



**Manitoba Tribal Councils & Independent Bands
Fire Incident Response Sheet
User Guide**

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Fire Incident Response Sheet – User Guide

Introduction

This document was drafted to support fire report writers within Manitoba First Nation communities. By providing additional information for each field on the Fire Incident Response Sheet, we hope to simplify fire reporting, develop data consistency, and utilize the information collected to further to support First Nation communities in fire prevention and education.

Header

File Agency Number – Internal filing number created and used by the fire department.

Tribal Council – Name of council. Should the department be within an independent band, simply enter “Independent” in this field.

Fire Department – Enter the legal name of the fire department.

Incident Information

1. **Date of Incident** – Format will be: month day, year. (May 1, 2000)
2. **Time Activated** – Time incident was reported based on a 24 hour clock.
3. **Time Returned to Hall** – The time the fire department returned to hall based on a 24 hour clock.
4. **Location of Incident** - Data regarding the location of the incident shall be recorded as required by the authority having jurisdiction. Use street addresses where possible for cities, towns and villages. When adding the terms “In Front Of” or “In Rear Of”, terms must be placed AFTER the street name. Lots block and plan numbers are helpful if street address is not available. In rural areas list section, township and range where fire occurred.
5. **Type of Incident** – Select one of the following options:
 - Structural Fire** – Fire involving a structure (ex: dwelling, commercial buildings, sheds)
 - Vehicle Fire** – Fire involving any transport vehicle (ex: automobiles, semi trucks, boats, and aircrafts).
 - Outdoor Fire** – Fires on outdoor property. (ex: grass, hydro poles, play structures, garbage/recycling bins, fire pits)
 - False Alarm** – Fire department responded but no incident occurred
 - MVC** – Motor Vehicle Collision
 - Medical** – Department responds to a medical emergency
 - Other** – Indicate other types of emergency response. (i.e. hazmat, carbon monoxide, mutual aid, public education or service, rescue (GSAR, water, trench, structural collapse, farm accident, and confined space), natural disaster, etc.

6. **Owner(s) & Occupant(s)** - Owners or occupant's given name and surname. The owner's name is very important as this is the best method of relating various reports to specific individuals.

Use this field to record insured person's losses even though they are not personally involved. For example, a claim may be made for losses sustained to personal property lost in a fire involving premises that are not occupied by insured. This might be a fur coat stored in a fur vault or a camera claimed for if destroyed in a fire while in a repair shop.

Identify a business by name. For example, "Major Pratt Collegiate", "Victoria Inn" "Family Food Fare", etc.

If the report is for a vehicle, boat or aircraft fire, enter the name(s) of the operator and all occupants. If the report is a grass or rubbish fire enter the name(s) of the person(s) who occupy the property on which the fire occurs.

7. **What was on fire?** The structure(s) or main outdoor object(s) that sustained fire damage. Main objects could refer to hydro poles, outdoor fields, vehicles, lawn mowers, garbage bins, etc.
8. **What caused the incident?** Refers to the set of circumstances precipitated by human acts (something is done) or human omissions to act (something which has not been done) that resulted to the fire.
9. **Where did the incident start?** Refer to the level of origin and area of origin.

Level of Origin - The floor or area where the incident originated. If there are no intervening floors or irregularly spaced floors, it refers to the height above grade where the fire originated. On an exposure report, the level of origin will be base on the original incident report.

Examples:

- Basement, Sub-Basement
- Crawl Space, Under Structure
- Ground Floor, Grade Level or Grade to 3m
- 2nd Storey or Over 3m to 6m Above Grade
- 3rd Storey or Over 6m to 9m Above Grade
- 4th to 12th Storey (Inclusive) or Over 9m to 36m Above Grade
- Over 12 Storey or Over 36m
- Roof Level - Includes concealed roof space, attic

Area of Origin - The specific use or occupancy of that part of the Property where the incident originates and not necessarily to the overall use or occupancy of the Property. (Ex: kitchen, stairwell, furnace room, patio)

On an exposure report, the area of origin will be base on the original incident report.

10. **Extent of Fire** - The area of actual extent of burning or charring and does not include browning or blistering of paint.

Examples:

- Confined to Object of Origin
- Confined to Part of Room/Area of Origin
- Confined to Room of Origin
- Confined to Floor Area of Origin
- Confined to Building of Origin
- Extended Beyond Building/Object of Origin
- Confined to Roof

11. **Extent of Damage** – The area of extent of damage caused by the incident. (Actual burning or charring and includes damage caused by heat (browning, blistering, etc.), smoke, water and other extinguishing agents.)

Examples:

- Confined to Object of Origin
- Confined to Part of Room/Area of Origin
- Confined to Room of Origin
- Confined to Floor Area of Origin
- Confined to Building of Origin
- Extended Beyond Building/Object of Origin
- Confined to Roof

12. **What equipment was used?** The method whereby the fire was controlled and extinguished. (Ex. Number of hoses utilized, size of hoses, foam, snow) Indicate any special equipment used.
13. **What rolling equipment was dispatched?** The transport equipment used to respond to call. (Ex. Pumper Truck, Rescue Truck, ATV)
14. **Sprinkler Protection** – Identify if a full or partial sprinkler protection is installed and functional.
15. **Detector in Place** – Identify if a complete or partial detector is installed and functional.
16. **Building Floor Level** – Identify how many stories the building stands.
17. **Building Floor Area** – Identify the square feet of the building or length and width of the structure.
18. **Insurance Available** – Identify if there is insurance on the property or object.
19. **Estimated Property Value** - Enter the property value of the building and contents. Only include values for structures/objects that were affected by the incident. Any vehicles/items found within a structure WILL BE VALUED AS CONTENTS within that structure.
20. **Estimated Value Loss** - Loss shall be recorded as the damage caused by the incident. The loss includes damage to property and contents. Such loss shall not exceed the cost of repair and replacement on a like kind and quality basis. Loss shall only include direct loss caused by fire/incident, including salvage, but not indirect loss due to "use and occupancy" or "business interruption".

21. **Insurance Company** – The insurance company that represents owner(s) or occupant(s) of the property or item.
22. **Number of Occupants** – The actual number of people in the building at the time of the fire.
23. **Number of Persons Evacuated** - The number of persons evacuated by the fire department.
24. **Injuries/Fatalities** – Indicate the victim’s name, date of birth, gender, and if the causality was an injury or fatality. Also specify the type and cause of the casualty. (ex: Strained right leg from falling through floor boards, or smoke inhalation causing death) You can also identify whether on scene or hospital treatment was provided.
25. **Vehicles involved** – Indicate the make, model, year, & license plate of any transport vehicles damaged by the fire. This includes aircrafts and boats.
26. **RCMP/DOPS Member/Detachment** - Indicate if police authorities were involved and which RCMP station they represent. You may also include RCMP/DOPS file number if available.
27. **RCMP/DOPS Arrival Time** – The time RCMP/DOPS arrived on scene. Based on a 24 hour clock.
28. **OFC Member** - Name of OFC officer that attended scene.
29. **Additional Fire Departments** – Name other fire departments that attended and assisted on scene.
30. **Other agencies on scene** – Name other agencies that may have attended and assisted on scene. (Ex. MB Conservation, MB Hydro, MTS)
31. **Scene Released To** – Identify which group or individual has authority over the property once the fire department leaves the scene.
32. **Number of members** – Identify the number of members that responded
33. **Additional Comments** - Provide a brief but accurate description of any additional fire particulars.
34. **Reporting Person** – Name of person who completed report.
35. **Contact Number** – Phone number of reporting person.
36. **Contact Email** – Email address of reporting person.
37. **Reporting Person (Signature)** – Signature of reporting person.
38. **Date** – Date the report was signed & completed by reporting person.