

FIRE REPORT & EVALUATION FORM

Instructions: Complete this form and forward to Environmental Health and Safety Department and a copy to the Director of the Facility.

Location:	Date of Fire:
Time Fire Noticed:	Estimated Time Fire Started:
Time Fire Extinguished:	Name of Person Completing this Form:
What caused the fire?	
List estimated damages by type and cost, in known.	
What could be done to prevent this type of fire?	

1. EVACUATION PROCESS:

What method of notification was used to start evacuation process?	___ Primary Alarm	___ PA System	___ Human Messenger	___ Other: Define _____
What area(s) were evacuated?				
Where there any problems during the evacuation? If so, be specific.				
Who made the decision to evacuate?			How long did it take to evacuate?	

2. EMERGENCY RESPONSE:

Who called the Fire Department?	Who met the Fire Department?
List names of other Emergency Response Personnel involved:	
What problems were encountered with Emergency Response Personnel or Agencies?	

3. EQUIPMENT:

Was the sprinkler system activated?	Were there any problems?
Did the kitchen fire suppression system activate?	Were there any problems?
How many fire extinguishers were used?	
Where are the spent fire extinguishers now?	
Who was called to replace spent fire extinguishers?	What day were they called?
When is the anticipated replacement date?	