Report of the Committee on

Fire Reporting

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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.

Committee Scope: This Committee shall have primary responsibility for documents on 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.

The Report of the **Technical Committee on Fire Reporting** is presented for adoption in 2 parts.

Part I of this Report was prepared by the **Technical Committee on Fire Reporting** and proposes for adoption a complete revision of NFPA 903-1992, **Fire Reporting Property Survey Guide.** NFPA 903-1992 is published in Volume 12 of the 1995 National Fire Codes and in separate pamphlet form.

Part I of this Report has been submitted to letter ballot of the **Technical Committee on Fire Reporting** which consists of 12 voting members; of whom 9 voted affirmatively, and 3 ballots were not returned (Messrs. Schaenman, Stewart, and Wilson).

Part II of this Report was prepared by the **Technical Committee on Fire Reporting** and proposes for adoption a complete revision of NFPA 904-1992, **Incident Follow-up Report Guide.** NFPA 904-1992 is published in Volume 12 of the 1995 National Fire Codes and in separate pamphlet form.

Part II of this Report has been submitted to letter ballot of the **Technical Committee on Fire Reporting** which consists of 12 voting members; of whom 9 voted affirmatively, and 3 ballots were not returned (Messrs. Schaenman, Stewart, and Wilson).

PART I

(Log #CP1)

903- 1 - (Entire Document): Accept
SUBMITTER: Technical Committee on Fire Reporting
RECOMMENDATION: Completely revise NFPA 903, Fire Reporting Property Survey Guide.
SUBSTANTIATION: The committee has reviewed the data expected to be collected on the two forms presented in this document from the standpoint of its usefulness as a measure of the prefire risk in a community, and its capability to be accurately collected without a total engineering survey of the structure. They have dropped a number of data elements that dealt more with code enforcement issues and a few which current users of the forms indicate are not meaningful. A number of the data elements that had previously been classified were changed to direct entry format which is consistent with the changes in NFPA 901, Standard Classifications for Incident Reporting and Fire Protection Data. All references for classifying data were revised to the 1995 edition of NFPA 901. The committee feels the revised forms and instructions will continue to provide a useful tool for fire departments to use in inventorying the property within their jurisdiction.
COMMITTEE ACTION: Accept.

NFPA 903

Fire Reporting Property Survey Guide

1996 Edition

Information on referenced publications can be found in Appendix A.

Introduction

Fire service personnel have recognized the need to become more effective in their attempts to educate people about fire-safe habits, to make or suggest changes in fire and building codes, and to show clearly the value of fire service personnel through the collection and use of meaningful data.

To help develop a uniform system of recording basic data on properties and fires involving those properties, the NFPA established a Technical Committee on Fire Reporting in 1962. Using information available in the United States, Canada, Europe, and Australia, the committee devised a standard language of fire reporting, which is published as NFPA 901, *Standard Classifications for Incident Reporting and Fire Protection Data.* That document serves as a system description, glossary, and dictionary for the building of a full and eventually international system of data collection for control of the fire threat.

This edition of NFPA 903, *Fire Reporting Property Survey Guide,* together with the basic Property/Structure Report (Form 903SR) and the Basic Occupancy Report (Form 903TR), provides a method for fire department personnel to use in collecting selected information regarding the prefire risk of the structures within their jurisdiction. This data is designed to provide a general property inventory that can yield a general building risk. The information can form the basis of a method for gradually reducing this risk. This system is not designed to produce a prefire plan, fire equipment readiness report, or code conformance report. The survey used to gather the data recorded on Form 903SR and Form 903TR also is not a substitute for a fire protection engineering evaluation of the property.

The use of a property survey guide is extremely important for fire departments that are involved in the master planning process. One of the most frequent criticisms of fire-fighting agencies is that they lack objective data on their fire problem in order to develop the community's fire defenses. If a community establishes a planning process and utilizes the Basic Property/Structure Report (Form 903SR) and the Basic Occupancy Report (Form 903TR), it has invaluable documentation that quantifies the scope and severity of a community's fire problem.

Those who wish to use only a portion of this guide and the basic forms are welcome to do so. Those who wish to include additional details are encouraged to use the basic forms with supplementary forms as needed. An experience log sheet is useful in recording all nonfire and fire visits to the property.

Compilation of data can be done manually, semiautomatically, or automatically. The data can be responsive to fire department and municipal management needs for tactical, strategic, fire prevention, and public relations use. The data is adaptable to the new systems concept of fire protection, and work is progressing toward the development of a method to evaluate each item collected and produce a relative risk number. Use of these forms and this guide produces a meaningful report on each structure surveyed, and an orderly program for increasing the prefire defenses of that structure can be established based on the findings of the survey.

General Applications

I. Definitions.

Grade. Reference plane representing the elevation of finished ground level adjoining the building at the main entrance.

Occupancy. A specific space, usually within a structure, devoted to a use by a single business or tenant.

Property. A defined piece of land and any structures, equipment, or stock thereon.

Property Report. The written documentation resulting from a survey of each structure and the individual occupancies within each structure on a property. A property report at a minimum contains one structure report and one occupancy report.

Structure. An assembly of materials forming a construction for occupancy or use for a specific purpose.

II. Use of the Forms.

The forms provided for use in the NFPA 903 system are designed to be completed as the result of a walk-through survey conducted by trained fire service personnel within a limited time frame. When properly completed, they provide a basic property inventory of the community. This walk-through survey is not a replacement for an individual fire safety engineering survey of a structure.

The Basic Property/Structure Report form is designed for recording information about a structure being surveyed and the influence that details of the structure have on fire safety. Several structures could be found on a property, and a separate Basic Property/Structure Report should be completed for each structure.

The Basic Occupancy Report form is designed for collecting information about the user occupying space within a structure and the influence the management of that business or that tenant exerts on fire safety. A structure could contain several tenants or businesses, and a separate Basic Occupancy Report should be completed for each tenant or business.

III. Nonstructure Areas.

The forms have been designed basically for reporting the results of surveys in structures. If a fire department wishes to use the forms to record information about outdoor process or storage areas, it can do so, recognizing that some of the categories do not apply. The use of the forms for this purpose does, however, provide a more complete report of the property and its use. Such use is recommended if the process or storage area has appreciable value.

IV. Form Completion.

Words should be used on report forms and should accurately describe the conditions observed. All categories should be completed on each form. The abbreviation "N/A" should be used for categories that are not applicable, and the word "none" should be used to indicate the absence of some feature. Where information cannot be obtained, the abbreviation "undet" (undetermined) should be used.

This guide contains appropriate references to NFPA 901, *Standard Classifications for Incident Reporting and Fire Protection Data*, for use by personnel responsible for classifying data. All references cite the 1995 edition of NFPA 901. A review of the discussion, terminology, definitions, and classifications in NFPA 901 can improve the quality of the reports.

Where a category has an associated classification system, a space has been provided to record the classification number. Where the format of the data allows for direct entry (e.g., dates, times, and numeric data), persons using the form in connection with electronic data entry can create specific spaces or a special format for recording such data to aid in its transfer to electronic media.

V. Reporting Each Property.

The proper use of these report forms provides an inventory of the property a fire department is expected to protect. Properties on which there is only one structure with a single, specific property use or occupancy are quite easy to assess, and completion of a property inventory report is simple (one Basic Property/Structure Report form and one Basic Occupancy Report form). Most communities include some complex properties with a number of structures and a variety of specific property uses or occupancies, which results in the need to use several Basic Property/Structure Report forms and several Basic Occupancy Report forms. Responsibility for fire protection is then divided between the owner in some areas and a tenant in other areas.

VI. Initial Survey.

The initial survey should be used to complete the Basic Property/Structure Report, Form 903SR, and the appropriate number of Basic Occupancy Reports, Form 903TR.

VII. Evaluation Frequency.

It is necessary to review and update the property report periodically. This should be done at least annually. It is recommended that a copy of the property report be taken on each inspection of the property and any changes noted. An updated report should be filed as necessary.

VIII. Additional Materials.

It might be desirable in some cases to include additional comments, sketches, and photographs with the report. The same property number, structure number, and occupancy number, if applicable, should appear on all such documents.

Examples

The first two forms, on pages 277 and 278, demonstrate how a properly completed report should look for a one-story, 50-ft x 75-ft (15-m x 23-m) building occupied as a fast food restaurant.

The next five forms (pages 279 – 283) show how a properly completed report should look for an industrial property consisting of a two-story office building and a one-story furniture plant and storage building with the plant and storage area separated by a fire division wall with protected openings.

Preparation of the Basic Property/Structure Report

The Basic Property/Structure Report, Form 903SR, is shown on page 284. The section of this guide to be used as a reference in preparing the Basic Property/Structure Report follows the form.

All information recorded on the survey should pertain strictly to the structure itself. Information about tenants or businesses housed in the structure should be recorded separately using Basic Occupancy Reports.

The report should be completed in your own words. Reference should be made to the explanatory information regarding Lines SA through SU as well as to other explanatory information in the guide. Additional remarks on unique or interesting features of the survey are requested. Any remarks pertaining to a specific item on the form should be preceded by the letter of the line that provides information on that specific item.

Preparation of the Basic Occupancy Report

The Basic Occupancy Report, Form 903TR, is shown on page 291. The section of this guide to be used as a reference in preparing the Basic Occupancy Report follows the form.

All information recorded on the survey should pertain strictly to the tenant or business and the space the tenant or business occupies. Information about the structure itself should be recorded on the Basic Property/Structure Report, and information about other tenants or businesses should be recorded on separate Basic Occupancy Reports.

The report should be completed in your own words. Reference should be made to the explanatory information regarding Lines TA through TO as well as to other explanatory information in this guide. Additional remarks on unique or interesting features of the survey are requested. Any remarks pertaining to a specific item on the form should be preceded by the letter of the line that provides information on that specific item.

Basic Property/Structure Report Form 903SR

Essex Fire Department

SA	Address 4296 East Maple Street		Inspection District E10	
SB	Property Name ACE Burgers		Property No. 2284	
SC	Responsible Party Richard Jones	Address 4296 East Maple St.	Telephone 628-3365	
SD	Emergency Contacts: Name Richard Jones	Telephone 644-9870	Name Michael Brown	Telephone 645-6390
SE	Census Tract 2284.01	General Property Use Restaurant | 1.6	Date of Survey 9/11/95	
SF	Structure Name ACE Burgers	Structure No. 1	Number of Occupancies 1	
SG	Type of Construction Type IV | 4	Method of Construction Site Built | 1		
SH	Year of Construction 1973	Structure Type Building - single use | 1		
SI	Property Management Private taxpaying | 1	Structure Height 1 Story 12 feet		
SJ	Number of Stories Above Grade one	Number of Stories Below Grade None		
SK	Ground Floor Area 3750 sq ft	Total Floor Area 3750 sq ft		
SL	Protection of Stairways N/A | 8	Protection of Vertical Shafts N/A | 8		
SM	Protection of Floor Openings N/A | 8	Protection of Wall Openings N/A | 8		
SN	Roof Covering Composite shingle - Class C | 2	Perimeter Access Over 30 ft all sides | 4		
SO	Automatic Detection Coverage None | 8	Automatic Alarm Transmission Capability None | 8		
SP	Type of Sprinkler System None | 8	Coverage of Sprinkler System N/A | 8		
SQ	Standpipe System None | 8	Required Fire Flow 1000 gpm		
SR	Water Supply Type Hydrant within 100 ft | 1	Available Water Supply 900 gpm		
SS	Obstacles to Rescue and Fire Control None | 8			
ST	Member Making Report John Carter	Date 9/11/95		
SU	Remarks			

☐ Remarks continued on reverse side

This form is for use with NFPA 903, *Fire Reporting Property Survey Guide.* Users also should refer to NFPA 901, *Standard Classifications for Incident Reporting and Fire Protection Data,* for information on fire reporting systems and data classifications to be entered on this form.

Basic Occupancy Report Form 903TR

Essex Fire Department

TA	Address: 4296 East Maple Street		Property No.: 2284
TB	Property/Structure Name: ACE Burgers	Structure No.: 1	Occupancy No.: 1
TC	Tenant Name: ACE Burgers		Date of Survey: 9/11/95
TD	Responsible Party: Richard Jones	Address: 4296 East Maple St.	Telephone: 628-3365
TE	Emergency Contacts: Name: Richard Jones	Telephone: 644-9870	Name: Michael Brown / Telephone: 645-6390
TF	Specific Property Use: Fast Food Restaurant / 1614		Building Code Occupancy Type: A3
TG	Number of Stories Occupied by Tenant: 1		Total Floor Area of Tenant Space: 3750 sq ft
TH	Maximum Occupant Load: 60		Number of Exits: 3
TI	Does this occupancy present potential problems for prompt exiting due to a predominance of children, senior citizens, or persons with a physical or mental disability? ☐ Yes ☑ No		
TJ	Is flammable liquid use at or above reportable limits? ☐ Yes ☑ No		
TK	Is hazardous material storage or use at or above reportable limits? ☐ Yes ☑ No		
TL	Other Possible Fire Conditions ☐ Check if applicable and describe:		
TM	Type of Special Hazard System: Dry chemical in hood & duct / 1	Coverage of Special Hazard System: Std installation - Local system / 2	
TN	Member Making Report: John Carter	Date: 9/11/95	
TO	Remarks: Fire extinguishers and hood and duct system on a maintenance contract with Supra Fire Protection Systems 329-4040.		
	☐ Remarks continued on reverse side		

This form is for use with NFPA 903, *Fire Reporting Property Survey Guide*. Users also should refer to NFPA 901, *Standard Classifications for Incident Reporting and Fire Protection Data*, for information on fire reporting systems and data classifications to be entered on this form.

Basic Property/Structure Report Form 903SR

Pineville Fire Department

SA	Address: 2 Industrial Way		Inspection District: E-16	
SB	Property Name: Finbuilt Furniture Co.		Property No.: 486	
SC	Responsible Party: ABC Realty Corp.	Address: 1486 Greentree Lane	Telephone: 936-4860	
SD	Emergency Contacts: Name: Roger Flaherty	Telephone: 333-4225	Name: Raymond Masters	Telephone: 935-1148
SE	Census Tract: 2384.00	General Property Use: Furniture Mfg. 715	Date of Survey: 9/14/95	
SF	Structure Name: Office Building	Structure No.: 1	Number of Occupancies: 1	
SG	Type of Construction: Fire Resistive | 1	Method of Construction: Site Built | 1		
SH	Year of Construction: 1974	Structure Type: Building - single use | 1		
SI	Property Management: Private taxpaying | 1	Structure Height: 28 ft		
SJ	Number of Stories Above Grade: 2	Number of Stories Below Grade: None		
SK	Ground Floor Area: 75 ft x 75 ft = 5625 sq ft	Total Floor Area: 11,250 sq ft.		
SL	Protection of Stairways: Properly enclosed | 1	Protection of Vertical Shafts: N/A | 8		
SM	Protection of Floor Openings: Properly enclosed | 1	Protection of Wall Openings: N/A | 8		
SN	Roof Covering: Tar+Gravel - Class A | 1	Perimeter Access: Over 30 ft all sides | 4		
SO	Automatic Detection Coverage: None | 8	Automatic Alarm Transmission Capability: Master box to Fire Dept. | 5		
SP	Type of Sprinkler System: Wet pipe system | 1	Coverage of Sprinkler System: Complete standard system | 1		
SQ	Standpipe System: None | 8	Required Fire Flow: 1000 gpm		
SR	Water Supply Type: Hydrant within 50 ft | 1	Available Water Supply: 3400 gpm		
SS	Obstacles to Rescue and Fire Control: Sealed windows throughout | 2			
ST	Member Making Report: Robert Michaels	Date: 9/14/95		
SU	Remarks			

☐ Remarks continued on reverse side

This form is for use with NFPA 903, *Fire Reporting Property Survey Guide*. Users also should refer to NFPA 901, *Standard Classifications for Incident Reporting and Fire Protection Data*, for information on fire reporting systems and data classifications to be entered on this form.

Basic Occupancy Report Form 903TR

Pineville Fire Department

TA	Address: 2 Industrial Way		Property No.: 486
TB	Property/Structure Name: Finbuilt Furniture	Structure No.: 1	Occupancy No.: 1
TC	Tenant Name: Finbuilt Furniture		Date of Survey: 9/14/95
TD	Responsible Party: Albert Thomas	Address: 2 Industrial Way	Telephone: 322-7840
TE	Emergency Contacts: Name: Roger Flaherty	Telephone: 333-4225	Name: Raymond Masters / Telephone: 935-1148
TF	Specific Property Use: Office 5911		Building Code Occupancy Type: B
TG	Number of Stories Occupied by Tenant: Two		Total Floor Area of Tenant Space: 11,250 sq ft
TH	Maximum Occupant Load: 90		Number of Exits: 2
TI	Does this occupancy present potential problems for prompt exiting due to a predominance of children, senior citizens, or persons with a physical or mental disability? ☐ Yes ☑ No		
TJ	Is flammable liquid use at or above reportable limits? ☐ Yes ☑ No		
TK	Is hazardous material storage or use at or above reportable limits? ☐ Yes ☑ No		
TL	Other Possible Fire Conditions ☐ Check if applicable and describe:		
TM	Type of Special Hazard System: Halon system in computer room 4		Coverage of Special Hazard System: Total flooding - Std installation 1
TN	Member Making Report: Robert Michaels		Date: 9/14/95
TO	Remarks		

☐ Remarks continued on reverse side

This form is for use with NFPA 903, *Fire Reporting Property Survey Guide*. Users also should refer to NFPA 901, *Standard Classifications for Incident Reporting and Fire Protection Data*, for information on fire reporting systems and data classifications to be entered on this form.

Basic Property/Structure Report Form 903SR

Pineville Fire Department

SA	Address: 2 Industrial Way		Inspection District: E-16	
SB	Property Name: Finbuilt Furniture Co.		Property No.: 486	
SC	Responsible Party: ABC Realty Corp. Address: 1486 Greentree Lane Telephone: 936-4860			
SD	Emergency Contacts: Name: Roger Flaherty Telephone: 333-4225 Name: Raymond Masters Telephone: 935-1148			
SE	Census Tract: 2384.00	General Property Use: Furniture mfg. 715	Date of Survey: 9/14/95	
SF	Structure Name: Factory Building	Structure No.: 2	Number of Occupancies: 2	
SG	Type of Construction: Type IV 4	Method of Construction: Site built 1		
SH	Year of Construction: 1974	Structure Type: Building - multi use 1		
SI	Property Management: Private taxpaying 1	Structure Height: 30 ft		
SJ	Number of Stories Above Grade: One	Number of Stories Below Grade: None		
SK	Ground Floor Area: 160,000 sq ft	Total Floor Area: 160,000 sq ft		
SL	Protection of Stairways: N/A 8	Protection of Vertical Shafts: N/A 8		
SM	Protection of Floor Openings: N/A 8	Protection of Wall Openings: Labeled doors for Class A openings 1		
SN	Roof Covering: Tar + Gravel - Class A 1	Perimeter Access: Over 30 ft all sides 4		
SO	Automatic Detection Coverage: None 8	Automatic Alarm Transmission Capability: Master box to Fire Dept. 5		
SP	Type of Sprinkler System: Dry pipe system 2	Coverage of Sprinkler System: Complete standard system 1		
SQ	Standpipe System: None 8	Required Fire Flow: 4000 gpm		
SR	Water Supply Type: Hydrants at 250 ft intervals 1	Available Water Supply: 3400 gpm		
SS	Obstacles to Rescue and Fire Control: Windowless walls, overhead steel doors at loading dock. 7			
ST	Member Making Report: Robert Michaels Date: 9/14/95			
SU	Remarks			

☐ Remarks continued on reverse side

This form is for use with NFPA 903, *Fire Reporting Property Survey Guide*. Users also should refer to NFPA 901, *Standard Classifications for Incident Reporting and Fire Protection Data*, for information on fire reporting systems and data classifications to be entered on this form.

Basic Occupancy Report Form 903TR

Pineville Fire Department

TA	Address: 2 Industrial Way			Property No.: 486
TB	Property/Structure Name: Finbuilt Furniture Co.	Structure No.: 2		Occupancy No.: 1
TC	Tenant Name: Finbuilt Furniture Co.			Date of Survey: 9/14/95
TD	Responsible Party: Albert Thomas	Address: 2 Industrial Way		Telephone: 332-7840
TE	Emergency Contacts: Name: Roger Flaherty	Telephone: 333-4925	Name: Raymond Masters	Telephone: 935-1148
TF	Specific Property Use: Furniture Mfg. 17514		Building Code Occupancy Type: F1	
TG	Number of Stories Occupied by Tenant: One		Total Floor Area of Tenant Space: 120,000 sq ft	
TH	Maximum Occupant Load: 350		Number of Exits: 10	
TI	Does this occupancy present potential problems for prompt exiting due to a predominance of children, senior citizens, or persons with a physical or mental disability? ☐ Yes ☑ No			
TJ	Is flammable liquid use at or above reportable limits? ☑ Yes ☐ No Lacquer and thinners used extensively in finish area.			
TK	Is hazardous material storage or use at or above reportable limits? ☐ Yes ☑ No			
TL	Other Possible Fire Conditions ☐ Check if applicable and describe:			
TM	Type of Special Hazard System: None 18		Coverage of Special Hazard System: N/A 18	
TN	Member Making Report: Robert Michaels		Date: 9/14/95	
TO	Remarks			

☐ Remarks continued on reverse side

This form is for use with NFPA 903, *Fire Reporting Property Survey Guide*. Users also should refer to NFPA 901, *Standard Classifications for Incident Reporting and Fire Protection Data*, for information on fire reporting systems and data classifications to be entered on this form.

Basic Occupancy Report Form 903TR

Pineville Fire Department

TA	Address: 2 Industrial Way			Property No.: 486
TB	Property/Structure Name: Finbuilt Furniture Co.	Structure No.: 2		Occupancy No.: 2
TC	Tenant Name: Finbuilt Furniture Co.			Date of Survey: 9/14/95
TD	Responsible Party: Albert Thomas	Address: 2 Industrial Way		Telephone: 332-7840
TE	Emergency Contacts: Name: Roger Flaherty	Telephone: 333-4225	Name: Raymond Masters	Telephone: 935-1148
TF	Specific Property Use: Furniture Storage | 8 5 1 2		Building Code Occupancy Type: 51	
TG	Number of Stories Occupied by Tenant: One		Total Floor Area of Tenant Space: 40,000 sq ft	
TH	Maximum Occupant Load: 8		Number of Exits: 8	
TI	Does this occupancy present potential problems for prompt exiting due to a predominance of children, senior citizens, or persons with a physical or mental disability? ☐ Yes ☑ No			
TJ	Is flammable liquid use at or above reportable limits? ☐ Yes ☑ No			
TK	Is hazardous material storage or use at or above reportable limits? ☐ Yes ☑ No			
TL	Other Possible Fire Conditions ☑ Check if applicable and describe: Wrapping paper and wood crating materials in shipping area. LP powered fork lift truck used in warehouse.			
TM	Type of Special Hazard System: None | 8		Coverage of Special Hazard System: N/A | 8	
TN	Member Making Report: Robert Michaels		Date: 9/14/95	
TO	Remarks			

☐ Remarks continued on reverse side

This form is for use with NFPA 903, *Fire Reporting Property Survey Guide.* Users also should refer to NFPA 901, *Standard Classifications for Incident Reporting and Fire Protection Data,* for information on fire reporting systems and data classifications to be entered on this form.

Basic Property/Structure Report Form 903SR

_____ Fire Department

SA	Address			Inspection District
SB	Property Name			Property No.
SC	Responsible Party		Address	Telephone
SD	Emergency Contacts:	Name	Telephone	Name Telephone
SE	Census Tract	General Property Use		Date of Survey
SF	Structure Name	Structure No.		Number of Occupancies
SG	Type of Construction	Method of Construction		
SH	Year of Construction	Structure Type		
SI	Property Management	Structure Height		
SJ	Number of Stories Above Grade	Number of Stories Below Grade		
SK	Ground Floor Area	Total Floor Area		
SL	Protection of Stairways	Protection of Vertical Shafts		
SM	Protection of Floor Openings	Protection of Wall Openings		
SN	Roof Covering	Perimeter Access		
SO	Automatic Detection Coverage	Automatic Alarm Transmission Capability		
SP	Type of Sprinkler System	Coverage of Sprinkler System		
SQ	Standpipe System	Required Fire Flow		
SR	Water Supply Type	Available Water Supply		
SS	Obstacles to Rescue and Fire Control			
ST	Member Making Report		Date	
SU	Remarks			
	☐ Remarks continued on reverse side			

This form is for use with NFPA 903, *Fire Reporting Property Survey Guide.* Users also should refer to NFPA 901, *Standard Classifications for Incident Reporting and Fire Protection Data,* for information on fire reporting systems and data classifications to be entered on this form.

Line SA Data

SA	Address	Inspection District

Address

Record the correct address of the structure for which the survey is being made. In the event there are multiple addresses for the same property, structure, or occupancy, all of the valid addresses should be reported in the system.

Inspection District

Record the number of the fire department company or district that has primary responsibility for the survey of the property.

Line SB Data

SB	Property Name	Property No.

Property Name

If the property has an identifying name, record the name. It could be the name of a store, the name of a business, or a name by which an apartment complex is known.

Example: ACME Shopping Center

Property Number

Each property should be assigned a unique number that should not be changed even if the occupancy or nature of the property changes over time. The property number should be the same for all structures on a given property.

Property numbers can be assigned on a geographical basis or can be assigned randomly, but care should be taken to ensure that no two properties have the same property number.

Record the property number assigned to the structure.

Line SC Data

SC	Responsible Party	Address	Telephone

Responsible Party

Record the name, address, and telephone number of the owner, manager, or other person responsible for the property.

Line SD Data

SD	Emergency Contacts:	Name	Telephone	Name	Telephone

Emergency Contacts

Record the names and telephone numbers of two persons who can be contacted if there is an emergency at the property.

Line SE Data

SE	Census Tract	General Property Use	Date of Survey

Census Tract

Record the number of the census tract in which the property is located. The census tract number is a six-digit number assigned by the U.S. Department of Commerce Bureau of the Census that identifies an area of land within the United States for which there is census data available. Maps that outline the boundaries of census tracts are available from the Bureau of the Census.

General Property Use

General property use is defined as the general (overall) use of land or space under the same management or ownership, or within the same legal boundaries, including any structures, vehicles, or other appurtenances thereon.

Record the general use of the property on which the surveyed structure is located.

Refer to NFPA 901, Section 4-6 for the data classifications to use for General Property Use.

Date of Survey

Record the month, day, and year the property survey was made.

Line SF Data

SF	Structure Name	Structure No.	Number of Occupancies

Structure Name

If the structure has an identifying name, record the name. It could be the name of a store, the name of a business, or some other name unique to the structure. The structure name is particularly important where there are multiple structures on the same property. While each structure is assigned a unique structure number (*see following category for line SF*), it is helpful to have a name associated with the structure as well, particularly where that name helps to identify the building.

Example: Smith Tire Store Building.

Structure Number

Each structure on the property should be assigned a number unique to that structure. If the property contains several structures, this number is to be used to identify the structure to which the report pertains. This number should not be changed even if the occupancy or nature of the property changes over time.

Record the structure number assigned to the structure.

Number of Occupancies

Indicate the number of occupancies (businesses or tenants) located in the structure. If the structure has areas common to several occupancies, treat the common areas as an additional occupancy. The purpose of this count is to indicate how many Basic Occupancy Reports (Form 903TR) should be filed for the structure.

Line SG Data

SG	Type of Construction	Method of Construction

Type of Construction

Record the type of construction of the structure. If a mixture of construction types exists, record the principal type.

Building code classifications can be cited, provided that the particular code also is recorded.

Refer to NFPA 220, *Standard on Types of Building Construction*, for information on types of construction, and NFPA 901, 5-4.1, for the data classifications to use for Type of Construction and the model code cross-references. The classification categories should be modified as appropriate to bring them in line with any local building code. Use of the published model code cross-references should assist this local adaptation.

Method of Construction

Record the method by which the structure was constructed. If a mixture of methods was used, record the principal method used. The basic construction methods are site-built; factory-built, site-assembled; factory-built, modular structure; and factory-built, mobile structure.

Refer to NFPA 901, 5-4.2, for the data classifications to use for Method of Construction.

Line SH Data

SH	Year of Construction	Structure Type

Year of Construction

The year in which a structure was constructed is approximated in many cases. Record as closely as possible the year in which the principal construction of the structure took place.

If a structure was totally renovated and, during renovation, was brought up to complete compliance with a more recent building code, record the year of the renovation.

Structure Type

Record the type of structure housing the one or more specific property uses. The most common type of structure is a building. Other types of structures include air-supported structures, tents, open-sided structures, open platforms, and underground structures.

Refer to NFPA 901, 5-4.7, for the data classifications to use for Structure Type.

Line SI Data

SI	Property Management	Structure Height

Property Management

Indicate whether the property is privately managed or managed by a governmental agency. If the property is privately managed, also indicate whether it is taxable or nontaxable property. If it is managed by a government agency, indicate whether the agency is a local, state, or federal agency.

Refer to NFPA 901, Section 4-9, for the data classifications to use for Property Management.

Structure Height

Record the height of the structure in feet from grade level to the highest structural member or peak, not including flagpoles, antennas, and the like. If the structure is totally below grade, record this fact.

Line SJ Data

SJ	Number of Stories Above Grade	Number of Stories Below Grade

Number of Stories Above Grade

Record the total number of stories in the structure above grade. A mezzanine should be considered as an additional story where the building code defines the area as a mezzanine. Unused crawl spaces and unused ceiling/roof spaces should not be considered as additional stories.

Number of Stories Below Grade

Record the total number of stories in the structure below grade. Unused crawl spaces should not be considered as additional stories.

Line SK Data

SK	Ground Floor Area	Total Floor Area

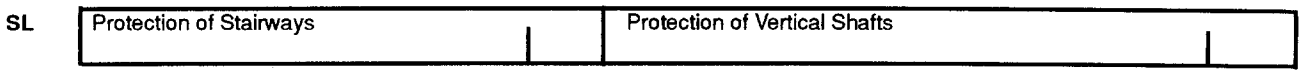
Ground Floor Area

Record the length and width of the structure and the total floor area in square feet at grade or ground floor level.

Total Floor Area

Record the estimated total floor area of the structure.

Line SL Data



Protection of Stairways

Indicate the protection that is provided to stairways. Make certain that all doors close and latch properly and that standard enclosures include labeled doors and frames appropriate for the opening. Make certain that the protection for any other openings in stairway enclosures is properly noted.

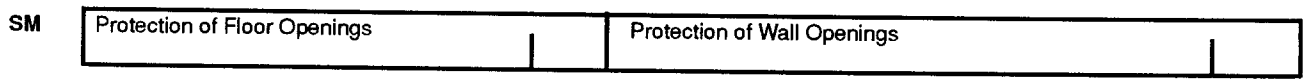
Refer to NFPA 901, 5-6.1, for the data classifications to use for Protection of Stairways.

Protection of Vertical Shafts

If the structure contains shafts, whether they are mechanical shafts, elevator shafts, exhaust shafts, escalators, or ramps, indicate the type of protection that is provided to prevent fire from traveling through shafts from one story to another. Make certain that the protection for any horizontal openings into shaft enclosures is properly noted.

Refer to NFPA 901, 5-6.1, for the data classifications to use for Protection of Vertical Shafts.

Line SM Data



Protection of Floor Openings

Describe the protection provided to all floor openings, including floor-to-curtain wall connections, pipe openings, poke-throughs, and other openings.

Refer to NFPA 901, 5-7.1, for the data classifications to use for Protection of Floor Openings.

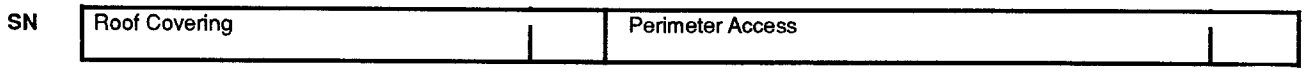
Protection of Wall Openings

Identify any fire separation walls in the structure and evaluate the adequacy of any protection provided to openings in these walls. Horizontal openings in shaft walls or stairway enclosures should not be considered, as these openings are covered in Line SL.

Record the adequacy of the protection provided to openings in fire division walls. If there are no fire division walls in the structure, record this fact on the report.

Refer to NFPA 901, 5-7.2, for the data classifications to use for Protection of Openings in Horizontal Barriers.

Line SN Data



Roof Covering

Record the type and rating of the roof covering provided on the structure. Roof coverings normally are rated A, B, or C or are unrated based on tests outlined in NFPA 256, *Standard Methods of Fire Tests of Roof Coverings.*

Refer to NFPA 901, Section 5-8, for the data classifications to use for Roof Covering.

Perimeter Access

Evaluate the number of sides of the structure that have at least 30 ft (10 m) of clear access for fire-fighting operations. This access facilitates fire department suppression operations and helps limit the potential of exposure fires. It is not necessary for access areas to be capable of supporting the weight of fire apparatus, but they are to be capable of providing clear access for fire department operations.

Refer to NFPA 901, Section 5-10, for the data classifications to use for Perimeter Access.

Line SO Data

SO	Automatic Detection Coverage	Automatic Alarm Transmission Capability

Automatic Detection Coverage

If there is automatic detection equipment present, evaluate the degree of coverage. Coverage is considered to be complete where the location of the detectors conforms with the requirements of NFPA 72, *National Fire Alarm Code.*

Refer to NFPA 901, 8-4.1, for the data classifications to use for Automatic Detection Coverage.

Automatic Alarm Transmission Capability

Evaluate and record the methods by which an automatic alarm can be transmitted from the property to the responsible fire department. NFPA 72, *National Fire Alarm Code,* provides information on different methods of automatic alarm transmission.

Refer to NFPA 901, Section 8-5, for the data classifications to use for Automatic Alarm Transmission Capability.

Line SP Data

SP	Type of Sprinkler System	Coverage of Sprinkler System

Type of Sprinkler System

If there is a sprinkler system in the structure, determine its type. Generally, the system is either a wet pipe system or a dry pipe system, but it could be one of a number of other types. The various types of sprinkler systems are defined in NFPA 13, *Standard for the Installation of Sprinkler Systems;* NFPA 13D, *Standard for the Installation of Sprinkler Systems in One- and Two-Family Dwellings and Manufactured Homes;* and NFPA 13R, *Standard for the Installation of Sprinkler Systems in Residential Occupancies up to and Including Four Stories in Height.* If there are multiple types of sprinkler systems in the structure, record the type that protects the major area of the structure and provide details on the other systems in the section for Remarks.

Refer to NFPA 901, 8-6.1.1, for the data classifications to use for Type of Sprinkler System.

Coverage of Sprinkler System

If automatic sprinkler protection is provided within the structure, determine and record whether the coverage is complete or partial. Where partial coverage is provided, the location of the protected space should be recorded. Also determine and record whether the installation is standard or nonstandard. A standard installation is considered to be an installation that conforms with all applicable requirements of NFPA 13, *Standard for the Installation of Sprinkler Systems;* NFPA 13D, *Standard for the Installation of Sprinkler Systems in One- and Two-Family Dwellings and Manufactured Homes;* or NFPA 13R, *Standard for the Installation of Sprinkler Systems in Residential Occupancies up to and Including Four Stories in Height.*

Refer to NFPA 901, 8-6.1.2, for the data classifications to use for Coverage of Automatic Sprinkler System.

Line SQ Data

SQ	Standpipe System	Required Fire Flow

Standpipe System

If the building equipped with a standpipe system, indicate the number of risers and whether the system is designed to provide complete coverage or partial coverage. Also indicate whether the system is a standard or nonstandard installation. Requirements for complete coverage and standard installation are contained in NFPA 14, *Standard for the Installation of Standpipe and Hose Systems.*

Refer to NFPA 901, 8-6.3.3, for the data classifications to use for Standpipe Systems.

Required Fire Flow

Indicate the amount of water in gallons per minute (gpm) that should be available at this property to control and extinguish fires that could develop. Use the method established by your fire department in calculating this required fire flow.

Line SR Data

SR	Water Supply Type	Available Water Supply

Water Supply Type

Record whether or not there is a recognized water system available for use during fire suppression operations at this property. A recognized water system is an engineered water main and hydrant system under pressure. Also record the distance to the nearest hydrant, or, where there is no recognized water system, record the distance to another source of water. If there is no water source within a distance that allows apparatus responding on the first alarm to establish a relay, record this fact.

Refer to NFPA 901, 8-7.1, for the data classifications to use for Water Supply Type.

Available Water Supply

If a recognized water system is available, indicate the amount of water in gallons per minute (gpm) that is available from the system for fire-fighting purposes.

If there is no recognized water system available, indicate, in gallons per minute (gpm), the flow of water that can be sustained for a period of 1 hour by apparatus responding on the first alarm. This flow can originate from a water source using a drafting operation or through a tanker shuttle. However, it is important to note that apparatus responding on the first alarm should be able to initiate and sustain this flow.

Line SS Data

SS	Obstacles to Rescue and Fire Control

Obstacles to Rescue and Fire Control

Indicate any feature of the property that could present an obstacle to rescuing people from the structure or controlling a fire within the structure. Such obstacles could be those that impede access to the structure or that prevent proper exiting from the structure, or they could be construction features that make it difficult to work within the structure.

Refer to NFPA 901, Section 5-15, for the data classifications to use for Obstacles to Rescue and Fire Control.

Line ST Data

ST	Member Making Report	Date

Member Making Report

The member of the fire department who completes the survey report should sign and date the report.

Line SU Data

SU	Remarks
	☐ Remarks continued on reverse side

Remarks

The Remarks section should be used to explain further any problems mentioned on the form and to explain additional conditions that the inspector feels jeopardize the safety of the property, its occupants, or fire-fighting personnel. For example, lightweight floor and roof construction, including panelized roofs, tubular metal truss, plywood truss, and metal gusset truss, all present the potential for early building collapse.

If the reverse side of the form also is used for remarks, the box on the front of the form should be checked to indicate this fact.

Basic Occupancy Report Form 903TR

_____ Fire Department

TA	Address			Property No.
TB	Property/Structure Name	Structure No.		Occupancy No.
TC	Tenant Name			Date of Survey
TD	Responsible Party	Address		Telephone
TE	Emergency Contacts: Name	Telephone	Name	Telephone
TF	Specific Property Use		Building Code Occupancy Type	
TG	Number of Stories Occupied by Tenant		Total Floor Area of Tenant Space	
TH	Maximum Occupant Load		Number of Exits	
TI	Does this occupancy present potential problems for prompt exiting due to a predominance of children, senior citizens, or persons with a physical or mental disability? ☐ Yes ☐ No			
TJ	Is flammable liquid use at or above reportable limits? ☐ Yes ☐ No			
TK	Is hazardous material storage or use at or above reportable limits? ☐ Yes ☐ No			
TL	Other Possible Fire Conditions ☐ Check if applicable and describe:			
TM	Type of Special Hazard System		Coverage of Special Hazard System	
TN	Member Making Report		Date	
TO	Remarks			
				☐ Remarks continued on reverse side

This form is for use with NFPA 903, *Fire Reporting Property Survey Guide*. Users also should refer to NFPA 901, *Standard Classifications for Incident Reporting and Fire Protection Data*, for information on fire reporting systems and data classifications to be entered on this form.

Line TA Data

TA	Address	Property No.

Address

Record the address of the occupancy being surveyed.

Property Number

Record the property number assigned and used on the Basic Property/Structure Report for this structure.

Line TB Data

TB	Property/Structure Name	Structure No.	Occupancy No.

Property/Structure Name

If the property has an identifying name, record the name. It could be the name of a store, the name of a business, or a name by which an apartment building is known. If there are several structures on the property, make certain to identify the structure to which the report pertains, and, if it has a unique name, record that name as well.

Example: ACME Shopping Center, Smith Tire Store Building.

Structure Number

Record the structure number assigned to the structure in which this occupancy is located. This assigned number is found on the Basic Property/Structure Report for this structure.

Occupancy Number

Each individual occupancy, business, or tenant space within a structure should be assigned a unique number so that no two spaces within the same structure are identified by the same number. In multiple occupancy buildings, the common spaces also should be treated as a separate occupancy so that a Basic Occupancy Report is created to cover that space. Surveys of each of the occupancies then can be conducted individually, and a separate Basic Occupancy Report can be maintained for each occupancy. Many properties have only a single occupancy.

Record the occupancy number that designates this occupied space.

Line TC Data

TC	Tenant Name	Date of Survey

Tenant Name

Record the name of the tenant or business that occupies the space being surveyed. If the survey is of a structure with only one occupancy, this name could be the same as the property name.

Date of Survey

Record the month, day, and year the survey was made.

Line TD Data

TD	Responsible Party	Address	Telephone

Responsible Party

Record the name, address, and telephone number of the owner, manager, or other person responsible for the business or tenant that occupies the space being surveyed.

Line TE Data

TE	Emergency Contacts:	Name	Telephone	Name	Telephone

Emergency Contacts

Record the names and telephone numbers of two persons who can be contacted if there is an emergency involving the business or tenant associated with the property.

Line TF Data

TF	Specific Property Use	Building Code Occupancy Type

Specific Property Use

The specific property use is that purpose for which the owner, tenant, or occupant uses the space, structure, or portion of a structure. The intent is to indicate the use of a property, not the configuration of buildings or other important details of a property

Record the specific property use for the space being surveyed. Refer to NFPA 901, Section 4-7, for the data classifications to use for Specific Property Use.

Building Code Occupancy Type

A building code classifies property by occupancy type for defining many of the requirements that the building must meet from a fire safety standpoint. Record the building code occupancy type based on your local building code.

Line TG Data

TG	Number of Stories Occupied by Tenant	Total Floor Area of Tenant Space

Number of Stories Occupied by Tenant

Record those stories of the structure that are occupied by the tenant or business being surveyed. Total the number of stories occupied. A mezzanine, where defined as such by the building code, should be considered an additional story.

Total Floor Area of Tenant Space

Record the total floor area in square feet (ft^2) occupied by the tenant or business surveyed.

Line TH Data

TH	Maximum Occupant Load	Number of Exits

Maximum Occupant Load

Record the maximum number of persons permitted in the occupancy by locally adopted codes. For details, refer to NFPA *101®, Life Safety Code®*.

Number of Exits

Record the number of exits from the occupant space being surveyed. If there are not at least two remote exits (except in spaces that require only one exit), indicate this fact.

Line TI Data

TI	Does this occupancy present potential problems for prompt exiting due to a predominance of children, senior citizens, or persons with a physical or mental disability? ☐ Yes ☐ No

Age and Ability of Occupants

The ability of persons to exit the facility promptly in the event of a fire is important to life safety. If this occupancy presents potential problems to prompt exiting due to a predominance of children, senior citizens, or persons with a physical or mental disability, indicate this on the form. Details of the problem can be discussed in the Remarks section.

Line TJ Data

TJ	Is flammable liquid use at or above reportable limits? ☐ Yes ☐ No

Flammable Liquid Use

If flammable liquids are stored or used at or above reportable limits, indicate this on the form. It is suggested the flammable liquid and its quantity be reported on this form. A flammable liquid is any liquid with a flash point below 100°F (37.8°C) (closed cup) and a vapor pressure not exceeding 40 psia (2068 mm Hg) at 100°F (37.8°C).

Line TK Data

TK	Is hazardous material storage or use at or above reportable limits? ☐ Yes ☐ No

Hazardous Materials Storage

If hazardous materials are stored or used at or above reportable limits, indicate this on the form. It is recommended the material and its quantity be reported on this form.

A hazardous material includes air-reactive material, flammable or combustible liquid, flammable gas, corrosive material, explosive material, organic peroxide, oxidizing material, radioactive material, toxic material, unstable material, or water-reactive material and any substance or mixture of substances that is an irritant or a strong sensitizer or that generates pressure through exposure to heat, decomposition, or by other means.

Line TL Data

TL	Other Possible Fire Conditions ☐ Check if applicable and describe:

Other Possible Fire Conditions

If the inspection reveals other conditions within the business or tenant space, such as fire loading that is heavier than normal, that are unusual or present a possible abnormal fire condition, check the box and briefly describe the conditions and how severely they can be expected to affect the safety of the property or its occupants. The Remarks section can be used to record additional information.

Line TM Data

TM	Type of Special Hazard System	Coverage of Special Hazard System

Type of Special Hazard System

If a fire or explosion suppression system other than automatic sprinklers is provided within the business or tenant space, record the type of system provided and the hazard against which it is designed to protect. If there is more than one special hazard system, indicate "multiple systems" in line TM and record each type of system and the hazard against which protection is provided in the Remarks section.

Refer to NFPA 901, 8-6.2.1, for the data classifications to use for Type of Special Hazard System.

Coverage of Special Hazard System

If a special hazard system has been recorded under Type of Special Hazard System, record the extent of coverage provided by this system. Such coverage normally is considered as either total flooding or local application. Total flooding completely fills the room or space protected. Local application provides complete protection against the hazard within a room or space. For example, a restaurant hood and duct system is a local application system.

An evaluation should be made to determine whether the installation is standard or nonstandard. Applicable NFPA codes should be used for determining the standard for installation. Among others, the NFPA codes that should be referenced include:

NFPA 11, *Standard for Low-Expansion Foam*

NFPA 11A, *Standard for Medium- and High-Expansion Foam Systems*

NFPA 12, *Standard on Carbon Dioxide Extinguishing Systems*

NFPA 12A, *Standard on Halon 1301 Fire Extinguishing Systems*

NFPA 15, *Standard for Water Spray Fixed Systems for Fire Protection*

NFPA 17, *Standard for Dry Chemical Extinguishing Systems*

NFPA 69, *Standard on Explosion Prevention Systems*

Refer to NFPA 901, 8-6.2.2, for the data classifications to use for Coverage of Special Hazard System.

Line TN Data

TN	Member Making Report	Date

Member Making Report

The member of the fire department who completes the survey report should sign and date the report.

Line TO Data

TO	Remarks
	☐ Remarks continued on reverse side

Remarks

The Remarks section should be used to explain further any problems mentioned on the form and to explain additional conditions that the inspector feels jeopardize the safety of the property, its occupants, or fire-fighting personnel.

If the reverse side of the form also is used for remarks, the box on the front of the form should be checked to indicate this fact.

Appendix A Referenced Publications

A-1 The following documents or portions thereof are referenced within this guide for informational purposes. The edition indicated for each reference is the current edition as of the date of the NFPA issuance of this document.

A-1.1 **NFPA Publications.** National Fire Protection Association, 1 Batterymarch Park, P.O. Box 9101, Quincy, MA 02269-9101.

NFPA 11, *Standard for Low-Expansion Foam,* 1994 edition.

NFPA 11A, *Standard for Medium- and High-Expansion Foam Systems,* 1994 edition.

NFPA 12, *Standard on Carbon Dioxide Extinguishing Systems,* 1993 edition.

NFPA 12A, *Standard on Halon 1301 Fire Extinguishing Systems,* 1992 edition.

NFPA 13, *Standard for the Installation of Sprinkler Systems,* 1994 edition.

NFPA 13D, *Standard for the Installation of Sprinkler Systems in One- and Two-Family Dwellings and Manufactured Homes,* 1994 edition.

NFPA 13R, *Standard for the Installation of Sprinkler Systems in Residential Occupancies up to and Including Four Stories in Height,* 1994 edition.

NFPA 14, *Standard for the Installation of Standpipe and Hose Systems,* 1993 edition.

NFPA 15, *Standard for Water Spray Fixed Systems for Fire Protection,* 1990 edition.

NFPA 17, *Standard for Dry Chemical Extinguishing Systems,* 1994 edition.

NFPA 69, *Standard on Explosion Prevention Systems,* 1992 edition.

NFPA 72, *National Fire Alarm Code,* 1993 edition.

NFPA *101, Life Safety Code,* 1994 edition.

NFPA 220, *Standard on Types of Building Construction,* 1995 edition.

NFPA 256, *Standard Methods of Fire Tests of Roof Coverings,* 1993 edition.

NFPA 901, *Standard Classifications for Incident Reporting and Fire Protection Data,* 1995 edition.

PART II

(Log #CP2)

904- 1 - (Entire Document): Accept
SUBMITTER: Technical Committee on Fire Reporting
RECOMMENDATION: Completely revise NFPA 904, Incident Follow-up Report Guide.
SUBSTANTIATION: The committee has reviewed the data expected to be collected on the form. Based on feedback from current users, the ability to accurately collect some of the data previously requested and the meaningfulness of some of the other data led to revisions to make the form more useful. A number of the data elements that had previously been classified were changed to direct entry format which is consistent with the changes in NFPA 901, Standard Classifications for Incident Reporting and Fire Protection Data. All references for classifying data were revised to the 1995 edition of NFPA 901. The committee feels the revised form and instructions will continue to provide a useful tool for fire departments to use in following up on fires of major significance within their jurisdiction.
COMMITTEE ACTION: Accept.

NFPA 904

Incident Follow-up Report Guide

1996 Edition

Information on referenced publications can be found in Appendix A.

Introduction

In order to provide insight into the causes and consequences of fires or other incidents, the fire service prepares "incident reports," performs pre-fire surveys, and conducts follow-ups to provide additional information. The criteria for when such follow-ups should be conducted are determined locally. In general, such follow-ups are conducted for fires of suspicious origin, those resulting in loss of life, and those involving large property loss.

The recording of follow-up data on fire incidents and the necessary update of fire incident data on initial incident reports is a natural next step in the process of uniform reporting of fire incidents. This guide provides a standardized form for the collection of fire incident follow-up data and an explanation of the use of the form.

This guide contains appropriate references to NFPA 901, *Standard Classifications for Incident Reporting and Fire Protection Data,* for use by personnel responsible for classifying data. All references cite the 1995 edition of NFPA 901. A review of the discussion, terminology, definitions, and classifications in NFPA 901 can improve the quality of the reports.

Data can be compiled from the forms either by hand or by using electronic data processing. In either case, this data supplements the data from property surveys, incident reports, and casualty reports to support fire prevention activities, code enforcement, planning, data analysis, and administrative functions.

General Applications

This guide contains instructions for the completion of the Incident Follow-up Report, Form 904I. It is intended that Form 904I be used to record data from follow-ups. It is assumed that an incident report is already on file for each incident for which a follow-up investigation has been conducted. There are three main purposes for Form 904I:

1. To document some of the findings of the follow-up; for example, to provide characterization of the second item involved in the fire sequence.

2. To provide the basis for revision to or augmentation of the data reported on the incident report, or both, if the information from the follow-up is more accurate. It should not be assumed that follow-up information is more accurate than the information on the original report, but, in the event of conflicting information, the local jurisdiction then has the option of accepting one opinion or both opinions.

3. To provide additional details on special situations such as fires of incendiary or suspicious origin.

It is important to note that the follow-up is likely to produce more information than can be recorded conveniently on Form 904I. As with any fire incident report, the narrative portion constitutes an important part of the record.

Where a data element has an associated classification system, a space has been provided to record the classification number. Where the format of the data allows for direct entry (e.g., dates, times, and numeric data), persons using the form in connection with electronic data entry can create specific spaces or a special format for recording such data to aid in its transfer to electronic media.

The Technical Committee on Fire Reporting intends that this edition of the Incident Follow-up Report Guide and the Incident Follow-up Report be used for structural fires only. Persons wishing to use the form for other than structural fires are encouraged to do so and to correspond with the committee regarding the changes needed to accomplish such use.

Examples

Two examples are presented on the following pages. The first shows a completed form for a fire follow-up after a suspicious fire in a building used to store mattresses resulted in $300,000 in losses. The second shows a completed form for a fire follow-up after a tenement fire in which four persons were killed.

Preparation of the Incident Follow-up Report Form 904I

This section of the guide is for reference in preparing the Incident Follow-up Report, Form 904I.

The explanation for completing Lines IA through IR and other information in this guide should be referenced when preparing the Incident Follow-up Report, Form 904I. (*See form on page 300.*)

Incident Follow-up Report — Form 904I

Anytown Fire Department

IA	FDID: 1234	Incident No.: 00249	Exposure No.: 00	Alarm Date: 12/17/95	Alarm Time: 0343
IB	Location/Address: 329 Mill Hollow Rd.		City/Town: Anytown		
IC	Property Management: Private tax paying | 1		Year of Construction: 1974		
ID	Type of Weather: Snow | 4	Temperature: 25°F	Humidity: 75%	Wind Direction: NW | 8	Wind Speed: 18 mph | 5
IE	Time from Ignition to Detection: 15 min.		Method of Detection: Police Patrol | 3 3		
IF	Time from Detection to Alarm: 1 min.		Delay in Alarm: None | 8		
IG	Time in Smoldering Stage: None - did not smolder		Size of Fire on Arrival: Full involvement | 6		
IH	Time Flame to Ceiling: Less than 1 min.		Ceiling Height: 30 feet		
II	Form of Material that Contributed to Spread: Packaging | 5 5		Type of Material that Contributed to Spread: Paper | 6 7		
	Form of Material that Contributed to Spread: Mattress | 3 1		Type of Material that Contributed to Spread: Foam Plastic | 4 4		
	Form of Material that Contributed to Spread: |		Type of Material that Contributed to Spread: |		
IJ	Agent Application Time and Date: 0350 hrs 12/17/95		Blackout Time and Date: 0720 hrs 12/17/95		
IK	Number of Occupants at Ignition: None	Obstacles Affecting Rescue: None | 8			
IL	Number of Persons Assisted: None	Obstacles Affecting Fire Control: Windowless walls | 2			
IM	Persons Involved: Harry Firebug — Age: 38 — Sex: M		Performance of Fire Spread Limitation Devices: Fire walls on N/S - Good | 1		
IN	Performance of Special Hazard System: N/A | 8		Performance of Exit System: N/A | 8		
IO	Principal Insurance Carrier — Structure: ACE Insurance Company		Principal Insurance Carrier — Contents: FBN Insurance Company		
IP	Available Information: ☑ Police Rpt. ☑ Lab Rpt.	☐ Autopsy Rpt. ☑ Credit Rpt.	☑ Plan, Sketch ☑ Photos	☑ Ins. File ☐ Other	
IQ	Investigator: Lt. J. Kimball	Agency: SFM	Date: 12/27/95		
IR	Remarks: Harry Firebug owner of the Softsleep Mattress Co. which used the building for storage being held for Grand Jury District Attorney J. O'Sullivan handling the case.				

☐ Remarks continued on reverse side

This form is for use with NFPA 904, *Incident Follow-up Report Guide*. Users also should refer to NFPA 901, *Standard Classifications for Incident Reporting and Fire Protection Data*, for information on fire reporting systems and data classifications to be entered on this form.

Incident Follow-up Report Form 904I

Anytown Fire Department

IA	FDID 26402	Incident No. 5946	Exposure No. 00	Alarm Date 11/23/95	Alarm Time 0244	
IB	Location/Address 42 Maple St.		City/Town Anytown			
IC	Property Management Private taxpaying	1	Year of Construction 1932			
ID	Type of Weather Clear 1	Temperature 20°F	Humidity 22 %	Wind Direction South 5	Wind Speed 10 mph 3	
IE	Time from Ignition to Detection 2 1/2 hours		Method of Detection Neighbor 4 3			
IF	Time from Detection to Alarm 4 min.		Delay in Alarm Tried to effect rescue first 3			
IG	Time in Smoldering Stage 2 hours		Size of Fire on Arrival Complete involvement 6			
IH	Time Flame to Ceiling 10 min.		Ceiling Height 8 feet			
II	Form of Material that Contributed to Spread Wall paneling 1 5		Type of Material that Contributed to Spread Plywood 6 4			
	Form of Material that Contributed to Spread Window drapes 3 6		Type of Material that Contributed to Spread Synthetic 7 1			
	Form of Material that Contributed to Spread		Type of Material that Contributed to Spread			
IJ	Agent Application Time and Date 0254 11/23/95		Blackout Time and Date 0339 11/23/95			
IK	Number of Occupants at Ignition 4	Obstacles Affecting Rescue None 8				
IL	Number of Persons Assisted 0	Obstacles Affecting Fire Control None 8				
IM	Persons Involved Sally Smith Age 35 Sex F		Performance of Fire Spread Limitation Devices N/A 8			
IN	Performance of Special Hazard System N/A 8		Performance of Exit System N/A 8			
IO	Principal Insurance Carrier — Structure ACME Ins. Co.		Principal Insurance Carrier — Contents ACME Ins. Co.			
IP	Available Information: ☐ Police Rpt. ☐ Lab Rpt.	☑ Autopsy Rpt. ☐ Credit Rpt.	☑ Plan, Sketch ☑ Photos	☐ Ins. File ☐ Other		
IQ	Investigator J K Stubbins	Agency County Fire Marshal	Date 11/28/95			
IR	Remarks Fire started in a chair on first story living room. Smoldered before breaking into open flame. Discovered by S. Johnson, a neighbor, who forced the front door to effect rescue. He was unsuccessful. Four persons living in the dwelling were dead before fire was discovered. No evidence of foul play.					

☐ Remarks continued on reverse side

This form is for use with NFPA 904, *Incident Follow-up Report Guide*. Users also should refer to NFPA 901, *Standard Classifications for Incident Reporting and Fire Protection Data*, for information on fire reporting systems and data classifications to be entered on this form.

Incident Follow-up Report Form 904I

_____ Fire Department

IA	FDID	Incident No.	Exposure No.	Alarm Date	Alarm Time
IB	Location/Address		City/Town		
IC	Property Management			Year of Construction	
ID	Type of Weather	Temperature	Humidity	Wind Direction	Wind Speed
IE	Time from Ignition to Detection			Method of Detection	
IF	Time from Detection to Alarm			Delay in Alarm	
IG	Time in Smoldering Stage			Size of Fire on Arrival	
IH	Time Flame to Ceiling			Ceiling Height	
II	Form of Material that Contributed to Spread			Type of Material that Contributed to Spread	
	Form of Material that Contributed to Spread			Type of Material that Contributed to Spread	
	Form of Material that Contributed to Spread			Type of Material that Contributed to Spread	
IJ	Agent Application Time and Date			Blackout Time and Date	
IK	Number of Occupants at Ignition		Obstacles Affecting Rescue		
IL	Number of Persons Assisted		Obstacles Affecting Fire Control		
IM	Persons Involved	Age Sex		Performance of Fire Spread Limitation Devices	
IN	Performance of Special Hazard System			Performance of Exit System	
IO	Principal Insurance Carrier — Structure			Principal Insurance Carrier — Contents	
IP	Available Information: ☐ Police Rpt. ☐ Lab Rpt.	☐ Autopsy Rpt. ☐ Credit Rpt.		☐ Plan, Sketch ☐ Photos	☐ Ins. File ☐ Other
IQ	Investigator	Agency		Date	
IR	Remarks				
				☐ Remarks continued on reverse side	

This form is for use with NFPA 904, *Incident Follow-up Report Guide.* Users also should refer to NFPA 901, *Standard Classifications for Incident Reporting and Fire Protection Data*, for information on fire reporting systems and data classifications to be entered on this form.

Line IA Data

IA	FDID	Incident No.	Exposure No.	Alarm Date	Alarm Time

Fire Department Identification

This space is provided for fire departments that participate in regional or state systems. If the fire department does not forward reports to a regional or state center, this data space can be left blank.

Incident Number

The incident number is a unique number assigned to an incident so that no two incidents in a given year have the same number. Record the number assigned to this incident.

Exposure Number

The exposure number, if any, can be obtained from the Incident Report.

Alarm Date

Record the date in month, day, and year format when the fire department received the alarm for the fire. This date should be the same as the date on the incident report.

Alarm Time

Record the time, using a 24-hour clock format, when the fire department received the alarm for the fire. This time should be the same as the time on the incident report.

Line IB Data

IB	Location/Address	City/Town

Location/ Address

Record the complete address of the structure at which the fire occurred. This should include the city or town. This information is used primarily for cross-reference and manual identification purposes. The address should be cross-checked with that on the incident report.

Line IC Data

IC	Property Management		Year of Construction

Property Management

Describe the ownership or management, or both, of the specific property involved in the incident. Typical descriptions include private, local government, state government, federal government, foreign, and military. If privately owned, indicate whether it is taxable or nontaxable property. This information generally can be obtained from the local assessor's office, if necessary.

Refer to NFPA 901, Section 4-9, for the data classifications to use for Property Management.

Year of Construction

Record the actual year of construction of the property (e.g., 1968). If multiple years of construction exist, enter the year of construction of the area where the fire originated and note the other years in the Remarks.

Line ID Data

Type of Weather

Record the type of weather at the time the fire started.

Refer to NFPA 901, 7-6.1, for the data classifications to use for Type of Weather.

Temperature

Record the air temperature at the time the fire started. Temperature can be recorded in Fahrenheit or Celsius, but be sure to indicate which, by indicating "F" or "C."

Humidity

Record the relative humidity at the time the fire started.

Wind Direction

Wind direction should be recorded to the nearest 45-degree compass point at the time the fire started. Wind direction is the direction from which the wind is blowing.

Refer to NFPA 901, 7-6.4, for the data classifications to use for Wind Direction.

Wind Speed

Record the wind speed at the time the fire started.

Refer to NFPA 901, 7-6.5, for the data classifications to use for Wind Speed.

Line IE Data

Time from Ignition to Detection

Ignition occurs the moment heat or overheat reaches the point of self-perpetuated combustion in the combustible ignited, whether or not there is open flame. Detection occurs the moment a person senses the danger or when an automatic detector closes its contacts. Estimate and record the elapsed time in minutes from the moment of ignition until detection.

Method of Detection

If a person detected the fire, record the relationship of that person to the fire area, (e.g., occupant, security guard, passerby). If an automatic system detected the fire, indicate the type of system. If the fire was not detected until after it self-terminated, indicate that fact.

Refer to NFPA 901, 7-5.1, for the data classifications to use for Method of Detection.

Line IF Data

Time from Detection to Alarm

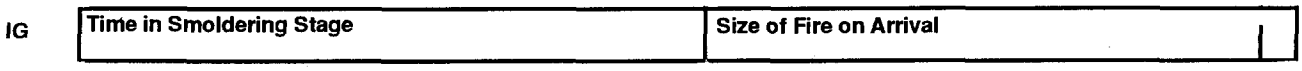
Alarm occurs the moment the first signal light or sound arrives at the fire alarm center of the officially responding organization. This is generally a public fire department facility but could be an organized and staffed private fire department. It is not a building guard, a building manager, telephone operator, or a maintenance shop. Record the elapsed time in minutes from detection to the receipt of the first alarm. Under certain circumstances, no alarm will be transmitted, as in the case where a fire has already burned itself out when detected.

Delay in Alarm

Record the cause for any unusual delay in transmission of alarm to the fire department once the fire has been detected. If the alarm was transmitted promptly or no unusual delays occurred, indicate that to be the case.

Refer to NFPA 901, 7-5.3, for the data classifications to use for Delay in Alarm.

Line IG Data



Time in Smoldering Stage

Record in minutes the estimated time during which smoldering fire conditions existed (i.e., the time from ignition to open flaming). Record open flaming ignitions as "Did not pass through smoldering stage."

Size of Fire on Arrival

Describe the extent to which the fire had grown at the time of arrival at the scene of the first fire service apparatus.

Refer to NFPA 901, Section 11-4, for the data classifications to use for Size of Fire on Arrival.

Line IH Data

IH	Time Flame to Ceiling	Ceiling Height

Time Flame to Ceiling

Record the estimated time from the first open flaming until the flame height reached the ceiling. For smoldering ignitions, this is the time between the transition from smoldering to flaming combustion and the time to the attainment of flame at the ceiling level. For open flame ignitions, it is the time from ignition to flame at the ceiling level.

Ceiling Height

Record the height of the ceiling in feet in the area where the fire started.

Line II Data

II	Form of Material that Contributed to Spread	Type of Material that Contributed to Spread
	Form of Material that Contributed to Spread	Type of Material that Contributed to Spread
	Form of Material that Contributed to Spread	Type of Material that Contributed to Spread

Form of Material that Contributed to Spread

The first material ignited is typically reported on the incident report. However, that material might not be the most significant from the standpoint of fire development and spread. This report provides space for recording up to three materials that subsequently burned and contributed to the spread of fire or smoke.

Record the form or use of additional material(s) that ignited. Refer to NFPA 901, 6-6.1, for the data classifications to use for Form of Material that Contributed to Spread.

Type of Material that Contributed to Spread

The first material ignited is typically reported on the incident report. However, that material might not be the most significant from the standpoint of fire development and spread. This report provides space for recording up to three materials that subsequently burned and contributed to the spread of fire or smoke.

Record the type or composition of additional material(s) that ignited. This is the same material whose form or use was recorded in the previous data space. Refer to NFPA 901, 6-6.2, for the data classifications to use for Type of Material that Contributed to Spread.

Line IJ Data

IJ	Agent Application Time and Date	Blackout Time and Date

Agent Application Time and Date

Record the time and date when an extinguishing agent first hits the flame. Sometimes an agent is applied before the alarm, as in the case of automatic systems, but, in most cases, the first agent is applied by the fire department. Do not consider the sporadic application of an agent, such as an attempt to use a fire extinguisher before calling the fire department, unless such application is continuous or successfully controls or extinguishes the fire.

Blackout Time and Date

Record the time and date when the fire is considered blacked out. Blackout is considered to have occurred when all evidence of open flame or glow of burned material has been removed. Sometimes no agent application is necessary for the fire to be considered as blacked out, such as when the fire self-terminates.

Line IK Data

IK	Number of Occupants at Ignition	Obstacles Affecting Rescue

Number of Occupants at Ignition

Record the actual or estimated number of occupants in the structure at the time the fire started, regardless of what they did or what happened to them after ignition. Do not include persons who entered the structure after ignition.

Obstacles Affecting Rescue

Indicate any obstacles that impeded rescue operations or restricted fire service or other rescue capabilities.

Refer to NFPA 901, Section 5-15, for the data classifications to use for Obstacles Affecting Rescue.

Line IL Data

IL	Number of Persons Assisted	Obstacles Affecting Fire Control

Number of Persons Assisted

Record the number of persons assisted in leaving the building by the action of the fire department. Assisting persons can include notifying people of a fire in the building and directing them to an exit or physically walking with them to a point clear of the danger.

Obstacles Affecting Fire Control

Indicate any obstacles that impeded or restricted fire control operations.

Refer to NFPA 901, Section 5-15, for the data classifications to use for Obstacles Affecting Fire Control Operations.

Line IM Data

IM	Persons Involved	Age	Sex	Performance of Fire Spread Limitation Devices

Person Involved

If a person or persons were involved with the ignition, regardless of the reason, record the name, age, and sex of the person principally involved. Discuss their involvement in the Remarks section.

Performance of Fire Spread Limitation Devices

Fire spread limitation devices include enclosing walls, doors, dampers, and the like. If fire spread limitation devices were present, evaluate their performance in terms of their designed function. If no fire spread limitation devices were present, indicate "none".

Refer to NFPA 901, Section 8-8, for the data classifications to use for Performance of Fire Spread Limitation Devices.

Line IN Data

IN	Performance of Special Hazard System	Performance of Exit System

Performance of Special Hazard System

A special hazard system is one that is designed and installed to protect a specific fire hazard or operation. Examples are a Halon system protecting a computer room or a water spray deluge system protecting a processing operation. If such a system was present in the area of origin, evaluate and record its performance. If none was present, record as "no special hazard system in area of origin."

Refer to NFPA 901, 8-6.2.3, for the data classifications to use for Performance of Special Hazard System.

Performance of Exit System

Evaluation of exit system performance should take into account all building factors relating to the egress of occupants from a building under fire conditions. Record the exit system performance at the time when occupants were required to leave the structure or fire area. If no occupants were present, or if egress was not necessary, record as "not a factor."

Refer to NFPA 901, Section 8-9, for the data classifications to use for Performance of Exit System.

Line IO Data

IO	Principal Insurance Carrier — Structure	Principal Insurance Carrier — Contents

Principal Insurance Carrier — Structure

Record the name of the insurance company with the principal insurance coverage of the structure.

Principal Insurance Carrier — Contents

Record the name of the insurance company with the principal insurance coverage of the contents of the structure.

Line IP Data

IP	Available Information:	☐ Police Rpt.	☐ Lab Rpt.	☐ Autopsy Rpt.	☐ Credit Rpt.	☐ Plan, Sketch	☐ Photos	☐ Ins. File	☐ Other

Available Information

This line is used to record the presence of supporting information in case files. It is used for reference only. Check all the blocks on this line that apply.

Line IQ Data

IQ	Investigator	Agency	Date

Investigator

The investigator should sign and date the report and indicate the agency affiliation.

Line IR Data

IR	Remarks
	☐ Remarks continued on reverse side

Remarks

No one form can meet the needs of all who use it or provide sufficient space and data elements to describe the incident for all purposes. The remarks area fills this need and is provided for the following purposes:

(a) To explain the data elements on the form in greater detail;

(b) To expand the data already collected where room for only the most significant data is provided;

(c) To record data significant to the incident where no specific space on the form is provided.

Use the reverse side of the form and additional sheets of paper if necessary. If the reverse side is used, check the block at the bottom of the form. If additional sheets of paper are used, make certain they contain the identification information from lines IA and IB.

Appendix A Referenced Publications

A-1 The following documents or portions thereof are referenced within this guide for informational purposes. The edition indicated for each reference is the current edition as of the date of the NFPA issuance of this document.

A-1.1 NFPA Publication. National Fire Protection Association, 1 Batterymarch Park, P.O. Box 9101, Quincy, MA 02269-9101.

NFPA 901, *Standard Classifications for Incident Reporting and Fire Protection Data,* 1995 edition.