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:

☐ Fire, Other

☐ Structure Fire
  ☐ Building Fire
    ☐ Fires in structure other than building
    ☐ Cooking fire, confined to container
    ☐ Chimney or flue fire, confined to chimney/flue
    ☐ Fuel burner/boiler malfunction, fire confined
    ☐ Trash or rubbish fire, contained
  ☐ Fire in mobile property used as a fixed structure
    ☐ Fire in mobile home used as fixed residence
    ☐ Fire in motor home, camper, recreational vehicle
    ☐ Fire in portable building, fixed location

☐ Mobile property (vehicle) fire
  ☐ Passenger vehicle fire
    ☐ Road freight or transport vehicle fire
    ☐ Aircraft fire
    ☐ Camper or recreational vehicle (RV) fire
    ☐ Off-road vehicle or heavy equipment fire

☐ Natural vegetation fire
  ☐ Natural vegetation fire, other
  ☐ Forest, woods or wildland fire
  ☐ Grass or crop fire

☐ Outside rubbish fire
  ☐ Outside rubbish, trash or waste fire
  ☐ Dumpster or other outside trash receptacle fire
  ☐ Outside stationary compactor/comp. trash fire

☐ Special outside fire
  ☐ Outside storage fire
  ☐ Outside equipment fire
  ☐ Outside gas or vapor combustion explosion
  ☐ Outside mailbox fire

☐ Overpressure rupture from steam (no ensuing fire)
  ☐ Overpressure rupture from steam, other

☐ Explosion (no fire)
  ☐ Explosion (no fire), other
  ☐ Munitions or bomb explosion (no fire)
  ☐ Blasting agent explosion (no fire)
  ☐ Fireworks explosion (no fire)

☐ Electrical wiring/equipment problem
  ☐ Electrical wiring/equipment problem, other
  ☐ Heat from short circuit (wiring), defective/worn
  ☐ Overheated motor
  ☐ Breakdown of light ballast
  ☐ Power line down
  ☐ Arcing, shorted electrical equipment

☐ Attempted burning, illegal action
  ☐ Attempted burning, illegal action, other
  ☐ Attempt to burn
  ☐ Threat to burn

☐ Smoke, odor problem
  ☐ Smoke or odor

☐ Unauthorized burning

☐ False alarm and false call, other

☐ Malicious, mischievous false alarm
  ☐ Malicious, mischievous false call, other

☐ Bomb scare
  ☐ Bomb scare - no bomb

☐ System or detector malfunction
  ☐ System malfunction, other
  ☐ Sprinkler activation due to malfunction
  ☐ Extinguishing activation due to malfunction
  ☐ Smoke detector activation due to malfunction
  ☐ Heat detector activation due to malfunction
  ☐ Alarm system sounded due to malfunction
  ☐ CO detector activation due to malfunction

☐ Unintentional system/detector operation (no fire)
  ☐ Sprinkler activation, no fire - unintentional
  ☐ Extinguishing system activation
  ☐ Smoke detector activation, no fire/unintentional
  ☐ Detector activation, no fire - unintentional
  ☐ Alarm system activation, no fire - unintentional
  ☐ Carbon monoxide detector activation, no CO
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 case, 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

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
### 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
__________________________________________________
__________________________________________________
__________________________________________________

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**Thanks!**

Your reports will be archived online and can be downloaded and/or printed at any time.

**Questions?**

Email Tim Knisely (tknisely@campusfiresafety.org)

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**To input test data, log on to:** www.test.campusfiredata.org with your organization’s logon information.