

# Fire Incident Report

**Project Name:** \_\_\_\_\_

**Report Date:** \_\_\_\_\_

**Incident Date & Time:** \_\_\_\_\_

**Location on Site:** \_\_\_\_\_

**Reported By:** \_\_\_\_\_

## 1. Incident Description

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## 2. Immediate Action Taken

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## 3. Evacuation Details

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## 4. Emergency Services Involved

**Fire Brigade Notified:** \_\_\_\_\_

**Time of Arrival:** \_\_\_\_\_

**Other Services Notified:** \_\_\_\_\_

## 5. Injuries / Casualties

| Name | Job Title | Nature of Injury | Treatment |
|------|-----------|------------------|-----------|
|      |           |                  |           |

## 6. Property & Equipment Damage

| Item | Description of Damage | Estimated Value |
|------|-----------------------|-----------------|
|      |                       |                 |

## 7. Root Cause (if identified)

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## 8. Preventative / Corrective Actions

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## 9. Witnesses

| Name | Contact Information | Statement Taken |
|------|---------------------|-----------------|
|------|---------------------|-----------------|

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**Reported By:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_