

NFPA 902

Fire Reporting Field Incident Guide

1997 Edition



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An International Codes and Standards Organization

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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 membership may have occurred. A key to classifications is found at the back of this document.

NOTE: Membership on a committee shall not in and of itself constitute an endorsement of the Association or any document developed by the committee on which the member serves.

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

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NFPA 902

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NOTICE: 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

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.

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	COMPLETE ON ALL INCIDENTS	
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				
J	Condition of Fire on Arrival of First Unit					Area of Fire Origin					
K	Equipment Involved in Ignition			Year	Brand Name		Model	Serial No.		ON ALL FIRES TI 10-19	
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					COMPLETE IF FIRE TYPE OF INCIDENT (TI) 10-19 FOR STRUCTURE FIRE TI 11-13 TI 12-14	
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		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.											

* 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.

BASIC CASUALTY REPORT

Form 902G

Fill in this Report
in Your Own Words

Fire Department

☐ Revised
Report

GA

FD ID	Incident No.	Index No.	Casualty No.	Injury Occurred:	Mo.	Day	Year	Time
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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
----------------------------------	-------------------------------

COMPLETE ON ALL CASUALTIES

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
-----------------------------	---------------------------

NON-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
-----------------------------------	-----------------------------

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.
--------------	-------	-------------------	---------------

FIRE SERVICE CASUALTY

GP

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

GQ

Remarks:
☐ Remarks continued on reverse side.

COMPLETE ON
ALL CASUALTIES

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.

BASIC EMS REPORT

Form 902H

Fill in this Report
in Your Own Words

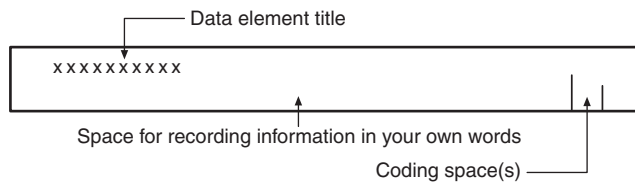
Fire Department

☐ 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		Pulse		Respiration			
		Systolic	Diastolic	Rate	Character	Rate	Character		
HL	1								
HL	2								
HL	3								
	Lungs		Skin		Pupils				
	Sound	Location	Color	Temperature	Size	Reactivity	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.

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 is shown 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.

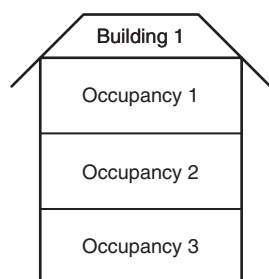
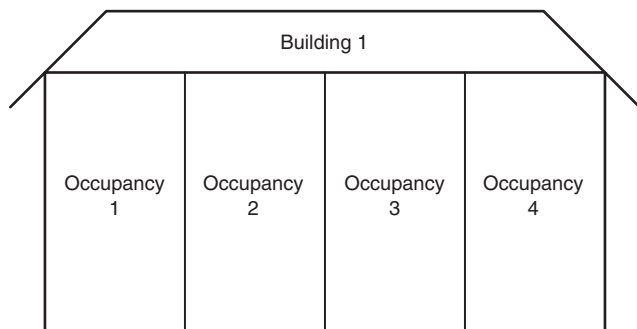
An exposure fire is a fire in a building, structure, vehicle, or outside property resulting from a fire outside that building, structure, vehicle, or outside property.

Example 1 One building containing a number of separate occupancies with a common roof, similar to a shopping mall, townhouse arrangement, or apartment building.

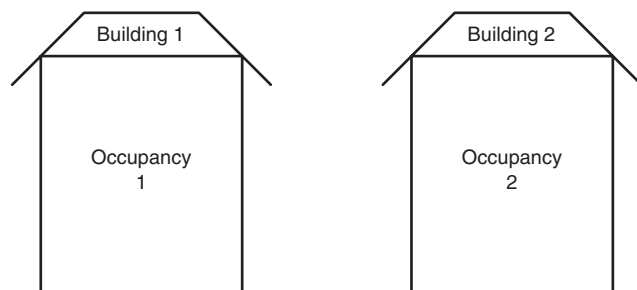
A fire beginning in one occupancy within a multiple-occupancy structure that spreads to other occupancies either horizontally or vertically is not an exposure fire and requires a single fire incident report. The specific property use reported should indicate the use of the occupancy where the fire began.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

Example 2 Two separate buildings located remotely from each other.

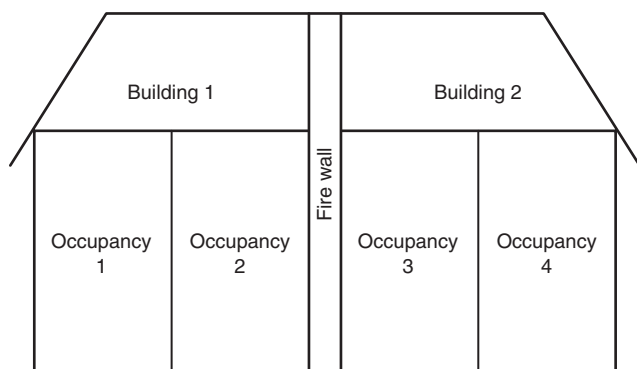
A fire beginning in the first building that spreads to the second building is an exposure fire and requires two fire incident reports. The form of heat of ignition in the second incident report should be "heat spreading from another hostile fire." The incident numbers on both reports should be identical,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



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 incident. 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.

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	COMPLETE ON ALL INCIDENTS	
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						Type of Situation Found Structure fire				
F	Type of Action Taken Ext/vent/salvage		District E14	Shift B	No. of Alarms 1		Outside Fire Service Assistance None			COMPLETE IF FIRE TYPE OF INCIDENT (TI) 10-19	
G	General Property Use Single family res.		Specific Property Use 1 family dwelling		County 019		Census Tract 3829.01				
H	No. of Fire Suppression Apparatus		No. of Emergency Medical Services Apparatus		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 2 rooms in basement				Area of Fire Origin Family room						
K	Equipment Involved in Ignition Television set			Year 84	Brand Name Acme		Model 0499	Serial No. 364862948			COMPLETE IF FIRE TYPE OF INCIDENT (TI) 10-19
L	Form of Heat of Ignition Electric short circuit			Material First Ignited Form TV case			Type Rigid plastic				
M	Ignition Factor Short circuit			Method of Extinguishment 2-1.5 in. landlines with hydrant water							
N	Property Loss 19500				Number of Acres Burned N/A						
O	Type of Construction Frame type V			No. of Stories 2 story & basement		Level of Origin Basement					
P	Structure Status In use			No. of Occupants at Time of Incident 2							COMPLETE IF FIRE TYPE OF INCIDENT (TI) 10-19
Q	Material Contributing to Fire Growth Form Wall paneling			Type Plywood							
R	Factor Contributing to Flame Travel None			Avenue of Smoke Travel Stairwell							
S	Detector Type Ionization smoke			Detector Power Supply Battery							
T	Detector Performance Located first story - Alerted occupants			Reason for Detector Failure No failure							
U	Type of Automatic Sprinkler System N/A			Coverage of Sprinkler System 8						COMPLETE IF FIRE TYPE OF INCIDENT (TI) 10-19	
V	Sprinkler System Performance		No. of Sprinkler Heads Operated		Reason for Sprinkler System Failure						
W	Extent of Flame Damage Basement		Extent of Smoke Damage Throughout house		Extent of Extinguishing Agent Damage Basement						
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.										COMPLETE ON ALL INCIDENTS
☐ 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.

BASIC CASUALTY REPORT

Form 902G

Fill in this Report
in Your Own WordsEastwood

Fire Department

☐ Revised
Report

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	D.O.B. 8/19/43	Age 52	Sex ☒ Male ☐ Female	Race W	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		Primary Apparent Symptom Smoke inhalation		Primary Part of Body Lungs				
GF	Secondary Apparent Symptom N/A				Secondary Part of Body				
GG	Casualty Type by Situation Found Building fire injury				Final Disposition of Casualty Central Hospital by Ace Ambulance				

COMPLETE ON ALL CASUALTIES

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

NON-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	
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.

FIRE SERVICE CASUALTY

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.				

COMPLETE ON
ALL CASUALTIES

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.

BASIC CASUALTY REPORT

Form 902G

Fill in this Report
in Your Own Words

Eastwood

Fire Department

☐ Revised
Report

GA	FD ID 708	Incident No. 6337	Index No. 00	Casualty No. 02	Injury Occurred:	Mo. 05	Day 26	Year 96	Time 0418	COMPLETE ON ALL CASUALTIES
GB	Casualty Name (Last, First, MI) Smythe, Jack M.				Injury Reported:	Mo. 05	Day 26	Year 96	Time 0420	
GC	Affiliation Fire fighter	D.O.B. 8/3/41	Age 54	Sex ☒ Male ☐ Female	Race W	National Origin ☐ Hispanic?				
GD	Home Address 129 Laurel St.		City Eastwood	State OH	Zip 28946	Telephone No. (216) 276-4529				
GE	Case Severity Minor		Primary Apparent Symptom Foreign body		Primary Part of Body Eye					
GF	Secondary Apparent Symptom N/A				Secondary Part of Body					
GG	Casualty Type by Situation Found Building fire injury				Final Disposition of Casualty Central Hospital by Ace Ambulance					
GH	Familiarity with Incident Area		Condition of Person Prior to Incident		Activity at Time of Injury					NON-FIRE SERVICE CASUALTY
GI	Location in Relation to Pt. of Origin				Location at Time of Injury					
GJ	Cause of Injury or Accident				Factors Preventing Escape					
GK	Regular Fire Service Work Assignment Fire fighter - E14				Physical Condition at Time of Injury Rested					FIRE SERVICE CASUALTY
GL	Status Before Alarm Asleep				Fire Service Activity Overhaul					
GM	Where Injury or Accident Occurred In basement				Cause of Injury or Accident Struck by ceiling he was pulling					
GN	PROTECTIVE EQUIPMENT	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.			
GP	Member Making Report Jack Smythe		Date 5/26/96		Officer in Charge (Name, Position, Assignment) Raymond Symmes B / C6			Date 5/26/96		COMPLETE ON ALL CASUALTIES
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.