

# Fire Incident Report Form

## Incident Details

---

Date of Incident

Time of Incident

Location

Enter location

Reported By

Name

Contact

Phone or Email

## Incident Description

---

Briefly describe what happened

Describe the Incident

How Was Fire Detected?

e.g. Alarm, Witness

Action Taken

e.g. Evacuation, Extinguish

## Injuries / Damage

---

Any Injuries?

List injuries or write 'None'

Property Damage

Brief description

## Witnesses

---

List witness names and contact information

Witnesses (Name & Contact)

## Further Comments / Recommendations

---

Add any additional information

Comments

---

Signature

---

Date