

**BASIC INFORMATION ABOUT INCIDENT: \*Mandatory**

\*Date of Incident \_\_\_\_\_ Day of the Week \_\_\_\_\_

\*State \_\_\_\_\_ \*City/Town \_\_\_\_\_ University/College \_\_\_\_\_

\*Time (approx) \_\_\_\_\_ Time (exact if available) \_\_\_\_\_ Fire Dept. Response? \*  YES  NO

Property: Choose  Campus Owned  Off Campus, Privately Owned  Public/Private Partnerships

Injury requiring treatment at a medical facility?  YES  NO Number of injuries \_\_\_\_\_

Death related to the fire?  YES  NO Number of deaths \_\_\_\_\_

Value of property damage caused by the fire \_\_\_\_\_

INCIDENT TYPE:	
<input type="checkbox"/> Fire, Other	<input type="checkbox"/> Electrical wiring/equipment problem
<input type="checkbox"/> Structure Fire	___ Electrical wiring/equipment problem, other
___ Building Fire	___ Heat from short circuit (wiring), defective/worn
___ Fires in structure other than building	___ Overheated motor
___ Cooking fire, confined to container	___ Breakdown of light ballast
___ Chimney or flue fire, confined to chimney/flue	___ Power line down
___ Fuel burner/boiler malfunction, fire confined	___ Arcing, shorted electrical equipment
___ Trash or rubbish fire, contained	<input type="checkbox"/> Attempted burning, illegal action
<input type="checkbox"/> Fire in mobile property used as a fixed structure	___ Attempted burning, illegal action, other
___ Fire in mobile home used as fixed residence	___ Attempt to burn
___ Fire in motor home, camper, recreational vehicle	___ Threat to burn
___ Fire in portable building, fixed location	<input type="checkbox"/> Smoke, odor problem
<input type="checkbox"/> Mobile property (vehicle) fire	___ Smoke or odor
___ Passenger vehicle fire	<input type="checkbox"/> Unauthorized burning
___ Road freight or transport vehicle fire	<input type="checkbox"/> False alarm and false call, other
___ Aircraft fire	<input type="checkbox"/> Malicious, mischievous false alarm
___ Camper or recreational vehicle (RV) fire	___ Malicious, mischievous false call, other
___ Off-road vehicle or heavy equipment fire	<input type="checkbox"/> Bomb scare
<input type="checkbox"/> Natural vegetation fire	___ Bomb scare - no bomb
___ Natural vegetation fire, other	<input type="checkbox"/> System or detector malfunction
___ Forest, woods or wildland fire	___ System malfunction, other
___ Grass or crop fire	___ Sprinkler activation due to malfunction
<input type="checkbox"/> Outside rubbish fire	___ Extinguishing activation due to malfunction
___ Outside rubbish, trash or waste fire	___ Smoke detector activation due to malfunction
___ Dumpster or other outside trash receptacle fire	___ Heat detector activation due to malfunction
___ Outside stationary compactor/comp. trash fire	___ Alarm system sounded due to malfunction
<input type="checkbox"/> Special outside fire	___ CO detector activation due to malfunction
___ Outside storage fire	<input type="checkbox"/> Unintentional system/detector operation (no fire)
___ Outside equipment fire	___ Sprinkler activation, no fire - unintentional
___ Outside gas or vapor combustion explosion	___ Extinguishing system activation
___ Outside mailbox fire	___ Smoke detector activation, no fire/unintentional
<input type="checkbox"/> Overpressure rupture from steam (no ensuing fire)	___ Detector activation, no fire - unintentional
___ Overpressure rupture from steam, other	___ Alarm system activation, no fire - unintentional
<input type="checkbox"/> Explosion (no fire)	___ Carbon monoxide detector activation, no CO
___ Explosion (no fire), other	
___ Munitions or bomb explosion (no fire)	
___ Blasting agent explosion (no fire)	
___ Fireworks explosion (no fire)	

**USE GROUP:**

- Assembly  
\_\_\_ Includes recreational building, pool hall, amusement center, ice rink, swimming facility, ballroom, gymnasium, convention center, stadium, arena, places of worship, public use, library, museum, restaurant, tavern, studio, theater, radio/television/Film
- Educational  
\_\_\_ Includes educational, college classroom, day care, other
- Health Care  
\_\_\_ Includes 24-hour care, nursing homes, hospital, clinics, doctor office, other
- Residential  
\_\_\_ Residential, other  
\_\_\_ 1 or 2 family dwelling  
\_\_\_ Multifamily dwelling  
\_\_\_ Boarding/rooming house, residential hotels  
\_\_\_ Hotel/motel, commercial  
\_\_\_ Residential board and care  
\_\_\_ Dormitory-type residence, campus owned  
\_\_\_ Sorority house, fraternity house
- Mercantile, Business  
\_\_\_ Includes mercantile, businesses, convenience stores, food and beverage sales, general retail, business office, bank, other
- Industrial, Utility, Defense, Agriculture, Mining  
\_\_\_ Includes utility, defense, agriculture, mining, energy production, steam or heat generating, other  
\_\_\_ Laboratory or science laboratory  
\_\_\_ Defense, military installation  
\_\_\_ Computer center  
\_\_\_ Communications center  
\_\_\_ Utility or Distribution system, other  
\_\_\_ Electrical distribution, gas distribution or gas pipeline  
\_\_\_ Water utility or sanitation utility  
\_\_\_ Sanitation utility  
\_\_\_ Crops or orchard  
\_\_\_ Livestock production  
\_\_\_ Forest, timberland, woodland

- Manufacturing, Processing  
\_\_\_ Manufacturing, Processing
- Storage  
\_\_\_ Storage, other  
\_\_\_ Outside material storage area  
\_\_\_ Outbuilding or shed  
\_\_\_ Grain elevator, silo  
\_\_\_ Livestock, poultry storage  
\_\_\_ Refrigerated storage  
\_\_\_ Outside storage tank  
\_\_\_ Vehicle storage, other  
\_\_\_ Parking garage, (detached residential garage)  
\_\_\_ Parking garage, general vehicle  
\_\_\_ Fire station  
\_\_\_ Warehouse  
\_\_\_ Residential or self-storage units  
\_\_\_ Dock, marina, pier, wharf
- Outside or Special Property  
\_\_\_ Outside or special property, other  
\_\_\_ Outbuilding, protective shelter  
\_\_\_ Open land or field  
\_\_\_ Vacant lot  
\_\_\_ Graded and cared-for plots of land  
\_\_\_ Water area, other  
\_\_\_ Street, other  
\_\_\_ Residential street, road or residential driveway  
\_\_\_ Street or road in commercial area  
\_\_\_ Vehicle parking area  
\_\_\_ Aircraft runway  
\_\_\_ Aircraft taxiway  
\_\_\_ Aircraft loading area  
\_\_\_ Construction site  
\_\_\_ UUU Undetermined

**GENERAL LOCATION:**

On-Campus, Structure Type:

\_\_\_ Residence Hall, \_\_\_ Apartment, \_\_\_ Family Housing, \_\_\_ Classroom/Laboratory, \_\_\_ Fraternity house, \_\_\_ Sorority house

Off-campus, Structure Type:

\_\_\_ Office - university owned or rented, \_\_\_ House/Duplex/Mobile home, \_\_\_ Apartment, \_\_\_ Rooming house, \_\_\_ Fraternity house, \_\_\_ Sorority house, \_\_\_ Other

Building occupied at time of fire:  YES  NO

Number of Stories \_\_\_\_\_ Story of origin \_\_\_\_\_

Fire spread to another unit?  YES  NO

Type of Construction: \_\_\_ Type 1, \_\_\_ Type 2, \_\_\_ Type 3, \_\_\_ Type 4, \_\_\_ Type 5

**FIRE PROTECTION SYSTEMS:**

1: Presence of Detectors: \_\_\_ None Present (if none, proceed to Automatic Extinguishing System), \_\_\_ Present, \_\_\_ Undetermined

Detector Type (s): \_\_\_ Smoke, \_\_\_ Heat, \_\_\_ Combination smoke and heat, \_\_\_ Sprinkler, water flow detection  
 \_\_\_ More than one type present, \_\_\_ Other, \_\_\_ Undetermined

Detector Power Supply: \_\_\_ Battery only, \_\_\_ Hardwire only, \_\_\_ Plug-in, \_\_\_ Hardwire with battery, \_\_\_ Plug-in with battery  
 \_\_\_ Mechanical, \_\_\_ Multiple detectors and power supplies, \_\_\_ Other, \_\_\_ Undetermined

Detector Operation: \_\_\_ Fire too small to activate, \_\_\_ Operated (Complete " Detector Effectiveness" below),  
 \_\_\_ Failed to operate correctly (Complete "Detector Failure Reason" below), \_\_\_ Undetermined

- Detector Effectiveness: \_\_\_ Alerted Occupants, occupants responded, \_\_\_ Alerted occupants, occupants failed to respond, \_\_\_ There were no occupants, \_\_\_ Failed to alert occupants, \_\_\_ Undetermined
- Detector Failure Reason: \_\_\_ Power failure, shutoff or disconnected, \_\_\_ Improper installation or placement  
 \_\_\_ Defective, \_\_\_ Lack of maintenance, includes not cleaning, \_\_\_ Battery missing or disconnected,  
 \_\_\_ Battery discharged or dead, \_\_\_ Other, \_\_\_ Undetermined

2: Presence of Automatic Extinguishing System: \_\_\_ None Present (if none, proceed to next section), \_\_\_ Present, \_\_\_ Undetermined

Type of Automatic Extinguishing System: \_\_\_ Wet-pipe sprinkler, \_\_\_ Dry-pipe sprinkler, \_\_\_ Other sprinkler system  
 \_\_\_ Dry chemical system, \_\_\_ Foam system, \_\_\_ Halogen type system, \_\_\_ Carbon dioxide (Co2) system,  
 \_\_\_ Other special hazard system, \_\_\_ Undetermined

Operation of Automatic Extinguishing System: \_\_\_ Operated/effective, \_\_\_ Operated/effective, \_\_\_ Fire too small to activate,  
 \_\_\_ Failed to operate (Complete " Reason for Automatic Extinguishing System Failure" below), \_\_\_ Other, \_\_\_ Undetermined

- Reason for Automatic Extinguishing System Failure: \_\_\_ System shut off, \_\_\_ Not enough agent discharged,  
 \_\_\_ Agent discharged but did not read fire, \_\_\_ Wrong type of system, \_\_\_ Fire not in area protected,  
 \_\_\_ System components damaged, \_\_\_ Lack of maintenance, \_\_\_ Manual intervention, \_\_\_ Other,  
 \_\_\_ Undetermined

Number of sprinkler heads operating \_\_\_\_\_

**ORIGIN AND CAUSE:**

Area of Origin

- Means of Egress
  - \_\_\_ Hallway corridor, mall
  - \_\_\_ Exterior stairway, ramp, or fire escape
  - \_\_\_ Interior stairway or ramp
  - \_\_\_ Escalator - exterior, interior
  - \_\_\_ Entrance way, lobby
  - \_\_\_ Egress/exit, other
- Assembly, Sales Areas (Groups of People)
  - \_\_\_ Assembly or sales area, other
  - \_\_\_ Arena, assembly area w/ fixed seats - 100+ persons
  - \_\_\_ Assembly area without fixed seats - 100+ persons
  - \_\_\_ Assembly area - less than 100 persons
  - \_\_\_ Common room, den, family room, living room, lounge
  - \_\_\_ Art gallery, exhibit hall, library
  - \_\_\_ Swimming pool

- Function Area
  - \_\_\_ Function areas, other
  - \_\_\_ Bedroom - < 5 persons
  - \_\_\_ Bedroom - 5+ persons; including dormitory
  - \_\_\_ Dining room, cafeteria, bar area, beverage service
  - \_\_\_ Cooking area, kitchen
  - \_\_\_ Bathroom, checkroom, lavatory, locker room
  - \_\_\_ Office
- Technical Processing Areas
  - \_\_\_ Technical processing areas, other
  - \_\_\_ Laboratory
  - \_\_\_ Treatment - first aid area, surgery area
  - \_\_\_ Surgery area - major operations, operating room
  - \_\_\_ Computer room, control room or center
  - \_\_\_ Projection room, spotlight area
  - \_\_\_ Processing/manufacturing area, workroom

- Storage Areas
  - \_\_\_ Storage area, other
  - \_\_\_ Storage room, area, tank, or bin
  - \_\_\_ Storage: supplies or tools; dead storage
  - \_\_\_ Shipping/receiving area; loading area, dock or bay
  - \_\_\_ Chute/container - trash, rubbish, waste
- Service Areas
  - \_\_\_ Service facilities, other
  - \_\_\_ Dumbwaiter or elevator shaft
  - \_\_\_ Conduit, pipe, utility, or ventilation shaft
  - \_\_\_ Light shaft
  - \_\_\_ Chute; laundry or mail, excluding trash chutes
  - \_\_\_ Duct: hvac, cable, exhaust, heating, or AC
- Service, Equipment Areas
  - \_\_\_ Equipment or service area, other
  - \_\_\_ Machinery room or area; elevator machinery room
  - \_\_\_ Heating room or area, water heater area
  - \_\_\_ Switchgear area, transformer vault
  - \_\_\_ Incinerator area
  - \_\_\_ Maintenance shop or area, paint shop or area
- Structural Areas
  - \_\_\_ Structural area, other
  - \_\_\_ Substructure area or space, crawl space
  - \_\_\_ Exterior balcony, unenclosed porch
  - \_\_\_ Ceiling & floor assembly, crawl space between stories
  - \_\_\_ Attic: vacant, crawl space above top story, cupola
  - \_\_\_ Wall assembly, concealed wall space
  - \_\_\_ Wall surface: exterior
  - \_\_\_ Roof surface: exterior
  - \_\_\_ Awning
- Transportation, Vehicle Areas
  - \_\_\_ Vehicle area, other
- Other Area of Origin
  - \_\_\_ Outside area, other
  - \_\_\_ Railroad right of way: on or near
  - \_\_\_ Highway, parking lot, street: on or near
  - \_\_\_ Courtyard, patio, porch, terrace
  - \_\_\_ Open area - outside; included are farmland, field
  - \_\_\_ Wildland, woods
  - \_\_\_ Construction/renovation area
  - \_\_\_ Multiple areas
  - \_\_\_ Vacant structural area
  - \_\_\_ Other
- Undetermined

- Fire Spread
    - \_\_\_ Confined to room of origin
    - \_\_\_ Confined to floor or origin
    - \_\_\_ Confined to building of origin
    - \_\_\_ Spread beyond building of origin
  - Human factors contributing to ignition
    - \_\_\_ None
    - \_\_\_ Asleep
    - \_\_\_ Possibly impaired by alcohol or drugs
    - \_\_\_ Unattended person
    - \_\_\_ Possibly mentally disabled
    - \_\_\_ Physically disabled
    - \_\_\_ Multiple persons involved
    - \_\_\_ Age was a factor
      - Complete only if age was a factor
      - \_\_\_ Male \_\_\_ Female \_\_\_ Age
  - Cause of Ignition
    - \_\_\_ Intentional
    - \_\_\_ Unintentional
    - \_\_\_ Failure of equipment or heat source
    - \_\_\_ Act of nature
    - \_\_\_ Cause under investigation
    - \_\_\_ Cause undetermined after investigation

Specific cause if known

---



---



---



---
- Thanks!**
- Your reports will be archived online and can be downloaded and/or printed at any time.
- Questions?**
- Email Tim Knisely (tknisely@campusfiresafety.org)

To input test data, log on to: [www.test.campusfiredata.org](http://www.test.campusfiredata.org) with your organization's logon information.



The Center for Campus Fire Safety  
10 State Street, Newburyport, Massachusetts 01950 978.961.0410  
[www.campusfiresafety.org](http://www.campusfiresafety.org) | [www.campusfiredata.org](http://www.campusfiredata.org) | [www.firewisecampus.org](http://www.firewisecampus.org)