

FIRES Fire Reporting Quick Reference Guide

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Log in to FIRES

Use the following link to access the FIRES login portal: <u>https://www.ofc.gov.bc.ca/OFC/fireLogin.jsp</u>

The Office of the Fire Commissioner also offers a training site for you to practice entering reports and retracting statistics. If you are interested in getting access to the training site, please contact your Fire Service Advisor or the Fire Reporting Officer at <u>OFC@gov.bc.ca</u>.

Create a new incident

To create a new fire incident report:

- Navigate to the "Fire Incident Reporting" dropdown menu at the top-centre of the webpage
- Select "Create New Fire Incident Report" from the dropdown menu

Home Links News		Log out Help Contacts Password
BRITISH COLUMBIA Office of the Fire Commissioner Emergency Management BC		
	Fire Incident Reporting V	
	Create New Fire Incident Report	
FI	Pending Fire Incident Reports Create New Juvenile Fire Setter Inci	dent Report
	Search	•
This is the h	Generate Reports	•
This is the hi	Fire Report Upload	•

Incident number and type

When you first create a new incident, you will be prompted to enter some basic information about the incident, such as its location and time of occurrence:

		Fire Incident Reporti	ng 🔻	
	Fi	re Incident Report	- Create	
* Indicates required field	Is when creating incident			
Incident #: LOC	<u>ҮҮҮҮ ММ</u> 2022 02	DD HR OCC 10 18 01]	
Incident Type: *				
Structure	O Vehicle	Outdoor	O Person	
				Create Incident

Incident#:

LOC:	YYYY:	MM:	DD:	HR:	OCC:
3-Letter Location Code	Year	Month	Day	Hour	Occurrence
(numeric for First Nations)				(time of the callout in	(originating fire is '01.' <u>Exposure fires</u>
				24hr format: 01-23)	are '02.' '03.' etc.)

Incident Type:

Pick one of:

- Structure Outdoor
- Vehicle Person

After entering this info in, select the "Create Incident" button to enter the new incident into the FIRES database. You will then proceed to the **Fire Incident Report Details** form where you can input more detailed information about the incident.

Enter/modify fire incident report details

	Fire Incident Reporting 1	•		
Fire II	ncident Report - D	etails		
* Indicates required fields when saving as pending		,	Status: Notification:	NEW
** Indicates required fields when saving as completed		In	vestigation: JFS:	
LOC YYYY MM DD Incident #: CCH 2022 02 1	0 HR OCC 0 05 01	Τα	Total Loss: Injuries: Fatalities: otal Names:	0 0 0 0
Incident Type: Structure O Vehicle	O Outdoo	r	O Person	
Related to Wildland / Interface Fire				
Location of Fire Incident: PO Box: 206 Apt/Suite:		Street Number:	8702	
Street Name: * SONDRA COVE STREET City: CHILLIWACK		~	Direction: Postal Code:	 Z8Z8Z8
Summary of Names / Casualties: ** (min. 1)			Add	Names
# Status Name Address	Postal Code Te	el# Total L	oss (\$)	Casualty

A **Fire Incident Report Details** form is populated after creating a new incident. Once the location information is entered it can be saved as a PENDING report in the FIRES database. The report can be reopened and additional information for the incident added and edited later to complete the report.

Important:

- Form fields marked with a single asterisk (*) are <u>mandatory</u> fields. You cannot save your progress as a "pending report" without filling in these fields.
- Form fields marked with double asterisks (**) are also <u>mandatory</u> fields, but they do not need to be filled until just before you are ready to submit your completed form.

Wildland and interface fires

Toggle the following checkbox if your incident is related to a wildland or interface fire:

Related to Wildland / Interface Fire	
	_

Location of fire incident

Use the form fields provided to enter the address

Location of Fire	Incident:				
PO Box: 20	06	Apt/Suite:	Street Number	: [8702
* Street Name:	SONDRA COVE STR	EET		Directio	on:
City:	CHILLIWACK		~	Postal	Code: Z8Z8Z8

Names and details of people impacted by the incident

You will be prompted to add the name(s) and details of anybody impacted by the incident. Select the "add names" button to open a new page that will allow you to enter these details.

Sun	Summary of Names / Casualties: ** (min. 1)				Add	d Names	
#	# Status Name Address Postal Code Tel# Total Loss (\$) Casualty						

On the new page, you will first be asked to enter the "status" of the impacted person.

* Status:	OWNER	~	Casualty:	
★ First and Last Name	are required. Company	Name is required, depending on sta	tus.	

Pick one of:

Witness

•

•

- Business occupant Occupant
 - Business owner
 - Owner •
 - Fire/Police/ • **RCMP** Casualty

There is also a "casualty" checkbox. Checkmark it if the impacted person incurred any injuries or death. Instructions on how to enter casualties are found on page 5.

Status:	OWNER 🗸		Casualty: 🗸
★ First and Last Name	are required. Company Name is required, depe	ending on status.	
Last Name:	OGSTON	First Name:	ZECHARIAH
Company Name:			
PO Box:	24362 Apt/Suite:		Street Number: 20423
Street Name:	FAIRWATER RD.		Direction:
City:	CHILLIWACK	~]
Other City:		Province:	BRITISH COLUMBIA
Postal Code:	282828	Phone Number:	

Property and contents losses (\$)

Below the person's name and location, you will be asked to input any financial loss incurred due to property or content damage. This is an important part of fire reporting that is often under-utilized as it provides important data to reinforce the importance of fire departments and fire response agencies.

Loss (\$)	* Property:	Contents: *	Total:
Estimate	80000	36000	116000

The following are references to assist in estimating dollar loss:

Structure (property) loss:

An online tool (courtesy of BC Assessment) can provide an estimated value and history of the affected property: <u>https://www.bcassessment.ca/Property/AssessmentSearch</u> You can also use local knowledge (construction and real estate) to estimate current repair and replacement costs.

Contents loss:

There is no standard app/website that can assess the value of personal belongings. Keep in mind that insurance companies will be calculating the cost to REPLACE the items. A standard practice is to use 50-70% of the value of the home for a dollar amount for contents.

Vehicles: <u>https://www.canadianblackbook.com/</u> Or use local classified and marketplace sales advertisements to estimate vehicle values.

Casualties

* Status:	OWNER	~	Casualty:	
* First and Last Nan	ne are required. Company	Name is required, depending on st	atus.	

If you selected the "casualty" checkbox earlier in the form, you will be presented with an additional form titled **Casualty Details** after completing the Loss (\$) fields.

**It is important to document all casualties not just fatalities. Even if a firefighter is treated for smoke inhalation, or a minor injury on scene that requires medical attention, it is considered a casualty as a result of the fire.

This information is not released to the general public in basic fire reports, and much of the information is redacted through the FOI process when obtaining a fire report. However, data about casualties is important for the Office of the Fire Commissioner to collect for fire prevention and education purposes.

Fire Incident Report - Casualty Details						
Age:	58 MALE V Status: CIVILIAN					
Date of Death: (yyyy/mm/dd)						
** Nature of Casualty:						
002 - LIGHT INJURY (HOSP. 1-2 DAY	'S AND/OR OFF WORK 1-15 DAYS) ✓					
Condition of Casualty:						
**						
Action of Casualty:						
021 - INJURED WHILE ATTEMPTING	TO ESCAPE					
Ignition of Clothing or Other Fabric	** s:					
031 - OUTER CLOTHING						
Type of Fabric or Material Ignited	**					
041 - COTTON	▼					
** Cause of Failure to Escape:						
051 - TRAPPED BY RAPID SPREAD	ING OF FIRE/SMOKE THROUGH VERTICAL OPENINGS, STAIRWAYS, ELEVATORS 🗸					
**						
miliar Cause of Injury:	~					

Use the form fields above to describe the circumstances of the casualty. If you do not have all the information at the time of entering your report, leave it as PENDING and follow up with the owner for the missing information. Police, witnesses, family members, etc. are a good source to obtain information. We need your investigators to take the extra step to gather all the information required.

Insurance claims

The final step in filling out a "names" report is to add details about any relevant insurance claims, if applicable. Select the "add insurance claim" button and you will arrive at a new page that allows you to enter this info.

Sun	nmary of Insurance Info:			Add Insurance Claim
#	Adjuster Name	Policy No	Insurance Name	Claim No
1	TRACY WONG	P5225274	GORE MUTUAL	P5225274
<u> </u>	T			
	Add New Na	me Save &	Return Delete	Incident Details

Enter any known details about the insurance claim, and press the "save" button to return to the previous page (the "names" form). *This is not a mandatory field so do not delay submitting your report if you do not have this information.*

WONG	I IRACY	
Firm:	Claims No:	
	C5225274	
Insurance Company Name:		Policy No:
GORE MUTUAL		P5225274

Save "names" report or add additional names.

Once complete, scroll to the bottom of the page and click "save & return" to exit the names page. Or, if you have additional impacted people to account for in your report, select the "add new name" button and repeat the steps listed above. If you have multiple casualties, you record each one by "add new name" and completing the casualty report.

Summary of Insurance Info: Add Insurance Claim						
#	Adjuster Name	Policy No	Insurance Name	Claim No		
1	TRACY WONG	P5225274	GORE MUTUAL	P5225274		
	· · · · · · · · · · · · · · · · · · ·					
	Add New Nam	ne Save &	Return Delete I	ncident Details		

Products and equipment report

Select the "Add Product/Equipment tab and complete the Product and Equipment report when/If there are products or equipment found to be directly related to the source of ignition or if vehicles were lost as contents of the fire incident.

Products and Equipment Report: (List vehicles, boats, appliances or other equipment applicable)				Product/Equipment	
	#	Item Type	Item Desc	Make	Model

You will be brought to a new page where you can enter details about the product or equipment impacted. Enter any applicable known information using the form below. Comments can be restricted to observations of where the product/equipment was post-fire and brief description of condition (*ie the dryer was found plugged into receptacle on North wall of laundry room and fire appeared to have started in or near the duct*).

		Product	s and Equ	ipment F	Report	
*Indicates required fields Incident Number: CCH200602100501						
		Product and	Equipment N	0.:		1 of 1
Log #:						
tem Type:	AUTOMOBI	LE				~
Item Descriptio	n: CAR		~			
Melee			• ·			
Make:	Nissan		Ce	ertification Ag	jencies:	
Model:	Sentra					
Year:	2012					
License No:	1234562					
Serial No:						
Comments:						
				11		
τ						
	Add No	ew	Save & R	leturn	Delet	e Incident Details

Once complete, select "save & return" to return to the main incident report, or select "add new" to add additional products and equipment to your report.

Property value at risk (\$)

Based on individual accounts of (\$) losses in the "names" reports, enter a cumulative total of the property value and contents value at risk from the incident.

Property Value At Risk (\$)	Property Value	Contents Value	Total Value
Estimate:	80000	36000	116000

Number of occupants

List the cumulative number of occupants that were in the building at the time of the incident.

Number of Occupants	
(at time of incident):	1

Codes

One of the final forms you will be required to fill out as part of the incident report are codes that help describe various aspects of the fire incident.

Enter Codes: **		
PC - Property Complex	3400	RESIDENTIAL - SINGLE DETACHED
PR - Property Classification	3110	YEAR-ROUND USE DWELLING - 1-FAMILY
GC - General Construction	2000	PROTECTED COMBUSTIBLE CONSTRUCTION - WOOD PRO
BH - Building Height	0010	■ 1 STORY ABOVE GRADE Search
GF - Ground Floor Area	1000	■ 1 TO 100M2 (1 - 1076FT2) Search
VC Voor Of Construction	0054	1051 TO 1050

There are three ways to look up codes:

1. Refer to the Fire Reporting Manual

Also known as the "green binder," this manual contains a list of fire codes and can be downloaded and printed from our website: https://www2.gov.bc.ca/gov/content?id=5922DE99D0904D188EC659D40E6A38ED

2. Use the drop down menu

It is sorted alphabetically and can sometimes be tricky as it may not be called/worded what you think, so it can be time consuming.



3. Use the "search" function

You can type in a main word and it will come up with applicable codes

Please note that new codes have recently been added that might not be reflected in the above look-up methods:

- PC3750: PC (structure only) Encampments of persons experiencing homelessness
- **PR3780: PR** (vehicle only) Vehicle used as a residence in an encampment of persons experiencing homelessness (includes cars, light trucks and vans, single body units, motorhomes) (excludes all vehicles not in a homeless encampment complex)
- **PR8199: PR** (outdoor only) Outdoor property inside an encampment of persons experiencing homelessness (includes brush, trees, grass & light ground cover, trash)

Investigating officer and remarks

In the final section of the incident report, enter any final remarks in bullet point form that describes the incident. A description of what "first in crews" found upon arrival, building type and size, initial actions, apparatus/resources deployed and requested as well as the name and details of the Investigating Officer responsible for the report. If the report is submitted by anyone other than the Investigating Officer the name of the proxy reporting officer should be added as a bullet point to the Incident remarks.

Remarks: Explain circumstances under which fire originated. 2006-0201 UPON ARRIVAL, E-1 FOUND SMOKE, FLAME AND EMBERS SIDE A + A/B CORNER. WINDS BLOWING FROM THE E/50 KMH. FIRE EXTINGUISHED. DUTY CHIEF AND RCMP NOTIFIED OF FATALITY. APPEARS TO HAVE BEEN SOME TYPE OF AN EXPLOSION AS THE GLASS FROM THE WINDOWS WAS ABOUT 2 M' FROM THE BUILDING RCMP #: 2006-4930								
Last Nar	ne:	First Name:		Badge#:	Tel#:			Report Date:
ERMITA	NO	SEB		9835664	222	- 222	- 2222	2006/02/14
Police/R	CMP Detachment:			Police/RCM	P File #:			
CHILLIW	ACK			2006-4930				
Fire Repo	Fire Report References: Add Ref.							
#	File No			File Type			File D	ate

Save as pending/complete.

At the end of the incident report, you can save the report as "pending" or "complete."

Saving as "pending" will allow you to return to the form later to fill in missing details before submitting the completed form. Saving as "complete" will submit the form to the Office of the Fire Commissioner as a completed incident report.

Important:

- Form fields marked with a single asterisk (*) are <u>mandatory</u> fields. You cannot save your progress as a "pending report" without filling in these fields.
- Form fields marked with double asterisks (**) are also <u>mandatory</u> fields, but they do not need to be filled until just before you are ready to submit your completed form.
- •

UPDATE – APRIL 2023

NEW CODES for Rechargeable Battery-Related fires.

The following changes have been made to the reporting system to capture rechargeable battery-related fires (including Lithium Ion, Nickel-Cadmium, Nickel-Metal Hydride batteries).

Code Number	Code Description
PR 5700 Vehicle (Electric) Charging Station	Any space that can be served by electric
	vehicle supply equipment and a charger
	energy supply system or used by an EV for
	the purpose of charging the battery or
	other energy storage device in an EV
PR 8800 Alternative Fuel Vehicle (AFV)	Refers to biodiesel, electricity, ethanol,
	hydrogen, natural gas, propane, and new
	fuels still under development ¹ .
PR 8805 Motorized Micromobility Device	Wheeled vehicle that is fully or partially
(Special Vehicle code run)	powered, has a curb weight \leq 500 lb. (227
	kg), has a top speed \leq 30 mph (48 km/h) ² .

Property Classification

Igniting Object

Code Number	Code Description
IG 5810 Rechargeable Battery (all types)	Any size or type of rechargeable battery
IG 5820 Rechargeable Battery Charger / Rectifier (all types)	Any size or type of charger and/or rectifier designed to charge a rechargeable battery

¹ The term and definition of 'Alternate Fuel Vehicle' aligns with the U.S. Department of Energy and the National Fire Protection Association.

² The term and definition of 'Motorized Micromobility Device' aligns with the Society of Automotive Engineers J3194[™] Taxonomy & Classification of Powered Micromobility Vehicles and the National Fire Protection Association.

Act or Omission

Code Number	Code Description (long	Code Description (short
	form)	form)
AO 4500 Unmodified	Where the rechargeable	WHEN BATTERY WAS IN
Rechargeable Battery	battery was in use	USE (POWERING
	(powering equipment) at	EQUIPMENT) AT TIME OF
	the time of the fire	FIRE
AO 4510 Unmodified	Where the rechargeable	WHEN IN USE AT TIME OF
Rechargeable Battery	battery recharger / rectifier	FIRE
Charger/Rectifier	was in use at the time of	
	the fire	
AO 4520 Damaged	Where the rechargeable	WHEN DAMAGED
Rechargeable Battery	battery charger / rectifier is	PREVIOUS TO FIRE
Charger/Rectifier	damaged previous to the	
	fire	
AO 4530 Damaged	Where the rechargeable	WHEN DAMAGED
Rechargeable Battery	battery is damaged	PREVIOUS TO FIRE
	previous to the fire	
AO 6400 Modified	Where the rechargeable	WHEN MODIFIED
Rechargeable Battery	battery charger / rectifier is	PREVIOUS TO FIRE (IF NOT
Charger/Rectifier	modified previous to the	CONCLUSIVE USE AO
	fire (if not conclusive,	4530)
	default to damage – AO	
	4530)	
AO 6410 Modified	Where the rechargeable	WHEN MODIFIED
Rechargeable Battery	battery is modified	PREVIOUS TO FIRE (IF NOT
	previous to the fire (if not	CONCLUSIVE USE AO
	conclusive, default to	4520)
	damage – AO 4520)	

Product & Equipment Report

Item Type	Associated Drop-Down Menu Item(s)
Battery - Rechargeable	Lithium-Ion
	Nickle-Cadmium
	Nickle Metal Hydride
	Undetermined
Power Supply	Rechargeable Battery Charger / Rectifier
Alternative Fuel Vehicle	• E-Vehicle
	Hybrid Vehicle
	E-Motorcycle
	• All other AFVs (may be added at a later date)
Motorized Micromobility Device	• E-Bike
	• E-Scooter
	E-Hoverboard
	• Other equipment to be determined / as described
	by the Society of Automotive Engineers (may be
	added at a later date)
Appliance & Equipment	Rechargeable Battery Powered Tool
	• Other
Electronic Device	Cell Phone
	• Laptop
	• Tablet
	E-Cigarette/Vape
	• Тоу
	• Other

Rechargeable Battery Incident Reporting Examples

Cell phone or other small rechargeable electronics fire

Fire in single family home causing damage:

- Cell phone spontaneous combustion while plugged into wall charger. Phone was sitting on table in living room on ground floor of 2000 sq/ft home (2 story)
- Extinguished by <u>occupant</u> (visiting friend of owner) using hand ABC dry chem extinguisher.
- Occupant alerted by smoke detector.
- 911 called and Fire Department attended (career)
- Fire confined to object of origin (phone and table) with smoke and dry chemical damage to room.

Process:

- 1. Create new incident in FIRES fire reporting.
- 2. Ensure you use your correct LOCATION code (LOC) in the incident #
- 3. Ensure you add Names of all persons impacted by the incident to the best of your knowledge. If unknown then use UNK for first and last names.
- 4. Include your best estimate of the <u>value of the damage</u> to property and contents.
- 5. Enter all applicable codes using drop down selections (refer to "green" Fire Reporting manual for reference and explanations or use this link to the online guide

https://www2.gov.bc.ca/gov/content?id=5922DE99D0904D188EC659D40E 6A38ED

6. Ensure the investigating officer and/or Incident commander completes and submits the final report as required.

Example 1

Fire Incident Report - Details

	* Indicates	s required t	fields when savin	o as pendino				Statu Notificatio	us: PENDING	I.	
	** Indicat	tes require	d fields when savi	ing as completed				Investigatio	on:		
								JF	S:	-	
								Total Lo	ss: \$7,50	D	
	Incident	#: * [0		2 MM DD 2 11 02	HR 13	000		Injuri Fataliti	es: es:	0	
								Total Name	es:	1	
	Incident	Type:		_				_			
	Stru	icture		O Vehicle		O Outdoor		○ Per	son	_	
	🗌 Rela	ated to W	/ildland / Interfa	ace Fire							
	Location	of Fire In	icident:							~	This is the
	PO Box:			Apt/Suite:			Street Num	ber:	1234		damage that
	Street N	ame: [*] [MAIN ST					Direction	:		occurred
	City:	(VICTORIA				~	Postal C	ode: V8S 1T5		
	Summar	v of Nam	ies / Casualtie	** S' (min 1)					Add Names		
		atus	Name	Address	i	Postal Code	Tel#	Total	Loss (\$) Casualty		
This would be	the	PANT	DOE, JOHN	1234 MAIN ST VICTO	DRIA		250-555-55	55	\$7,500 N		
value of the H	ome	and Fau	uinmont Donor	4 .						, (
which the fi	ro	s, boats,	appliances or oth	ı. ner equipment applicab	ole)			Add	Product/Equipment		
occurred	IC.		Item Type			Item Desc		Make	Model		
occurred			ISC SMALL			RPHONE		APPLE	IPHONE 11	ļ	
	Property	Value At	t Risk (\$) F	Property Value		Contents Valu	е	Total Va	lue		
	Estimate	**		750000		165000		915000			
	Number (at time	of Occup of incider	oants ** [·	1							

Example 2

Fire Incident Report - Details

* Indicates required fields when sav	ing as pending				N	Statu: otificatior	s: n:	PENDING
** Indicates required fields when sa	iving as completed				Inv	estigation	n:	
						JFS	S:	
					T	Fotal Los	S:	\$7,50
	Y MM DD	HR	occ			Injurie	S:	
Incident #: [CVI] 20	22 11 02	13	01			Fatalitie	S:	
					Tot	al Name	S:	
Incident Type:								
Structure	O Vehicle		 Outdoor 			○ Pers	on	
Related to Wildland / Inter	rface Fire							
Location of Fire Incident:								
PO Box:	Apt/Suite:			Street Num	nber:	1	234	
Street Name: * MAIN ST						irection:		
City: VICTORIA				~	P	ostal Co	de: V8S	1T5
Summary of Names / Casualt	** es: (min. 1)					1	Add Nar	nes
# Status Name	Address		Postal Code	Tel#		Total I	Loss (\$)	Casualty
1 OCCUPANT DOE, JOHN	1234 MAIN ST VICTO	DRIA		250-555-55	55		\$7,500	Ν
Products and Equipment Rep (List vehicles, boats, appliances or d	ort: ther equipment applicab	ole)				Add P	roduct/E	quipment
# Item Ty)e		Item Desc		M	ake	M	odel
1 APPLIANCE MISC SMALL		CELLULAR	RPHONE		APPLE	E	IPHONE 1	
Property Value At Risk (\$)	Property Value		Contents Value	9	1	Fotal Valu	ue	
Estimate: **	750000		165000) (915000		
Number of Occupants (at time of incident):	1							

Example 3

Fire Incident Report - Details

* Indicates requir	ed fields when sav	ing as pending			ı	Status: Notification:	PENDING
** Indicates requ	uired fields when sa	iving as comple	eted		In	vestigation:	
						JFS:	
						Total Loss:	\$77,000
*		MM		occ		Injuries:	0
Incident #:		22 11	01 13	01		Fatalities:	0
					То	otal Names:	2
Incident Type:							
O Structure		Vehicle	1	Outdoor		O Person	
Related to	Wildland / Inte	rface Fire					
Location of Fire	e Incident:						
PO Box:		Apt/S	uite:		Street Number:	1234	
Street Name:	MAIN ST					Direction:	Ν
City:	VICTORIA				~	Postal Code:	V8W1T5
		باد باد					
Summary of N	lames / Casualti	es: (min.	1)			Add	Names
# Status	Name		Address	Postal Code	Tel#	Total Loss	(\$) Casualty
	DOE, JANE	1234 MAIN	ST VICTORIA	V8W1T5	250-555-5555	\$7	7,000 N
ZIWIINESS		2000 MAIN	STVICTORIA	V05110	200-000-1232		50 N
Products and (List vehicles, bo	Equipment Repo ats, appliances or o	ort: other equipmen	t applicable)			Add Produ	uct/Equipment
#	Item Type		Item De	sc	Make		Model
1 AUTOMO	BILE		E VEHICLE		TESLA	MODEL 3	
Property Value	e At Risk (\$)	Property Va	lue	Contents Val	ue	Total Value	
Estimate: **		750000		165000		915000	
Number of Oc (at time of inci	cupants dent):	0					

Note : Property Value at Risk is the sum of all values for property including it's contents that were at risk from the Fire incident. It <u>does not include the land/lot value. Neighbouring properties/structures</u> <u>vehicles etc. are also not included.</u>

PC - Property Complex	3400]	RESIDENTIAL - SINGLE DETACHED	Search
PR - Property Classification	3110] 🛛	YEAR-ROUND USE DWELLING - 1-FAMILY	Search
GC - General Construction	2000]	PROTECTED COMBUSTIBLE CONSTRUCTION - WOOD PF	Search
BH - Building Height	0020] 🛛	2 STORIES ABOVE GRADE	Search
GF - Ground Floor Area	1000]	1 TO 100M2 (1 - 1076FT2)	Search
YC - Year Of Construction	1982]	1982	Search
MF - Manual Fire Protection	4000]	EXTINGUISHER ONLY	Search
OF - Outside Fire Protection	1000]	PUBLIC HYDRANT PROTECTION & FIRE DEPARTMENT	Search
SP - Sprinkler Protection	7000]	NO SPRINKLER PROTECTION	Search
AD - Automatic Fire Alarm System	2000] 🛛	FIRE ALARM SYSTEM - LOCAL (BUILDING ONLY)	Search
SD - Smoke Alarm Operation	4000]	ALARM ACTIVATED - UNNECESSARY TO EVACUATE OR L	Search
ID - Initial Detection	2000] 🛛	SMOKE DETECTOR DEVICE	Search
AL - Transmission Of Alarm	1000]	911	Search
FS - Fire Service	1000] 🛛	CAREER FIRE DEPARTMENT ONLY	Search
IN - Incident	1000]	FIRE - FIRE DEPARTMENT ATTENDED	Search
AC - Action Taken	1000] 🛛	EXTINGUISHED BY OTHER THAN FIRE DEPARTMENT (I.E	Search
EX - Method Of Fire Control	1900]	HAND FIRE EXTINGUISHER - UNCLASSIFIED (DESCRIBE)	Search
LV - Fire Origin, Level	3000] 🗖	GROUND FLOOR, GRADE LEVEL OR GRADE TO 3M (10F1	Search
OA - Fire Origin, Area	1400]	LOUNGE, LIVING ROOM - INCLUDES MUSIC ROOM, COM	Search
XF - Extent Of Fire	2000]	CONFINED TO PART OF ROOM/AREA OF ORIGIN	Search
XD - Extent Of Damage	2000]	CONFINED TO PART OF ROOM/AREA OF ORIGIN	Search
IG - Igniting Object	5810]	RECHARGEABLE BATTERY - ANY SIZE OR TYPE	Search
FU - Fuel Or Energy	6000]	ELECTRICITY	Search
FH - Form Of Heat	7000] 🗖	SPONTANEOUS OR CHEMICAL CAUSATION	Search
MI - Material First Ignited	2200]	FURNITURE - WOOD (NOT UPHOLSTERED) - INCLUDES 1	Search
AO - Act Or Omission	4510] 🔽	UNMODIFIED RECHARGEABLE BATTERY CHARGER/REC	Search

Remarks: Explain circumstances under which fire originated. UNATTENDED CELL PHONE PLUGGED INTO WALL CHARGER OVERHEATED AND IGNITED WOOD TABLE IN LIVING ROOM OF SINGLE FAMILY RESIDENCE AT 1234 MAIN STREET. FIRE CONFINED TO TABLE AND ROOM OF ORIGIN AND EXTINGUISHED BY OCCUPANT USING HANDHELD ABC FIRE EXTINGUISHER.

Electric vehicle fire scenario

- Pedestrian calls 911 to report Vehicle fire in driveway at 1234 Main St
- Victoria (career) Fire Department responds and extinguishes the fire with 2

 38mm hoselines with water.
- Vehicle was unattended and unoccupied.
- Vehicle was Tesla Model 3 fully electric.
- Vehicle was not plugged into a charger.
- Vehicle owner Jane Doe was not at home at the time of the incident.
- Vehicle was fully consumed by the fire.
- Exposure (radiant) to 5M of wood fence and mature cedar hedge.
- No casualties or injuries
- Value of vehicle \$65,000
- Value of fence and hedge exposure \$5000
- Musical instruments lost in the vehicle by fire \$12,000.
- Value of residence \$750,000
- Police attended the scene and started police report #1234

Fire Incident Report - Details

* Indicates require	d fields when s	ving as pending			N	Status: otification:	PENDING
** Indicates requi	ired fields when	saving as compl	eted		Inv	estigation:	
						JFS:	
					-	Total Loss:	\$77,000
*		YYY MM	DD HR	occ		Injuries:	0
Incident #:		022 11	01 13	01		Fatalities:	0
					Tot	al Names:	1
Incident Type:							
○ Structure		Vehicle	9	 Outdoor 		○ Person	
Related to	Wildland / Int	erface Fire					
Location of Fire	Incident:						
PO Box:		Apt/S	suite:		Street Number:	1234	
Street Name:*	MAIN ST)irection:	N
City:	VICTORIA				▼ F	ostal Code:	V8W1T5
Summary of Na	ames / Casua	**	1)			Add	Names
# Status	Name	Ac	Idress	Postal Code	Tel#	Total Loss	(\$) Casualty
1 OWNER	DOE, JANE	1234 MAIN ST	VICTORIA	V8W1T5	250-555-5555	\$77	7,000 N
Products and E (List vehicles, boa	Equipment Re its, appliances of	port: r other equipmer	nt applicable)			Add Prod	uct/Equipment
#	Item Type		Item	Desc	Make		Model
1 AUTOMOR	BILE		E VEHICLE		TESLA	MODEL 3	
Dranarty Valua	At Diale (@)	Dreporty V/a	lue	Contonto Val		Total Value	
Property value	ALKISK (Ø)			Contents var			
Estimate:		750000		165000		915000	
Number of Occ	upants						
(at time of incid	lent):	0					

Note : Property Value at Risk is the sum of all values for property including it's contents that were at risk from the Fire incident. It <u>does not include the land/lot value. Neighbouring properties/structures</u> <u>vehicles etc. are also not included.</u>



PR - Property Classification	8800		ALTERNATIVE FUEL VEHICLE (BIODIESEL, ELECTRICITY,	Search
MF - Manual Fire Protection	7000		NO MANUAL FIRE PROTECTION	Search
AL - Transmission Of Alarm	1000		911	Search
FS - Fire Service	1000		CAREER FIRE DEPARTMENT ONLY	Search
IN - Incident	1000		FIRE - FIRE DEPARTMENT ATTENDED	Search
AC - Action Taken	3000	▼	EXTINGUISHED BY FIRE DEPARTMENT	Search
EX - Method Of Fire Control	7600		FOAM-WATER SYSTEM	Search
OA - Fire Origin, Area	8200		VEHICLE - ENGINE AREA - INCLUDES RUNNING GEAR, W	Search
XF - Extent Of Fire	1000		CONFINED TO OBJECT OF ORIGIN	Search
IG - Igniting Object	5810		RECHARGEABLE BATTERY - ANY SIZE OR TYPE	Search
FU - Fuel Or Energy	6000		ELECTRICITY	Search
FH - Form Of Heat	7000		SPONTANEOUS OR CHEMICAL CAUSATION	Search
MI - Material First Ignited	9500		INSULATION, ELECTRIC - CONFINED TO ELECTRICAL EQ	Search
AO - Act Or Omission	4900		MECHANICAL/ELECTRICAL FAILURE/MALFUNCTION - UN	Search

Remarks: Explain circumstances under which fire originated. FIRE ORIGINATED IN BATTERY STORAGE AREA OF ELECTRIC VEHICLE. PARKED IN THE OWNERS DRIVEWAY. THE VEHICLE WAS NOT PLUGGED INTO THE CHARGER OR RECTIFIER. VEHICLE WAS PARKED UNATTENDED. 911 WAS CALLED BY PEDESTRIAN WALKING BY. FIRE DEPARTMENT ATTENDED AND EXTINGUISHED THE FIRE. VEHICLE WAS CONSUMED BY THE FIRE AND DAMAGE TO THE FENCE AND HEDGE FROM RADIANT HEAT AS AN EXPOSURE TO THE FIRE.

Investigating Officer:							
Last Name: WOOD	First Name:		Badge#: 2745	Tel#: 250	- 555	- 5555	Report Date: (yyyy/mm/dd) 2023/01/16
Police/RCMP Detachment: VICPD			Police/RCM 1234	P File #:			
Fire Report References:							Add Ref.
# File No)		File Type			File Da	te
	Save	as Pending	Save	as Com	plete		

Exposure Fire Report is required as a second occurrence to the Vehicle Fire

	Fire In	cident Report - De	etails			
* Indicates required fields when ** Indicates required fields whe	saving as pending en saving as completed	This second occur is the exposure fi the fence and he which requires an report	rence N re to edge Inv other	Status: lotification: estigation: JFS:	PENDING	
LOC Incident #: [DVI	YYYY MM DD 2022 11 01		То	Total Loss: Injuries: Fatalities: tal Names:	\$5,000 0 0 1	
Incident Type:	O Vehicle	Outdoor		O Person		
C Related to Wildland / I Cocation of Fire Incident: PO Box:	nterface Fire Apt/Suite:	The expos outdoor fe landsc	ure was nce and ape Street Number:	1234		Add name of the owner and estimated \$
Street Name: * MAIN ST City: VICTORIA	4		• F	Direction: N Postal Code: V8	S1W5	value of the fence and hedge
Summary of Names / Casu	Jalties: (min. 1)	Postal Code	Tel#	Add Na	Casualty	
1 OWNER DOE, JANE	1234 MAIN ST VICTORI	A V8S 1W5	250-555-5555	\$5,000	N	
Products and Equipment R (List vehicles, boats, appliances # Item Ty	Report: or other equipment application	ble) Item Desc	Make	Add Product/	Equipment	
Property Value At Risk (\$) Estimate:	Property Value 750000	Contents Val	ue	Total Value 915000		
Number of Occupants (at time of incident):	0					

Note: Property Value at Risk is the sum of all values for property including its contents that were at risk from the Fire incident. It <u>does not include the land/lot value. Neighbouring properties/structures</u> <u>vehicles etc. are also not included.</u>

Enter Codes based on details of the Exposure fire caused by the initial vehicle fire

Enter Codes: **

PR - Property Classification	8140		FENCE, POLES, RAILROAD TIES		Search
AL - Transmission Of Alarm	1000		911	J	Search
FS - Fire Service	1000		CAREER FIRE DEPARTMENT ONLY	J	Search
IN - Incident	1000		FIRE - FIRE DEPARTMENT ATTENDED	J	Search
AC - Action Taken	3000		EXTINGUISHED BY FIRE DEPARTMENT	J	Search
EX - Method Of Fire Control	4300		38MM/42MM (1 1/2"/1 3/4") HOSE - 2 OR MORE HAND LINE	J	Search
OA - Fire Origin, Area	9300		PARKING AREA	I	Search
XF - Extent Of Fire	1000		CONFINED TO OBJECT OF ORIGIN	J	Search
IG - Igniting Object	8200		EXPOSURE, STRUCTURE DETACHED	J	Search
FU - Fuel Or Energy	8000		EXPOSURE FIRE		Search
FH - Form Of Heat	6000		HOT OBJECT - DIRECT HEAT BY CONDUCTION OR RADI/	I	Search
MI - Material First Ignited	4100	∎	WOOD - INCLUDES BOX, BARREL, CASE, FINISHED LUMI		Search
AO - Act Or Omission	8000		ACT OR OMISSION - NOT APPLICABLE (E.G. LIGHTNING)	ſ	Search

Remarks: Explain circumstances under which fire originated. EXPOSURE FIRE TO FENCE AND HEDGE FROM VEHICLE FIRE IN DRIVEWAY. EXTINGUISHED BY FIRE DEPARTMENT USING 38mm HOSE

Investigating Officer:**

Last Name: WOOD	First Name: DAN	Badge#: 2745	Tel#: 250	- 250	- 5555	Report Date: (yyyy/mm/dd) 2023/01/16
Police/RCMP Detachment:		Police/RCMP	File #:			
VICPD		1234				

Enter Codes: **

PR - Property Classification	8140	FENCE, POLES, RAILROAD TIES	Search
AL - Transmission Of Alarm	1000	911	Search
FS - Fire Service	1000	CAREER FIRE DEPARTMENT ONLY	Search
IN - Incident	1000	FIRE - FIRE DEPARTMENT ATTENDED	Search
AC - Action Taken	3000	EXTINGUISHED BY FIRE DEPARTMENT	Search
EX - Method Of Fire Control	4300	38MM/42MM (1 1/2"/1 3/4") HOSE - 2 OR MORE HAND LINE	Search
OA - Fire Origin, Area	9300	PARKING AREA	Search
XF - Extent Of Fire	1000	CONFINED TO OBJECT OF ORIGIN	Search
IG - Igniting Object	8200	EXPOSURE, STRUCTURE DETACHED	Search
FU - Fuel Or Energy	8000	EXPOSURE FIRE	Search
FH - Form Of Heat	6000	HOT OBJECT - DIRECT HEAT BY CONDUCTION OR RADIA	Search
MI - Material First Ignited	4100	WOOD - INCLUDES BOX, BARREL, CASE, FINISHED LUMI	Search
AO - Act Or Omission	0008	ACT OR OMISSION - NOT APPLICABLE (E.G. LIGHTNING)	Search

Remarks: Explain circumstances under which fire originated. EXPOSURE FIRE TO FENCE AND HEDGE FROM VEHICLE FIRE IN DRIVEWAY. EXTINGUISHED BY FIRE DEPARTMENT.

Investigating Officer:

Sav

Last Name: W090D	First Name:	Badge#: 2745	Tel#: 250 - 250	Report D (yyyy/mm 2023/01/	ate: 1/dd) 16
Police/RCMP Detachme	ent:	Police/RCM 1234	IP File #:		
Save as a Pending report if you want to return to it later and add/edit before submitting.	o Save as Per	File Type	e as Complete	Save as a completed Fire report to the OFC	Ref.
T					

Rechargeable Battery Incident Reporting Examples

E-Bike Fire scenario - Structure Fire

Structure Fire in residential 3rd story apartment in a 40 unit building.

- Fire is extinguished with major damage to apartment and contents
- Fire confined to single 1-bedroom apartment
- Fire investigation for cause and origin finds seat of the fire from electrical charging unit on

E-Bike kept in the apartment.

- Interviews with the apartment tenant reveals they had added an extra battery to the bike and modified the charger to make it charge faster.
- Occupant said the E-bike and charger began sparking and overheating and the carpet started to burn.
- Value of the apartment \$400,000
- Value of the building \$16,000,000
- E-Bike
 - Make ABC cycle
 - Model lightning
- Occupant sustained burns to arms and hands while trying to put out the fire
- Occupant was not insured

Fatalities: 0 Total Names: 1	Tota	HR OCC 15 01	023 04 DD	LOC Y CVI	ncident #:*		
O Person Add name of occupant. He was also	Dr	○ Outdoor	Incident Type: Structure Vehicle Related to Wildland / Interface Fire				
a casualty with injuries	Street Number:	301	Apt/Suite:	e Incident:	ocation of Fire PO Box:		
Direction: Postal Code: V8X 1Y7	D		ET	MAIN STRE	Street Name:*		
Add Names Add the	l Codo Tol#	Postal	ties: ** (min. 1)	ames / Casua	Summary of N	Estimated	
Total Loss (s) Casualty E-bike 355-5555 \$580,000 Y and	Y7 250-555-5555	/ICTORIA V8X 1Y7	301 1500 MAIN STREET	DOE, JOHN	Status Status	value of the	
Add Product/Equipment details as the origin	Products and Equipment Report: (List vehicles, boats, appliances or other equipment applicable)						
ABC CYCLE LIGHTNING	# Item Type Item Desc Make Model 1 MOTORIZED MICROMOBILITY DEVICE - ELECTRIC BIKE E-BIKE ABC CYCLE LIGHTNING						
Total Value	alue T	Contents Val	Property Value At Risk (\$) Property Value Estimate: ** 24000000 Number of Occupants ** 1				
Add namof occupa He was a a casual mber: 1500 Direction: Postal Code: V8X 1Y7 Add Names Add Names Add Names Add t E-bik 55-5555 \$580,000 Y Add Product/Equipment Add Product/Equipment Add Product/Equipment Total Value 38500000	Street Number: D P al Code Tel# Y7 250-555-5555 Item Desc E-BIKE ABC alue T	301 Postal //CTORIA V8X 1Y7)	erface Fire Apt/Suite: T ties: ** (min. 1) Address 301 1500 MAIN STREET other equipment applicable Item Type TY DEVICE - ELECTRIC BI Property Value 24000000 1	Wildland / Int Incident: MAIN STRE VICTORIA ames / Casua DOE, JOHN Equipment Re ats, appliances o MICROMOBILI At Risk (\$) Cupants dent): **	Related to .ocation of Fire PO Box: Street Name: Street Name: Summary of N Summary of N Summary of N Summary of N Toccupant Products and I List vehicles, box Froducts and I List vehicles, box Froducts and I Number of Occ (at time of inci-	Estimated value of the building the apartment was in.	

NEXT

Add the name of the apartment occupant and details/remarks

Ensure you "Tick" the casualty box for the injury sustained by the occupant. Once you complete the names page you will be prompted to fill in the Fire Incident – Casualty Details page

Fire Incident Report - Names

	 Indicates required fields when pending * Indicates required fields when completed 			Incident Number Name No.:	r: CVI20230410150 1 of 1	Tick casualty box for the injured
	Status:*	OCCUPANT	~]	Casualty:	occupant
	* First and Last Nam	e are required. Company Nan	ne is required,	depending on status.		
	Last Name:	DOE		First Name:	JOHN	
	Company Name:					
Add	PO Box:		Apt/Suite	301	Street Number: 150	0
estimate \$	Street Name:	MAIN STREET			Direction:	
anartment	City:	VICTORIA			~	
and	Other City:			Province:	BRITISH COLUMBIA	~
contents	Postal Code:	V8X 1Y7		Phone Number:	250 - 555 -	5555
	Loss (\$) Estimate	Property: *	7	Contents: *	Total:	
	Remarks:					
	APARTMENT AND OCCUPANT HOME BUILDING FIRE AL EXTINGUISHED B	CONTENTS TOTALLY CON EAT THE TIME OF THE FIR ARM WAS ACTIVATED Y FIRE DEPARTMENT	NSUMED BY	FIRE. INJURED.	Provide brief remarks about the incident and disposition of any occupants	

Fire Incident Report - Casualty Details

Age: **	5 Gender:	** MALE V	Status: ** CIVIL	IAN	
Date of Death: (yyyy/mm/dd)					
Nature of Casualty:			Base casualty	details	
004 - SERIOUS INJURY (HOSP. 3+ DAY	S AND/OR OFF WORK 15	DAYS) 🗸	on your ini	itial	
Condition of Casualty: **			assessment or of injurie	report es.	
013 - IMPAIRMENT BY ALCOHOL, DRU	GS, OR MEDICATION	~			
Action of Casualty: **					
024 - VOLUNTARILY ENTERED OR REI	MAINED FOR FIRE FIGHT	NG 🗸]		
Ignition of Clothing or Other Fabrics: 031 - OUTER CLOTHING Type of Fabric or Material Ignited: 045 - SYNTHETIC FIBRE	** Not a selec occup	applicable is ted because ant escaped the fire			
Cause of Failure to Escape:					Add any
059 - UNCLASSIFIED OR NOT APPLICA	ABLE			~	details if
Initial Cause of Injury:					available
101 - BURNS RESULTING FROM FIRE	AND FLAMES 🗸				7
Summary of Insurance Info:			Add	I Insurance Claim	
# Adjuster Name	Policy No	Insuran	ce Name	Claim No	

Select relevant codes based on known details

definitions if needed

Refer to Fire Reporting Manual for Enter Codes: **

			[]		
PC - Property Complex	3200		RESIDENTIAL - APARTMENT	Searc	h
PR - Property Classification	3250	V	APARTMENT, TOWNHOUSE - OVER 20 UNITS WITH OR W	Searc	h
GC - General Construction	2000	V	PROTECTED COMBUSTIBLE CONSTRUCTION - WOOD PI	Searc	:h
BH - Building Height	0030	V	3 STORIES ABOVE GRADE	Searc	:h
GF - Ground Floor Area	2000	V	101 TO 500M2 (1077 - 5382FT2)	Searc	:h
YC - Year Of Construction	1970	▼	1970	Searc	h
MF - Manual Fire Protection	2000	V	EXTINGUISHERS & STANDPIPE SYSTEM	Searc	:h
OF - Outside Fire Protection	1000	V	PUBLIC HYDRANT PROTECTION & FIRE DEPARTMENT	Searc	:h
SP - Sprinkler Protection	7000	V	NO SPRINKLER PROTECTION	Searc	:h
AD - Automatic Fire Alarm System	2000	V	FIRE ALARM SYSTEM - LOCAL (BUILDING ONLY)	Searc	:h
SD - Smoke Alarm Operation	1000	V	ALARM ACTIVATED - ASSISTED OCCUPANT(S) IN EVACU/	Searc	:h
ID - Initial Detection	1000	V	SMOKE ALARM DEVICE	Searc	:h
AL - Transmission Of Alarm	1000	▼	911	Searc	:h
FS - Fire Service	3000	V	COMPOSITE - CAREER & VOLUNTEER/PAID-ON-CALL FIF	Searc	:h
IN - Incident	1000	V	FIRE - FIRE DEPARTMENT ATTENDED	Searc	:h
AC - Action Taken	3000	V	EXTINGUISHED BY FIRE DEPARTMENT	Searc	:h
EX - Method Of Fire Control	4300	V	38MM/42MM (1 1/2"/1 3/4") HOSE - 2 OR MORE HAND LINE	Searc	:h
LV - Fire Origin, Level	5000	▼	3RD STOREY OR OVER 6M TO 9M (20FT TO 30FT) ABOVE	Searc	h
OA - Fire Origin, Area	1400	V	LOUNGE, LIVING ROOM - INCLUDES MUSIC ROOM, COM	Searc	h
XF - Extent Of Fire	3000	V	CONFINED TO ROOM OF ORIGIN	Searc	:h
XD - Extent Of Damage	3000	V	CONFINED TO ROOM OF ORIGIN	Searc	:h
IG - Igniting Object	5820	V	RECHARGEABLE BATTERY CHARGER/RECTIFIER - ANY !	Searc	7
FU - Fuel Or Energy	6000	V	ELECTRICITY	Se	
FH - Form Of Heat	7000	▼	SPONTANEOUS OR CHEMICAL CAUSATION		h
MI - Material First Ignited	7000	V	FLOOR COVERING - CARPET, RUG	Searc	h
AO - Act Or Omission	6400	V	MODIFIED RECHARGEABLE BATTERY CHARGER/RECTIF	Searc	:h

Note *new rechargeable battery code as occupant had modified battery and charger

	Add fire incident
Remarks: Explain circumstances under which fire originated.	size up and crew
-FIRE CREWS RESPONDED TO STRUCTURE FIRE IN 3RD STORY APARTMENT. FOUND 1 UNIT FULLY INVOLVED.	actions as well as
ENGINE 1, LADDER 1 AND COMMAND 1 ON SCENE	relevant details ir
- CREWS EXTINGUISHED FIRE USING Somm HOSE. - CREWS ENSURED NO EXTENSION TO OTHER APARTMENT UNITS	bullet form
FIRE CONFINED TO SINGLE APARTMENT EXTENSIVE WATER DAMAGE TO UNITS BELOW AND SMOKE DAMAGE TO UPPER FLOOR HALLWAYS.	
OCCUPANT SUFFERED BURNS WHILE TRYING TO EXTINGUISH E-BIKE BATTERY FIRE WHICH HAD CAUGHT FLOOR	
FIRE. OCCUPANT SAID HE HAD MODIFIED THE E-BIKE BATTERY CHARGER TO CHARGE FASTER.	