

NFPA 906

Fire Incident Field Notes

1993 Edition



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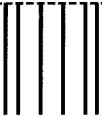
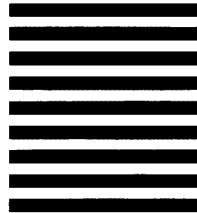
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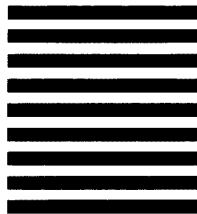
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NFPA 906
Guide for
Fire Incident Field Notes
1993 Edition

This edition of NFPA 906, *Guide for Fire Incident Field Notes*, was prepared by the Technical Committee on Fire Reporting and acted on by the National Fire Protection Association, Inc. at its Annual Meeting held May 24-27, 1993, in Orlando, FL. It was issued by the Standards Council on July 23, 1993, with an effective date of August 20, 1993, and supersedes all previous editions.

The 1993 edition of this document has been approved by the American National Standards Institute.

Origin and Development of NFPA 906

This guide was developed to provide persons investigating fires, whether as the company officer, incident commander, fire department or fire marshal investigative specialist, or private investigator, with a tool for taking notes in an organized manner while collecting data about the incident. Through a more organized collection of data in the field, a more complete incident report and/or investigative report can be produced which will ultimately lead to better data to solve the fire problem. It was not the intent of the committee that these forms by themselves be an investigative or fire incident report.

This edition of the document is a reconfirmation of the 1988 edition.

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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 the membership may have occurred.

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: To develop 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 906

Guide for

Fire Incident Field Notes

1993 Edition

Introduction

The proper recording of information about an incident is one of the most effective tools available to a fire investigator. To assist in this endeavor, the NFPA Fire Reporting Committee established a subcommittee to develop this guide. Using information and input from a variety of sources, the Committee has developed a series of forms to be used locally in the documentation of the incident by those conducting the investigations.

This guide has been developed to provide those investigating a fire with a basic system for collecting data and information in a consistent manner. These forms are not designed or intended to be a complete report, but rather to serve as input for developing a final investigative report. They also are not intended to provide all known incident information. This guide does not cover the interpretation and use of the data.

All local units of government and private industry involved in fire investigation are encouraged to utilize these forms in the way best suited for their situation. Supplemental local forms should be used as needed.

General

Scope. The scope of this guide is to guide investigators in collecting and recording preliminary information needed for the preparation of a formal incident report.

Purpose. This guide explains a series of suggested forms that can be used during a fire investigation to record field notes. The forms serve as a reminder of the type of information that may be helpful in understanding the fire.

Application. The guidelines for using these forms are only suggestions, as each particular agency should utilize the forms in the way that best suits their needs. The forms are simple to complete, with large areas for comments that can be developed as the investigation continues.

The forms shown in this guide are designed to collect descriptive observations rather than definitive conclusions.

Not all forms will be used at all incidents. However, several forms could be used on any specific fire, depending on the magnitude of the investigation or the type of incident.

This guide contains instructions for the completion of the fire incident field note forms. The forms allow the person conducting the investigation to collect the information in a consistent manner so it can then be studied to reach a

conclusion regarding a particular incident. The forms are designed to be handwritten. The data is to be utilized to complete the final investigative report. The case supervision form should be used to keep a track of the progress of the investigation.

Preparation of Reports. These forms and the information recorded on them are not designed to constitute the incident report. They provide data helpful in reaching conclusions as to what happened so the incident report or the investigation report can be prepared. If an incident report has already been filed, part of the process of using this data should be to verify the original incident report and update that report as necessary so the most accurate information is contained in the incident report and any data bases that contain that incident information.

Forms. There are 12 forms described in this guide. These forms and their applications are:

906-0 Case Supervision	— Used on all investigations to track the progress of the investigation.
906-1 All Fires	— Used on all fire investigations to collect identification and contact information.
906-2 Structure Fires	— Used when the fire involves a structure. There are three pages to this form.
906-3 Motor Vehicles	— Used when the fire involves any type of motor vehicle.
906-4 Wildland Fires	— Used when the fire involves grass, brush, and wildland areas.
906-5 Casualties	— Used to collect information on people injured or killed in the incident.
906-6 Witness Statement	— Use one sheet per witness to identify the witness and record the statement.
906-7 Evidence	— Used to record recovered evidence and where it is removed to.
906-8 Photographs	— Used to log description of all photographs taken.
906-9 Sketches	— Used to sketch the scene or specific locations within the scene.
906-10 Insurance Information	— Used to record information on insurance coverage, adjustment, and loss.
906-11 Records/Documents	— Used to record information on incident, property, and business or personal records that are available.

Case Supervision (Form 906-0). The case supervision form shown on the previous page is designed to be the cover sheet for the package of sheets that will result as the information after a fire is recorded.

This cover sheet will assist in keeping track of the progress of the investigation. Indicate what has been done or needs to be done, assignments, dates, etc., in the remarks section. The lower portion can be used to record routine checks or rechecks and other information pertinent to the investigation.

The department or agency conducting the investigation as well as the file number assigned to the investigation should be recorded on the upper right corner of each sheet or form used.

The section entitled "Field Notes" should be used to indicate which forms are being used and, therefore, should be

part of the final package. If a particular form is not applicable (N/A) to the fire being investigated, check the N/A box so that other investigators or supervisors realize that the form is purposely not present, rather than potentially lost. For example, the Motor Vehicles Form (906-3) and the Wildland Fires Form (906-4) would not be applicable to a structure fire.

Use the back side of the form or additional sheets of paper to record additional activities and dates.

The date/activity spaces are to record various aspects of the investigation as it continues. As shown in the example below, the evidence was taken to the lab on May 27, 1993, and the lab results are recorded in the activity section. Each investigator should utilize this space for any notes that may be pertinent to the investigation.

CASE SUPERVISION FIELD NOTES 906-0	AGENCY State Police	FILE NUMBER 1234-93
--	-------------------------------	-------------------------------

This "cover" sheet will assist in keeping track of the progress of the investigation. Indicate what has been done, what needs to be done, assignments, dates, etc., in the "Remarks" sections. The lower portion should be used to record routine checks or rechecks and other information pertinent to the investigation.

"FIELD NOTES" FORMS

ALL FIRES	906-1	<input checked="" type="checkbox"/> COMPLETE	5/26/93 DATE	<input type="checkbox"/> N/A	REMARKS
STRUCTURES	906-2	<input checked="" type="checkbox"/> COMPLETE	5/26/93 DATE	<input type="checkbox"/> N/A	REMARKS
VEHICLES	906-3	<input type="checkbox"/> COMPLETE	DATE	<input checked="" type="checkbox"/> N/A	REMARKS
WILDLAND	906-4	<input type="checkbox"/> COMPLETE	DATE	<input checked="" type="checkbox"/> N/A	REMARKS
CASUALTIES	906-5	<input type="checkbox"/> COMPLETE	DATE	<input checked="" type="checkbox"/> N/A	REMARKS
WITNESS	906-6	<input checked="" type="checkbox"/> COMPLETE	5/25/93 DATE	<input type="checkbox"/> N/A	REMARKS
EVIDENCE	906-7	<input checked="" type="checkbox"/> COMPLETE	6/10/93 DATE	<input type="checkbox"/> N/A	REMARKS
PHOTOGRAPHS	906-8	<input checked="" type="checkbox"/> COMPLETE	5/27/93 DATE	<input type="checkbox"/> N/A	REMARKS
SKETCHES	906-9	<input checked="" type="checkbox"/> COMPLETE	5/25/93 DATE	<input type="checkbox"/> N/A	REMARKS
INSURANCE	906-10	<input checked="" type="checkbox"/> COMPLETE	6/15/93 DATE	<input type="checkbox"/> N/A	REMARKS 6/10 LFJ to follow up
REC./DOCUMENT	906-11	<input checked="" type="checkbox"/> COMPLETE	5/27/93 DATE	<input type="checkbox"/> N/A	REMARKS

INCIDENT AND CASUALTY REPORTS UPDATED ☒ YES 6/15/93 ☐ NO ☐ NOT NECESSARY
DATE

DATE	ACTIVITY	BY
5/27/93	Evidence to lab. LFJ	
6/2/93	Lab results back. No flammable liquid present. LFJ	
6/15/93	Insurance co. paying claim. CEP	
6/25/93	Evidence destroyed per policy. LFJ	

[illegible]

All Fires (Form 906-1). The "All Fires" form shown on the previous page is divided into six sections. As with all forms used, the agency name and file number should be entered at the upper right corner.

The first section identifies the incident. This includes the address where the incident occurred or the general location; the day, date, and time of the incident; and any fire department incident number. The weather should be a general description, with the temperature, wind direction, and wind speed as exact as possible. The property description should show whether the incident is primarily a structure, vehicle, wildland, or other fire. The appropriate form should also be attached.

INCIDENT					
ADDRESS/LOCATION 647B Smithton Dr., Anytown		DAY Mon.	DATE 5/24/93	TIME 1143	FIRE DEPT. INCIDENT NO. 206
WEATHER AT TIME OF FIRE	GENERAL CONDITIONS Clear, cold		TEMP 47° F	WIND DIR NW	WIND SPEED 5
PROPERTY DESCRIPTION	STRUCTURE (M-2) <input checked="" type="checkbox"/>	VEHICLE (M-3) <input type="checkbox"/>	WILDLAND (M-4) <input type="checkbox"/>	OTHER <input type="checkbox"/>	

The second section is for recording the owner and the occupant. List the owner's name, telephone number, and address. If the occupant's name and address are different, list those as well. For a business, the name of the business and its telephone number should be recorded on the line "Doing Business As."

OWNER/OCCUPANT	
OWNER'S NAME John Ayres	PHONE NO. 639-4728
OWNER'S ADDRESS 647B Smithton Dr., Anytown, NV 49702	
OCCUPANT'S NAME Saite	PHONE NO.
OCCUPANT'S ADDRESS	
DOING BUSINESS AS N/A	PHONE NO.

The third section is to identify how the investigative agency was notified and when and to whom the case is assigned. All the information relates to when the investigator was notified. In the example, on Monday, May 24, 1993, at 1430 hours, Chief Jones contacted Rogers, who assigned the case to Fahey. The form then shows the arrival time of the investigator at the scene, whether the scene was secured or not, and, in this scenario, the fact it was found in the same condition as

it was left by the fire department. The authority to enter was written. The date and time when the investigator departed the scene is also recorded.

NOTIFICATION FOR INVESTIGATION					
RECEIVED BY Rogers	DATE 5/24/93	TIME 1430	FROM WHOM Chief W. Jones	ASSIGNED TO Fahey	
ARRIVED AT SCENE Tues. 5/25/93	DATE 5/25/93	TIME 0910	SCENE SECURED <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES	COMMENT ON CONDITION Same as left by FD	
AUTHORITY TO ENTER EMERGENCY	CONSENT <input type="checkbox"/> VERBAL <input type="checkbox"/> WRITTEN	WARRANT <input type="checkbox"/> ADMIN. <input type="checkbox"/> CRIM	OTHER (Describe)		
DEPARTED SCENE Tues. 5/25/93	DATE 5/25/93	TIME 1500	COMMENTS		

The fourth section identifies other agencies that were contacted as part of the investigation. In this case, Chief Jones of the Clio Fire Department and Patrolman Smith of the Vienna Police Department were involved.

OTHER AGENCIES INVOLVED			
FIRE DEPT. Clio	INCIDENT NO. 206	CONTACT PERSON Chief W. Jones	PHONE NO. 687-2347
POLICE DEPT. Vienna	FILE NO. 93-916	CONTACT PERSON Patrn. Smith	PHONE NO. 732-1111
OTHER	CASE NO.	CONTACT PERSON	PHONE NO.

The fifth section provides a space to estimate the total loss and who made the estimate. Additional information on the loss can be recorded in the remarks section. Also note that the insurance information form (Form 906-10) has space for recording information on the insurance loss paid.

ESTIMATED TOTAL LOSS	
\$ 35,000	ESTIMATED BY Chief Jones

The final section of the "All Fires" form is the remarks section. This section can be used as necessary to record any additional details the user feels relevant to the investigation.

REMARKS
Property was turned over to John Ayres, owner, at 1500 hrs., 5/24/93. John Ayres gave permission to Fahey to enter property to conduct investigation.

STRUCTURE FIRES

FIELD NOTES 906-2a

AGENCY

FILE NUMBER

TYPE & STATUS

PROPERTY USE

STATUS (OCCUPIED, UNOCCUPIED, VACANT)

COMMENTS

AREA DESCRIPTION

☐ RURAL ☐ FARM ☐ URBAN ☐ SUBURBAN ☐ OTHER

☐ ZONED ☐ UNZONED ☐ IMPROVING ☐ DECLINING ☐ STABLE ☐ OTHER

CONSTRUCTION

FOUNDATION

☐ SLAB ☐ CRAWL SPACE ☐ BASEMENT(S) ☐ OTHER

DIMENSIONS

FT. LENGTH

FT. WIDTH

FT. HEIGHT

STORIES

NO. UNITS

TYPE OF
CONSTRUCTION

EXTERIOR WALLS

INTERIOR WALLS

FLOORS

ROOF

SECURITY (Time of Fire)

DOORS

☐ SECURE ☐ NOT SECURE

PER:

WINDOWS

☐ SECURE ☐ NOT SECURE

PER:

OTHER

☐ SECURE ☐ NOT SECURE

PER:

COMMENTS ON SECURITY

ALARM/PROTECTION SYST.

ALARMS

☐ YES ☐ NO

TYPE ALARM

ALARM COMPANY

CONTACT PERSON

PHONE NO.

COMMENTS

PROTECTION SYSTEMS

☐ YES ☐ NO ☐ OPERATED ☐ DID NOT OPERATE

COMMENTS

DESCRIPTION OF SYSTEM(S)

UTILITIES (Time of Fire)

ELECTRIC

☐ ON ☐ OFF

UTILITY COMPANY NAME

CONTACT

PHONE NO.

GAS

☐ ON ☐ OFF

UTILITY COMPANY NAME

CONTACT

PHONE NO.

WATER

☐ ON ☐ OFF

UTILITY COMPANY NAME

CONTACT

PHONE NO.

PHONE

☐ ON ☐ OFF

UTILITY COMPANY NAME

CONTACT

PHONE NO.

OTHER

☐ ON ☐ OFF

UTILITY COMPANY NAME

CONTACT

PHONE NO.

STRUCTURE FIRES

FIELD NOTES 906-2b

AGENCY

FILE NUMBER

EXTERIOR OBSERVATIONS

INTERIOR OBSERVATIONS

HEATING SYSTEM

TYPE	LOCATION
COMMENTS	

ELECTRICAL SERVICE

<input type="checkbox"/> FUSES <input type="checkbox"/> BREAKERS	ENTRY LOCATION	SERVICE PANEL LOCATION
COMMENTS		

OTHER HEATING EQUIP.

TYPE(S)	LOCATION
COMMENTS	

STRUCTURE CONTENTS

COMMENTS

AREA OF ORIGIN

COMMENTS

STRUCTURE FIRES
FIELD NOTES 906-2c

AGENCY

FILE NUMBER

IGNITION SEQUENCE

HEAT SOURCE

MATERIAL IGNITED

IGNITION FACTOR

IF EQUIPMENT INVOLVED

MAKE

MODEL

SERIAL NO.

COMMENTS

FIRE SPREAD

MATERIALS

AVENUES

COMMENTS

SMOKE SPREAD

MATERIALS

AVENUES

COMMENTS

REMARKS

Structure Fires (Forms 906-2a, b, and c). There are three sheets that comprise the form used when the incident under investigation is a structure fire. These three sheets (shown on the three previous pages) are divided into 17 sections, each of which is described below. Be sure the agency name and file number are recorded at the upper right corner of each of the three sheets.

The first section deals with the type or use of the property and its status. In the example, the structure is an occupied single-family, residential building. Occupied, for purposes of fire reporting, means that it is being used regularly, even if there were not people present at the time of the fire. If the property is not occupied, record whether it is under construction or renovation, idle, or abandoned.

TYPE & STATUS	
PROPERTY USE Single-family dwelling	
STATUS (OCCUPIED, UNOCCUPIED, VACANT) Occupied	COMMENTS Owner not at home at time of fire.

The second section provides a general area description. As many boxes as appropriate can be checked. The example below shows that the fire occurred in a zoned, stable suburban area.

AREA DESCRIPTION	
<input type="checkbox"/> RURAL <input type="checkbox"/> FARM <input type="checkbox"/> URBAN <input checked="" type="checkbox"/> SUBURBAN <input type="checkbox"/> OTHER	
<input checked="" type="checkbox"/> ZONED <input type="checkbox"/> UNZONED <input type="checkbox"/> IMPROVING <input type="checkbox"/> DECLINING <input checked="" type="checkbox"/> STABLE <input type="checkbox"/> OTHER	

The third section describes the construction of the structure. In the example shown below, the structure was a 50 ft × 32 ft, one-story used as one unit. The structure had a basement, and was of wood-frame construction with dry-wall interior walls, plywood floors, and a composition shingled roof.

CONSTRUCTION	
FOUNDATION <input type="checkbox"/> SLAB <input type="checkbox"/> CRAWL SPACE <input checked="" type="checkbox"/> BASEMENT(S) <input type="checkbox"/> OTHER	
DIMENSIONS FOOT LENGTH 50 FT WIDTH 32 FT HEIGHT 1 STORIES 1 NO UNITS	
TYPE OF CONSTRUCTION	EXTERIOR WALLS Wood frame INTERIOR WALLS Drywall FLOORS Plywood ROOF Comp. shingle

The next section records the security of the structure as found by the fire department upon its arrival. In the example below, the doors and the windows were secure according to Assistant Chief White. The rear door was forced by the fire department upon arrival at the scene.

SECURITY (Time of Fire)	
DOORS <input checked="" type="checkbox"/> SECURE <input type="checkbox"/> NOT SECURE PER: Asst. Chief White	
WINDOWS <input checked="" type="checkbox"/> SECURE <input type="checkbox"/> NOT SECURE PER: Asst. Chief White	
OTHER <input type="checkbox"/> SECURE <input type="checkbox"/> NOT SECURE PER:	
COMMENTS ON SECURITY Ladder company forced rear door on arrival.	

The section on alarm/protection systems is for recording data on any alarm system or fire suppression or detection system in the structure. The alarm system can be for fire, burglary, or motion. The operation of any system should be investigated and recorded.

The example below shows a sprinkler system tied into an alarm company.

ALARM/PROTECTION SYST.	
ALARMS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	TYPE ALARM Wired system to ABC Alarm Co.
ALARM COMPANY ABC Alarm	CONTACT PERSON Joe Hillberg PHONE NO. 796-4286
COMMENTS Alarm received at 1647 hrs.	
PROTECTION SYSTEMS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> OPERATED <input type="checkbox"/> DID NOT OPERATE	COMMENTS 5 sprinklers opened
DESCRIPTION OF SYSTEM(S) Wet pipe system throughout property	

The utilities section allows the investigator to list whether the utilities were on or off at the time of the fire. It also provides a place to list the utility companies and their telephone numbers.

UTILITIES (Time of Fire)	
ELECTRIC <input checked="" type="checkbox"/> ON <input type="checkbox"/> OFF	UTILITY COMPANY NAME Consumers G&E CONTACT Consumers G&E PHONE NO.
GAS <input checked="" type="checkbox"/> ON <input type="checkbox"/> OFF	UTILITY COMPANY NAME Consumers G&E CONTACT Consumers G&E PHONE NO.
WATER <input checked="" type="checkbox"/> ON <input type="checkbox"/> OFF	UTILITY COMPANY NAME Anytown Water Co. CONTACT Anytown Water Co. PHONE NO.
PHONE <input type="checkbox"/> ON <input type="checkbox"/> OFF	UTILITY COMPANY NAME Anytown Water Co. CONTACT Anytown Water Co. PHONE NO.
OTHER <input type="checkbox"/> ON <input type="checkbox"/> OFF	UTILITY COMPANY NAME Anytown Water Co. CONTACT Anytown Water Co. PHONE NO.

In the section on exterior observation, the investigator should note his/her observations of significant facts about the exterior of the structure or the fire area. Observations reported by others can also be entered here.

In the example below, the fire department observed fire through the southwest corner of the roof upon their arrival, and the fire investigator noted charring behind the electrical service entrance.

EXTERIOR OBSERV.	
SW corner of roof damaged by fire. Fire had burned through on arrival of FD. Some char damage to wall in area of service entrance.	

In the section on interior observation, the investigator should note his/her observations of significant facts about the interior of the structure or the fire area. Observations by others can be entered here also.

In the example below, the investigator found heavy smoke damage throughout the structure and major fire damage centered in the utility room at the southwest corner of the building. Piles of burned clothing were found behind the clothes dryer.

INTERIOR OBSERV.	
Major fire damage in utility room. Heavy smoke throughout building. Burned clothing behind clothes dryer.	

The section entitled "Heating System" is designed to record observations about the principal heating system for the structure. For example, the heating system is gas-fired forced hot air and is located in the basement. There is no fire damage in the basement.

HEATING SYSTEM	
TYPE Gas - forced hot air	LOCATION Basement
COMMENTS No damage in basement.	

The next section discusses the electrical service. The investigator can record where the service enters the structure, the location of the service panel, and any observations about the electrical service and its relationship to the fire.

As an example, the electrical service consisted of a circuit breaker box in the southwest corner of the utility room and there was a 20-amp breaker that had tripped during the fire.

ELECTRICAL SERVICE	
FUSES	BREAKERS
ENTRY LOCATION	SERVICE PANEL LOCATION
SW corner	Utility room
COMMENTS	
Main disconnect found off – FD turned off.	
20-amp breaker tripped – feeds utility room.	

If there was any auxiliary heating systems or equipment in the fire area that may have been involved in any way, their type, location, and any observations about their possible involvement should be recorded in the “Other Heating Equipment” section.

In the example below, an electric space heater was found plugged in in the utility room and it was severely damaged.

OTHER HEATING EQUIP.	
TYPE(S)	LOCATION
Electric space heater	Utility room floor
COMMENTS	
Plugged in and severely damaged.	

Observations about the contents of a structure are often helpful in understanding the fire. The next section allows the investigator to record anything unusual about the contents of the structure. If there are no unusual observations, the investigator should so indicate.

STRUCTURE CONTENTS	
COMMENTS	
Normal to occupancy – appeared to be in order.	

The next section is for recording either the area of origin or observations that could be helpful in determining the area of origin.

AREA OF ORIGIN	
COMMENTS	
Utility room at floor level near electric space heater.	

The section on ignition sequence may not be able to be completed until some time late in the investigation. The reasons for investigations vary, and, in some, the ignition sequence may be immediately known, but, in others, factors such as fire spread or reasons for casualties may be the thrust of the investigation.

The ignition sequence should identify a heat source, a material ignited, and what could have brought the two together to allow the fire to start. The heat source often involves a piece of equipment. If so, the equipment should be identified as well as how it contributed to the heat. If no equipment was involved, the form of the heat should still be identified.

The material ignited should be identified by both its type or composition and its form or use. The explanation of how the heat and material got together is described as the ignition factor.

In the example below, the investigator records what he/she believes happened.

IGNITION SEQUENCE		
HEAT SOURCE	Radiant heat from electric heater.	
MATERIAL IGNITED	Cotton and synthetic clothing.	
IGNITION FACTOR	Clothing disturbed by cat – fell on heater.	
IF EQUIPMENT INVOLVED	MAKE	MODEL
	Acme	DL-62
		SERIAL NO
		1X549764
COMMENTS		
Believe family cat knocked clothing from a shelf above electric heater onto heater. Clothing ignited when heater came on.		

The section entitled “Fire Spread” can be used to describe how the fire moved through the structure. If certain materials were instrumental in the spread, they should be noted. If certain avenues or paths allowed the fire to spread to other sections of the structure, they should also be noted. It is suggested that when the fire leaves the room of origin, the extent of the fire damage be documented.

In the example below, the fire investigator found that the wood paneling used as interior finish in the corridor was extremely important in spreading the fire and cutting off the escape routes for other residents.

FIRE SPREAD	
MATERIALS	3/16-in. prefinished plywood on corridor walls
AVENUES	Corridor on 2nd story
COMMENTS	Fire from room of origin travelled down corridor on wall finish, cutting off egress.

The section entitled “Smoke Spread” is similar to the previous section but allows for the recording of information about the smoke’s movement through the building. Again, any materials that produced significant smoke while burning should be recorded. Also, any significant avenues or structural areas that were significant in allowing the smoke to spread uncontrolled should be noted.

In the example below, a burning plastic shower unit in a bathroom on the third story forced smoke into a ventilation shaft from which it spread to other apartments when the fan that ventilated the shaft shut down due to a power failure during the fire.

SMOKE SPREAD	
MATERIALS	Plastic bathtub on third story (Apt. 317)
AVENUES	Bathroom ventilation shaft
COMMENTS	Shaft is normally exhausted by fan on roof. Fan shut down due to electric failure. Smoke entered other apartments from shaft.

Any remarks that the investigator feels are necessary to this particular portion of the investigation can be recorded in the remarks section. If remarks are entered at different times, the date when they are entered should be included.

REMARKS	
Fire department moved clothes washer and dryer during overhaul. They do not appear to have been involved. Char damage in wall and roof area appears to be as a result of the fire growth.	

MOTOR VEHICLES FIELD NOTES 906-3	AGENCY	FILE NUMBER

VEHICLE DESCRIPTION					
COLOR(S)	YEAR	MAKE	MODEL	LICENSE-NO., STATE, EXPIRES	VIN NO.

OWNER/OPERATOR		
OWNER'S NAME	OWNER'S ADDRESS	OWNER'S PHONE NO.
OPERATOR'S NAME/LICENSE NO.	OPERATOR'S ADDRESS	OPERATOR'S PHONE NO.

EXTERIOR	
PRIOR DAMAGE	FIRE DAMAGE
TIRES/WHEELS (Missing, Match, Condition)	
PARTS MISSING	

FUEL SYSTEM			
PRIOR DAMAGE	FIRE DAMAGE		
TYPE FUEL	CONDITION OF TANK	FILLER CAP CONDITION	FUEL LINE CONDITION

ENGINE COMPARTMENT	
PRIOR DAMAGE	FIRE DAMAGE
FLUID LEVELS OIL _____ TRANSMISSION _____ RADIATOR _____ OTHER _____	
PARTS MISSING	

INTERIOR	
PRIOR DAMAGE	FIRE DAMAGE
IGNITION SYSTEM	KEY IN IGNITION <input type="checkbox"/> YES <input type="checkbox"/> NO
PERSONAL CONTENTS MISSING	
ACCESSORIES MISSING	
ODOMETER READING	SERVICE STICKER INFORMATION

VEHICLE SECURITY		
ALARM	DOOR AND TRUNK LOCKS	WINDOW POSITIONS

ORIGIN/IGNITION SEQ.	
AREA	
HEAT SOURCE	
MATERIAL IGNITED	
IGNITION FACTOR	

Motor Vehicles (Form 906-3). The motor vehicles form shown on the previous page is divided into eight sections. It is to be used whenever the fire investigation centers on a motor vehicle, whether the vehicle is inside or outside a structure. As with any of the forms used, the agency name and file number should be recorded in the upper right corner.

The first section is used to describe the vehicle. It includes the year, make, model, license or registration number, and the vehicle identification number (VIN). The color of the vehicle should also be recorded.

VEHICLE DESCRIPTION						
COLOR(S)	YEAR	MAKE	MODEL	LICENSE NO	STATE EXPIRES	VIN NO
Red	87	Acme	Deluxe	WAA-309	NV 5/93	WQZX298476WVR

The second section is for recording the name, address, and telephone number of the owner of the vehicle and the operator of the vehicle. The operator's license number should also be listed.

OWNER OPERATOR		
OWNER'S NAME	OWNER'S ADDRESS	OWNER'S PHONE NO
John Q. Public	129 Elm St., Anytown	748-6293
OPERATOR'S NAME/LICENSE NO	OPERATOR'S ADDRESS	OPERATOR'S PHONE NO
Same/02976 4287		

The third section allows the investigator to record observations about the exterior of the vehicle. This should include any prior damage or missing or mismatched parts. Any area of exterior fire damage should also be described.

EXTERIOR	
PRIOR DAMAGE	FIRE DAMAGE
None	Extensive to roof and doors
TIRES/WHEELS (Missing Match Condition)	
Original equipment - fair condition	
PARTS MISSING	
None	

The next section is for recording observations about the fuel systems. Notes in this area should relate to whether there was any damage to the fuel system, damage from the fire to the fuel system, the type of fuel the vehicle used, the condition of the tank (was the cap intact), and whether the fuel line was intact.

FUEL SYSTEM			
PRIOR DAMAGE		FIRE DAMAGE	
None		None	
TYPE FUEL	CONDITION OF TANK	FILLER CAP CONDITION	FUEL LINE CONDITION

The fifth section can be used to record observations about the engine compartment. Again, there are various areas of concern. Was there prior damage to the engine?

Was there fire damage to the engine compartment? What were the fluid levels? Were the caps intact? Were any engine parts missing?

ENGINE COMPARTMENT	
PRIOR DAMAGE	FIRE DAMAGE
None	None
FLUID LEVELS	
OIL	TRANSMISSION
RADIATOR	OTHER
PARTS MISSING	

The sixth section of the form is used to record observations about the interior of the vehicle. Was there prior damage to the interior, the ignition system, or accessories? Were the keys in the ignition? Is anything missing? The fire damage should be described. Also, the odometer reading and any service sticker information should be recorded.

INTERIOR	
PRIOR DAMAGE	FIRE DAMAGE
None	Extensive
IGNITION SYSTEM	
Intact - Damaged by fire.	
PERSONAL CONTENTS MISSING	
None	
ACCESSORIES MISSING	
None	
ODOMETER READING	SERVICE STICKER INFORMATION
59,786	

The security of the vehicle at the time of the fire can be critical to understanding the fire. The next section allows recording of information about the vehicle's security system. If there was an alarm, was it turned on? Were the doors and trunk locked? What position were the windows in?

VEHICLE SECURITY		
ALARM	DOOR AND TRUNK LOCKS	WINDOW POSITIONS
None	Intact	Driver's open

The final section on this form is the origin and ignition sequence section. It can be used to record observations about heat sources, equipment, materials ignited, and possible reasons for the heat and material to combine to start a fire. The ignition sequence may be readily apparent or the investigator may need to use the observations together with other evidence to actually determine how the fire started.

ORIGIN/IGNITION SEQ.	
AREA	
Rear seat	
HEAT SOURCE	
Believed cigarette	
MATERIAL IGNITED	
Seat covering and foam plastic padding	
IGNITION FACTOR	
Discarded smoking material	

WILDLAND FIRES

FIELD NOTES 906-4

AGENCY

FILE NUMBER

PROPERTY DESCRIPTION

FIRE DAMAGE

☐ LESS THAN ACRE

NO. ACRES

OTHER PROPERTIES INVOLVED

SECURITY

☐ OPEN☐ FENCED

LOCKED

☐ GATES

COMMENTS

FIRE TRAVEL FACTORS

TYPE FIRE

☐ GROUND☐ CROWN

FACTORS

☐ WIND☐ TERRAIN

COMMENTS

AREA OF ORIGIN

PEOPLE IN AREA

AT TIME OF FIRE

☐ YES☐ NO☐ UNDETERMINED

COMMENTS

IGNITION SEQUENCE

HEAT OF IGNITION

MATERIAL IGNITED

IGNITION FACTOR

IF EQUIPMENT INVOLVED

MAKE

MODEL

SERIAL NO.

COMMENTS

Wildland Fires (Form 906-4). When the fire involves wildland areas, forest, or grasslands, the wildland fires form shown on the previous page is helpful in recording observations about the fire. The form is divided into five sections. Start by recording the agency name and file number in the upper right corner.

The first section is for describing the property involved as well as the number of acres involved, other property that the fire spread to, type of security, and any further comments.

PROPERTY DESCRIPTION

Hilly terrain – some covered with brush 5-8 ft. tall. Remainder wooded with mixed hardwoods.		
FIRE DAMAGE <input checked="" type="checkbox"/> LESS THAN ACRE 15 NO ACRES	OTHER PROPERTIES INVOLVED None	
SECURITY <input checked="" type="checkbox"/> OPEN <input type="checkbox"/> FENCED <input type="checkbox"/> LOCKED <input type="checkbox"/> GATES	COMMENTS	

The second section allows the investigator to record comments and observations about how the fire traveled. This should include both horizontal and vertical direction as well as speed. Previous weather conditions that would effect the fire's growth and spread should be recorded.

FIRE TRAVEL FACTORS

TYPE FIRE <input checked="" type="checkbox"/> GROUND <input type="checkbox"/> CROWN		FACTORS <input checked="" type="checkbox"/> WIND <input type="checkbox"/> TERRAIN	COMMENTS Wind from SW fanned flame up hillside.
--	--	--	---

The third section is for describing the area of origin. In the early stages of the investigation, that this may be a general area gets narrowed as the investigation continues.

AREA OF ORIGIN

Open area 1/2 mile off State Route 26
--

The next section allows the investigator to indicate whether there were people in the area, who they were, and what they were doing. Witness statements should be taken using Form 906-6.

PEOPLE IN AREA

AT TIME OF FIRE <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNDETERMINED	COMMENTS 2 persons hiking in area discovered fire (Steve Fryberg 689-3376).
--	---

The last section is used by the investigator to record observations on heat sources present, materials ignited, and what could have allowed the two to combine to allow the fire to start. These observations may provide a definitive ignition sequence or may need to be used with other information to determine how the fire spread.

IGNITION SEQUENCE

HEAT OF IGNITION Open campfire		
MATERIAL IGNITED Grass, leaves, duff		
IGNITION FACTOR Campfire not properly extinguished		
IF EQUIPMENT INVOLVED	MODEL	SERIAL NO.
MAKE		
COMMENTS Remains of campfire found in area of origin. Probably campers moved on without properly extinguishing the fire. Area is frequently used by hikers and campers.		

CASUALTIES

FIELD NOTES 906-5

AGENCY

FILE NUMBER

DESCRIPTION

NAME			ADDRESS				PHONE NO.		
RACE	SEX	AGE	DATE OF BIRTH	HEIGHT	WEIGHT	HAIR	EYES	OTHER	
DESCRIBE CLOTHING									

TYPE OF INJURY

<input type="checkbox"/> MINOR	<input type="checkbox"/> MODERATE	<input type="checkbox"/> SEVERE	<input type="checkbox"/> FATAL	DESCRIBE INJURY
--------------------------------	-----------------------------------	---------------------------------	--------------------------------	-----------------

CIRCUMSTANCES

WHO FOUND VICTIM? WHERE?
VICTIM'S ACTIVITY JUST PRIOR TO AND AT TIME OF IGNITION
VICTIM'S ACTIVITY AFTER TIME OF IGNITION

CASUALTY TREATMENT

<input type="checkbox"/> TREATED AT SCENE BY?		
SENT TO	VIA	TREATED BY
REMARKS		

FATALITIES

BODY POSITION				
BODY REMOVED TO		BODY REMOVED BY		AUTHORITY TO MOVE BODY GIVEN BY
MEDICAL EXAMINER/CORONER		ADDRESS		PHONE NO.
CAUSE OF DEATH				
AUTOPSY BY		ADDRESS		PHONE NO.
DATE OF AUTOPSY	CASE NO.	BLOOD TEST <input type="checkbox"/> YES <input type="checkbox"/> NO	X-RAYS <input type="checkbox"/> YES <input type="checkbox"/> NO	REPORTS IN POSSESSION <input type="checkbox"/> YES <input type="checkbox"/> NO

NEXT OF KIN

NAME	RELATIONSHIP	ADDRESS & PHONE
NOTIFIED BY (How, Date & Time)		

REMARKS

Casualties (Form 906-5). If there are persons killed or injured by the fire, the casualties form can be used to collect data about those persons. (See form on previous page.)

The casualty could be a fire fighter, a civilian involved with the property that burned, an emergency service person assisting at the incident, or possibly the suspect in a criminal case. The casualties form is divided into seven sections. If any casualties forms are used, the agency and file number should be entered at the upper right corner of the form.

The first section of the form is for identifying and describing the casualty. This includes name and address, personal features, and clothing worn. In the case of a fire fighter injury, the protective clothing worn, how it was worn, and any failure of the clothing should be described.

DESCRIPTION									
NAME John Smith			ADDRESS 472 Maple Ct.				PHONE NO. N/A		
RACE W	SEX M	AGE 87	DATE OF BIRTH 10/10/1905	HEIGHT 5'7"	WEIGHT 125	HAIR W	EYES Bl	OTHER	
DESCRIBE CLOTHING Flannel bathrobe and cotton underwear									

The second section is used to describe the injury and its seriousness. A minor injury is one in which immediate medical care is not necessary. A moderate injury is one in which quick medical treatment is advisable, but there is little danger of death or permanent disability. A severe injury is potentially life-threatening if the condition remains uncontrolled. Immediate medical care is necessary.

TYPE OF INJURY		DESCRIBE INJURY
<input type="checkbox"/> MINOR	<input type="checkbox"/> MODERATE	<input type="checkbox"/> SEVERE
<input checked="" type="checkbox"/> FATAL		Burns and smoke

The third section is used to describe the circumstances surrounding the injury or fatality. This includes the name of the person who found the victim, where the victim was found, what the victim's activity prior to or at the time of ignition was, and what the victim was doing after the time of ignition. This would be extremely helpful in the case where the casualty was, in fact, the suspect.

CIRCUMSTANCES	
WHO FOUND VICTIM? WHERE?	Jane Yavanonne (daughter) in chair in livingroom
VICTIM'S ACTIVITY JUST PRIOR TO AND AT TIME OF IGNITION	Sitting in chair in livingroom, smoking
VICTIM'S ACTIVITY AFTER TIME OF IGNITION	None

The section on casualty treatment is not for collecting all the medical details of treatment but rather to identify who handled treatment at the scene and in transport. It also records where the victim was sent. Followup inquiries can then be made to determine medical diagnosis or observations that might be helpful to the investigation.

CASUALTY TREATMENT		
<input type="checkbox"/> TREATED AT SCENE BY? N/A		
SENT TO	VIA	TREATED BY
REMARKS		

If the injury is fatal, it is important to determine in what position and where the victim was found. Also record who authorized the body to be removed, who removed it, and to where. The medical examiner should be identified and any information on cause of death recorded. If an autopsy is performed, the person performing it and the date it was performed should be recorded. Other postmortem tests should also be identified.

FATALITIES			
BODY POSITION Sitting in chair			
BODY REMOVED TO		BODY REMOVED BY M. E. Halpin	
MEDICAL EXAMINER/CORONER M. E. Halpin		ADDRESS 1429 Main St., Quincy	PHONE NO. 769-8482
CAUSE OF DEATH Asphyxia from fire products			
AUTOPSY BY None		ADDRESS	PHONE NO.
DATE OF AUTOPSY	CASE NO.	BLOOD TEST <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	X RAYS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
		REPORTS IN POSSESSION <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	

The sixth section identifies the next of kin, who notified them of the death, and when.

NEXT OF KIN		
NAME Jane Yavanonne	RELATIONSHIP Daughter	ADDRESS & PHONE 620 S. Elm St.
NOTIFIED BY (How, Date & Time) N/A - Daughter discovered body		

The final section is a remarks section where the investigator can record any comments specific to the casualty.

REMARKS
Appears John Smith fell asleep while smoking and cigarette ignited clothing/chair. Fire self-extinguished in chair.

IDENTIFICATION						
NAME				ADDRESS		PHONE NO.
RACE	SEX	AGE	DATE OF BIRTH		SOC. SECURITY NO.	DRIVER'S LIC. NO.
EMPLOYER				ADDRESS		PHONE NO.
RELATIONSHIP TO INCIDENT					CAN BE CONTACTED AT	
STATEMENT TAKEN BY					LOCATION, DATE & TIME OF STATEMENT	

[illegible]

DESCRIPTION	WHERE FOUND/WHEN	REMOVED TO/BY
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____

[illegible]

Evidence (Form 906-7). If evidence is collected at the fire scene, this form can be used to log that evidence. (See form on previous page.)

A description of the evidence, where and when it was found or taken from, and where it was taken to and by whom are recorded in the first section of the form.

At the bottom of the form is a remarks section that can

be used to document the chain of custody, its use, and/or disposition.

In the example below, three pieces of evidence were taken: an electric heater and debris from two locations. The electric heater was examined at the office, and the debris was sent to a laboratory to determine if flammable liquid vapors were present.

EVIDENCE FIELD NOTES 906-7	AGENCY	FILE NUMBER
	State Police	1234-93

DESCRIPTION	WHERE FOUND/WHEN	REMOVED TO/BY
1. Acme Electric Heater	Utility room floor	Office by Fahey
2. Debris from near #1	Utility room floor	Lab by Fahey
3. Debris from doorway to utility room		Lab by Fahey
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____

REMARKS

Items #2 and #3 taken to lab for analysis to determine presence of flammable liquid 5/27/93.

Item #1 examined in office – found to be on at time of fire 5/27/93.

No flammable liquid present per lab report 5/30/93.

Item #1 destroyed per policy 6/25/93.

PHOTOGRAPHS FIELD NOTES 906-8	ROLL NO.	AGENCY	FILE NUMBER

*ONLY ONE ROLL OF FILM PER FORM.

NEG. NO.	DESCRIPTION	NEG. NO.	DESCRIPTION
1		21	
2		22	
3		23	
4		24	
5		25	
6		26	
7		27	
8		28	
9		29	
10		30	
11		31	
12		32	
13		33	
14		34	
15		35	
16		36	
17		37	
18		38	
19		39	
20		40	

REMARKS

Photographs (Form 906-8). The form shown on the previous page should be used to record a description of each photograph taken at the scene. One form should be used with each roll of film. The roll number, the agency conducting the investigation, and the file number must be recorded at the top right of the form.

The form is designed so that as pictures are taken, the investigator may record, in numerical order, where the

pictures were taken and what they show.

The remarks section at the bottom of the form can be used to comment on any photograph, to keep track of the processing, or for any other notes the investigator wishes to make regarding the photographs.

The completed form below shows how a form might look for 22 photographs taken at the scene of a dwelling fire.

PHOTOGRAPHS FIELD NOTES 906-8	ROLL NO.	AGENCY	FILE NUMBER
	1	State Police	1234-93

*ONLY ONE ROLL OF FILM PER FORM.

NEG. NO.	DESCRIPTION	NEG. NO.	DESCRIPTION
1	Ext – South side	21	Doorway to util. rm. from kit.
2	Ext – East side	22	Doorway to util. rm. from util. rm.
3	Ext – North side	23	
4	Ext – West side	24	
5	Ext – Roof w/hole	25	
6	Ext – S/S near electric ent.	26	
7	Int– Utility room– S. wall	27	
8	Int– Utility room– E. wall	28	
9	Int– Utility room– N. wall	29	
10	Int– Utility room– W. wall	30	
11	Heater	31	
12	Heater	32	
13	Floor – Utility room	33	
14	Kitchen	34	
15	Livingroom	35	
16	Bedroom #1	36	
17	Bedroom #2	37	
18	Bedroom #3	38	
19	Cleaned floor – Utility room	39	
20	Cleaned floor – Utility room	40	

REMARKS
To lab for processing 5/27/93

AGENCY

FILE NUMBER

A full-page sheet of white graph paper featuring a uniform black grid. The grid consists of small squares formed by thin lines, with thicker lines creating a larger-scale grid pattern across the entire page. There are no margins, text, or other markings present.

Date:

1993 Edition

Sketches (Form 906-9). If a sketch is made of the incident, the form on the previous page can be used for that purpose. At a major incident more than one sketch may be necessary with one showing the overall scene, and subsequent sketches showing details of specific sections, such as the area of origin.

The sketch should show a north arrow and the point of

origin. Appropriate measurements can be added to clarify understanding.

If the sketch is not to scale, that should be noted.

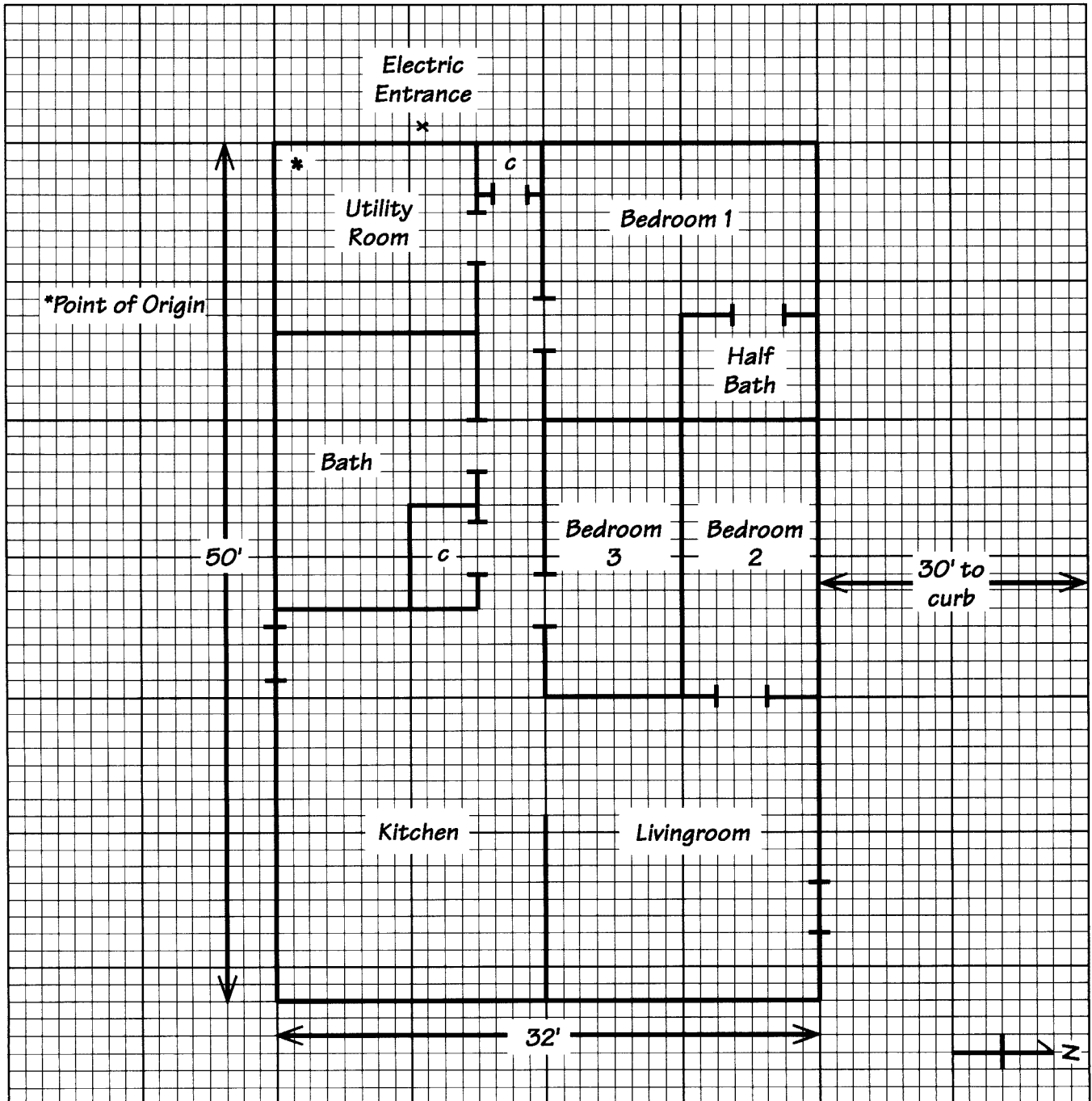
Also, the person drawing the sketch should sign and date the sketch.

The example below shows a simple sketch for a one-story dwelling.

SKETCHES FIELD NOTES 906-9

AGENCY
State Police

FILE NUMBER
1234-93



Scale: **None**

Sketcher: **Fahey**

Date: **5/27/93**

NOTE: Be sure to show reference north on sketch.

INSURANCE INFORMATION

FIELD NOTES 906-10

AGENCY

FILE NUMBER

COMPANY

NAME 1.		ADDRESS		PHONE NO.
POLICY NO.		EFFECTIVE DATE		EXPIRATION DATE
NAME 2.		ADDRESS		PHONE NO.
POLICY NO.		EFFECTIVE DATE		EXPIRATION DATE

COVERAGE

STRUCTURE/VEHICLE		CONTENTS, PERS. PROP.		BUS. INTERRUPTION, LOSS EARNINGS, LIV. EXP.	
1. <input type="checkbox"/> NEW <input type="checkbox"/> RENEWAL		NAME OF INSURED		ADDRESS OF INSURED	
2. <input type="checkbox"/> NEW <input type="checkbox"/> RENEWAL		NAME OF INSURED		ADDRESS OF INSURED	
PREVIOUS INSURANCE CARRIER NAME		ADDRESS		PHONE NO.	
\$ _____ STRUCTURE/VEH. \$ _____ CONTENTS \$ _____ OTHER ? _____					
PREVIOUS LOSSES, CANCELLATIONS					

INSURANCE AGENT

NAME 1.		ADDRESS		PHONE NO.
NAME 2.		ADDRESS		PHONE NO.

ADJUSTER/INVESTIGATOR

NAME OF COMPANY ADJ./INV. 1.		ADDRESS		PHONE NO.
NAME OF COMPANY ADJ./INV. 2.		ADDRESS		PHONE NO.
NAME OF PUBLIC ADJUSTER		ADDRESS		PHONE NO.

TOTAL PAID LOSS

STRUCTURE 1. \$		CONTENTS/PERS. PROP. 1. \$		OTHER (Explain) 1. \$
STRUCTURE 2. \$		CONTENTS/PERS. PROP. 2. \$		OTHER (Explain) 2. \$

REMARKS

Insurance Information (Form 906-10). The form shown on the previous page is used for recording information on the insurance company, coverage, agent, adjuster, and loss paid. The form is divided into six sections. The agency conducting the investigation and the file number should be recorded at the upper right corner of the form.

The first section is for identifying the insurance company or companies involved with the fire loss. In addition to the identification of the company, the policy number, effective date, and expiration date should be recorded. As shown below, the owner of this property was insured with State Casualty, with policy effective dates from 12-1-90 to 12-1-93.

COMPANY			
1	NAME State Casualty	ADDRESS 6278 Ford Rd., Utica	PHONE NO. 732-1179
	POLICY NO. C 351-47-6284912	EFFECTIVE DATE 12-1-90	EXPIRATION DATE 12-1-93
2	NAME	ADDRESS	PHONE NO.
	POLICY NO.	EFFECTIVE DATE	EXPIRATION DATE

The second section of the form is for recording data on the amount of coverage, the insured person, and any previous insurance history he/she may have. In the example below, John Ayres has \$40,000 in coverage on his dwelling and \$20,000 in coverage on the contents. There was no previous insurance carrier and no loss experience.

COVERAGE			
STRUCTURE/VEHICLE 40,000		CONTENTS/PERS. PROP. 20,000	
BUS. INTERRUPTION LOSS EARNINGS LIV. EXP. None			
1 <input type="checkbox"/> NEW <input checked="" type="checkbox"/> RENEWAL	NAME OF INSURED John Ayres	ADDRESS OF INSURED 6478 Smithton Dr.	
2 <input type="checkbox"/> NEW <input type="checkbox"/> RENEWAL	NAME OF INSURED	ADDRESS OF INSURED	
PREVIOUS INSURANCE CARRIER NAME N/A	ADDRESS	PHONE NO.	
\$		STRUCTURE/VEH \$	
		CONTENTS \$	
		OTHER \$	
PREVIOUS LOSSES CANCELLATIONS N/A			

The next section is used to identify the insurance agent(s) and where they can be contacted.

INSURANCE AGENT		
1	NAME Colin Kingebury	ADDRESS 21936 Lennan Dr.
	NAME	ADDRESS
2		PHONE NO. 731-8462
		PHONE NO.

The fourth section is used to identify the person(s) responsible for adjusting the loss or investigating the loss for the insurance company. In the example below, the adjuster is Bernice Kress of Michigan Claims. There was no public adjuster assigned.

ADJUSTER/INVESTIGATOR		
1	NAME OF COMPANY ADJ. INV. Bernice Kress	ADDRESS Mich. Claims
	NAME OF COMPANY ADJ. INV.	ADDRESS
2		PHONE NO. 629-8413
		PHONE NO.
NAME OF PUBLIC ADJUSTER None	ADDRESS	PHONE NO.

The total paid loss section is used to record the actual insurance company settlement. In addition to the loss to the structure and contents, payments for business interruption, additional living expense, or other payments can be recorded. In the example below, \$23,900 was paid for damage to the structure and \$18,000 for damage to the contents.

TOTAL PAID LOSS		
STRUCTURE	1	CONTENTS/PERS. PROP.
1 \$ 23,900		1 \$ 18,000
STRUCTURE	2	CONTENTS/PERS. PROP.
2 \$		2 \$
		OTHER (Explain)
		1 \$
		OTHER (Explain)
		2 \$

The last section is a remarks section. If there is information from the adjuster or insurance agent that is pertinent to the investigation, it should be listed in this section. If the investigator sees anything suspicious in the insurance arrangement or the way the loss is handled, this can be noted also.

REMARKS
Nothing suspicious to adjuster or agent. Loss paid 6/15/93.