



OCCURRENCE REPORTING MANUAL

**Ministry of the Solicitor General
Office of the Fire Marshal**
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1.0 INTRODUCTION TO OCCURRENCE REPORTING

1.1 WHAT IS OCCURRENCE REPORTING?

Occurrence reporting is a method of tracking fire, explosion and other emergency responses made by Ontario fire departments. Information concerning the occurrence is recorded in a standardized format and forwarded to the Office of the Fire Marshal (OFM) here the data is compiled on a province-wide basis.

****Subsection 11(2) of the Fire Protection and Prevention Act, 1997.

1.2 WHAT IS AN OCCURRENCE?

An occurrence is an incident which results in a fire department emergency response. There are two categories of occurrences for the purposes of reporting. These are listed below.

a) Fires & Explosions

Fires and explosions involving structures, vehicles or open areas (whether or not they result in property losses, injuries or deaths) constitute the first category of occurrences to which fire departments respond.

Despite involvement in other activities, these occurrences remain of utmost interest and of primary concern given their potential to result in large property losses, injuries and deaths. As a result, even if a fire department is notified of such an incident after it has already occurred, the occurrence should be reported.

A fire or explosion occurrence is defined as any instance of destructive and uncontrolled burning, including explosion of combustible solids, liquids or gases.

Exceptions:

The following do NOT constitute fire occurrences except where they cause fire or occur as a consequence of fire:

- (i) lightning or electrical discharge;
- (ii) rupture of steam boilers, hot water tanks or other pressure vessels due to internal pressure and not to internal combustion;
- (iii) explosions of ammunition or other detonating material;
- (iv) accidents involving ships, aircraft or other vehicles;
- (v) overheat condition. This condition is described as the alteration of material by heat without self-sustained combustion. Removal of the heat source will stop the alteration process. It may also be described as the stage before ignition.

Examples of overheat:

A kitchen counter is discoloured by being in contact with hot metal.

The table or carpet is scarred by the hot ashes of a cigarette.

(b) Emergency Responses Other Than Fires

Fire departments respond to emergencies other than fires. Included as other emergency responses are responses to overpressure ruptures, pre-fire conditions, false fire calls, public hazards, rescues, medical calls, assistance to other fire departments and public service calls. These types of responses constitute the second category of occurrences to which fire departments respond.

1.3 HOW OCCURRENCES SHOULD BE REPORTED

All fire and non-fire occurrences involving a building, structure, vehicle or open area are reported on the Standard Incident Report (see Section 2.0). This report is completed using the codes identified in the Standard Codes List (see Appendix A).

In most cases, the completion of one report is required for each occurrence to which a fire department responds. Exposure fires are the only exception to this rule - addressed in more detail in Subsection 2.2.

In addition to reporting occurrences, firefighter and civilian injuries should be reported on separate Casualty Reports. This report is addressed in more detail in Section 3.0.

1.4 WHO COMPLETES THE STANDARD INCIDENT REPORT

The jurisdictional fire department is always responsible for completing the full details of a fire incident including details relating to the civilian injuries. Fire departments providing assistance from outside the incident jurisdiction complete only the first portion of the report. Each fire department reports their respective firefighter injuries.

1.5 WHAT TO DO WITH COMPLETED REPORTS

Complete reports as soon as possible, to ensure that details of the occurrence are accurate. A copy of the report should be retained by the originating department and a copy sent to the Office of the Fire Marshal.

Multiple reports issued by the same fire department for a single or related occurrences should be submitted together (eg. Standard Incident Report with corresponding Casualty Reports; Standard Incident Reports for exposure fires with Standard Incident Report for the originating fire).

1.6 HOW TO SUBMIT A REVISION/UPDATE

When a reporting error is made or when updated information becomes available, a revised report must be submitted. Complete those categories that have been revised/updated with the correct information. The response location, area, sub-area, date and time must be completed for the revised report and must be identical to the original report submitted. Clearly label the report with the word REVISION.

1.7 IF INCOMPLETE OR INCORRECT REPORTS ARE SUBMITTED

If incomplete or incorrect information/reports are submitted, the fire department will be contacted. These reports will not be processed until complete information is supplied.

1.8 MORE INFORMATION

For assistance in completing a report, contact the Office of the Fire Marshal at (416) 325-3200 and ask the receptionist to connect you to a Statistical Clerk or send an e-mail message through the OFM website at **WWW.gov.on.ca/OFM**

Blank reports as well as self-addressed envelopes to be used for submitting completed reports are available from the regional office of the Office of the Fire Marshal or Forms may be printed from this website. Mail forms to:

*****The Office of the Fire Marshal-Statistics Section
*****7th Floor
***** 5775 Yonge Street
*****Toronto ON M2M 4J1

Telephone: (416) 325-3200
Facsimile: (416) 325-3213

2.0 THE STANDARD INCIDENT REPORT

2.1 Report Format

The Standard Incident Report is used to record all fire and non-fire responses made by the fire department. These include:

- structure fires or explosions
- vehicle fires or explosions
- other structural fires or explosions
- open area fires or explosions
- all non-fire incidents (overpressure ruptures, pre-fire conditions, false-fire calls, public hazards, rescues, medical/resuscitator calls and other calls)

The Standard Incident Report is divided into 5 sections, namely:

- SECTION A: ALL OCCURRENCES
- SECTION B: ALL FIRES/EXPLOSIONS
- SECTION C: VEHICLE FIRES/EXPLOSIONS
- SECTION D: STRUCTURE FIRES/EXPLOSIONS
- SECTION E: FIRE DEPARTMENT USE (OPTIONAL)

Section A is completed for ALL fire and non-fire occurrences.

This section identifies the "where" and "when" of the incident, "who" responded, and to "what" they responded. Section A must be completed for all fires and non-fire responses, namely those with "Response Type" codes 11 to 99.

Section B is completed for ALL fires and explosions.

This section is completed only for those occurrences with "Response Type" codes 01 or 02. This section identifies the "what", "how" and "why" details of the incident and estimates the extent of any monetary losses involved. It must be completed for structural, vehicle and open area fires.

Section C is completed only for incidents involving VEHICLE fires or explosions.

In other words, this section is completed for those occurrences with "Response Type" codes 01 or 02, where the "Property Classification" is coded 901 to 999. This section is used to record details specific to the vehicle involved.

Section D is completed only for incidents involving STRUCTURE fires or explosions.

Complete this section for occurrences with "Response Type" codes 01 or 02, where the property involved was a structure. This section is used to gather details on the structure involved and identifies whether Alarm/Detection/Suppression devices were available and involved at the scene.

Section E (on the second page) is optional and is provided for fire department use only.

This second page is a supplement to the first page and has been made available to those fire departments who choose to use the Standard Incident Report as an official record of the occurrence. This information is not recorded by the OFM and therefore is not required to be submitted.

Table 1 summarizes completion of the report.

Table 1

TYPE OF OCCURRENCE	RESPONSE TYPE	PROPERTY CLASSIFICATION	SECTION REQUIRED TO BE COMPLETED
Non-fire Response	11 - 99	N/A	A only
VEHICLE Fire or Explosion	01 or 02	901-999	A, B, C
STRUCTURE Fire or Explosion	01 or 02		A, B, D
OPEN AREA Fire or Explosion	01 or 02		A, B

Note: In all cases, Section E is optional.

Address is completed for ALL fires and explosions.

Fire departments may complete addresses for all responses for their own records. The Office of the Fire Marshal records only fire or explosion incident addresses.

A sample copy of the Standard Incident Report follows.

Section A: All Occurrences

Location of Incident			Date of occurrence				Alarm Time			Fire Department					
Code		Area	S. Area	Y	Y	M	M	D	D	Hour	Min	Sec	Identification #		
<input type="text"/>															
Time On scene			Response		Alarm to Fire		Responding		Rescues		Injuries		Fatalities		
Hour		Min	Sec	Type		Department		Personnel		Rescues		Injuries		Fatalities	
<input type="text"/>															

Section B: All Fires or Explosions

Time of Agent App.			Property		Area of		Ignition Source/		Fuel or Energy		Object/Material		
Hour		Min	Sec	Classification		Origin		Igniting Equipment		Source		First Ignited	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cause (Possible)		Estimated Dollar Loss (\$ only)				Insurance Coverage							
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>						

Section C: Vehicle Fire or Explosion

Primary Purpose	Vehicle Fuel or Energy Source
<input type="text"/>	<input type="text"/>

Section D: Structure Fire or Explosion

Complex	Occupancy Status	Building Status	Ownership Status	Building Height	Level of Origin
<input type="text"/>					

**Alarm/
Detection
Suppression**

	Device #							
	1	2	3	4	5	6	7	8
Device Type	<input type="text"/>							
Device Location	<input type="text"/>							
Operation	<input type="text"/>							
Reason for Inoperation	<input type="text"/>							

Property Address (All fires or explosions)

Street Number	Street Name	Apartment #
<input type="text"/>	<input type="text"/>	<input type="text"/>
City/Town/Township		
<input type="text"/>		

Section E: Fire Department Use

Fire Department Reference Number

District Station Platoon

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Response Location

Owner/Occupant Status 1. Owner 2. Owner/Occupant 3. Occupant 4.
 Primery Witness

Company or Family Name	Given Name	Initials	Status

Remarks

2.2 Reporting Exceptions

In most cases, the completion of one Standard Incident Report is required for each occurrence to which a fire department responds. The exception to this rule is in the reporting of exposure fires.

Exposure Fire

An exposure fire is defined as a fire in a building, structure, or vehicle that occurs as a direct consequence of another fire that originated in a completely detached, segregated building, structure, vehicle, or outside open area.

When recording exposure fires, separate reports are required for the originating fire and each exposure fire. The incident identifiers (location and time of incident) of each related exposure fire must be IDENTICAL to that of the originating fire. However, each fire is to be treated as a separate incident and the information recorded on each report must be unique to the fire in question and each exposure incident must be coded as exposure (code 89) in IGNITING SOURCE.

The following are examples of exposure fires:

- A building fire ignites a vehicle parked nearby. The vehicle fire is an exposure fire.
- A vehicle collision results in a fire that ignites a nearby building. The building fire is an exposure fire.
- The spread of a forest/bush fire results in a building fire. The building fire is an exposure fire.

The following examples are NOT exposure fires:

- A fire in a garage attached to a residence spreads to the residence. The residence fire is NOT an exposure fire.
- A fire in an apartment unit spreads to a neighbouring unit in the same apartment building. The fire in an adjacent apartment unit is NOT an exposure fire.
- A fire in a restaurant situated in a mall spreads to a nearby shoe store situated in the same mall. The shoe store fire is NOT an exposure fire.
- A fire in a vehicle parked within a structure spreads to the structure. The structure fire is NOT an exposure fire as the vehicle is viewed as the structure contents.

Multi-Vehicle Fires (revised 2001)

In the case where a multi-vehicle fire occurs (e.g. as a result of a multi-vehicle collision), a single incident report is required. Use the codes for multi vehicles in property class to indicate more than one vehicle had fire involvement.

2.3 SECTION A: ALL OCCURRENCES

Section A is completed for ALL fire and non-fire occurrences. This section identifies the "where" and "when" of the incident, "who" responded, and to "what" they responded. As well, the section indicates the extent of any injuries or fatalities resulting from an occurrence. For all non-fire responses, namely those with "Response Type" codes 11 to 99, this is the only section that needs to be completed.

Section A is illustrated below.

Section A - All Occurrences																					
Location of Incident				Date of occurrence				Alarm Time			Fire Department										
Code				Area		S. Area		Y		M		D		D		Hour		Min	Sec	Identification #	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Time On scene			Response		Alarm to Fire		Responding		Rescues		Injuries		Fatalities								
Hour			Type		Department		Personnel		Rescues		Injuries		Fatalities								
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>							

Location Code

Each municipality is identified by a unique, four digit location code which is assigned by Statistics Canada. Record the code for the municipality in which the fire occurred.

Area codes are assigned by some fire departments in municipalities where it is felt that a further geographic breakdown of the area is required. For data collection purposes, the OFM must be advised when area codes are implemented or changed.

Date of Occurrence

Record the last two digits of the year, month, and day of the occurrence.

- Year (95 for 1995)
- Month (01 to 12)
- Day (01 to 31)

Alarm Time

Using the 24 hour clock, record the exact hour (00 to 23), minute (00 to 59), and second (00 to 59) the initial alarm is reported to the fire department.

- Hour (00 to 23)
- Minute (00 to 59)
- Seconds (00 to 59)

Fire Department Identification

Every fire department is identified by a four digit code assigned by the Office of the Fire Marshal. In many cases, this code is the same as or similar to the location code of the municipality for which the fire department is providing services.

In the event that more than one department is on the scene, reports are to be submitted by both the jurisdictional and assisting departments. The jurisdictional department and assisting departments identify their respective 4 digit codes on their reports.

Note that the jurisdictional department is always responsible for the complete reporting of the incident on the Standard Incident Report while the assisting department only completes Section A of the report.

Time on Scene

Using the 24 hour clock, record the exact hour (00 to 23), minute (00 to 59), and second (00 to 59) at which the first unit arrives at the scene.

It is not necessary to code this category if a fire occurrence is reported to the fire department after the fire has already been extinguished. For responses with no arrival time (e.g. cancelled on route) enter 0, leave blank, or enter the Alarm Time.

Response Type

In this area, indicate the type of response.

01 Fire

This response type applies to uncontrolled burning involving structural, vehicle and open area fires which may or may not have resulted in a dollar loss. It includes situations where:

- a) a fire department is notified of and responds to a fire or an explosion that results in a fire, or
- b) a fire department is notified of a fire or an explosion that results in a fire but does not respond because the fire is already extinguished.

02 Combustion Explosion (No Fire)

This code is used to describe a combustion explosion that does not result in a fire and may or may not result in a dollar loss. This response type is intended to capture incidents that involve the explosion of combustible solids, liquids, and gases.

Incidents not included under this response type include the rupture of steam boilers, hot water tanks or other pressure vessels due to internal pressure, or any munition explosions (bombs, dynamite, and similar explosives). These types of incidents are considered to be non-fire responses.

All Other Response Types

Response Type codes 11 to 99 are non-fire responses and only require the completion of Section A of the Standard Incident Report.

Alarm to Fire Department

This category identifies the means by which a fire department is first notified. Note that in the case where a fire occurrence is reported to a fire department after the fire has already been extinguished (formerly a "No Alarm Fire" response type) use the code "10 No Alarm Received - No Response".

Responding Personnel

Each fire department must identify how many staff members respond to the emergency.

Excluded from this total are fire prevention officers, investigators, back up crew, clean up crew and anyone else who appears on the scene after the emergency has been resolved.

Rescues

Identify the total number of persons rescued. A rescued person is one who

- a) is in danger of injury or death because of his/her proximity to the occurrence and is rescued as the result of direct actions of a firefighter or under the direct supervision or control of a firefighter, or
- b) is trapped or confined as a result of the occurrence and firefighter action is necessary for his/her release.

Note that rescue does not include persons evacuated from an occurrence area for precautionary measures.

Injuries

For fire/explosion responses enter the total number of persons injured as a result of the incident. This figure is comprised of the total number of firefighter action injuries and civilian fire injuries.

For nonfire incidents report only firefighter injuries. Injuries are discussed in more detail in Section 3.0.

Fatalities

Enter the number of fatalities associated with the fire incident. This figure is comprised of the total number of firefighter action deaths and civilian fire deaths.

For nonfire incidents report only firefighter fatalities. Fatalities are discussed in more detail in

2.4 SECTION B: STRUCTURAL, VEHICLE AND OPEN AREA FIRES/EXPLOSIONS

Section B is completed in addition to Section A for structural, vehicle and open area fires or explosions to which a fire department responds. In other words, this section is completed only for those occurrences with "Response Type" codes 01 or 02. This section identifies the "what", "how" and "why" details of the incident and estimates the extent of any monetary losses involved.

Section B is illustrated below.

Section B: Structure, Vehicle Fire and Open Area Fire or Explosion

Time of Agent App. Hour Min Sec <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Property Classification <input type="text"/> <input type="text"/> <input type="text"/>	Area of Origin <input type="text"/> <input type="text"/>	Ignition Source/ Igniting Equipment <input type="text"/> <input type="text"/>	Fuel or Energy Source <input type="text"/> <input type="text"/>	Object/Material First Ignited <input type="text"/> <input type="text"/>
Cause (Possible) <input type="text"/> <input type="text"/>	Estimated Dollar Loss (\$ only) <input type="text"/> <input type="text"/>		Insurance Coverage <input type="text"/>		

Time of Agent Application

Using the 24 hour clock, record the exact hour (0-23), minute (0-59), and second (0-59) at which extinguishing agent is initially applied by the fire department to suppress the fire.

It is not necessary to code this category if the fire occurrence is reported to the fire department after the fire has already been extinguished.

Property Classification

Property Classification refers to the use made of a structure, portion of a structure, vehicle or outside area by an owner, tenant, or occupant of a space.

If two or more properties are involved in a fire (such as an exposure fire) record the property of fire origin on the originating fire report and record the property to which the fire spread on the associated exposure fire report.

Fires involving vehicles are identified by using the "900" series of property codes. A vehicle is coded under this category only if the vehicle fire occurs outside of a building.

Where a vehicle fire occurs within a building, the vehicle is considered to be building content. Treat this situation as a structural fire and classify the vehicle as the object or material to first ignite.

See Table 2 for scenarios.

Table 2: Scenarios

SCENARIO	PROPERTY OF FIRE ORIGIN	PROPERTY INVOLVED IN EXPOSURE FIRE
<ul style="list-style-type: none"> • fire originating in an apartment unit spreads to the adjacent unit 	Multi-Unit Dwelling (321-323)	N/A
<ul style="list-style-type: none"> • fire originating in a dumpster spreads to an adjacent automobile and supermarket 	Trash or Rubbish Container (848)	Supermarket (502), and Automobile (901)
<ul style="list-style-type: none"> • agricultural vehicle within a barn ignites and results in a barn fire 	Barn, Fowl/Animal Shelter (865)	N/A
<ul style="list-style-type: none"> • fire originating in a single detached dwelling spreads to a garage that is detached from the dwelling 	Detached Dwelling (301)	Detached Garage (365)
<ul style="list-style-type: none"> • fire originating in an elementary school spreads to an adjoining addition that is separated by a 2-hour firewall. 	School - Elementary (132)	N/A
<ul style="list-style-type: none"> • fire in a restaurant situated in a mall spreads to a nearby shoe store situated in the mall 	Restaurant (151 or 501)	N/A

Area of Origin

Area of Origin refers to the specific use of the room or space of the property where the fire originates.

See Table 3 for scenarios.

Table 3: Scenarios

SCENARIO	PROPERTY	AREA OF ORIGIN
<ul style="list-style-type: none"> fire originates in the kitchen of a restaurant located in an airport 	Restaurant (151 or 501)	Cooking Area or Kitchen (24)
<ul style="list-style-type: none"> fire originates behind the bar of the restaurant at the dishwasher 	Restaurant (151 or 501)	Dining or Beverage Area (23)
<ul style="list-style-type: none"> fire originates from both kitchen and bedroom of detached dwelling 	Detached Dwelling (301)	Multiple Areas of Origin (91)
<ul style="list-style-type: none"> automobile collision results in a fire due to a ruptured fuel tank 	Automobile (901)	Fuel Systems (84)

Ignition Source/Igniting Equipment

The ignition source/igniting equipment of a fire is the equipment, device, or item that brings about ignition.

See Table 4 for scenarios.

Fuel or Energy Associated with Igniting Equipment

This category denotes the fuel or energy normally used in conjunction with the igniting equipment. This category is only completed when equipment is responsible for igniting the fire. If the ignition source is not a piece of equipment, code as "99 - Not Applicable".

See Table 4 for scenarios .

Object or Material First Ignited

Object or material first ignited is the item that first ignites which brings about the fire condition. Note that Codes 11 to 49 refer to specific objects. If a code representing the object first ignited is not available use Codes 51 to 68 to indicate the material that first ignited.

See Table 4 for scenarios.

Table 4: Scenarios

SCENARIO	IGNITION SOURCE/ IGNITING EQUIPMENT	FUEL OR ENERGY	OBJECT OR MATERIAL FIRST IGNITED
• cooking oil in a pan heating on a stove ignites	Stove (11)	Electricity (04)	Cooking Oil, Grease (74)
• electric portable heater ignites nearby curtain	Space Heater - Portable (34)	Electricity (04)	Curtain, Drapery (35)
• fire results from gasoline being used to accelerate a slow burning charcoal fuelled barbecue	Open Fired Barbecue (14)	Other (Charcoal) (97)	Gasoline (71)
• dropped cigarette ignites couch	Smokers' Articles (71)	N/A (99)	Upholstered Sofa (21)
• lightning strikes wooden barn roof resulting in fire	Lightning (95)	N/A (99)	Exterior Roof Covering (11)
• vehicle fires result from the collision between two cars	Other (98)	Gasoline (01)	Gasoline (71)
• ignition of building roof due to exposure to adjacent building	Exposure Fire (89)	N/A (99)	Exterior Roof Covering (11)

Cause (Possible)

An incident is the result of a set of conditions and a sequence of events which lead to the ignition of a material by an ignition source. This sequence of events is usually initiated by human acts (something which is done) or human omissions (something which has not been done). These acts or omissions are the cause of the fire because they trigger the events which lead to the occurrence.

Causes are divided into three main categories:

- 1) Incendiary,
- 2) Accidental, and
- 3) Other/Undetermined.

The Incendiary and Accidental categories are further subdivided.

A clarification of the cause codes follows:

Incendiary

This category refers to a fire incident that is maliciously set or initiated. Incendiary causes are divided into the following sub-categories:

01 Arson

This code refers to a maliciously set fire that is initiated by the offender to destroy property for personal gain.

02 Riot/Civil Commotion

This code refers to a maliciously set fire that occurs during a riot or civil commotion.

03 Vandalism (Ages 18 and Over)

This code refers to a maliciously set fire that is initiated by an offender aged 18 and over to destroy property for no apparent purpose.

04 Youth Vandalism (Ages 12 to 17)

This code refers to a maliciously set fire that is initiated by offenders aged 12 to 17 years to destroy property for no apparent purpose.

Accidental

This category is defined as any incident that occurs as a result of unintentional human failing. Accidental causes are broken into the following sub-categories:

11 Children Playing (11 and under)

This code refers to a fire caused by a child (11 years of age and under) playing. If the cause of an occurrence can be attributed to both a child playing and something else, choose "11 - Children Playing" over other causes.

Example:

- A child experimenting with cigarettes carelessly discards a cigarette into a wastepaper basket resulting in a rubbish fire.

12 Vehicle Accident or Collision

This code refers to a fire caused by a vehicle(s) collision.

Examples:

- A fuel tanker on an icy road collides with a concrete wall, igniting the fuel.
- A helicopter crashes during an attempted landing on a hospital rooftop.

Design/Construction/Installation/Maintenance Deficiency

21 Design Deficiency

This code refers to a fire caused by a design fault in a product.

Example:

- ABC Kettle Company develops a new kettle design. The new product results in many fires even when used properly, due to a deficiency in the design of the kettle.

22 Construction Deficiency

This code refers to a fire caused by an inadequacy in the construction of an item.

Example:

- An improperly built chimney results in the ignition of combustibles.

23 Installation Deficiency

This code refers to a fire caused by an improperly installed object.

Example:

- A woodstove is installed too close to a combustible wall and results in the ignition of the wall.

Excluded is storage located too close to a heat source, which would be coded under "41 - Improper Storage".

24 Maintenance Deficiency

This code refers to a fire caused by improper maintenance.

Examples:

- A chimney fire occurs due to the ignition of creosote buildup.
- A dryer fire occurs due to the ignition of lint buildup.

Misuse of Ignition Source/Igniting Equipment

31 Improperly Discarded

This code refers to a fire caused by an ignition source that is discarded in an unsafe, careless or irresponsible manner.

Example:

- Hot smoker's material discarded in wastepaper basket results in a rubbish fire.

32 Unattended

This code refers to a fire caused by an ignition source or igniting equipment that is left unattended.

Examples:

- A person smoking and falling asleep results in a couch fire.
- A campfire left attended results in a rubbish fire.
- Cooking equipment or appliances turned on and left unattended result in a kitchen fire.

33 Used or Placed too Close to Combustibles

This code refers to a fire caused by an ignition source or igniting equipment that is either in contact with or close to combustible material.

Examples:

- A lit candle impinges on curtains.
- Smoking while refuelling at a gas station results in the ignition of gasoline fumes.

Exclude situations where a heat source is permanently installed too close to combustibles. In these situations, code as "23 - Installation Deficiency".

34 Used for Purpose Not Intended

This code refers to a fire caused by an ignition source or igniting equipment that is used for a purpose not intended.

Examples:

- Drying clothes in an oven results in an oven fire.
- An extension cord serving too many appliances overloads the wiring and results in an electrical fire.

Misuse of Material First Ignited

41 Improper Storage

This code refers to a fire caused by the improper storage of an object or material.

Examples:

- A glass jar used to store gasoline breaks and is ignited by a nearby pilot light.
- The storage of flammable liquids at excessive temperatures results in spontaneous ignition.
- Combustible material is placed too close to a furnace and ignites.

42 Improper Handling

This code refers to a fire caused by the improper handling of an object or material.

Example:

- A flammable liquid is dispensed with improper bonding and grounding procedures. A resulting spark ignites the vapour.

43 Used for Purpose Not Intended

This code refers to a fire caused by an object or material that is used for a purpose not intended.

Example:

- A flammable liquid is used to kindle a fire.

Mechanical/Electrical Failure

51 Mechanical Failure

This code refers to a fire caused by a malfunction in a mechanical system.

Examples:

- The failure of the automatic control in a piece of equipment results in ignition.
- The malfunction of gas regulators, or leaks and breaks in gas pipes results in ignition.

52 Electrical Failure

This code refers to a fire that is caused by a malfunction in an electrical system.

Example:

- A short circuit or ground fault results in an electrical fire.

Exclude situations where equipment is overloaded (e.g. an extension cord serves too many appliances), equipment is used for purpose not intended or safety or control devices are bypassed. These situations would be coded "34 - Used for Purposes not Intended".

Other/Undetermined

This category refers to any incident that cannot be categorized under either the Accidental or Incendiary classifications.

67 Other

This code is used when the cause has been determined but cannot be categorized as one of the above.

Examples:

- Embers from a previous fire re-ignite remaining combustibles.
- Lightning strikes a house and sets it on fire.

68 Undetermined

This code is used in the case where the cause cannot be determined.

Example:

- An investigation into a fire eliminates all causes except those related to electrical failure and improperly discarded smokers' materials.

Estimated Dollar Loss

The estimated dollar loss is the cost of actual damage to property and property contents, including open area losses.

This amount includes direct losses resulting from fire, explosion, smoke, water or other destruction associated with firefighting operations. NOT to be included in this total are revenue losses or costs involved due to business interruption, loss of good will, loss of sale, production down time, vacancies or environmental contamination cleanup.

Note: In accordance with Canadian insurance practices, damages and/or destruction of buildings, installed equipment and contents shall be estimated and reported at actual replacement value. For buildings under demolition or other property of little value, the dollar loss is the salvage value of the property lost in the fire.

The dollar loss resulting from the fire must be estimated and recorded by the department responsible for completing the entire report. It is recognized that the figure recorded is an estimate at best.

For insured property, this estimated amount may be replaced by the adjusted amount reported to the OFM by insurance adjusters.

Insurance Coverage

Indicate the insurance coverage status of the property in question.

2.5 SECTION C: VEHICLE FIRES/EXPLOSIONS

Section C is completed in addition to Sections A and B for incidents involving vehicle fires or explosions. In other words, this section is completed only if the "Property Classification" is coded 901 to 999. This section is used to record details specific to the vehicle involved.

Section C is illustrated below.

Section C: Vehicle Fire or Explosion

Primary Purpose <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	Vehicle Fuel or Energy Source <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>
--	--

Primary Purpose - (Transport of)

Indicate the main transport function of the vehicle.

Vehicle Fuel or Energy Source

Enter the fuel that is used by the vehicle as its energy source.

See Table 5 for scenarios.

Table 5: Scenarios

SCENARIO	VEHICLE FUEL OR ENERGY SOURCE
<ul style="list-style-type: none"> • a fire occurs in a gasoline fuelled car 	Gasoline (01)
<ul style="list-style-type: none"> • a fire occurs in a taxi that could be fuelled by gasoline or propane 	Dual Fuel (09)
<ul style="list-style-type: none"> • a fire occurs in a privately owned boat fuel by a 50:1 gasoline/oil mixture 	Mixed Fuel (10)

2.6 SECTION D: STRUCTURE FIRES/EXPLOSIONS

Section D is completed in addition to Sections A and B for incidents involving structure fires or explosions. This section is used to gather details on the physical nature of the structure involved and identifies whether Alarm/Detection/Suppression devices were available and involved at the scene.

Section D is illustrated below.

Section D: Structure Fire or Explosion								
	Occupancy Status	Building Status	Ownership Status	Building Height	Level of Origin			
Complex Complex	<input type="text"/>							
Complex Complex	<input type="text"/>							
Alarm/Detection	Device#							
Suppression	1	2	3	4	5	6	7	8
<i>Device Type</i>	<input type="text"/>							
<i>Device Location</i>	<input type="text"/>							
<i>Operation</i>	<input type="text"/>							
<i>Reason for Inoperation</i>	<input type="text"/>							
Property Address (All fires or explosions)								
<i>Street Number</i>			<i>Street Name</i>				<i>Apartment #</i>	
<input type="text"/>			<input type="text"/>				<input type="text"/>	
<i>City/Town/Township</i>								
<input type="text"/>								

Complex

A complex is defined as the general (overall) use of a structure, land, or space under the same management or ownership. It can be comprised of two or more different property classifications. A facility which is comprised of only one property classification is not a complex.

See Table 6 for scenarios.

Table 6: Scenarios

SCENARIO	PROPERTY	COMPLEX
<ul style="list-style-type: none"> fire originating in a restaurant within an airport 	Restaurant (151 or 501)	Airport, Air Terminal (01)
<ul style="list-style-type: none"> fire originating in a barber shop within a shopping mall 	Barber Shop, Hairdresser Beauty Parlour (403)	Shopping Centre, Plaza (20)
<ul style="list-style-type: none"> fire originating in a pharmacy within a hospital 	Pharmacy (530)	Hospital (11)
<ul style="list-style-type: none"> fire originating in a variety store located on the ground floor of a high-rise condominium complex 	Convenience / Variety Store (504)	Apartment (04)
<ul style="list-style-type: none"> fire originating in an apartment building with no properties other than residential units 	Multi-Unit Dwelling (321,322 or 323)	Not Applicable (99)
<ul style="list-style-type: none"> fire originating in a basement apartment within a detached dwelling 	Detached Dwelling - Accessory Apartment (below grade) (336)	Not Applicable (99)

Occupancy Status

Occupancy Status identifies whether or not the property is occupied on a year-round or seasonal basis and whether there are people present at the time of the fire.

Permanent - This applies to a property that is meant to be occupied on a year-round basis (eg. permanent home, office). Persons may or may not be present at the time of the occurrence.

Seasonal - This applies to a property that is meant to be occupied only during part of the year (eg. summer cottage, summer theatre). This property may or may not be 'In Use' depending on the time of year. However, in the situation where the property is 'In Use', persons may or may not be present at the time of the occurrence. That is, a seasonal property can be "In Use" but with "No Person(s) Present" if the occupant temporarily stepped out.

Vacant - This applies to a property that is not meant to be occupied at the time of fire.

See Table 7 for scenarios.

Table 7: Scenarios

SCENARIO	OCCUPANCY STATUS	PROPERTY CLASSIFICATION
<ul style="list-style-type: none"> fire occurs in a single home while the occupants were on vacation 	Permanent - No Person(s) Present (02)	Detached Dwelling (301)
<ul style="list-style-type: none"> fire occurs in a summer cottage. The owners were using it at the time, but were out on the lake 	Seasonal (In Use) - No Person(s) Present (04)	Detached Dwelling (301)
<ul style="list-style-type: none"> fire occurs in a live summer theatre that has been shut down for the winter. 	Seasonal (Not In Use) (05)	Theatre - Concert Hall, Live (102)
<ul style="list-style-type: none"> fire occurs in an abandoned warehouse 	Vacant (06)	Other Industrial (799)
<ul style="list-style-type: none"> fire occurs in an office building after business hours 	Permanent - No Person(s) Present (02)	General Business Office (405)

Building Status

This category identifies the physical status of the property in which the fire originates.

Ownership Status

Indicate the ownership status of the property in which the fire originates.

Height

This field refers to the number of storeys contained between the floor of the first storey (excluding basement, underground parking facilities and the like) and the roof of the building or structure of origin. When the property is contained in a complex, code the highest storey of the complex.

Storey - That portion of a building situated between the top of any floor and the top of the floor next above it, and if there is no floor above it, that portion between the top of such floor and the ceiling above it. A mezzanine should be considered an additional storey where the Building Code defines the area as such. Unused crawl spaces and unused ceiling/roof spaces should not be considered additional storeys.

Mezzanine - An intermediate floor assembly between the floor and ceiling of any room or storey including an interior balcony.

If the building or structure height cannot be described by the number of stories (ie. grain elevator), classify it as "997 - Other". See Table 8 for scenarios.

Table 8: Scenarios

SCENARIO	HEIGHT
<ul style="list-style-type: none"> a fire occurs in a 60 storey commercial building 	60 Storey (060)
<ul style="list-style-type: none"> a fire occurs in a structure that cannot be defined by the number of stories (eg. C.N. Tower) 	Other (997)
<ul style="list-style-type: none"> a fire occurs on open land 	Not Applicable (999)

Level of Origin

Record the building/structure level on which the fire originates. If the level of origin is above grade, record the level in the three digit field ensuring that all three spaces are filled in. Identify levels of origin which are below grade by preceding the number with the letter 'B'.

If the fire originates in a building/structure that cannot be described by the number of stories, classify the level of origin as "997 - Other".

See Table 9 for scenarios.

Table 9: Scenarios

SCENARIO	LEVEL OF ORIGIN
<ul style="list-style-type: none"> fire originates on the eleventh floor of a building 	11th Floor (011)
<ul style="list-style-type: none"> fire originates in an underground parking lot two storeys below grade 	2nd Floor Below Grade (B02)
<ul style="list-style-type: none"> fire originates in an open area 	Not Applicable (999)

Alarm/Detection/Suppression

Each column represents a specific alarm, detection, or suppression device available in the building of fire origin. Each row represents the details of that device.

Detection/Suppression Device

In the first row, list the alarm, detection or suppression device(s) that is/are installed within the property. All devices within the area of origin must be included. As well include all devices outside the area of origin that are or should be affected by the fire. Exclude those devices located beyond the area of origin that are not and should not be affected by the fire.

Device Location

In the second row, indicate the location of the device with respect to the area of origin.

Operation

In the third row, indicate if the device operates. If the device does not operate choose the code "04 - Nothing Operated".

Reason for Inoperation

In the fourth row, indicate why the device does not operate. If the device operates properly, choose the code "99 - Not Applicable".

Examples:

- A fire originates in a basement apartment resulting in smoke spread throughout the 2 storey house. A smoke alarm located in the basement activates as expected but the smoke alarm on the second floor does not activate due to a dead battery. The fire is extinguished by the occupants using a fire extinguisher located on the first floor.

Device Information	Device							
	1	2	3	4	5	6	7	8
Detection/Suppression Device	01	01	11					
Device Location	01	03	03					
Operation	01	04	02					
Reason for Inoperation	99	03	99					

- A fire originates in a fourth storey unit of a twenty storey apartment building and smoke spread is confined to the unit and fourth floor corridor. A smoke alarm is located within the unit of fire origin and smoke detectors are located in the main corridors of each of the twenty floors. The alarm within the unit activates along with the detector in the fourth floor corridor. The pull station is activated by an occupant on the floor of fire origin. The fire is eventually extinguished by firefighters through the use of a standpipe and hose system.

Device Information	Device							
	1	2	3	4	5	6	7	8
Detection/Suppression Device	02	05	09	10				
Device Location	01	02	02	02				
Operation	01	01	01	02				
Reason for Inoperation	99	99	99	99				

Note: Information on the detectors located on all other floors is not required since they should not be affected by the fire.

- A rubbish fire occurs in an area where there are no alarm, detection, or suppression devices present.

Device Information	Device							
	1	2	3	4	5	6	7	8
Detection/Suppression Device	99							
Device Location	99							
Operation	99							
Reason for Inoperation	99							

Property Address

Enter the full address of the property fire.

2.7 SECTION E: FIRE DEPARTMENT USE (OPTIONAL)

Section E (on the second page) is optional and is provided for fire department use only. This second page is a supplement to the first page and has been made available to those fire departments who choose to use the Standard Incident Report as an official record of the occurrence. This information is not recorded by the OFM and therefore is not required to be submitted.

Section E is illustrated below.

Section E: Fire Department use

Fire Department Reference Number	District	Station	Platoon						
	<table border="1" style="display: inline-table; width: 40px; height: 20px;"> <tr><td style="width: 20px;"></td><td style="width: 20px;"></td></tr> </table>			<table border="1" style="display: inline-table; width: 40px; height: 20px;"> <tr><td style="width: 20px;"></td><td style="width: 20px;"></td></tr> </table>			<table border="1" style="display: inline-table; width: 40px; height: 20px;"> <tr><td style="width: 20px;"></td><td style="width: 20px;"></td></tr> </table>		

Response Location

Owner/Occupant Status 1. Owner 2. Owner/Occupant 3. Occupant 4. Primary Witness

Company or Family Name	Given Name	Initials	Status

Fire Department Reference Number

This area is provided for the convenience of the fire department to record the department's occurrence or response number.

District

Record the two digit numeric code for the responding fire department district.

Station

Record the two digit numeric code for the first responding fire station.

Platoon

Record the two digit numeric code for the first responding platoon.

Response Location

Enter the street name(s) that best describes the location of the occurrence.

Owner/Owner Occupant/Occupants/Primary Witness

Record the name (either family or company name) and indicate whether the person/company is the owner, owner/occupant, occupant or primary witness.

Remarks

Use this space to expand on information provided or as required by the reporting department.

3.0 THE CASUALTY REPORT

3.1 Introduction

The Casualty Report is used to report civilian fire injuries and deaths and firefighter injuries and deaths sustained while on duty.

See Table 10 for clarification.

Table 10

Casualty Type	Response Types	
	Fires & Explosions	Other
Civilian injury or death	Casualty Report Required	Casualty Report NOT Required
Firefighter injury or death	Casualty Report Required	Casualty Report Required

Injuries are comprised of the following:

A firefighter action injury is defined as a firefighter injured

- (a) accidentally while in the process of fire fighting, (burns, asphyxia, building collapse, projectiles hurled, etc.);
- (b) in an accident en route to, or returning from, a fire scene or any other response scene; and
- (c) while involved in training or any other fire department activity carried out while on-duty.

A civilian fire injury is defined as a person injured

- (a) as a direct result of a fire/explosion, (burns or asphyxia);
- (b) as a result of a fire/explosion impairment, (pulmonary edema, pneumonia);
- (c) as a result of an injury that was caused by escaping the fire/explosion, (jumps from third floor, falls down a stairwell); or
- (d) as a result of destruction caused by the fire/explosion, (wall falls, roof collapse, projectiles hurled).

This definition includes a person who is known to have attempted suicide by fire or explosion, and a person who is injured as a result of an arson fire, whether the set fire was intended to injure the specific person or not.

Exception: A person injured by fire/explosion which results from an accidental vehicle collision is NOT considered to be a fire injury.

Civilian injuries must be reported by the jurisdictional fire department while firefighter injuries must be reported by the department to which the firefighter belongs.

Fatalities are comprised of the following:

A firefighter action death is defined as a firefighter killed

- (a) accidentally while in the process of fire fighting, (burns, asphyxia, building collapse, projectiles hurled, etc.);
- (b) from an injury which is directly related to ONE fire and that is sustained while fire fighting, (pulmonary edema, pneumonia, bacterial complications, etc.).

Exception: The death of a firefighter from a heart attack or stroke brought upon by exertion while involved in fire fighting or any other type of rescue activity can only be classified as an action death if it is shown that the condition was directly related to the activity.

- (c) in an accident en route to, or returning from, a fire scene or any other response scene; and
- (d) while involved in training or any other fire department activity carried out while on-duty.

The death must occur within a year and a day of the incident to be classified as an action death.

A civilian fire death is defined as a person killed

- (a) as a direct result of a fire/explosion, (burns or asphyxia).
- (b) as a result of a fire/explosion impairment, (pulmonary edema, pneumonia);
- (c) as a result of an injury that was caused by escaping the fire/explosion, (jumps from third floor, falls down a stairwell); or
- (d) as a result of destruction caused by the fire/explosion, (wall falls, roof collapse, projectiles hurled).

This definition includes a person who is known to have committed suicide by fire or explosion, and a person who is killed as a result of an arson fire, whether the set fire was intended to kill the specific person or not.

In all instances, death must occur within one year and one day of the incident to be classified as a fire death.

Exception: A person killed by fire/explosion which results from an accidental vehicle collision is NOT considered to be a fire death.

Civilian fire deaths must be reported by the jurisdictional fire department. A firefighter deaths must be reported by the department to which the firefighter belongs.

Casualty Reports should be completed and submitted in conjunction with Standard Incident Reports.

A separate Casualty Report should be completed for every casualty associated with an occurrence.

A sample copy of the Casualty Report follows.

Fire Department Reference Number

Location of Incident
Code Area S. Area

--	--	--	--	--	--	--	--

Date of occurrence
Y Y M M D D

--	--	--	--	--	--

Casualty #

--	--	--

Status

1. Firefighter
 2. Occupant
 3. Non-occupant
 (bvstander, passerby)

Sex Age
 1. Male

--	--	--

 2. Female

Cause of Injury or Death

1. Smoke or fire
 2. Explosion
 3. Falling debris
 4. Building collapse
 5. Equipment failure – occurrence related
 6. Accident – occurrence related
 7. E quipment failure – training related
 8. Accident – training related
 9. Unknown or unclassified

If casualty is a firefighter
provide the following:

1. Full time
 2. Volunteer

--	--

 Fire fighting experience
(in years)

--	--	--

 Height
(in centimetres)

--	--	--

 Weight
(in kilograms)

Physical Condition or Status
(suspected)

--	--

 1. Infant too young to act

--	--

 2. Children left unattended

--	--

 3. Under restraint or detention

--	--

 4. Bedridden or other physical/mental handicap

--	--

 5. Impaired- Alcohol

--	--

 6. Impaired- Drugs

--	--

 7. Asleep

--	--

 8. Normal- involved in domestic activities

--	--

 9. Normal- involved in leisure activities

--	--

 10 Normal- involved in business activities

--	--

 11 Unknown or unclassified

Injury
(observed or suspected)

--	--

 1. Head, neck, spine injury

--	--

 2. Wounds- incised, lacerated, puncture, etc.

--	--

 3. Heart attack or stroke

--	--

 4. Bone injury or fracture

--	--

 5. Burns or scalds

--	--

 6. Asphyxia/respiratory condition

--	--

 7. Injury to muscle, ligaments or joints

--	--

 8. Eye injury

--	--

 9. Traumatic shock

--	--

 10 Heat illness, cold exposure or fatigue

--	--

 11 Minor cuts or bruises

--	--

 12 Unknown or unclassified

Clothing or equipment
worn at time of injury

Helmet
 Helmet line
 Face shield
 Other eye protection
 Coat (Turnout)
 Gloves (Mitts)
 Boots
 Hose Key Belt
 Breathing Apparatus

Action of Casualty (suspected)

1. Panic or loss of judgment
 2. Attempting escape
 3. Responding to or returning from incident
 4. Involved in rescue activities
 5. Involved in fire fighting activities
 6. Removing endangered property or equipment
 7. No action
 8. Unknown or unclassified

Severity

1. Minor- no hospitalization no absence from work
 2. Serious- hospitalized and/or absence from work
 3. Fatal

Clothing: Did type of clothing worn by
casualty add to severity?(suspected)

1. No
 2. Yes

3.2 CASUALTY REPORT COMPLETION

Fire Department Reference Number

This area is provided for the convenience of the fire department to record the department's occurrence or response number.

Response Location

Every municipality is identified by a unique, four digit location code which is assigned by Statistics Canada. Record the code for the municipality in which the fire occurred.

Area and sub-area codes are strictly for fire department use. These codes are assigned by some fire departments in municipalities where it is felt that a further geographic breakdown of the area is required. For data collection purposes, the OFM must be advised when these codes are implemented or changed. The location code recorded on the Casualty Report must correspond to the location code of the associated Standard Incident Report.

Date

Record the last two digits of the year, month, and day of the fire occurrence. The date must correspond to the date on the associated Standard Incident Report.

Time

Using the 24 hour clock, record the exact hour (00 to 23) and minute (00 to 59) the incident is reported to the fire department. The time recorded on the Casualty Report must correspond with the hours and minutes on the associated Standard Incident Report. Do not record seconds.

Casualty Name and Address

Provision has been made to record the casualty name and address.

Casualty Number

As a separate Casualty Report should be completed for every casualty associated with an occurrence, all Casualty Reports pertaining to the same occurrence must be numbered sequentially beginning with number 001 for the first report, and 002, 003, 004, etc. for each subsequent report.

Status

In this location, indicated whether the casualty is a firefighter, occupant or non-occupant.

An occupant is someone who is present in the property or vehicle at the time of the fire.

A non-occupant is someone who is NOT present (such as bystander, passerby) in the property or vehicle at the time of the fire.

Sex

Record the gender of the casualty.

Age

The age of the casualty should be noted in this area. Record the age in years. If the age is less than one year, record "00". If the age is over 99, record "99". Where the age is not known, provide an estimate.

Physical Condition or Status

Indicate the physical condition of the casualty immediately prior to the occurrence. If two or more conditions apply, select the one which most likely contributes to the injury/death.

Example: A sleeping infant who suffers smoke inhalation in a fire is considered to be "too young to act" rather than "asleep". The condition of being "too young to act" contributes to the injury more than being "asleep", as the infant would be helpless and suffer injuries even if awake.

Action of Casualty

Indicate the suspected action with which the casualty may have been involved just prior to sustaining the injury/death.

Cause of Injury or Death

In this area, note the major factor causing injury or death.

"Cause of injury" codes which include the terms "occurrence related" and "training related" refer specifically to injuries sustained by firefighters.

"Occurrence related" injuries relate to those injuries sustained while responding to a specific incident (either fire, hazardous material spill, etc.).

"Training related" injuries refer to those injuries sustained during the course of training.

The remaining "cause of injury" codes apply to both firefighters and civilians.

Injury (Observed or Suspected)

Record the most serious observed or suspected injury.

Severity

An injury is deemed "minor" if the casualty is not hospitalized and is able to resume a regular lifestyle within 8 hours of sustaining the injury.

An injury is deemed "serious" if the casualty requires hospitalization.

Clothing

Certain fabrics melt and burn easily, increasing burn severity while others have a higher flame resistance and may actually protect from burns. In addition, loose fitting clothes are more susceptible to catching fire when persons are involved in activities that require the handling of fire or hot objects (such as cooking, welding).

Indicate if the clothing worn by the casualty is a factor in adding to the severity of the injury.

If the casualty is a firefighter, provide the following details:

Employment Status

Record if the firefighter is a full time or volunteer firefighter.

Firefighting Experience

In this area, note the number of years of firefighting experience to the closest full year.

Height

Record the firefighter's height in centimetres. Appendix B provides a chart for the conversion of feet and inches to centimetres.

Weight

Record the firefighter's weight in kilograms. Appendix C provides a chart for the conversion of pounds to kilograms.

Clothing/Equipment Worn at Time of Injury

Indicated all items of clothing and equipment worn at the time of injury.

Remarks

Use this space to expand on information provided or as required by the reporting department.

Fire Department

Indicate the name of the fire department, the chief's name (in print), and provide the authorizing signature of the chief or his/her designate as well as the date the report was completed.

APPENDIX A: STANDARD CODES LIST

n....indicates new code (2001/2001)

r.... indicates revised code

RESPONSE TYPE

Property Fires/Explosion

- 01 Fire
- 02 Combustion Explosion (no fire)

Overpressure Rupture, Munition Explosion - No Fire

- 11 Overpressure Rupture - No Fire (eg. steam boilers, hot water tanks, pressure vessels, etc.)
- 12 Munition Explosion - No Fire (eg. bombs, dynamites, other explosives, etc.)

Pre-Fire Conditions

- 21 Overheat
- 22 Pot on Stove
- 23 Unauthorized Controlled Burning

False Fire Calls

- 31 Alarm Equipment - Malfunction
- 32 Alarm Equipment - Accidental
- 33 Human - Malicious
- 34 Human - Perceived Emergency
- 35 Human - Accidental
- n 36 Authorized controlled burning - Complaint
- 39 Other False Fire Call

Public Hazard

- 41 Gas Leak - Natural Gas
- 42 Gas Leak - Propane
- 43 Gas Leak - Refrigeration
- 44 Gas Leak - Miscellaneous
- 45 Spill - Gasoline or Fuel
- 46 Spill - Toxic Chemical
- 47 Spill - Miscellaneous
- 48 Radio-active Material Problem
- 49 Ruptured Water, Steam Pipe
- 50 Power Lines Down, Arcing
- 51 Bomb, Explosive Removal, Standby
- 52 Co (carbon monoxide) reporting
- 59 Other Public Hazard

Rescue

- 61 Vehicle Extrication
- 62 Vehicle Accident

- 63 Building Collapse
- 64 Commercial/Industrial Accident
- 65 Home/Residential Accident
- 66 Persons Trapped in Elevator
- 67 Water Rescue
- 68 Water Ice Rescue
- 69 Other Rescue

Medical/Resuscitator Call

- 71 Asphyxia, Respiratory Condition
- 72 Convulsions
- 73 Epileptic, Diabetic Seizure
- 74 Electric Shock
- 75 Traumatic Shock
- 76 Heart Attack, CPR
- 77 Stroke
- 78 Drug Related
- 79 Alcohol Related
- 80 Cuts, Abrasions
- 81 Fracture
- 82 Burns
- 83 Person Fainted, Nausea
- 84 Medical Aid Not Required on Arrival
- 85 Dead on Arrival
- 89 Other Medical/Resuscitator Call

Other Response

- 91 Assistance to Other Fire Department
- 92 Assistance to Police
- 93 Assistance to Other Agencies
- 94 Other Public Service
- 95 Authorized F.D. Activated Activity (eg. training etc.)
- n 96 Cancelled on route
- n 97 Incident not found
- n 98 Assistance not required by other agency
- 99 Other Response

ALARM TO FIRE DEPARTMENT

- 01 911
- 02 Telephone from Civilian (other than calling 911 directly)
- 03 Telephone from Ambulance
- 04 Telephone from Police Services
- 05 Telephone from Monitoring Agency
- 06 Direct Connection
- 07 Verbal Report to Station
- 08 Two-Way Radio
- 09 Other Alarm
- 10 No Alarm Received - No Response

PROPERTY CLASSIFICATION CODES

GROUP A - ASSEMBLY OCCUPANCIES

Group A, Division 1

Production and Viewing Performing Arts

101	Theatre - Motion Picture
102	Theatre - Concert Hall, Live
103	T.V. Studio
104	Opera House

Group A, Division 2

Museum, Art Gallery, Library, Auditoria

111	Museum
112	Art Gallery
113	Library
114	Auditorium
115	Lecture Hall

Recreation or Sports Facility

121	Bowling Alley, Billiard Centre
122	Dance Studio
123	Community/Exhibition/Dance Hall
124	Sports/Country/Social/Yacht Club
125	Gymnasium
126	Non Residential Club

Education Facility

131	School - Pre-Elementary
132	School - Elementary
133	School - Secondary Junior High (Gr. 7 & 8)
134	School - Secondary/Senior High (Gr. 9+)
135	School - Technical, Industrial Trade
136	School - Business, Commerce, Secretarial
137	School - Post Secondary (University)
138	School - Post Secondary (College)

Transportation Facility

141	Airport, Heliport
142	Bus Terminal
143	Railway Station
144	Subway Station
145	Marine Terminal

Other Assembly (Group A, Division 2)

151	Restaurants (occupant load greater than 30 persons consuming food and drink)
152	Bar, Tavern, Night Club
153	Church, Other Similar Place of Worship
154	Funeral Facility
155	Legislative Facility/Building
156	Court Facility
157	Day Care Centre

Group A, Division 3

Arenas, Swimming Pools

161	Arena
162	Ice Rink
163	Indoor Swimming Facility

Group A, Division 4

Participating/Viewing Open Air Facilities

171	Theatre - Drive-In
172	Stadium
173	Exhibition, Fair Stand, Amusement Park Structure
174	Bleacher, Grandstand, Reviewing Stand

Other Assembly

199	Other Assembly
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GROUP B - INSTITUTIONAL OCCUPANCIES

Group B, Division 1

Persons Under Restraint

201	Jail, Prison, Penitentiary
202	Reformatory (with detention quarters)
203	Adult Detention Camp (minimum security)
204	Police Station (with detention quarters)
205	Young Offender Detention Facility
206	Psychiatric Hospital (with detention quarters)

Group B, Division 2

Persons Under Supervisory Care

211	Psychiatric Hospital (without detention quarters)
212	Public/Private Hospital
213	Sanatorium (without detention quarters)
214	Home for the Aged
215	Nursing Home
216	Convalescent Home
217	Infirmery
218	Hospice
219	Children Custodial Home
220	Orphanage
221	Reformatory (without detention quarters)

Other Institutional

299	Other Institutional
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GROUP C - RESIDENTIAL

Detached, Semi-Detached, Attached

301	Detached Dwelling
302	Semi-Detached Dwelling
303	Attached Dwelling (eg. rowhouse, townhouse, etc.)

Rooming/Boarding/Lodging House, Group Home, Retirement Lodge

311	Rooming/Boarding/Lodging House
312	Group Home
313	Retirement Home

Multi-Unit Dwelling (eg. apartment, duplex, flat, etc.)

321	Multi-Unit Dwelling - 2 to 6 Units
322	Multi-Unit Dwelling - 7 to 12 Units
323	Multi-Unit Dwelling - Over 12 Units

Dual Purpose Dwelling - Residences with Business, Accessory Apartments

331	Apartment, Flat, Tenement with Business
332	Detached Dwelling with Business
333	Semi-Detached Dwelling with Business
334	Attached Dwelling with Business
335	Detached Dwelling - Accessory Apartment (above grade)
336	Detached Dwelling - Accessory Apartment (below grade)
337	Semi-Detached Dwelling - Accessory Apartment (above grade)
338	Semi-Detached Dwelling - Accessory Apartment (below grade)
339	Attached Dwelling - Accessory Apartment (above grade)
340	Attached Dwelling - Accessory Apartment (below grade)

Mobile Home (In Use as a Dwelling)

341	Motor Home, Camper, Trailer
342	Mobile Home
343	Tent
344	Houseboat

Hotel, Motel, Lodge, Inn

351	Hotel, Inn, Lodge - Not Licenced for Alcoholic Beverages
352	Hotel, Inn, Lodge - Licensed for Alcoholic Beverages
353	Motel, Motor Hotel - Not Licenced for Alcoholic Beverages
354	Motel, Motor Hotel - Licensed for Alcoholic Beverages

Other Residential

361	School/College Dormitory (detached from education facility)
362	Nurses Residence (detached from hospital)
363	Military Barrack
364	Bunkhouse, Workers Barrack
365	Detached Garage
366	Residential Club
367	Hostel
368	Residential Camp
369	Convent, Monastery
399	Other Residential

GROUP D - BUSINESS AND PERSONAL SERVICES OCCUPANCIES

Business or Personal Services

401	Bank
402	Post Office
403	Barber Shop, Hairdresser, Beauty Parlour
404	Laundry, Dry Cleaner (includes self-service)
405	General Business Office
406	Police Station (without detention quarters)
407	Dental/Medical Office
408	Animal Hospital
409	Radio Station
410	Small Tool/Appliance Rental/Service Establishment
411	Fire Station

Other Business or Personal Services

499	Other Business or Personal Services
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GROUP E - MERCANTILE

Food and Beverage Sales

501	Restaurant (occupant load of not more than 30 persons consuming food and drink)
502	Supermarket, Grocery Store
503	Specialty Food Store (eg. butcher, delicatessen, etc.)
504	Convenience/Variety Store
505	Liquor/Wine/Beer Store
506	Market - Outdoors (flowers, fruit, vegetable sales)
507	Market - Indoors (flowers, fruit, vegetable sales)

Department, Catalogue

511	Department Store
512	Catalogue/Mail Order Outlet

Specialty Stores

521	Clothing Store
522	Fabric Store
523	Furniture/Appliance Store
524	Paint/Wallpaper Store
525	Hardware Store
526	Building Supply Store
527	Lumber Yard
528	Garden Supply
529	Book/Stationary/Art Supply Store
530	Pharmacy
531	Florist
532	Hobby Shop, Sporting Goods
533	Pet Shop
534	Video Rental Shop

Other Mercantile

599	Other Mercantile
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GROUP F - INDUSTRIAL OCCUPANCIES

Vehicle Sales/Service

601	Motor Vehicle Sales
602	Service Station
603	Motor Vehicle Repair Garage
604	Motor Vehicle Parts, Accessory Sales
605	Car Wash
606	Watercraft Sales
607	Marina, Marine Service Station
609	Other Vehicle Sales/Service

Utilities

611	Hydro Generating Plant
612	Hydro Distribution Facility
613	Gas Processing Plant
614	Gas Distribution Facility
615	Water Works
616	Water Distribution Facility
617	Sanitary Services (includes plant)
618	Flammable Liquid Distribution Facility
619	Other Utilities

Manufacture/Processing of Chemical/Petroleum/Paint/Plastic Products

621	Petroleum Products
622	Chemicals
623	Plastics
624	Paint, Varnishes, Lacquers
625	Drugs, Cosmetics, Pharmaceutical
626	Rubber Goods
627	Asphalt Products
628	Coal Products
629	Other Chemical/Petroleum/Paint/Plastic Products

Manufacture/Processing of Agricultural Products, Food, Beverages, Tobacco, etc.

631	Meat/Poultry/Fish Products
632	Dairy Goods, Produce
633	Grain Products, Bakery Goods
634	Alcoholic Beverages
635	Soft Drinks
636	Tobacco Products
637	Vegetable/Animal Oil Products
638	Sugar Refining, Sugar Products
639	Other Agr. Products, Food, Beverages, Tobacco, etc.

Manufacturing/Processing of Textiles, Clothing, Leather Goods

641	Textile Manufacturing (eg. preparing fibres, spinning, weaving, etc.)
642	Tannery
643	Footwear Manufacturing
644	Wearing Apparel Manufacturing
645	Dry Cleaning Plant
649	Other Textiles, Clothing, Leather Goods

Manufacturing/Processing of Wood, Furniture, Paper Products, Printing

651	Pulp/Paper Processing
652	Primary Processing (eg. sawmill, plywood manufacturer, etc.)
653	Secondary Processing (eg. finished goods, furniture, etc.)
654	Printing, Publishing (eg. newspapers, magazines, books, etc.)
655	Job Printing (eg. forms, greeting cards, etc.)
659	Other Wood, Furniture, Paper Products, Printing

Manufacturing/Processing of Vehicles or Parts

661	Road Vehicles, Parts
662	Rail Vehicles, Parts
663	Watercraft, Parts
664	Aircraft, Parts
665	Specialty Vehicles, Parts
669	Other Vehicles, Parts

Manufacturing/Processing of Other Metal/Electrical/Miscellaneous Products

671	Primary Metal Processing (eg. refining, melting, production of ingots, bars, etc.)
672	Secondary Metal Processing (eg. rolling, drawing, polishing, lacquering, galvanizing, etc.)
673	Precision Goods/Instruments (eg. surgical instruments, cameras, clocks, musical instruments, optical)
674	Precious Metals, Jewellery
675	Sporting Goods, Toys
676	Appliances, Appliance Parts
679	Other Metal/Electrical/Miscellaneous Products

Storage of Chemical/Petroleum/Paint/Plastic Products

681	Petroleum Products
682	Chemicals
683	Plastics
684	Paint, Varnishes, Lacquers
685	Drugs, Cosmetics, Pharmaceutical
686	Rubber Goods
687	Asphalt Products
688	Coal Products
689	Medical Supplies - Cold Storage
690	Tank, Tank Farm - Flammable or Combustible Liquids/Gases
691	Tank, Tank Farm - Other Liquids
692	Tank, Tank Farm - Empty
699	Other Chemical/Petroleum/Paint/Plastic Products

Storage of Agricultural Products, Food, Beverages, Tobacco, etc.

701	Meat/Poultry/Fish Products
702	Dairy Goods, Produce
703	Grain Products, Bakery Goods
704	Alcoholic Beverages
705	Soft Drinks

706	Tobacco Products
707	Vegetable/Animal Oil Products
708	Sugar Refining, Sugar Products
709	Cold Storage - Processed Food
710	Cold Storage - Beverages
711	Tank, Tank Farm - Agricultural Products
712	Tank, Tank Farm - Processed Food, Beverages
713	Elevator - Seed, Bean, Grain, etc.
714	Elevator - Other Goods
715	Elevator - Empty
719	Other Agricultural Products, Food, Beverages, Tobacco, etc.

Storage of Textiles/Clothing/Leather Goods

721	Textiles
722	Footwear
723	Wearing Apparel
724	Dry Cleaning Plant
725	Furs - Cold Storage
729	Other Textile Goods

Storage of Wood, Furniture, Paper Products, Printing

731	Pulp, Paper
732	Primary Products (eg. plywood, banded lumber, etc.)
733	Secondary Products (eg. finished goods, furniture, etc.)
734	Printing, Publishing
735	Job Printing (eg. forms, greeting cards, etc.)
739	Other Wood, Furniture, Paper Products, Printing

Storage of Vehicles, Parts

741	Road Vehicles, Parts
742	Rail Vehicles, Parts
743	Watercraft, Parts
744	Aircraft, Parts
745	Specialty Vehicles, Parts
749	Other Vehicles, Parts

Storage of Other Metal/Electrical/Miscellaneous Products

751	Primary Metal Products (eg. ingots, bars, etc.)
752	Secondary Metal Products
753	Precision Goods/Instruments
754	Precious Metals/Jewellery
755	Sporting Goods/Toys
756	Appliances, Appliance Parts
759	Other Metal/Electrical/Miscellaneous Products

Other Industrial

791	Recycling Facility
792	Waste Transfer Station
793	Laboratory
794	Aircraft Hangar
799	Other Industrial

**MISCELLANEOUS STRUCTURES/PROPERTY
(NOT CLASSIFIED BY O.B.C.)**

Mine, Well

801	Mine
802	Petroleum/Natural Gas Well

Transportation Facility

811	Chair Lift, Cable Car, Ski Lift
812	Bridge, Overpass, Trestle, Tunnel, Underpass

Communications Facility

821	Radio Transmission Site, Microwave Tower
822	Telephone Exchange
823	Weather Station, Lighthouse

Open (Outdoor) Storage

831	Agricultural Products
832	Processed Food Beverages
833	Flammable/Combustible Liquids, Gases
834	Chemicals, Plastics, Rubber Products
835	Textiles, Fibres, Clothing
836	Metal Products, Machinery, Appliances
837	Vehicles or Vehicle Parts
838	General Goods

Miscellaneous Structure

841	Mailbox
842	Fence
843	Shed, Children's Playhouse
844	Privy
845	Telephone Booth
846	Hydro/Telephone Pole
847	Toll Station, Weather/Bus Shelter
848	Trash/Rubbish Container
849	Tarpot
850	Parking Lot Kiosk
851	Newspaper Kiosk
852	Clothing Drop Box, etc.
853	Gazebo
854	Sauna - Outdoors

Miscellaneous Property

861	Open Land (eg. light ground cover, bush, grass, etc.)
862	Forest, Standing Timber
863	Tree, Hedge
864	Dump, Land Fill Site

865	Barn, Fowl/Animal Shelter
866	Silo, Storage Facility
867	Crops
868	Greenhouse

Other Miscellaneous Structure/Property

899	Other Miscellaneous Structure/Property
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VEHICLES

Road Vehicles

901	Automobile
902	Small Truck (eg. pick-up, van, etc.)
903	Large Truck (Excluding Truck Trailer)
904	Trailer Combination (eg. auto and trailer, small truck and trailer, tractor trailer, etc.)
905	Motorcycle
906	Bus, Trackless Trolley
n 909	Multiple Road Vehicles

Rail Vehicle

911	Railway Train
912	Subway Train
n 914	Multiple Rail Vehicles

Watercraft

921	Private or Business
922	Commercial
923	Military
n 924	Multiple Watercraft

Aircraft

931	Private or Business
932	Commercial
933	Military
n 934	Multiple Aircraft

Miscellaneous or Specialty Vehicle

941	Construction
942	Industrial
943	Agricultural
n 944	Multiple Specialty Vehicles

Other Vehicle

n 994	Multiple Vehicles – combination of types
999	Other Vehicle

AREA OF ORIGIN

Means of Egress

- 11 Lobby, Entranceway
- 12 Hallway, Corridor, Mall
- 13 Stairway, Escalator
- 19 Other Means of Egress

Functional Area

- 21 Living Area (eg. living, T.V., recreation, family room, etc.)
- 22 Sleeping Area or Bedroom (eg. patient's room, cell, lockup, ward, dormitory, etc.)
- 23 Dining or Beverage Area (eg. mess, canteen, lunchroom, cafeteria, etc.)
- 24 Cooking Area or Kitchen
- 25 Washroom or Bathroom (eg. toilet, rest/powder/shower/locker room, etc.)
- 26 Sauna
- 27 Laundry Area
- 28 Office
- 29 Electronic Equipment
- 30 Sales, Showroom Area
- 31 Process Manufacturing (eg. manufacturing, product assembly, repair, research or development facility, etc.)
- 32 Assembly Area (eg. school room, ballroom, assembly or spectator area of auditorium, theatre, arena, stadium, lecture hall, church, etc.)
- 33 Laboratory
- 34 Operating Room, Treatment or Examination Area
- 35 Performance Area (eg. stage, rink, boxing ring, gym floor, altar, etc.)
- 39 Other Functional Area

Storage Area

- 41 Closet (eg. clothes, broom, linen closet, etc.)
- 42 Garage
- 43 Locker (apartment storage)
- 44 Trash, Rubbish Storage (eg. garbage chute room, garbage/industrial waste storage facilities etc.)
- 45 Supply Storage Room (eg. maintenance/office/document storage, etc.)
- 46 Product Storage (products or materials awaiting manufacture, assembly, processing, sale or shipment)
- 47 Shipping/Receiving/Loading Platform
- 49 Other Storage Area

Building Services/Support Facilities

- n 50 Basement/cellar (not partitioned)
- 51 Elevator (includes shaft)
- 52 Heating or Cooling Equipment Room (eg. furnace room, water heater closet, boiler room, etc.)
- 53 Chimney/Flue Pipe
- 54 Incinerator Room
- 55 Mechanical/Electrical Services Room
- 56 Conveyor Shaft or Chute (eg. dumbwaiter, laundry chute, garbage chute, mail chute, etc.)

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- 57 Ducting - Heating, Air Conditioning
- 58 Ducting - Exhaust (eg. cooking, fumes, etc.)
- 59 Utility Shaft (eg. electrical wiring/phone, etc.)
- 60 Other Building Services/Support Facilities

Structural Area

- 61 Exterior Wall
- 62 Roof
- 63 Awning or Canopy
- 64 Porch or Balcony
- 65 Crawl Space (includes sub-structure)
- 66 Concealed Ceiling Area
- 67 Concealed Floor Area
- 68 Concealed Wall Area
- 69 Attic Area
- 70 Other Structural Area

Outside Area

- 71 Open Area (eg. lawn, field, farmyard, park, playing field, pier, boardwalk, etc.)
- 72 Court, Patio, Terrace
- 73 Parking Area, Parking Lot
- 74 Storage Area
- 79 Other Outside Area

Vehicle Areas

- 81 Engine Area
- 82 Running Gear (eg. wheels and braking systems, transmission system, etc.)
- 83 Electrical Systems
- 84 Fuel Systems (eg. fuel tank, etc.)
- 85 Operator/Control Area
- 86 Passenger Area
- 87 Trunk/Cargo Area
- 89 Other Vehicle Area

Miscellaneous

- 91 Multiple Areas of Origin
- 97 Other
- 98 Undetermined

IGNITION SOURCE OR IGNITING EQUIPMENT

Cooking Equipment

- 11 Stove, Range-top burner
- 12 Oven
- 13 Microwave
- 14 Open Fired Barbeque - Fixed or Portable

- 15 Range Hood
- 16 Deep Fat Fryer
- n 17 Wood burning stove
- 19 Other Cooking Items (eg. toaster, kettle, electric frying pan, etc.)

Electrical Distribution Equipment

- 20 Service/Utility Lines (includes power/hydro transmission lines)
- 21 Transformer
- 22 Meter
- 23 Distribution Equipment (includes panel boards, fuses, circuit breakers)
- 24 Circuit Wiring - Copper
- 25 Circuit Wiring - Aluminum
- 26 Terminations (includes receptacles, switches, lights) - Copper
- 27 Terminations (includes receptables, switches, lights) - Aluminum
- 28 Cord, Cable for Appliance, Electrical Articles
- 29 Extension Cord, Temporary Wiring
- 30 Other Electrical Distribution Item

Heating Equipment, Chimney, etc.

- 31 Central Heating/Cooling Unit
- 32 Water Heater
- 33 Space Heater - Fixed
- 34 Space Heater - Portable
- 35 Fireplace - Factory Built
- 36 Fireplace - Masonry
- 37 Fireplace Insert
- 38 Chimney - Factory Built
- 39 Chimney - Masonry
- 40 Flue Pipe
- 41 Other Heating Equipment

Appliances

- 42 Television, Radio, Stereo, Tape Recorder, etc.
- 43 Clothes Dryer
- 44 Iron, Pressing Machine
- 45 Washing Machine
- 46 Electric Blanket, Heating Pad
- 47 Refrigerator, Freezer (includes vending machine)
- 48 Air Conditioner - Window or Room Unit
- 49 Other Appliances

Lighting Equipment

- 51 Incandescent Lamp - Light Bulb, Spotlight
- 52 Florescent Lamp (includes ballast)
- 53 Christmas Lights, Decorative Lighting
- 54 Lamp (eg. coal, oil, naphtha, etc.)
- 55 Candle
- 59 Other Lighting Equipment

Processing Equipment

- 61 Incinerator
- 62 Heat Treatment Equipment (eg. furnace, oven, kiln, quench tanks, associated equipment, etc.)
- 63 Painting Equipment
- 64 Chemical Processing Equipment (eg. reactors, distilling units, etc.)
- 69 Other Processing Equipment

Open Flame Tools, Smokers' Articles

- 71 Smokers' Articles (eg. cigarettes, cigars, pipes already ignited, etc.)
- 72 Cutting/Welding Equipment
- 73 Blow Torch, Bunsen Burner
- 74 Salamander
- 75 Matches (open flame)
- 76 Lighters (open flame)
- 77 Matches or Lighters (unable to distinguish)
- 79 Other Open Flame Tools/Smokers' Articles

Other Electrical, Mechanical

- 81 Vehicle - Electrical
- 82 Vehicle - Mechanical
- 83 Other Electrical
- 84 Other Mechanical

Miscellaneous

- n 85 Vehicle collision
- 88 Multiple Ignition Source or Igniting Equipment (suspected arson)
- 89 Exposure Fire
- 90 Explosives
- 91 Fireworks
- 92 Open Fire (eg. camp fire, rubbish fire, etc.)
- 93 Hot Ashes, Embers, Spark
- 94 Static Electricity (spark)
- 95 Lightning
- 96 Chemical Reaction (eg. spontaneous combustion, etc.)
- 97 Rekindle
- 98 Other
- 99 Undetermined

FUEL OR ENERGY ASSOCIATED WITH IGNITING EQUIPMENT

01	Gasoline
02	Diesel Fuel/Fuel Oil
03	Propane
04	Electricity
05	Natural Gas
06	Hydrogen
07	Wood
08	Alcohol (methanol)
09	Mixed Fuel
10	Aviation Fuel
97	Other
98	Undetermined
99	Not Applicable

OBJECT OR MATERIAL FIRST IGNITED

Building Component

- 11 Exterior Roof Covering
- 12 Exterior Cladding
- 13 Floor
- 14 Interior Wall/Ceiling
- 15 Structural Member
- 16 Insulation
- 19 Other Building Component

Furniture

- 21 Upholstered Sofa, Chair, etc.
- 22 Non-upholstered Chair, etc.
- 23 Cabinetry
- 29 Other Furniture

Soft Goods, Wearing Apparel

- 31 Mattress, Pillow
- 32 Bedding
- 33 Linen Other than Bedding
- 34 Wearing Apparel on a Person
- 35 Curtain, Drapery
- 36 Rug, Carpet
- 39 Other Soft Goods, Wearing Apparel

Other Objects

- 40 Christmas Tree
- 41 Books, Magazines, Newspapers
- 42 Cleaning Supplies
- 43 Electrical Wiring Insulation
- 44 Creosote (chimney, flue pipe)
- 45 Nest
- 46 Rubbish, Trash, Wa
- 47 Vehicle
- 48 Multiple Objects or Materials

(If object is not one of the above specified items, then indicate material first ignited according to the following categories)

Materials

- 51 Bush, Grass, Tree, Leaves, etc.
- 52 Agricultural Product - Grown (eg. straw, seeds, etc.)
- 53 Agricultural Product - Other (eg. pesticide, herbicide, fertilizer, etc.)
- 54 Plastic
- 55 Wood
- 56 Paper, Cardboard
- 57 Fabric - Natural (eg. cotton, wool, etc.)
- 58 Fabric - Synthetic, Combination
- 59 Asphalt, Tar Product A-19

Gases

- 61 Propane
- 62 Natural Gas
- 63 Hydrogen
- 69 Other Gases

Flammable, Combustible Liquids

- 71 Gasoline
- 72 Diesel Fuel/Fuel Oil
- 73 Alcohol (methanol)
- 74 Cooking Oil, Grease
- 79 Other Flammable, Combustible Liquid

Miscellaneous

- 97 Other
- 98 Undetermined

CAUSE (POSSIBLE)

INCENDIARY

- 01 Arson
- 02 Riot/Civil Commotion
- 03 Vandalism
- 04 Youth Vandalism (Ages 12 to 17)

ACCIDENTAL

- 11 Children Playing (Ages 11 and under)
- 12 Vehicle Accident/Collision

Design/Construction/Installation/Maintenance Deficiency

- 21 Design Deficiency
- 22 Construction Deficiency
- 23 Installation Deficiency
- 24 Maintenance Deficiency
- 29 Other

Misuse of Ignition Source/Igniting Equipment

- 31 Improperly Discarded
- 32 Unattended
- 33 Used or Place too Close to Combustibles
- 34 Used for Purpose not Intended
- 39 Other

Misuse of Material First Ignited

- 41 Improper Storage
- 42 Improper Handling

43 Used for Purpose not intended
49 Other

Mechanical/Electrical Failure

51 Mechanical Failure
52 Electrical Failure

OTHER, UNDETERMINED

67 Other
68 Undetermined

INSURANCE COVERAGE

1 Yes
2 No
3 Undetermined

PRIMARY PURPOSE - (Transport of):

01 Passengers
02 Flammable Liquids
03 Compressed Flammable Gas
04 Other Dangerous Goods
05 Dangerous Goods and General Cargo
06 General Cargo
07 Mobile Utility, Service Vehicle
09 Other

VEHICLE FUEL OR ENERGY SOURCE

01 Gasoline
02 Diesel Fuel/Fuel Oil
03 Propane
04 Electricity
05 Natural Gas
06 Hydrogen
07 Wood
08 Alcohol (methanol)
09 Dual Fuel
10 Mixed Fuel
11 Aviation Fuel
97 Other
98 Undetermined

COMPLEX

01 Airport, Air Terminal
02 Amusement Park, Exhibition, Fair Grounds
03 Apartment

04	Arena, Stadium, Cultural Centre, Auditorium
05	Business Residential
06	Church/Religious Complex
07	Country/Yacht/Sports/Recreation Club
08	Convention Centre
09	Education Institution
10	Farm
11	Hospital
12	Hotel, Motel, Motor Hotel
13	Marine Terminal
14	Manufacturing/Storage Complex
15	Market
16	Military Base
17	Office Building
18	Prison, Penitentiary, Reformatory, Detention Centre
19	Railway Terminal, Railway Yard
20	Shopping Centre, Plaza
21	Utility
97	Other
98	Undetermined
99	Not Applicable

OCCUPANCY STATUS

01	Permanent - Person(s) Present
02	Permanent - No Person(s) Present
03	Seasonal (In Use) - Person(s) Present
04	Seasonal (In Use) - No Person(s) Present
05	Seasonal (Not in Use)
06	Vacant
08	Undetermined
09	Not Applicable

BUILDING STATUS

01	Normal (no change)
02	Under Renovation
03	Under Construction
04	Under Demolition
09	Not Applicable

OWNERSHIP STATUS

01	Owned & Occupied by Fed. Gov.
02	Owned & Occupied by Prov. Gov.
03	Owned & Occupied by Mun. Gov.
04	Leased to Fed. Gov.
05	Leased to Prov. Gov.
06	Leased to Mun. Gov.
07	Owned by Fed. Gov. - Leased to Others
08	Owned by Prov. Gov. - Leased to Others
09	Owned by Mun. Gov. - Leased to Others
10	Dept. of National Defence A-22

11	Indian Reservation
19	Other

BUILDING/STRUCTURE HEIGHT

001	1 Storey
002	2 Storey
.	
.	
.	
100	100 Storey
997	Other
999	Not Applicable

LEVEL OF ORIGIN

001	1st Floor
002	2nd Floor
.	
.	
.	
100	100th Floor
B01	1st Floor Below Grade
B02	2nd Floor Below Grade
.	
.	
.	
B10	10th Floor Below Grade
996	Roof Level
997	Other
998	Undetermined
999	Not Applicable

ALARM, DETECTION, SUPPRESSION

Detection/Suppression Device

01	Smoke Alarm (battery operated)
02	Smoke Alarm (hard wired)
03	Smoke Alarm - Interconnected (battery operated)
04	Smoke Alarm - Interconnected (hard wired)
05	Smoke Detector (connected to fire alarm system)
06	Heat Detector
07	Flame Detector
08	Sprinkler
09	Pull Station
10	Standpipe
11	Fire Extinguisher
12	Other Fixed Extinguishing Unit
97	Other

98 Undetermined
99 None

Device Location

01 In Area of Origin
02 Beyond Area of Origin - Same Floor
03 Beyond Area of Origin - Different Floor
97 Other
98 Undetermined
99 Not Applicable

Operation

01 Alarm Operated
02 Suppression Operated
03 Alarm and Suppression Operated
04 Nothing Operated
97 Other
98 Undetermined
99 Not Applicable

Reason for Inoperation

01 Tampered With (vandalism)
02 Power Not Connected (eg. no battery, hydro cut off, etc.)
03 Power Failure (eg. dead battery, hydro failure, etc.)
04 Improper Installation
05 Remote from Fire
06 Separated from Fire (eg. wall, etc.)
07 Unit Failure (mechanical or electrical failure)
08 Extinguishing Agent Supply Impaired (eg. turned off, frozen, etc.)
09 Operation Not Intended
97 Other
98 Undetermined
99 Not Applicable

APPENDIX B: HEIGHT CONVERSION CHART

Feet & Inches	Centimetres
4'0"	122
4 1	124
4 2	127
4 3	130
4 4	132
4 5	135
4 6	137
4 7	140
4 8	142
4 9	145
4 10	147
4 11	150
5'0"	152
5 1	155
5 2	157
5 3	160
5 4	163
5 5	165
5 6	168
5 7	170
5 8	173
5 9	175
5 10	178
5 11	180
6'0"	183
6 1	185
6 2	188
6 3	191
6 4	193
6 5	196
6 6	198
6 7	201
6 8	203
6 9	206
6 10	208
6 11	211

APPENDIX C: WEIGHT CONVERSION CHART

NOTE: For weights not shown on chart, multiply the weight in pounds by 0.454 to determine kilograms. (e.g. 140 lbs. x 0.454 = 64 kilograms)

Pounds	Kilograms	Pounds	Kilograms
150	68	200	91
151	69	201	91
152	69	202	92
153	69	203	92
154	70	204	93
155	70	205	93
156	71	206	94
157	71	207	94
158	72	208	94
159	72	209	95
160	73	210	95
161	73	211	96
162	74	212	96
163	74	213	97
164	74	214	97
165	75	215	98
166	75	216	98
167	76	217	99
168	76	218	99
169	77	219	99
170	77	220	100
171	78	221	100
172	78	222	101
173	79	223	101
174	79	224	102
175	79	225	102
176	80	226	103
177	80	227	103
178	81	228	104
179	81	229	104
180	82	230	104
181	82	231	105
182	83	232	105
183	83	233	106
184	84	234	106
185	84	235	107
186	84	236	107
187	85	237	108
188	85	238	108
189	86	239	109
190	86		
191	87		
192	87		
193	88		
194	88		
195	89		
196	89		
197	89		
198	90		
199	90		

APPENDIX D: 2001 SUMMARY OF CHANGES TO MANUA

2001 Revisions to the Standard Incident Reporting Manual

1.6 HOW TO SUBMIT A REVISION/UPDATE

.... Clearly label the report with the word REVISION.

1.8 MORE INFORMATION

...contact the Office of the Fire Marshal at (416) 325-3200 and ask the receptionist to connect you to a Statistical Clerk or send an e-mail message through the OFM website at **WWW.gov.on.ca/OFM**

Blank reports as well as self-addressed envelopes to be used for submitting completed reports are available from the regional office of the Office of the Fire Marshal or Forms may be printed from this website. Mail forms to:

*****The Office of the Fire Marshal-Statistics Section
*****7th Floor
***** 5775 Yonge Street
*****Toronto ON M2M 4J1

Telephone: (416) 325-3200
Facsimile: (416) 325-3213

2.1 Report Format

...

Section D is completed only for incidents involving STRUCTURE fires or explosions.

Table 1 summarizes completion of the report.

Table 1

TYPE OF OCCURRENCE	RESPONSE TYPE	PROPERTY CLASSIFICATION	SECTION REQUIRED TO BE COMPLETED
Non-fire Response (no change)	11 - 99	N/A	A only
VEHICLE Fire or Explosion (no change)	01 or 02	901-999	A, B, C
STRUCTURE Fire or Explosion (no change)	01 or 02		A, B, D
OPEN AREA Fire or Explosion (revised)	01 or 02		A, B (revised)

Address is completed for ALL fires and explosions.

Fire departments may complete addresses for all responses for their own records. The Office of the Fire Marshal records only fire or explosion incident addresses.

Multi-Vehicle Fires (revised 2001)

In the case where a multi-vehicle fire occurs (e.g. as a result of a multi-vehicle collision), a single incident report is required. Use the codes for multi vehicles in property class to indicate more than one vehicle had fire involvement.

Standard Incident Reporting - codes introduced in 2000/2001

n....indicates new code (2001/2001)

RESPONSE TYPE

False Fire Calls

n 36 Authorized controlled burning – Complaint

Other Response

n 96 Cancelled on route

n 97 Incident not found

n 98 Assistance not required by other agency

PROPERTY CLASS

Road Vehicles

n 909 Multiple Road Vehicles

Rail Vehicle

n 914 Multiple Rail Vehicles

Watercraft

n 924 Multiple Watercraft

Aircraft

n 934 Multiple Aircraft

Miscellaneous or Specialty Vehicle

n 944 Multiple Specialty Vehicles

Other Vehicle

n 994 Multiple Vehicles – combination of types

AREA OF ORIGIN

Building Services/Support Facilities

n 50 Basement/cellar (not partitioned)

IGNITION SOURCE OR IGNITING EQUIPMENT

n 17 Wood burning stove

n 85 Vehicle collision

D-2