**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.

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| **Incident number:** |  | **Date of report:** |  | **Time of report:** |
|  |  |  |  |  |

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| **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) |
|  |

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| **Personnel & Apparatus** |
| **Responding units (engine, truck, etc.):** |  | **Number of personnel on scene:** |
|  |  |  |
| **Incident commander:** |
|  |

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| **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 |  |

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| --- | --- | --- |
| **Time incident cleared:** |  | (AM/PM) |

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| **Injuries & Casualties** |
| [ ]  Civilian injuries |  | [ ]  Civilian fatalities |  | [ ]  Firefighter injuries |  | [ ]  Firefighter fatalities |  |  |

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| **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 |  |  |

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| **Narrative Summary** |
| **Describe the sequence of events, observations, tactical decisions, and any other notable details:** |
|  |

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| **Report completed by** |  | **Rank / title** |  |
| **Signature** |  | **Date** |  |

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