data element is to record the time the fire department gave up control of the scene. Using the 24-hour clock, record the time the last fire department unit left the scene of the incident. 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

If any information on the report is to be updated once the report has been submitted, obtain a copy of the original report, record 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

Record 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, and so forth). Also record the city, town, or township, and the zip code. A complete list of abbreviations for street types is presented in Section 2-3 of NFPA 901, *Standard Classifications for Incident Reporting and Fire Protection Data.*

Use a single letter for street direction when indicating North, South, East, or West. Use two letters when indicating 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 highway name and 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 area of the incident, some other means of geographic identification can be used, such as grid coordinates; legal land description; latitude and longitude; or township, range, and section.

Property Number

The property number is a unique number assigned to each property during a property survey. See NFPA 903, *Fire Reporting Property Survey Guide.* Record the property number assigned to the property being described in this report. This enables data users to link loss information with information available from the property survey. If your fire department does not assign property numbers, or the incident occurred on a public property such as a street, leave this space blank.

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Line C Data

C	Occupant Name (Last, First, MI)	Telephone No.	Room or Apt.

Occupant Name

Record the full name of the person, company, or agency that occupies the area where the incident occurred. This could be an occupant of an apartment, a manager of a business, or the owner of the property. If the incident involved a vehicle and the driver was present, record the driver's name. If the incident occurred on open land and someone was present, record the person's name. If the incident involved a vehicle or open area and no one was present, leave this space blank.

Telephone Number

Record the telephone number, including the area code, where the above-named occupant can be reached.

Room or Apartment

If the incident occurred in a building, record the number of the room or apartment where the incident occurred if such an identifying number exists. If there is no identifying number, record "N/A."

Line D Data

D	Owner Name (Last, First, MI)	Address	Telephone No.

Owner Name

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

Address of Owner

Record 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, record "Same as above."

Telephone Number

Record the area code and telephone number, if available, where the owner of the property can be reached.

Line E Data

E	Method of Alarm to Fire Department	Type of Situation Found

Method of Alarm to Fire Department

Record the method by which the first fire service or alarm center person became aware of the incident. A good practice is 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 ways a 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 7-5.2 of NFPA 901 for classifications for Method of Alarm to Fire Department.

Examples:

When a person dials 911 and reaches an emergency operations center that then transfers the call to the fire department, the method of alarm to the fire department should be classified as 2 (911 direct to other agency with transfer capability).

When a person dials a regular telephone number and reaches the fire alarm center, the method of alarm to the fire department should be classified as 3 (direct to fire service, not 911).

Type of Situation Found

Record the most serious type of situation 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 the type of situation found. 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 Section 9-3 of NFPA 901 for classifications for Type of Situation Found.

Examples:

A fire originating in a television set in a house should be classified as 11 (structure fire).

A grass fire should be classified as 15 (fire in natural vegetation: trees, brush, grass).

A false alarm should be classified as 71 (malicious, mischievous false call).

Wires down and arcing should be classified as 44 (electrical arcing, shorted electrical equipment).

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Line F Data

F	Type of Action Taken	District	Shift	No. of Alarms	Outside Fire Service Assistance

Type of Action Taken

Record the duty or action taken by the responding fire department personnel to deal with the incident. Actions could include extinguishing a fire, providing medical treatment 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 Section 9-5 of NFPA 901 for classifications for Type of Action Taken.

Examples:

Where the fire department extinguished a fairly serious fire in a dwelling, the type of action taken should be classified as 12 (ventilation, extinguishment, salvage, and overhaul).

Where nothing could be found at an alarm from a building, the type of action taken should be classified as 71 (investigate).

At an auto accident where a victim was given medical treatment and taken to a hospital, the type of action taken should be classified as 33 (provide emergency medical service).

District

Record the designation of the fire department company, administrative district, or inspection district where the incident occurred. If the incident is outside the fire department's area of responsibility or jurisdiction, record "O/J." If no districts are designated by the fire department, appropriate police districts can be used.

Shift

Where applicable, record 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 the designation of the new shift in the Remarks.

Number of Alarms

Record 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, and so forth 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.

Outside Fire Service Assistance

If mutual aid, automatic aid, or other assistance is provided to your fire department at this incident, or if your fire department provided assistance to another fire department, record the type of aid received or rendered.

If any other fire department was called or responded to assist at the scene of the incident, 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 assistance received was to cover a vacated fire station, it should not be reported here; but the fact that another fire department provided coverage to vacated fire stations can be noted in the Remarks section.

If your fire department responded to a call to assist another fire department either at the scene of an incident or by covering vacated stations in another community, your fire department gave assistance. 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 assistance even if the incident is outside the jurisdiction of your department.

Refer to Section 9-8 of NFPA 901 for classifications for Outside Fire Service Assistance.

Examples:

A pumper sent by your fire department on a mutual aid call to assist at an industrial fire should be classified as 4 (mutual aid provided to another fire department in accordance with a written agreement).

An aerial ladder apparatus responding on the first alarm from a neighboring fire department on an automatic aid agreement should be classified as 2 (automatic aid or initial action received from another fire department in accordance with a written agreement).

Line G Data

G	General Property Use	Specific Property Use	County	Census Tract

General Property Use

General property use is defined as 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 the chemical laboratory of a university present challenges to fire reporting.

Obviously, in the first case, if only data about the "hotel" are collected, then data about the "restaurant" will be lost. In the second example, if only data about the "laboratory" are collected, then data about the "university" 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 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.

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Record the general use of the property where the incident occurred. Every incident should be associated with a general property use, with the exception of some false calls where it should be reported as undetermined.

Refer to Section 4-6 of NFPA 901 for classifications for General Property Use.

Specific Property Use

Specific property use is defined as the use of a specific space, structure, or portion of a structure by the owner, tenant, or occupant of the space. The specific property use should be one of the following:

(a) The principal use of the structure or outside area if it is used for a single purpose

(b) The principal use of a fire division compartment in a structure if the structure is used for multiple purposes

(c) The principal use of a section of a structure, a space or an area, whether inside or outside, 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 use of the property where the mobile properly is located at the time of the incident should be reported here.

Record the Specific Property Use where the incident occurred. Refer to Section 4-7 of NFPA 901 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 single-family dwelling should be classified as general property use 41 (one- and two-family residential use) and specific property use 411 (one-family dwelling, year-round use.)

A clothing store in a shopping center should be classified as general property use 51 (sales use) and specific property use 521 (clothing store).

A chapel at a university should be classified as general property use 22 (post-secondary-level educational use) and specific property use 131 (place of worship).

A railroad bridge should be classified as general property use 95 (railroad transportation use) and specific property use 921 (bridge, trestle).

A children's playhouse behind a dwelling should be classified as general property use 41 (one- or two-family residential use) and specific property use 491 (children's playhouse).

A barn on a farm should be classified as general property use 65 (farm, agricultural use) and specific property use 815 (barns, stables).

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

Record the number for the census tract where the property involved in the incident is located. The census tract number is a six-digit number assigned by the U.S. Department of Commerce, Bureau of the Census that identifies an area of land within the United States for which there is census data available.

Line H Data

H	No. of Fire Suppression Apparatus		No. of Fire Suppression Personnel		No. of Emergency Medical Services Apparatus		No. of Emergency Medical Services Personnel		No. of Other Fire Service Apparatus		No. of Other Fire Service Personnel	

Number of Fire Suppression Apparatus Responded

Record the total number of engines, aerial apparatus, and other apparatus designed specifically for fire suppression activity that responded to the incident.

Number of Fire Suppression Personnel Responded

Record the total number of fire service personnel who responded to the incident on fire suppression apparatus, including volunteers who responded in privately owned vehicles to support fire suppression activities.

Number of Emergency Medical Services (EMS) Apparatus Responded

Record the total number of emergency medical services apparatus that responded to the incident, including transport and nontransport emergency medical apparatus. Do not include apparatus counted in the previous section.

Number of Emergency Medical Services (EMS) Personnel Responded

Record the total number of emergency medical services personnel that responded to the incident including personnel on transport and nontransport emergency medical apparatus. Do not include personnel counted in the previous section.

Number of Other Fire Service Apparatus Responded

Record the total number of other fire service vehicles that responded to the incident. Include heavy rescue vehicles, hazardous materials vehicles, lighting, air supply, and other specialized apparatus. Do not include apparatus counted previously.

Number of Other Fire Service Personnel Responded

Record the total number of other fire service personnel that responded to the incident. Do not include personnel counted previously.

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Line I Data

I	No. of Injuries*		No. of Fatalities*	
	Fire Service	Non-Fire Service	Fire Service	Non-Fire Service

Number of Incident-Related Injuries

Record the total number of fire service personnel and non-fire service personnel who received injuries or were treated in connection with the incident. The affiliation of the non-fire service personnel should be reported on the Basic Casualty Report (Form 902G). The number of injuries or illnesses reported should be 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 can be assigned, to perform duties at emergency operations.

Non-fire service personnel include other emergency personnel and civilians involved with the incident, occupants, or bystanders. This would include non-fire service EMS personnel, police, and utility company employees. Fire fighter casualties who were assigned and engaged in EMS activities should be reported as fire service personnel.

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

For each fire incident-related injury recorded to non-fire service personnel, 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, should be completed for each injury or illness.

The completion of Forms 902G and 902H can supply important data about the circumstances of the injury or illness.

Number of Incident-Related Fatalities

Record the total number of fire service personnel and non-fire service personnel that received fatal injuries in connection with the incident. The number of fatalities reported should be without regard to the circumstance of the fatality as it pertains to the chronology of the incident.

See the explanation of "Number of Incident-Related Injuries" for definitions of personnel categories.

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

For each fire incident-related fatality of non-fire service personnel recorded, 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, should be completed for each fatality.

Line J Data

J	Condition of Fire on Arrival of First Unit	Area of Fire Origin

Condition of Fire on Arrival of First Unit

Describe what the first fire service unit observed on arrival at the scene. This information can often be extremely important in investigating and understanding the fire. When a fire is well in progress on arrival at the scene, conditions should be explained as completely as possible in the Remarks section.

Refer to Section 9-4 of NFPA 901 for classifications for Condition of Fire on Arrival.

Examples:

For an involved room and contents, the condition of fire on arrival should be classified as 4 (flames showing from small area).

For a house fully involved, the condition of fire on arrival should be classified as 6 (fully involved).

Where a resident extinguished the fire before arrival, the condition of fire on arrival should be classified as 1 (emergency cleared prior to arrival).

Where a wildfire is crowning, the condition of fire on arrival should be classified as 6 (fully involved).

Area of Fire Origin

Describe the use of the room or area where 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 would be a general property use; a restaurant in that hotel would be the specific property use; and the kitchen in that restaurant, if an ignition occurs there, would be 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 Section 6-3 of NFPA 901 for classifications for Area of Origin.

Examples:

A fire starting in the family room should be classified as 14 (lounge area).

A fire starting in the bedroom closet of a home should be classified as 42 (closet).

A fire starting in a wastebasket in a kitchen should be classified as 24 (kitchen, cooking area).

A fire starting under the hood of an automobile should be classified as 83 (engine area, running gear, wheel area of transportation equipment).

A fire starting in a vacant lot next to a dwelling should be classified as 94 (lawn, field, open area).

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Line K Data

K	Equipment Involved in Ignition	Year	Brand Name	Model	Serial No.

Equipment Involved in Ignition

The heat of ignition often originates in a piece of equipment. That piece of equipment could fail in some manner, causing the heat, or a piece of equipment that normally produces heat could be 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, record the word "None."

Refer to 6-4.3 of NFPA 901 for information on and classifications of Equipment Involved in Ignition.

Equipment Details

If a piece of equipment was involved in the ignition, record the following details regarding that piece of equipment:

Year—year of manufacture

Brand name—brand name or manufacturer name

Model—model name or model number if there is one

Serial number—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 television set that short circuits and starts a fire should be classified as 511 (television).

A deep fat fryer that overheats and ignites the grease should be classified as 240 (deep fat fryer).

A clothes dryer that ignites an accumulation of lint in the dryer should be classified as 520 (dryer).

Line L Data

L	Form of Heat of Ignition	Material First Ignited Form	Type

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 Section 6-5 of NFPA 901 for classifications for Form of Heat of Ignition.

Examples:

For a short circuit in an electrical appliance, the form of heat of ignition should be classified as 34 (electric short circuit).

For a fire that starts when gasoline fumes are ignited by a natural gas-fired hot water heater, the form of heat of ignition should be classified as 15 (heat from natural gas-fueled equipment other than torch).

For a fire that starts when a cigarette is dropped in an upholstered chair, the form of heat of ignition should be classified as 61 (cigarette).

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 classify the form of heat of ignition as 82 (radiated heat).

Material First Ignited

This data element is reported in two parts. Together they identify the material that was first 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 should be identified as the Material First Ignited—Form. This same material is made of a particular substance or is of a particular composition that should be 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 an uncontrolled or self-perpetuating fire.

Identify and record the form and type of material that was first ignited by the heat source identified above. The first material ignited is not always 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 might have been nearby and that could have contributed substantially to the fire can be identified later.

Refer to 6-6.1 of NFPA 901 for classifications for Form of Material and 6-6.2 of NFPA 901 for classifications for Type of Material.

Examples:

Where a short circuit in a television set ignites the plastic case, the form and type of material ignited should be classified as 25 (appliance housing or case) for form of material and 41 (rigid plastic) for type of material.

Where playing children set the grass on fire, the form and type of material ignited should be classified as 74 (vegetation or animal not included in classification 71 whether living or dead) for form of material and 01 (grass) for type of material.

Where a plumber working in a wall cavity ignites fiberboard used as sound-deadening material, the form and type of material ignited should be classified as 18 (thermal, acoustical insulation within wall, partition or floor/ceiling space) for form of material and 65 (fiberboard, particleboard, and hardboard) for type of material.

Where a rayon sweater ignites when the wearer leans across a gas burner on a stove, the form and type of material ignited should be classified as 35 (wearing apparel on a person) for form of material and 72 (cotton, rayon, cotton fabric, finished goods) for type of material.

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Line M Data

M	Ignition Factor	Method of Extinguishment

Ignition Factor

The heat of ignition and the material first ignited should have been identified on Lines K and L. 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 should be taken to compile the facts and not to blame a person believed responsible. 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 Section 6-7 of NFPA 901 for classifications for Ignition Factor.

Examples:

The ignition factor of a fire started when a television set short circuited should be classified as 53 (short circuit, ground fault).

The ignition factor of a fire deliberately and unlawfully set in a building should be classified as 11 (unlawful incendiary).

The ignition factor of a fire caused by a lightning strike that ignites a barn should be classified as 84 (lightning).

The ignition factor of a fire started when a worker cutting away old metal ignites nearby combustible materials should be classified as 35 (heat source used or placed too close to combustibles).

Method of Extinguishment

Record the mechanism or magnitude of equipment used to finally extinguish the fire, whether by the fire department, people in the area, or an automatic system. Some fires burn themselves out, others are extinguished with makeshift aids, but the majority are probably extinguished by lines from fire apparatus.

Refer to Section 9-6 of NFPA 901 for classifications for Method of Extinguishment.

Examples:

For a basement fire extinguished with a preconnected hose line using water from the tank on the apparatus supplemented by water from a hydrant, the method of extinguishment should be classified as 6 (water from hydrant, draft, or standpipe).

When an automatic sprinkler system activates and extinguishes the fire, the method of extinguishment should be classified as 4 (automatic extinguishing system).

For a small grass fire extinguished by neighbors with a garden hose before the arrival of the fire department, the method of extinguishment should be classified as 2 (makeshift aids).

For a kitchen fire extinguished with a preconnected hose line using water from the tank on the apparatus, the method of extinguishment should be classified as 5 (water carried on apparatus initially assigned to the incident).

For a major fire requiring three ladder pipes and four handlines to extinguish, the method of extinguishment should be classified as 6 (water from hydrant, draft, or standpipe).

Line N Data

N	Property Loss	Number of Acres Burned

Property Loss

The property loss should reflect the total estimated direct fire loss, whether to a structure, its contents or machinery, a vehicle, vegetation, or anything else of value 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. If there was no loss, record that fact.

Number of Acres Burned

Record the number of acres burned. Area should be recorded to the nearest tenth of an acre for fires less than one acre in size, and for fires larger than one acre, it should be recorded in whole acres.

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

Line O Data

O	Type of Construction	No. of Stories	Level of Origin

Type of Construction

Record the type of construction used to build the structure. If the structure is a mixture of construction types, 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 to 5–4.1 of NFPA 901 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.

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Examples:

For a wood frame dwelling, the type of construction should be classified as 5 (Type V).

For a metal-clad, metal frame building, the type of construction should be classified as 4 (Type IV).

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.

Example:

The number of stories for a fire in a dwelling with two stories above grade and a basement should be recorded as 3.

Level of Fire Origin

The level of origin identifies the distance either above or below grade level where an incident originated. This should be recorded as the story level or a number which represents the equivalent number of stories based on 10 ft (6 m) per story. A letter "A" or "B" should precede the number to indicate whether the level is above (A) or below (B) grade. In the case of a structure such as a tunnel, grade should be considered the level at the entrance.

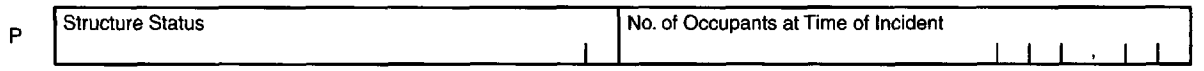
Examples:

The level of origin for a fire on the ground story level of a building should be recorded as A001.

The level of origin for a fire originating at the ceiling level of a utility boiler building 85 ft above the floor should be recorded as A009 (grade to 10 ft = 001, 11 ft to 20 ft = 002, 21 ft to 30 ft = 003 . . . and 81 ft to 90 ft = 009).

The level of origin for a fire in the first basement of an office building should be recorded as B001.

Line P Data



Structure Status

Structure status should describe whether or not the structure is currently used for its intended purpose and, if not, whether it is under construction, idle, vacant, under major renovation, or being demolished.

Refer to 5-4.9 of NFPA 901 for classifications for Structure Status.

Examples:

A dwelling in normal use whether anyone is at home or not should be classified as 2 (in use with furnishings in place and the property being routinely used).

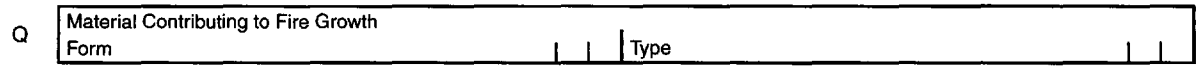
The structure status of a building being razed should be classified as 7 (being demolished).

The structure status of an industrial plant currently in full production should be classified as 2 (in use with furnishings in place and the property being routinely used).

Number of Occupants at Time of Incident

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

Line Q Data



Material Contributing to Fire Growth

Often the material first ignited is not the most significant from the standpoint of the fire's growth. The two entries, Form and Type of Material Contributing to Fire Growth, 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 the form and type of material that most contributed to the growth of 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 fire growth, record "N/A" (not applicable) and classify as 98.

Refer to 6-6.1 of NFPA 901 for classifications for Form of Material and to 6-6.2 for classifications for Type of Material.

Examples:

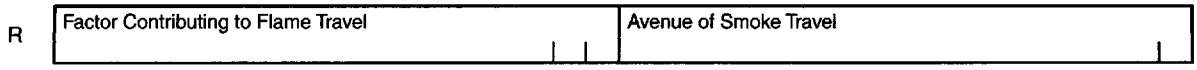
A thin plywood paneling in a room is responsible for significant fire growth. The form of material contributing to fire growth should be classified as 15 (interior wall covering) and the type of material contributing to fire growth would be classified as 64 (plywood).

A fire originating in a trash receptacle ignites polyurethane foam cushions causing intense flame. The form of material contributing to fire growth should be classified as 21 (upholstered sofa, chair, vehicle seats) and the type of material contributing to fire growth would be classified as 44 (flexible foam plastics).

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Line R Data



Factor Contributing to Flame Travel

Identify and record the single most important avenue or factor that contributed to rapid, unusual, or intense flame spread (char) beyond the room or area of origin. Avenues can be both vertical and horizontal and can be natural channels such as open shafts or long corridors, or they can be mechanical methods such as conveyor systems. In some cases, the configurations of materials are 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 7-3.2 of NFPA 901 for classifications for Factor Contributing to Flame Travel.

Examples:

When flames from a room ignite the plywood paneling in the corridor and allow the fire to sweep down the corridor, the factor contributing to flame travel should be classified as 12 (combustible wall finish, covering).

When flames break out of a window and the heat then breaks the window above allowing the flames to ignite combustibles inside that area, the factor contributing to flame travel should be classified as 26 (exterior spread).

When materials on a conveyor traveling through a fire area are ignited and continue to burn as they pass through other areas, igniting other materials, the factor contributing to flame travel should be classified as 42 (conveyor, special materials handling equipment).

Avenue of Smoke Travel

Describe the avenue the smoke traveled from the room or area of origin. Not all fires 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, record "not significant" on the report.

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

Refer to 7-4.2 of NFPA 901 for classifications for Avenue of Smoke Travel.

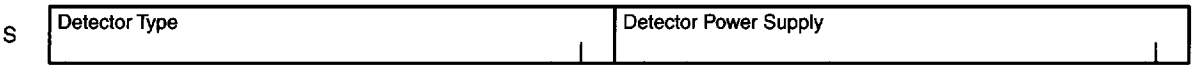
Examples:

When smoke travels up an open stairway, the avenue of smoke travel should be classified as 4 (stairwell).

When smoke from a fire travels through the air conditioning system to other areas on the same story, the avenue of smoke travel should be classified as 1 (air-handling duct, plenums).

When smoke from a fire in upholstered furniture fills the first story of a dwelling by traveling through open doorways, the avenue of smoke travel should be classified as 7 (doorway, passageway).

Line S Data



Detector Type

If a smoke, heat, flame, or gas detector was present in or near the area of origin so 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 a number of different detectors are present and operating on different principles, record the type closest to the origin of the fire.

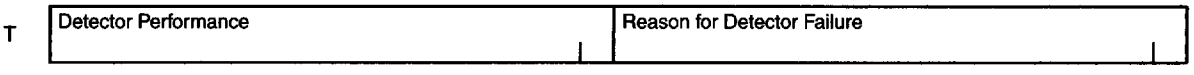
Refer to 8-4.2 of NFPA 901 for classifications for Detector Type.

Detector Power Supply

The detector power supply can 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, record the type of power supply for this detector.

Refer to 8–4.3 of NFPA 901 for classifications for Detector Power Supply.

Line T Data



Detector Performance

If fire detection equipment was present in or near the area of fire origin, record its proximity to the fire and whether or not it operated. If there were no detectors present, record "no detectors present."

This item is not designed to evaluate alarm transmission capability of the system but just the detection of the fire.

Refer to 8-4.4 of NFPA 901 for classifications for Detector Performance.

Reason for Detector Failure

If fire detection equipment was present in or near the area of origin and failed to operate properly for any reason, record the reason why the equipment failed. If the detector operated properly, indicate this fact. If there was no detector present, record "N/A" (not applicable).

Refer to 8-4.5 of NFPA 901 for classifications for Reason for Detector Failure.

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Examples:

A battery-powered ionization type smoke detector on the first floor notifies the occupants of a bedroom that there is a fire in the basement. The data elements describing the detection system should be classified as follows:

Detector type—1 (smoke detector)
Detector power supply—1 (battery only)
Detector performance—2 (detector(s) not in the room or space of fire origin, and alerted the occupants)
Reason for detector failure—8 (no failure)

A fire in a room equipped with fixed temperature heat detectors is detected by the heat detection system. The data elements describing the detection system should be classified as follows:

Detector type—2 (heat detector)
Detector power supply—2 (hard wire only)
Detector performance—1 (detector(s) in the room or space of fire origin, and alerted the occupants).
Reason for detector failure—8 (no detector failure)

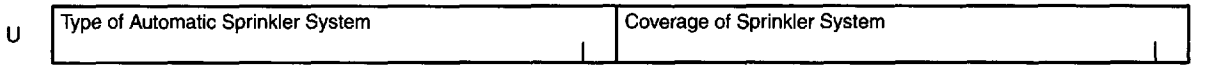
A small fire is discovered in a room by an occupant and extinguished before there is enough heat to activate the rate of rise heat detectors in the room. The data elements describing the detection system should be classified as follows:

Detector type—2 (heat detector)
Detector power supply—2 (hard wire only)
Detector performance—5 (detector(s) present, but fire too small to cause it to operate)
Reason for detector failure—8 (no detector failure)

A photoelectric smoke detector in the corridor fails to notify the occupants of a bedroom because its battery is dead. The data elements describing the detection system should be classified as follows:

Detector type—1 (smoke detector)
Detector power supply—1 (battery only)
Detector performance—4 (detector(s) not in the room or space of fire origin, and did not operate)
Reason for detector failure—6 (battery was discharged)

Line U Data



Type of Automatic Sprinkler System

If automatic sprinklers were present in the room or space of fire origin, record the type of sprinkler system. The two most common types of systems are wet pipe sprinkler systems and dry pipe sprinkler systems although there are other types that are often used for special applications. Details on sprinkler systems can be found in NFPA 13, *Standard for the Installation of Sprinkler Systems;* NFPA 13D, *Standard for the Installation of Sprinkler Systems in One- and Two-Family Dwellings and Manufactured Homes;* and NFPA 13R, *Standard for the Installation of Sprinkler Systems in Residential Occupancies up to and Including Four Stories in Height.*

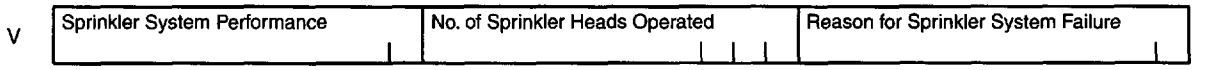
Refer to 8-6.1.1 of NFPA 901 for classifications for Type of Sprinkler System.

Coverage of Sprinkler System

If automatic sprinklers were present in the room or space of fire origin, record how complete the coverage provided by the sprinkler system was within the structure. Also record whether the system was installed in accordance with recognized standards.

Refer to 8-6.1.2 of NFPA 901 for classifications for Coverage of Sprinkler System.

Line V Data



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, record "no A.S. present" and classify as 8.

If the performance of the automatic sprinkler system was not satisfactory, details of the failure should be explained in the Remarks section.

Refer to 8-6.2.3 of NFPA 901 and use Performance of Automatic Extinguishing Equipment to classify Sprinkler System Performance.

Number of Sprinkler Heads Operated

If automatic sprinklers were present and did operate, record the total number of heads that operated in the structure described. In cases of large industrial plant fires where an excessive number of heads operated, the total number can be estimated by calculating the number of heads in a small area multiplied by the total area of the fire.

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, record "N/A" (not applicable) and classify as 8.

Refer to 8-6.2.4 of NFPA 901 and use Reason for Extinguishing System Failure to classify Reason for Sprinkler System Failure.

Examples:

Two sprinklers on an NFPA 13D system in the room of origin operated and extinguished the fire. The data elements describing the automatic sprinkler system should be classified as follows:

Type of automatic sprinkler system—1 (wet pipe sprinkler system)
Coverage of sprinkler system—1 (complete coverage, standard installation)

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Sprinkler system performance—1 (system operated and was effective in controlling or extinguishing the fire)
Number of sprinkler heads operated—2
Reason for sprinkler system failure—8 (no extinguishing system failure)

Twenty (20) sprinklers on a dry pipe system in an industrial storage area opened but did not extinguish the fire because the hazard was greater than any the system was designed to control. The data elements describing the automatic sprinkler system should be classified as follows:

Type of automatic sprinkler system—2 (dry pipe sprinkler system)
Coverage of sprinkler system—2 (complete coverage, nonstandard installation or compliance with standard for installation not determined)
Sprinkler system performance—2 (system operated and was not effective in controlling or extinguishing the fire)
Number of sprinkler heads operated—20
Reason for sprinkler system failure—2 (not enough agent discharged to control the fire)

Line W Data

W	Extent of Flame Damage	Extent of Smoke Damage	Extent of Extinguishing Agent Damage

Extent of Flame Damage

Describe the burned or charred area. The area of actual flame impingement should be the focus. "Browned" paper and similar areas scorched by heat but not attacked by flame should be recorded in the section for Extent of Smoke Damage. Flame damage can be confined to the object of origin or the room of origin, or spread to other rooms, stories, or even to other structures.

Refer to Section 11-4 of NFPA 901 for classifications for Extent of Flame Damage.

Examples:

Where fire in a dwelling extends out of the room of origin to cause flame damage in two adjacent rooms but is confined to the basement, the extent of flame damage should be classified as 5 (confined to story of origin).

Where a fire is confined to the object first ignited and to some materials immediately surrounding that object, the extent of flame damage should be classified as 2 (confined to part of room or area of origin).

Where a fire causes flame damage throughout the building, the extent of flame damage should be classified as 6 (confined to structure of origin).

Extent of Smoke Damage

Describe the extent of damage caused by the movement of smoke and heat in the structure. This should include areas scorched by heat and any browned paper in areas 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 Section 11-4 of NFPA 901 for classifications for Extent of Smoke Damage.

Examples:

Where a fire is confined to two rooms in the basement, but there is smoke damage throughout the house, the extent of smoke damage should be classified as 6 (confined to structure of origin).

Where a fire is confined to the immediate object, but smoke causes damage throughout the room, the extent of smoke damage should be classified as 3 (confined to room of origin).

Where a fire destroys the building, and a store across the street suffers smoke damage, the extent of smoke damage should be classified as 7 (extended beyond structure of origin).

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 of origin, room or area of origin, several rooms on the same story, several stories, or it can even spread beyond the structure of origin.

Refer to Section 11-4 of NFPA 901 for classifications for Extent of Extinguishing Agent Damage.

Examples:

Where a fire in the basement of a dwelling is extinguished with water that is confined to the basement, the extent of extinguishing agent damage should be classified as 5 (confined to story of origin).

Where a small fire in a kitchen oven is extinguished with a portable extinguisher, the extent of extinguishing agent damage should be classified as 1 (confined to the object of origin).

Where a fire on the second story of a dwelling is extinguished with water that runs through the ceiling on the first story, the extent of extinguishing agent damage should be classified as 6 (confined to structure of origin).

Where water from a ladder pipe used to protect exposures enters an exposed building causing damage to stock, the extent of extinguishing agent damage should be classified as 7 (extended beyond structure of origin).

Line X Data

X	Mobile Property Type	Year	Make	Model	Serial/VIN No.	License No.

Mobile Property Type

If the property that was involved in the fire was designed to be mobile (designed to move or be moved from one specific property to another, regardless of 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 as the Specific Property Use (Line G). If the mobile property has been fixed by placing it on a

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foundation or on jacks or has been placed in a location where it is being used as a structure, its use should be recorded as the specific property use. A specific property use should always be recorded.

Refer to Section 4-8 of NFPA 901 for classifications for Mobile Property Type.

Examples: The following examples show the relationship between specific property use and mobile property type.

A bus with passengers on a suburban street: The specific property use should be classified as 962 (paved public street) and the mobile property type should be classified as 12 (bus, trackless trolley).

A mobile home in transit on a dealer's parking lot: The specific property use should be classified as 965 (uncovered parking area) and the mobile property type should be classified as 17 (mobile home, mobile building).

A mobile home on a foundation used as a dwelling: The specific property use should be classified as 411 (one-family dwelling, year-round use) and the mobile property type should be classified as 17 (mobile home, mobile building).

Mobile Property Details

If a mobile property was involved in the fire, record the following details regarding that mobile property:

Year—model year

Make—name of manufacturer or brand name

Model—model name or model number if there is one

Serial/VIN number—manufacturer's serial number or Vehicle Identification Number (VIN)

License number—license or registration number, including the state or agency issuing the license or registration (If the vehicle is unregistered, record "Unreg.")

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

Line Y Data

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

Member Making Report

If someone other than the officer in charge completes 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 who completes the report. This makes the report a legal document.

Line Z Data

Z	Remarks:
	☐ Remarks continued on reverse side.

Remarks

No one form can ever 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 section can fit this need and is provided for the following specific purposes:

(a) Explaining in greater detail the data elements already on the form

(b) Expanding the data already collected where room for only the most significant information was provided on the form (i.e., several materials were involved, several different types of equipment were involved)

(c) Recording data significant to the incident when no specific spot on the form was provided. (i.e., equipment and manpower utilization, weather information, the presence and performance of special hazard systems, and the like)

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

Where a fire involves labeled chemicals, list the chemicals involved and estimate the quantities. Where an incident involves hazardous or toxic materials and fire fighters are exposed to these materials, an illness could 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, and so forth), and time or duration of exposure in minutes should be recorded.

The Remarks section provides an area to write a brief narrative of the incident or take field notes at the scene. Use of Form 902F in such a manner could meet legal requirements and be viewed as the field notes of the officer in charge.

Use the reverse side of Form 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.

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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 form is not designed for general EMS reporting. The Basic EMS Report, Form 902H, is provided within the incident reporting system for use by those departments that provide emergency medical services. Use of Form 902H, however, does not preclude the need to use Form 902G 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 form 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 through GG, identifies the casualty, affiliation, and when the injury occurred and was reported. Also included is basic information about the injury. These seven lines are completed for all casualties.

The second block, Lines GH through 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 through GO, 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, use, and performance of protective equipment worn or used.

The fourth block, consisting of Line GP, is provided for members completing 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 fifth block, consisting of Line GQ, is the Remarks area. No one form can 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 can be used to supplement data provided. This area can also be used to provide a narrative description of the events, details, and chronology of the incident.

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BASIC CASUALTY REPORT

Form 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	Casualty Name (Last, First, MI)				Injury Reported: Mo. Day Year		Time
GC	Affiliation 10-7		D.O.B.	Age	Sex ☐ Male ☐ Female	Race 10-6.1	National Origin ☐ Hispanic?
GD	Home Address		City		State	Zip	Telephone No. ( )
GE	Case Severity 12-3		Primary Apparent Symptom 12-4		Primary Part of Body 12-5		
GF	Secondary Apparent Symptom 12-4				Secondary Part of Body 12-5		
GG	Casualty Type by Situation Found 12-6				Final Disposition of Casualty 12-7		

NON-FIRE SERVICE CASUALTY

GH	Familiarity with Incident Area 10-10	Condition of Person Prior to Incident 10-9	Activity at Time of Injury 12-8
GI	Location in Relation to Pt. of Origin 10-11	Location at Time of Injury 10-11	
GJ	Cause of Injury or Accident 12-14	Factors Preventing Escape 10-12	

FIRE SERVICE CASUALTY

GK	Regular Fire Service Work Assignment 12-9		Physical Condition at Time of Injury 12-10	
GL	Status Before Alarm 12-11		Fire Service Activity 12-12	
GM	Where Injury or Accident Occurred 12-13		Cause of Injury or Accident 12-14	
GN	PROTECTIVE EQUIPMENT	Type 12-15.3	Use 12-15.4	Performance 12-15.5
GO		Manufacturer	Model	Serial or Lot No. / National Std.
GN		Type	Use	Performance
GO		Manufacturer	Model	Serial or Lot No. / National Std.
GN		Type	Use	Performance
GO		Manufacturer	Model	Serial or Lot No. / National Std.

COMPLETE ON ALL CASUALTIES

GP	Member Making Report / Date	Officer in Charge (Name, Position, Assignment) / Date
GQ	Remarks:	
	☐ Remarks continued on reverse side.	

This form is for use with NFPA 902, *Fire Reporting Field Incident Guide.* Users also should refer to NFPA 901, *Standard Classifications for Incident Reporting and Fire Protection Data,* for information on fire reporting systems and data classifications to be entered on this form.

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Line GA Data

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

Fire Department Identification

This space is provided for fire departments that participate in regional or state systems. The identification number is normally assigned by the state and 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 so that no two incidents in a given year have the same number.

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

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 can help keep casualties associated with the appropriate property and 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 the incident. All reports pertaining to the incident that refer to this person also should have this casualty number.

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.

Record the month, the day of the month, the year, and the time when the injury occurred. Use the 24-hour clock when recording the time. This can be before or after the date and time of the alarm shown on the Basic Incident Report form.

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, record the new information in red, date and initial the change, check the Revised Report block, and resubmit the report.

Line GB Data

GB	Casualty Name (Last, First, MI)	Injury Reported: Mo. Day Year	Time

Casualty Name

Record the last name, first name, and middle initial of the casualty assigned a number in Line GA of the Basic Casualty Report form. The remaining data spaces on this form should apply to this individual. Since this person has already been assigned a casualty number for the incident, any future reports about this person's injuries at this incident should show the same casualty number.

Injury Reported

Record 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 reported on the Basic Incident Report form.

The injury may not be known or reported for some time after the incident. Thus the date and time the injury is reported in Line GB should always be the same or later than the date and time reported in Line GA.

Line GC Data

GC	Affiliation	D.O.B.	Age	Sex ☐ Male ☐ Female	Race	National Origin ☐ Hispanic?

Affiliation

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

Refer to Section 10-7 of NFPA 901 for classifications for Affiliation.

Examples:

The affiliation of a person injured during a fire in his or her home would be classified as 5 (civilian).

The affiliation of an on-duty fire fighter injured doing fire inspections would be classified as 1 (fire service personnel).

The affiliation of a police officer injured at the scene of the incident would be classified as 3 (law enforcement).

The affiliation of an off-duty fire fighter injured at home would be classified as 5 (civilian).

Date of Birth

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

Age

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

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Sex

Check the appropriate box to indicate whether the person is male or female. Leave both boxes blank if the sex is unknown.

Race

Record the race of the casualty.

Refer to 10-6.1 of NFPA 901 for classifications for Race.

National Origin

Check the box if the person is of Hispanic origin.

Line GD Data

GD	Home Address	City	State	Zip	Telephone No. ( )

Home Address

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

Telephone

Record the casualty's home telephone number, including the area code.

Line GE Data

GE	Case Severity	Primary Apparent Symptom	Primary Part of Body

Case Severity

Describe the overall severity or seriousness of the injury or illness. The following terms and their definitions are given to assist in describing that severity.

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. Include such injuries 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 might still be functioning and vital signs are normal.

Life Threat. Death is imminent; body processes and vital signs are not normal. Immediate medical care is necessary. Include such cases as severe hemorrhaging, severe multiple trauma, and multiple internal injuries.

D.O.A. (dead on arrival). Death has already occurred when the fire service personnel arrive on the scene.

Refer to Section 12-3 of NFPA 901 for classifications for Case Severity.

Primary Apparent Symptom

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

Refer to Section 12-4 of NFPA 901 for classifications for Apparent Symptom.

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 section to describe other parts of the body affected by the primary apparent symptom.

Refer to Section 12-5 of NFPA 901 for classifications for Part of Body.

Line GF Data

GF	Secondary Apparent Symptom	Secondary Part of Body

Secondary Apparent Symptom

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

Refer to Section 12-4 of NFPA 901 for classifications for Apparent Symptom.

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 the Remarks Section.

Refer to Section 12-5 of NFPA 901 for classifications for Part of Body.

Examples: The following show the proper classification for the apparent symptoms and the parts of body.

(a) A home owner trying to extinguish a fire is overcome by the smoke:

Primary apparent symptom—03 (smoke inhalation)

Primary part of body—53 (lungs)

(b) A person found unconscious, not breathing, with a weak pulse and a severe laceration of the lower arm:

Primary apparent symptom—47 (respiratory arrest)

Primary part of body–53 (lungs)

Secondary apparent symptom—35 (laceration, cut)

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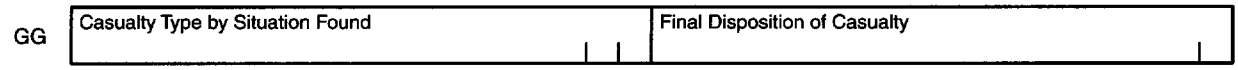
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Secondary part of body—32 (arm—lower not including elbow or wrist)

(c) A fire fighter falls from a ladder and suffers multiple lacerations and contusions accompanied by lack of feeling in the lower extremities:

Primary apparent symptom—41 (paralysis)
Primary part of body—61 (spine)
Secondary apparent symptom—35 (laceration, cut)
Secondary part of body—78 (multiple body parts—whole body)

Line GG Data



Casualty Type by 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 a building fire, automobile accident, gang fight, and so on.

Refer to Section 12-6 of NFPA 901 for classifications for Casualty Type by Situation Found.

Examples:

For a person overcome by smoke while trying to fight a fire in his or her home, the casualty type by situation found should be classified as 31 (structure fire injury).

For a fire fighter who is injured in a vehicle accident while the fire apparatus is responding to a fire, the casualty type by situation found should be classified as 14 (motor vehicle accident).

For a person found outside a fire building unconscious, not breathing, with a weak pulse, and lacerations, the casualty type by situation found should be classified as 31 (structure fire injury).

Final Disposition of Casualty

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

Refer to Section 12-7 of NFPA 901 for classifications for Final Disposition of Casualty.

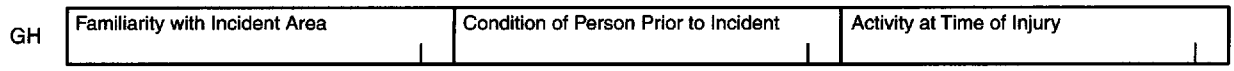
Examples:

The final disposition of a person who was treated for smoke inhalation and transported to the hospital by a private ambulance company should be classified as 2 (hospital or emergency care facility by non-fire service vehicle).

The final disposition of a victim who was dead upon arrival and who was transported to the morgue by the Medical Examiner should be classified as 5 (morgue or funeral home).

The final disposition of a person who was treated for smoke inhalation and refused further treatment should be classified as 8 [not transported (released at scene)].

Line GH Data



Familiarity with Incident Area

Use this data space to record familiarity of the victim with the incident area. Describe the length of time the casualty was acquainted with the area where the incident occurred. This can range from a very short time, as in the case of someone visiting a building for the first time, to months or years.

Refer to Section 10-10 of NFPA 901 for classifications for Familiarity with the Incident Area.

Examples:

The familiarity of a person in the home he or she has lived in for three years should be classified as 6 (established permanent resident, employee, student).

The familiarity of a customer in a restaurant for the first time should be classified as 1 (short-term visitor).

The familiarity of a person in a hotel room for two days should be classified as 2 (long-term visitor).

Condition of Person Prior to Incident

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

Refer to Section 10-9 of NFPA 901 for classifications for Condition of Person Prior to Incident.

Examples:

The condition of a person who awakens at the sound of a smoke detector and is injured when going to the basement to fight the fire should be classified as 8 (awake, unimpaired).

The condition of a person asleep before being overcome by smoke should be classified as 1 (asleep, no known impairment).

The condition of a child who is aware of the fire, but too young to act alone, should be classified as 5 (too young to act).

The condition of a person injured on the job by a laboratory hood fire should be classified as 8 (awake, unimpaired).

Activity at Time of Injury

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

Refer to Section 12-8 of NFPA 901 for classifications for Activity at Time of Injury.

Examples:

The activity of a person injured while attempting to extinguish a fire in his or her house should be classified as 3 (fire control attempt).

The activity of a person injured while escaping from a building should be classified as 1 (escaping).

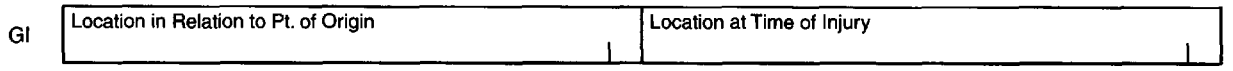
The activity of a person injured while attempting to return to the building to save other family members should be classified as 2 (rescue attempt).

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The activity of a person outside the building who was injured while attempting to return to the building to save some belongings should be classified as 4 [returned to vicinity of fire (not rescue)].

Line GI Data



Location in Relation to Point of Origin

Record where the injured person was located at the time of ignition. This location can be difficult to assess due to the degree of mobility of the injured. Use general descriptions such as same floor, same room, same building, and so on.

Refer to Section 10-11 of NFPA 901 for classifications for Location of Person with Relation to Point of Origin.

Examples:

The location of a person who awakens and goes to the basement to fight a fire should be classified as 5 (person in same building as origin of fire).

The location of a person overcome by smoke while asleep in a bed where fire has originated from cigarette smoking should be classified as 1 (person intimately involved with ignition).

The location of a person who comes home to find a fire and is burned trying to extinguish it should be classified as 7 (person off property of fire origin at time of ignition).

Location at Time of Injury

The injury suffered by the casualty could be as a result of some action not involved with the ignition. It is important to distinguish between injuries sustained at or near the point of ignition and those sustained elsewhere. Record where the casualty was located at the time the injury was sustained relative to the point of fire origin.

Refer to Section 10-11 of NFPA 901 for the classifications for Location of Person with Relation to Point of Origin.

Examples:

The location of a person injured in the room of origin should be classified as 2 (person in the room or space of fire origin).

The location of a person injured on the same floor as the ignition point should be classified as 4 (person on same floor as origin of fire).

The location of a person who trips on the stairs in front of the building of origin should be classified as 6 (person on property of fire origin).

Line GJ Data



Cause of Injury or Accident

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

Refer to Section 12-14 of NFPA 901 for classifications for Cause of Injury or Accident. Users can classify this data at the 1-, 2-, or 3-digit level.

Examples:

The cause of injury to a person overcome by smoke while trying to extinguish a fire should be classified as 413 (contact with or exposure to smoke/toxic fire products).

The cause of injury to a person burned when a grease fire in a kitchen flashes should be classified as 411 (contact with or exposure to fire).

The cause of injury to a person struck by flying glass when a window blows out should be classified as 322 (struck by flying glass).

Factors Preventing Escape

Record the factor preventing the casualty's escape. If no significant factor prevented escape, record "None" or "N/A."

If more than one factor exists, record the most immediate one that was not overcome. For example, if a person was incapacitated and a door was locked, classify "incapacitated" as the first obstacle that was not overcome. However, if the person moved slowly but finally got to the locked door and was not able to open it, classify the "locked door" since that was the obstacle not overcome.

Refer to Section 10-12 of NFPA 901 for classifications for Factors Preventing Escape.

Examples:

The factor preventing the escape of a person who reaches a locked door and is unable to open it to escape should be classified as 3 (locked doors, windows).

The factor preventing the escape of a person who is bedridden and cannot escape without assistance should be classified as 7 (person incapacitated prior to ignition).

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Line GK Data



Regular Fire Service Work Assignment

Describe the official assignment of the casualty. This classification does not always coincide with the activity at the time of injury. Types of assignments include fire suppression, prevention/inspection, training, administration, and so forth.

Refer to Section 12-9 of NFPA 901 for classifications for Regular Fire Service Work Assignment.

Physical Condition at Time of Injury

An important factor in understanding how and why some injuries occur is the condition of the casualty prior to injury. Briefly describe the physical condition of the casualty at the time of injury. Terms that can be used are "normal," "fatigued," "under medication," and so on. If the physical condition of the casualty cannot be determined, record "Undet."

Refer to Section 12-10 of NFPA 901 for classifications for Physical Condition at Time of Injury.

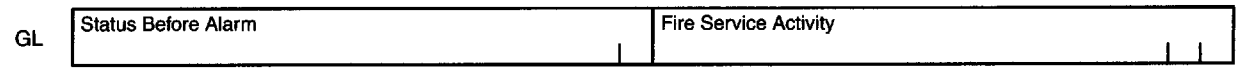
Examples:

The physical condition of a fire fighter who was injured while on duty after a good night's sleep should be classified as 1 (rested).

The physical condition of a fire fighter who was injured while on duty at the fourth consecutive working fire should be classified as 2 (fatigued).

The physical condition of a fire fighter who was injured while under treatment for a cold should be classified as 4 (impaired by illness).

Line GL Data



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 Section 12-11 of NFPA 901 for classifications for Status of Injured Prior to Alarm at which Injury Occurred.

Fire Service Activity

Describe the activity being performed by the casualty at the time the injury occurred. Be as specific as possible. If the activity cannot be determined, record "Undet."

Refer to Section 12-12 of NFPA 901 for classifications for Activity at Time of Fire Service Injury or Accident.

Examples:

The fire service activity of a fire fighter who is injured while pulling ceilings should be classified as 45 (overhaul).

The fire service activity of a fire fighter who is injured while raising a ground ladder should be classified as 52 (raising ground ladder).

The fire service activity of a fire fighter who is struck by a car while directing traffic at a fire scene should be classified as 71 (directing traffic).

The fire service activity of a paramedic who falls while scaling a cliff at the scene of an auto accident should be classified as 55 (scaling).

Line GM Data



Where Injury or Accident Occurred

Describe where the injury or accident to the casualty took place. This location could be enroute 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 fighter was when the injury occurred.

Refer to Section 12-13 of NFPA 901 for classifications for Where Injury or Accident Occurred.

Examples:

The location where an injury occurred to a fire fighter pulling ceilings in the basement should be classified as 51 (one story or equivalent below grade).

The location where an injury occurred to a fire fighter overcome by smoke on the second floor of the involved structure should be classified as 42 (second through fourth stories or equivalent above grade).

The location where an injury occurred to a fire fighter severely burned when flames erupt through the roof while he or she is venting the roof should be classified as 23 (on structure roof).

Cause of Injury or Accident

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

Refer to Section 12-14 of NFPA 901 for classifications for Cause of Injury or Accident.

Examples:

The cause of injury to a fire fighter who is hit by debris while pulling a ceiling should be classified as 315 (struck by ceiling being pulled by self).

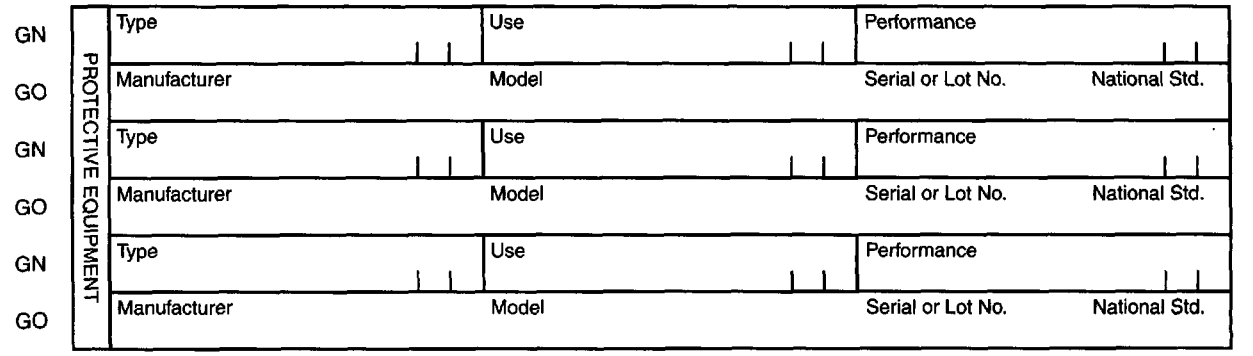
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The cause of injury to a fire fighter who experiences chest pain while carrying a victim from a structure should be classified as 524 (overexertion or strain while carrying victim).

The cause of injury to a fire fighter who is injured in a vehicle accident while the apparatus is responding should be classified as 711 (fire department apparatus collision with another vehicle).

The cause of injury to a fire fighter who slips on the fire station's recently washed floor should be classified as 132 (fell or slipped on wet, flat surface).

Lines GN through GO Data



This section is for the recording of data on the protective clothing or equipment that the fire service person was wearing or using when injured and that was designed to protect the area of the body injured.

Use two lines, Lines GN and GO, to record each piece of clothing or equipment intended to protect the injured area. Data on up to three pieces of clothing or equipment can be recorded in this section.

Protective Equipment Type

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 12-15.3 of NFPA 901 for classification for Protective Equipment Type.

Protective Equipment Use

Record how the piece of protective clothing or equipment identified in the protective equipment type data space was being used or worn when the injury occurred.

Refer to 12-15.4 of NFPA 901 for classifications for Protective Equipment Use.

Protective Equipment Performance

Record how the protective clothing or equipment identified in the protective equipment type data space performed and, if it failed, why it failed.

Refer to 12-15.5 of NFPA 901 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 including the edition that 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:

If a fire fighter is cut on the hand when glass cuts through the glove, the data should be classified as follows:

Protective equipment type—51 (fire fighter gloves with wristlets)
Protective equipment use—91 (being worn properly and used for designed purpose)
Protective equipment performance—25 (cut or ripped)
Manufacturer—XYZ Glove Company
Model designation—Super X
Serial or lot number—lot x2947
National standard—NFPA 1971, 1997 edition

If a fire fighter is burned on the upper leg by steam while wearing polyester pants and ¾ length boots not pulled up, two pieces of protective equipment can be classified for this injury, boots and pants. The data should be classified as follows:

Protective equipment type—25 (uniform trousers)
Protective equipment use—92 (being worn properly but not used for designed purpose)
Protective equipment performance—32 (inadequate insulation)
Protective equipment type—33 (¾ length boots, with steel baseplate and steel toes)
Protective equipment use—31 (¾ length boots not pulled up)
Protective equipment performance—97 (not used as recommended by manufacturer)

If a fire fighter suffers smoke inhalation when the SCBA breathing tube cracks, the data should be classified as follows:

Protective equipment type—41 (self-contained open circuit demand-type breathing apparatus)
Protective equipment use—91 (being worn properly and used for designed purpose)
Protective equipment performance—21 (fractured, cracked, or broken)
Manufacturer—Super Breather
Model designation—SGFL
Serial or lot number—BA64097G
National standard—NFPA 1981, 1992 edition

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Line GP Data

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

Member Making Report

If someone other than the officer in charge completes 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 who completes the report. This shows his concurrence with the findings in the report.

Line GQ Data

GQ	Remarks:
	☐ Remarks continued on reverse side.

Remarks

No one form can 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 following specific purposes:

(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 could be very significant and imperative to the understanding of the who, what, when, where, and why of the casualty

The known chemicals to which the casualty was exposed should be listed in the Remarks section.

The Remarks section provides an area to take raw notes of the incident while in the field. These notes can 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 at the bottom of the form 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 can be used as a stand alone form for non-fire incidents when the fire department is present at the incident to provide emergency medical services. Otherwise, the form should be a supplement to Forms 902F and 902G, if appropriate.

The Basic EMS Report form contains space to describe the injuries or illness of one person. The report is similar in organization to Form 902F and Form 902G in that data elements are grouped or arranged into blocks of similarity.

The first block, Line HA, is an identification line and should be completed every time the form is used.

The second block, Lines HB through HE, is designed to identify where the incident occurred and other administrative data.

The third block, Lines HF through HK, identifies the injury, illness, or condition of the person.

The fourth block, consisting of Lines HL through HR, 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 fifth block, Line HS, is a signature block and should be completed for all incidents using this form.

The sixth block, Line HT, is Remarks. The Remarks section 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 section is encouraged to narratively record additional and explanative information.

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BASIC EMS REPORT — Form 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 7-5.2						Type of Situation Found 9-3		
HD	Type of Action Taken 9-5		District	Shift	No. of Alarms		Outside Fire Service Assistance 9-8		
HE	General Property Use 4-6		Specific Property Use 4-7				County		Census Tract
HF	Casualty Name (Last, First, MI)						Injury Occurred: Mo. Day Year		Time
HG	Home Address		City	State	Zip				Telephone No. ( )
HH	Affiliation 10-7		D.O.B.	Age	Sex ☐ Male ☐ Female		Race 10-6.1		National Origin ☐ Hispanic?
HI	Case Severity 12-3		Primary Apparent Symptom 12-4				Primary Part of Body 12-5		
HJ	Secondary Apparent Symptom 12-4						Secondary Part of Body 12-5		
HK	Casualty Type by Situation Found 12-6						Final Disposition of Casualty 12-7		

		Time of Reading	Blood Pressure Systolic	Blood Pressure Diastolic	Pulse Rate	Pulse Character	Respiration Rate	Respiration Character
HL	1					13-6.8		13-6.9
HL	2							
HL	3							

	Lungs Sound	Lungs Location	Skin Color	Skin Temperature	Pupils Size	Pupils Reactivity	Pupils Position
HM	13-6.1	13-6.2	13-6.3	13-6.4	13-6.5	13-6.6	13-6.7

HN	Patient Status 13-6.10		Patient Behavior 13-6.11	
HO	Pre-Hospital Care Provided 1 13-8	Pre-Hospital Care Provided 2	Pre-Hospital Care Provided 3	Pre-Hospital Care Provided 4

		Time	Cardiac Cond./Assessment	Drug/Fluid	Rate	Route
HP	1		13-7	13-9.1		13-9.2
HP	2					
HP	3					

HQ	Time EKG Transmitted	Medical Facility EKG Transmitted to	Receiving Hospital Representative Signature
HR	Type of Unit Handling Medical Emergency 13-5.1		Responder Medical Training Level 13-5.3
HS	Member Making Report Date		Officer in Charge (Name, Position, Assignment) Date
HT	Remarks:		

☐ Remarks continued on reverse side.

This form is for use with NFPA 902, *Fire Reporting Field Incident Guide.* Users also should refer to NFPA 901, *Standard Classifications for Incident Reporting and Fire Protection Data,* for information on fire reporting systems and data classifications to be entered on this form.

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Line HA Data

HA	FD ID	Incident No.	Casualty No.	Mo.	Day	Year	Alarm Time	Time on Scene	Time Unit Clear

Fire Department Identification

This space is provided for fire departments that participate in regional or state systems. The identification number is normally assigned by the state and 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 so that no two incidents in a given year have the same number.

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

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 that refer to that person also should have that casualty number.

Month

Record the month the incident occurred.

Day

Record the day of the month the incident occurred.

Year

Record the year the incident occurred.

Alarm Time

Using the 24-hour clock, record the time the original alarm was received by the alarm center.

Time on Scene

Using the 24-hour clock, record the time the first unit reported arriving on the scene. It might be necessary to obtain this information from the alarm center.

Time Last Unit Clear

The object of this data element is to record the time the fire department gave up control of the scene. Using the 24-hour clock, record the time the last fire department unit left the scene of the incident.

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, record the new information in red, date and initial the change, check the Revised Report box, and resubmit the report.

Line HB Data

HB	Location/Address	City/Town	Zip Code	Property No.

Location/Address

Record 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, and so on). Also record the city, town or township, and the zip code. A complete list of abbreviations for street types is presented in Section 2-3 of NFPA 901.

Use a single letter for street direction when indicating North, South, East, or West. Use two letters when indicating 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 highway name and 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 area of the incident, some other means of geographic identification can be used, such as grid coordinates; legal land description; latitude and longitude; or township, range, and section.

Property Number

The property number is a unique number assigned to each property during a property survey. See NFPA 903, *Fire Reporting Property Survey Guide.* Record the property number assigned to the property being described in this report. This should enable data users to link loss information with information available from the property survey. If your department does not assign property numbers, or the incident occurred on a public property such as a street, leave this space blank.

Line HC Data

HC	Method of Alarm to Fire Department	Type of Situation Found

Method of Alarm to Fire Department

Record the method by which the first fire service or alarm center person became aware of the incident. A good practice is 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 compa-

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nies were notified of the incident. Some of the ways a 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 7-5.2 of NFPA 901 for classifications for Method of Alarm to Fire Department.

Examples:

When a person dials 911 and reaches an emergency operations center that then transfers the call to the fire department, the method of alarm to the fire department should be classified as 2 (911 direct to other agency with transfer capability).

When a person dials a regular telephone number and reaches the fire alarm center, the method of alarm to the fire department should be classified as 3 (direct to fire service, not 911).

Type of Situation Found

Record the most serious type of situation 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 the type of situation found. For example, if the arriving apparatus found a fuel spill that subsequently ignited, treat the incident as a fire and provide details of the fuel spill (hazardous condition) in the Remarks section.

Refer to Section 9–3 of NFPA 901 for classifications for Type of Situation Found.

Examples:

An EMS call should be classified as 32 (emergency medical call).

An EMS call where the injured person has been transported by private vehicle before the arrival of the fire department should be classified as 66 (EMS call where injured parties have been transported or left scene prior to arrival).

Line HD Data

HD	Type of Action Taken	District	Shift	No. of Alarms	Outside Fire Service Assistance

Type of Action Taken

Record the duty or action taken by the responding fire department personnel to deal with the incident. Actions could include extinguishing fire, providing medical treatment 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 Section 9-5 of NFPA 901 for classifications for Type of Action Taken.

Example:

The type of action taken at an auto accident where a victim was given medical treatment and taken to a hospital should be classified as 33 (provide emergency medical service).

District

Record the designation of the fire department company, administrative district, or inspection district where the incident occurred. If the incident is outside the fire department's area of responsibility or jurisdiction, record "O/J." If no districts are designated by the fire department, appropriate police districts can be used.

Shift

Where applicable, record 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 the designation of the new shift in the Remarks.

Number of Alarms

Record 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, and so on, 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.

Outside Fire Service Assistance

If mutual aid, automatic aid, or other assistance is provided to your fire department at this incident, or if your fire department provided assistance to another fire department, record the type of aid received or rendered.

If any other fire department was called or responded to assist at the scene of the incident, 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 assistance received was to cover a vacated fire station, it should not be reported here; but the fact that another fire department provided coverage to vacated fire stations can be noted in the Remarks section.

If your fire department responded to a call to assist another fire department either at the scene of an incident or by covering vacated stations in another community, your fire department gave assistance.

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 assistance even if the incident is outside the jurisdiction of your department.

Refer to Section 9-8 of NFPA 901 for classifications for Outside Fire Service Assistance.

Examples:

An ambulance sent by your fire department on a mutual aid call to assist at an accident would be classified as 4 (mutual aid provided to another fire department in accordance with a written agreement).

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Line HE Data

HE	General Property Use	Specific Property Use	County	Census Tract

General Property Use

General property use is defined as 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 the chemical laboratory of a university present challenges to fire reporting.

Obviously, in the first case, if only data about the "hotel" are collected, then data about the "restaurant" will be lost. In the second example, if only data about the "laboratory" are collected, then data about the "university" 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 be associated with a general property use, with the exception of some false calls where it should be reported as undetermined.

Refer to Section 4-6 of NFPA 901 for classifications for General Property Use.

Specific Property Use

Specific property use is defined as the use of a specific space, structure, or portion of a structure by the owner, tenant, or occupant of the space. The specific property use should be one of the following:

(a) The principal use of the structure or outside area if it is used for a single purpose

(b) The principal use of a fire division compartment in a structure if the structure is used for multiple purposes

(c) The principal use of a section of a structure, a space or an area, whether inside or outside, 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 use of property where the mobile property is located at the time of the incident should be reported here.

Record the Specific Property Use where the incident occurred. Refer to Section 4-7 of NFPA 901 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 should be classified as general property use 51 (sales use) and specific property use 521 (clothing store).

A chapel at a university should be classified as general property use 22 (post-secondary-level educational use) and specific property use 131 (place of worship).

A railroad bridge should be classified as general property use 95 (railroad transportation use) and specific property use 921 (bridge, trestle).

A children's playhouse behind a dwelling should be classified as general property use 41 (one- or two-family residential use) and specific property use 491 (children's playhouse).

A barn on a farm should be classified as general property use 65 (farm, agricultural use) and specific property use 815 (barns, stables).

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

Record the number for the census tract where property involved in the incident is located. The census tract number is a six-digit number assigned by the U.S. Department of Commerce, Bureau of the Census that identifies an area of land within the United States about which there is census data available.

Line HF Data

HF	Casualty Name (Last, First, MI)	Injury Ocurred:	Mo.	Day	Year	Time

Casualty Name

Record the last name, first name, and middle initial of this casualty. The remaining data spaces on this form should 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.

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Injury Occurred

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.

Record the month, the day, the year, and, using the 24-hour clock, record the time that the injury occurred. This can be before or after the date and time of the alarm.

Line HG Data

HG	Home Address	City	State	Zip	Telephone No. ( )

Home Address

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

Telephone

Record the casualty's home telephone number. Include the area code.

Line HH Data

HH	Affiliation	D.O.B	Age	Sex ☐ Male ☐ Female	Race	National Origin ☐ Hispanic?

Affiliation

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

Refer to Section 10-7 of NFPA 901 for classifications for Affiliation.

Examples:

The affiliation of an on-duty fire fighter injured doing fire inspections should be classified as 1 (fire service personnel).

The affiliation of a police officer injured at the scene of the incident should be classified as 3 (law enforcement).

The affiliation of an off-duty fire fighter injured at home should be classified as 5 (civilian).

Date of Birth

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

Age

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

Sex

Check the appropriate box to indicate whether the person is male or female. Leave both boxes blank if the sex is unknown.

Race

Record the race of the casualty.

Refer to 10-6.1 of NFPA 901 for classifications for Race.

National Origin

Check the box if the person is of Hispanic origin.

Line HI Data

HI	Case Severity	Primary Apparent Symptom	Primary Part of Body

Case Severity

Describe the overall severity or seriousness of the injury or illness. The following terms and their definitions are given to assist in describing that severity.

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. Include such injuries 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 might still be functioning and vital signs are normal.

Life Threat. Death is imminent; body processes and vital signs are not normal. Immediate medical care is necessary. Include such cases as severe hemorrhaging, severe multiple trauma, and multiple internal injuries.

D.O.A. (dead on arrival). Death has already occurred when the fire service personnel arrive on the scene. Refer to Section 12-3 of NFPA 901 for classifications for Case Severity.

Primary Apparent Symptom

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

Refer to Section 12-4 of NFPA 901 for classifications for Apparent Symptom.

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Primary Part of Body

Record the part of the body that is affected by the symptom described as the primary apparent symptom in the previous section. If more than one body part is affected, choose that which represents the worst condition. Use the Remarks section to describe other parts of the body that are affected by the primary apparent symptom.

Refer to Section 12-5 of NFPA 901 for classifications for Part of Body.

Line HJ Data

	Secondary Apparent Symptom	Secondary Part of Body
HJ		

Secondary Apparent Symptom

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

Refer to Section 12-4 of NFPA 901 for classifications for Apparent Symptom.

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 the Remarks section.

Refer to Section 12-5 of NFPA 901 for classifications for Part of Body.

Examples: The following examples show the proper classification for the apparent symptoms and the parts of body.

(a) Patient found unconscious, not breathing, with a weak pulse and a severe laceration of the lower arm:

Primary apparent symptom—47 (respiratory arrest)

Primary part of body—53 (lungs)

Secondary apparent symptom—35 (laceration, cut)

Secondary part of body—32 (arm—lower not including elbow or wrist)

(b) A fire fighter falls from a ladder and suffers multiple lacerations and contusions accompanied by lack of feeling in the lower extremities:

Primary apparent symptom—41 (paralysis)

Primary part of body—61 (spine)

Secondary apparent symptom—35 (laceration, cut)

Secondary part of body—78 (multiple body parts—whole body)

Line HK Data

	Casualty Type by Situation Found	Final Disposition of Casualty
HK		

Casualty Type by 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 a building fire, automobile accident, gang fight, and so forth.

Refer to Section 12-6 of NFPA 901 for classifications for Casualty Type by Situation Found.

Examples:

For a fire fighter who is injured in a vehicle accident while the fire apparatus is responding to a fire, the casualty type by situation found should be classified as 14 (motor vehicle accident).

For a person found outside a fire building unconscious, with a weak pulse and lacerations, the casualty type by situation found should be classified as 31 (structure fire injury).

Final Disposition of Casualty

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

Refer to Section 12-7 of NFPA 901 for classifications for Final Disposition of Casualty.

Examples:

The final disposition of a victim who was found dead on arrival and who was transported to the morgue by the Medical Examiner should be classified as 5 (transported to morgue or funeral home).

The final disposition of person who was treated for smoke inhalation and refused further treatment should be classified as 8 [not transported (released at scene)].

Line HL Data

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

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The three lines labeled HL are designed to collect the same data repetitively. 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 transport, 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

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

Blood Pressure

Record the casualty's blood pressure (BP) in the appropriate block in the blood pressure columns. 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

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 or strong and irregular are commonly used. If no pulse is taken, record "Undet."

Refer to 13-6.8 of NFPA 901 for classifications for Pulse Character.

Respiration

Record the respiration rate of the casualty expressed in respirations (breaths) per minute on the appropriate line of the column labeled "Rate." Describe the character of each respiration rate of the casualty recorded in the column labeled "Character." Phrases such as irregular and shallow, regular and normal, or irregular and deep are commonly used to describe respiration character. If respiratory rates are not taken, record "Undet."

Refer to 13-6.9 of NFPA 901 for classifications for Respiration Character.

Line HM Data

	Lungs		Skin		Pupils		
	Sound	Location	Color	Temperature	Size	Reactivity	Position
HM							

Lungs

Describe the sounds heard when listening to the lungs through a stethoscope. Common descriptions include raspy, wheezing, gurgling. If lung sounds are not observed, record "Undet."

Refer to 13-6.1 of NFPA 901 for classifications for Lung Sounds.

Describe the location of the lung sounds in relation to the mid-sternum as heard or seen on the casualty. Common descriptions include equal, to the left, or to the right. If the location is not observed, enter "Undet."

Refer to 13-6.2 of NFPA 901 for classifications for Lung Sound Location.

Skin

Skin is an important organ of the body that helps to regulate body temperature and aids in evaluating the quality of the casualty's circulatory system. Two common vital signs determined by skin observation are color and temperature.

Describe the color of the casualty's skin. Use such descriptions as bluish, white, reddish, and so forth. If skin color is not observed, record "Undet."

Refer to 13-6.3 of NFPA 901 for classifications for Skin Color.

Also, describe the temperature of the skin as it feels to the touch. Temperature descriptions also include a description of the moisture character of the skin. Common descriptions used include cool and wet, hot and dry, or normal. If skin temperature is not observed, record "Undet."

Refer to 13-6.4 of NFPA 901 for classifications for Skin Temperature.

Pupils

The pupils are important diagnostic signs of a casualty's nervous system and circulatory system functions. The size, reactivity, and position of the pupils combine to give vital casualty condition information.

Describe the size of the pupil in relation to the dilation of each pupil. Are both pupils dilated about the same, or are they different? If pupil size is not evaluated, record "Undet."

Refer to 13-6.5 of NFPA 901 for classifications for Pupil Size.

Describe the reactivity of each pupil to light stimuli such as provided by a flashlight. Does each pupil constrict when exposed to light stimuli and dilate when the light is taken away? Is this reaction sluggish or rapid? If pupil reactivity is not observed, record "Undet."

Refer to 13-6.6 of NFPA 901 for classifications for Pupil Reactivity.

Describe the position of the pupil in relation to its expandable size. Are the pupils about mid position, dilated, or constricted? If pupil position is not observed, record "Undet."

Refer to 13-6.7 of NFPA 901 for classifications for Pupil Position.

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Line HN Data

	Patient Status	Patient Behavior
HN		

Patient Status

Describe the status of the casualty's condition as it relates to his level of consciousness. General descriptions such as conscious, unconscious, or semiconscious can be used. If patient status is not observed, record "Undet."

Refer to 13-6.10 of NFPA 901 for classifications for Patient Status.

Patient Behavior

Describe the behavior of the casualty. Such terminology as unruly, suicidal, depressed is commonly used. If patient behavior is not observed, record "Undet."

Refer to 13-6.11 of NFPA 901 for classifications for Patient Behavior.

Line HO Data

	Pre-Hospital Care Provided 1	Pre-Hospital Care Provided 2	Pre-Hospital Care Provided 3	Pre-Hospital Care Provided 4
HO				

Pre-Hospital Care Provided

Record the primary pre-hospital treatments administered to the casualty. Normal procedure in pre-hospital treatment is to treat the most life threatening injuries first, and space is provided to record the first four treatments in the order in which they are administered. In severe injury cases, where many pre-hospital treatments are given, record these other treatments in the Remarks area. If no pre-hospital treatment is given, record "None" in the space for Pre-Hospital Care Provided 1 and classify it as 98.

Refer to Section 13-8 of NFPA 901 for classifications for Pre-Hospital Care Provided.

Example:

A person in an auto accident suffers cardio-pulmonary arrest, a broken femur, minor cuts, and possible internal injuries and paralysis. The classifications of the four pre-hospital care treatments provided might be as follows:

Pre-hospital care provided 1—12 (extricate patient)

Pre-hospital care provided 2—04 [cardiopulmonary resuscitation (cpr)]

Pre-hospital care provided 3—05 (cervical collar)

Pre-hospital care provided—26 [2 m (6 ft)] spine board

Line HP Data

		Time	Cardiac Cond./Assessment	Drug/Fluid	Rate	Route
HP	1					
HP	2					
HP	3					

Up to this point, Form 902H has provided areas to record basic life support data. The three lines labeled HP are intended to record some important additional data about treatment provided by departments with advanced life support training, at least through the cardiac care module of training.

Time

Three lines of similar data elements are provided in order to record the important pre-hospital care administered to the casualty at different times. Record the time using the 24-hour clock at which the assessment or treatment is made. If additional lines of data are needed, use the Remarks section.

Cardiac Condition/Assessment

If an electrocardiograph is used, record the monitor readings observed beside the appropriate time recorded on Line HP.

Refer to Section 13-7 of NFPA 901 for classifications for Cardiac Condition/Assessment.

Example:

At 1301 hours the first cardiac assessment reading was taken and showed ventricular fibrillation. After electric shock, the patient returned to sinus rhythm at 1303 hours. The classification for the first cardiac condition/assessment recording would be 57 (ventricular fibrillation) and the classification for the second cardiac condition/assessment recording would be 11 (normal sinus rhythm).

Drug/Fluid

Record the drug administered to the patient at the appropriate time designated at the beginning of the line. In some cases, minor deviation from the time might be necessary. However, if there is more than a 1-minute deviation, use the next line and record the time in the appropriate block. If more than three drugs or fluids were administered, record additional drugs or fluids in the Remarks section.

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Refer to 13-9.1 of NFPA 901 for classifications for Drug or Fluid Administered.

Rate

With each drug or fluid administered, record the rate at which the substance was given to the patient.

Route

Describe the medication route by which the drug or fluid was administered to the patient.

Refer to 13-9.2 of NFPA 901 for classifications for Medication Route.

Line HQ Data

HQ	Time EKG Transmitted	Medical Facility EKG Transmitted to	Receiving Hospital Representative Signature

Time EKG Transmitted

Use the 24-hour clock to record the time at which an electrocardiogram was sent to a medical facility for reading and/or confirmation. If no EKG was transmitted, record "None."

Medical Facility EKG Transmitted To

If an EKG was transmitted to a medical facility, record the name of the facility where it was sent. In some situations, it may be necessary to transmit an EKG to a different facility than the one the casualty was transported to.

Receiving Hospital Representative Signature

Have a representative of the medical facility receiving the casualty sign the report. Verification of vitals, EKG transmitted, and treatment rendered is also desirable.

Line HR Data

HR	Type of Unit Handling Medical Emergency	Responder Medical Training Level

Type of Unit Handling Medical Emergency

Describe the type of apparatus handling the casualty.

Refer to 13-5.1 of NFPA 901 for classifications for Type of Unit Handling Medical Emergency.

Responder Medical Training Level

Describe the highest training or certification level of the member(s) providing care to the casualty.

Refer to 13-5.3 of NFPA 901 for classifications for Responder Medical Training Level.

Line HS Data

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

Member Making Report

If someone other than the officer in charge completes 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 who completes the report. This makes the report a legal document.

Line HT Data

HT	Remarks:
	☐ Remarks continued on reverse side.

Remarks

No one form can 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 section can fit this need and is provided for the following specific purposes:

(a) Explaining in greater detail the data elements already on the form

(b) Expanding the data already collected where room for only the most significant was provided

(c) 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, information on unusual situations, and the like.)

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The Remarks section provides an excellent area to write a brief narrative of the incident or take field notes at the scene. These notes can later be put into a formal narrative report.

Use the reverse side of Form 902H 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.

Appendix A Referenced Publications

A-1 The following documents or portions thereof are referenced within this guide for informational purposes only and thus are not considered part of the recommendations of this document. The edition indicated for each reference is the current edition as of the date of the NFPA issuance of this guide.

A-1.1 NFPA Publications. National Fire Protection Association, 1 Batterymarch Park, P.O. Box 9101, Quincy, MA 02269-9101.

NFPA 13, *Standard for the Installation of Sprinkler Systems,* 1996 edition.

NFPA 13D, *Standard for the Installation of Sprinkler Systems in One- and Two-Family Dwellings and Manufactured Homes,* 1996 edition.

NFPA 13R, *Standard for the Installation of Sprinkler Systems in Residential Occupancies up to and Including Four Stories in Height,* 1996 edition.

NFPA 220, *Standard on Types of Building Construction,* 1995 edition.

NFPA 550, *Guide to the Fire Safety Concepts Tree,* 1995 edition.

NFPA 901, *Standard Classifications for Incident Reporting and Fire Protection Data,* 1995 edition.

NFPA 903, *Fire Reporting Property Survey Guide,* 1996 edition.

NFPA 904, *Incident Follow-up Report Guide,* 1996 edition.

NFPA 1971, *Standard on Protective Ensemble for Structural Fire Fighting,* 1997 edition.

NFPA 1981, *Standard on Open-Circuit Self-Contained Breathing Apparatus for Fire Fighters,* 1992 edition.

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The NFPA Codes and Standards Development Process

Since 1896, one of the primary purposes of the NFPA has been to develop and update the standards covering all areas of fire safety.

Calls for Proposals
The code adoption process takes place twice each year and begins with a call for proposals from the public to amend existing codes and standards or to develop the content of new fire safety documents.

Report on Proposals
Upon receipt of public proposals, the technical committee members meet to review, consider, and act on the proposals. The public proposals – together with the committee action on each proposal and committee-generated proposals – are published in the NFPA's Report on Proposals (ROP). The ROP is then subject to public review and comment.

Report on Comments
These public comments are considered and acted upon by the appropriate technical committees. All public comments – together with the committee action on each comment – are published as the Committee's supplementary report in the NFPA's Report on Comments (ROC).

The committee's report and supplementary report are then presented for adoption and open debate at either of NFPA's semi-annual meetings held throughout the United States and Canada.

Association Action
The Association meeting may, subject to review and issuance by the NFPA Standards Council, (a) adopt a report as published, (b) adopt a report as amended, contingent upon subsequent approval by the committee, (c) return a report to committee for further study, and (d) return a portion of a report to committee.

Standards Council Action
The Standards Council will make a judgement on whether or not to issue an NFPA document based upon the entire record before the Council, including the vote taken at the Association meeting on the technical committee's report.

Voting Procedures
Voting at an NFPA Annual or Fall Meeting is restricted to members of record for 180 days prior to the opening of the first general session of the meeting, except that individuals who join the Association at an Annual or Fall Meeting are entitled to vote at the next Fall or Annual Meeting.

"Members" are defined by Article 3.2 of the Bylaws as individuals, firms, corporations, trade or professional associations, institutes, fire departments, fire brigades, and other public or private agencies desiring to advance the purposes of the Association. Each member shall have one vote in the affairs of the Association. Under Article 4.5 of the Bylaws, the vote of such a member shall be cast by that member individually or by an employee designated in writing by the member of record who has registered for the meeting. Such a designated person shall not be eligible to represent more than one voting privilege on each issue, nor cast more than one vote on each issue.

Any member who wishes to designate an employee to cast that member's vote at an Association meeting in place of that member must provide that employee with written authorization to represent the member at the meeting. The authorization must be on company letterhead signed by the member of record, with the membership number indicated, and the authorization must be recorded with the President of NFPA or his designee before the start of the opening general session of the Meeting. That employee, irrespective of his or her own personal membership status, shall be privileged to cast only one vote on each issue before the Association.

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Sequence of Events Leading to Publication of an NFPA Committee Document

Call for proposals to amend existing document or for recommendations on new document.

▼

Committee meets to act on proposals, to develop its own proposals, and to prepare its report.

▼

Committee votes on proposals by letter ballot. If two-thirds approve, report goes forward. Lacking two-thirds approval, report returns to committee.

▼

Report is published for public review and comment. (Report on Proposals - ROP)

▼

Committee meets to act on each public comment received.

▼

Committee votes on comments by letter ballot. If two-thirds approve, supplementary report goes forward. Lacking two-thirds approval, supplementary report returns to committee.

▼

Supplementary report is published for public review. (Report on Comments - ROC).

▼

NFPA membership meets (Annual or Fall Meeting) and acts on committee report (ROP and ROC).

▼

Committee votes on any amendments to report approved at NFPA Annual or Fall Meeting.

▼

Complaints to Standards Council on Association action must be filed within 20 days of the NFPA Annual or Fall Meeting.

▼

Standards Council decides, based on all evidence, whether or not to issue standard or to take other action, including hearing any complaints.

▼

Appeals to Board of Directors on Standards Council action must be filed within 20 days of Council action.

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FORM FOR PROPOSALS ON NFPA TECHNICAL COMMITTEE DOCUMENTS

Mail to: Secretary, Standards Council
National Fire Protection Association, 1 Batterymarch Park, Quincy, Massachusetts 02269-9101
Fax No. 617-770-3500

Note: All proposals must be received by 5:00 p.m. EST/EDST on the published proposal-closing date.

If you need further information on the standards-making process, please contact the Standards Administration Department at 617-984-7249. For technical assistance, please call NFPA at 617-770-3000

Please indicate in which format you wish to receive your ROP/ROC: ☐ electronic or ☐ paper

Date 9/18/93 **Name** John B. Smith **Tel. No.** 617-555-1212

Company _____

Street Address 9 Seattle St., Seattle, WA 02255

Please Indicate Organization Represented (if any) Fire Marshals Assn. of North America

1. a) NFPA Document Title National Fire Alarm Code **NFPA No. & Year** NFPA 72, 1993 ed.

b) Section/Paragraph 1-5.8.1 (Exception No.1)

FOR OFFICE USE ONLY
Log # _____
Date Rec'd _____

2. Proposal recommends: (Check one)
☐ **new text**
☐ **revised text**
☒ **deleted text**

3. Proposal (include proposed new or revised wording, or identification of wording to be deleted): (Note: Proposed text should be in legislative format: i.e., use underscore to denote wording to be inserted (inserted wording) and strike-through to denote wording to be deleted (~~deleted wording~~).

Delete exception.

SAMPLE

4. Statement of Problem and Substantiation for Proposal: (Note: State the problem that will be resolved by your recommendation; give the specific reason for your proposal including copies of tests, research papers, fire experience, etc. If more than 200 words, it may be abstracted for publication.)

A properly installed and maintained system should be free of ground faults. The occurrence of one or more ground faults should be required to cause a "trouble" signal because it indicates a condition that could contribute to future malfunction of the system. Ground fault protection has been widely available on these systems for years and its cost is negligible. Requiring it on all systems will promote better installations, maintenance and reliability.

5. ☒ This Proposal is original material. (Note: Original material is considered to be the submitter's own idea based on or as a result of his/her own experience, thought, or research and, to the best of his/her knowledge, is not copied from another source.)

☐ **This Proposal is not original material; its source (if known) is as follows:** _____

Note 1: Type or print legibly in black ink.
Note 2: If supplementary material (photographs, diagrams, reports, etc.) is included, you may be required to submit sufficient copies for all members and alternates of the technical committee.

I hereby grant NFPA the non-exclusive, royalty-free rights, including non-exclusive, royalty-free rights in copyright, in this proposal and I understand that I acquire no rights in any publication of NFPA in which this proposal in this or another similar or analogous form is used.

John B. Smith
Signature (Required)

PLEASE USE SEPARATE FORM FOR EACH PROPOSAL

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FORM FOR PROPOSALS ON NFPA TECHNICAL COMMITTEE DOCUMENTS

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National Fire Protection Association, 1 Batterymarch Park, Quincy, Massachusetts 02269-9101
Fax No. 617-770-3500

Note: All proposals must be received by 5:00 p.m. EST/EDST on the published proposal-closing date.

If you need further information on the standards-making process, please contact the Standards Administration Department at 617-984-7249. For technical assistance, please call NFPA at 617-770-3000

Please indicate in which format you wish to receive your ROP/ROC: ☐ electronic or ☐ paper

Date _____ **Name** _____ **Tel. No.** _____

Company _____

Street Address _____

Please Indicate Organization Represented (if any) _____

1. a) NFPA Document Title _____ **NFPA No. & Year** _____

b) Section/Paragraph _____

2. Proposal Recommends: (Check one)
- ❑ **new text**
- ❑ **revised text**
- ❑ **deleted text**

FOR OFFICE USE ONLY
Log # _____
Date Rec'd _____

3. Proposal (include proposed new or revised wording, or identification of wording to be deleted): (Note: Proposed text should be in legislative format: i.e., use underscore to denote wording to be inserted (inserted wording) and strike-through to denote wording to be deleted (~~deleted wording~~).

4. Statement of Problem and Substantiation for Proposal: (Note: State the problem that will be resolved by your recommendation; give the specific reason for your proposal including copies of tests, research papers, fire experience, etc. If more than 200 words, it may be abstracted for publication.)

5. ❑ This Proposal is original material. (Note: Original material is considered to be the submitter's own idea based on or as a result of his/her own experience, thought, or research and, to the best of his/her knowledge, is not copied from another source.)

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Signature (Required)

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Bibliography of NFPA Standards

1 Fire Prevention Code
10 Portable Extinguishers
10R Portable Fire Extinguishing Equipment in Dwellings
11 Low-Expansion Foam
11A Medium- and High-Expansion Foam Systems
11C Mobile Foam Apparatus
12 Carbon Dioxide Systems
12A Halon 1301 Systems
13 Sprinkler Systems
13D Sprinkler Sys., Dwellings
13E Sprinkler Prop., F.D. Operations in
13R Sprinkler Sys., Res. Occ. up to and Including 4 Stories
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99 Health Care Facilities
99B Hypobaric Facilities
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101A Alt. Approaches to Life Safety
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204M Smoke, Heat Venting
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231C Rack Storage of Mat'ls.
231D Rubber Tires, Storage
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231F Roll Paper, Storage
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1402 Building Training Centers
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1410 Initial Fire Attack
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1451 Fire Service Vehicle Operations Training Prog.
1452 Dwelling Fire Safety Surveys
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1500 Fire Dept. Occupational Safety and Health Prog.
1521 Fire Dept. Safety Officer
1561 F.D. Incident Management Syst.
1581 F.D. Infection Control Program
1582 Medical Requirements for Fire Fighters
1600 Disaster Management
1901 Automotive Fire Apparatus
1906 Wildland Fire Apparatus
1911 Pumps on F.D. Apparatus, Tests of
1914 F.D Aerial Devices, Testing
1921 Portable Pumping Units
1922 Self-Contained Pumping Units
1931 Fire Dept. Ground Ladders, Design
1932 Fire Dept. Ground Ladders, Use
1961 Fire Hose
1962 Fire Hose Care, Use
1963 Fire Hose Connections
1964 Spray Nozzles (Shutoff and Tip)
1971 Prot. Ensemble, Structural Fire Fighting
1975 Station/Work Uniforms for FF
1976 Prot. Clothing - Proximity Fire Fighting
1977 Prot. Clothing - Wildland Fire Fighting
1981 Self-Contained Breathing App.
1982 Personal Alert Safety Systems for Fire Fighters
1983 Life Safety Rope and Sys. Comp.
1991 Vapor-Protective Suits for Haz. Chem. Emergencies
1992 Liquid Splash-Protective Suits for Haz. Chem. Emergencies
1993 Support Function Prot. Clothing for Haz. Chem. Oper.
1999 Prot. Clothing - Medical Emerg. Oper.
2001 Clean Agent Ext. Systems
8501 Single Burner Boiler Operation
8502 Furnace Explosions/Implosions in Multiple Boilers
8503 Pulverized Fuel Systems
8504 Atmospheric Fluidized-Bed Boiler Operation
8505 Stoker Operation
8506 Heat Recovery Steam Generators

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