



# POLICY MANUAL

## Emergency Operations - Reports

### Fire Incident Summary

Revised: 07-21-95

Code: 1 - 4 - 6

**Book** **Chapter** **Subject**

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6.0 Purpose: Establish a Format for Fire Incident Summaries.

6.01 Scope: All Officers and Acting Officers.

6.02 **EXAMPLE:**

#### FIRE INCIDENT SUMMARY

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

Shift: \_\_\_\_\_

Damage: \_\_\_\_\_

Cause: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Brief Summary of Incident: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Results: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I.C.S.: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Safety: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Incident Scene Sketch (on back of page):