

Fire Department Incident Report Template

————— Confidential — Department Use Only —————

Use this form to record all essential details of fire-related incidents, including emergency response calls, fire suppression, rescue operations, hazardous conditions, or false alarms. Complete the form immediately following the incident or as soon as conditions safely allow. Accurate documentation supports investigation, reporting, and operational review.

Incident number:

Date of report:

Time of report:

Incident Details

Date of incident:

Time of incident:

Location / address of incident:

Type of incident (check all that apply):

☐ Structure fire

☐ Wildland fire

☐ Vehicle fire

☐ Hazardous materials

☐ Medical aid

☐ Rescue

☐ False alarm

☐ Public assist

☐ Other

Alarm level:

☐ 1

☐ 2

☐ 3

☐ Greater

Cause (if known)

Personnel & Apparatus

Responding units (engine, truck, etc.):

Number of personnel on scene:

Incident commander:

Actions Taken

Primary actions (check all that apply):

☐ Fire suppression

☐ Ventilation

☐ Search & rescue

☐ Medical aid

☐ Evacuation

☐ Hazard control

☐ Salvage/Overhaul

☐ Investigation

☐ Mutual aid provided

☐ Other

Time incident cleared:(AM/PM)

Injuries & Casualties

☐ Civilian injuries _____ ☐ Civilian fatalities _____ ☐ Firefighter injuries _____ ☐ Firefighter fatalities _____

Property & Damage

Type of property: ☐ Residential ☐ Commercial ☐ Vehicle ☐ Public

Estimated property damage: _____ **Estimated contents damage:** _____

Utilities secured? ☐ Yes ☐ No ☐ N/A

Notified utility companies: ☐ Electric ☐ Gas ☐ Water ☐ Other

Narrative Summary

Describe the sequence of events, observations, tactical decisions, and any other notable details:

Report completed by _____ **Rank / title** _____

Signature _____ **Date** _____

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