Preliminary Incident Report

Safety Division

Template and Guidelines

Prepared by The Safety Division
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The Incident Report

A Safety Division Preliminary Incident Report shall be submitted to the Division Chief Planning and Safety

- For each second alarm fire or fires of higher classification
- For each response that poses significant threat or hazards to personnel and to which the safety officer has been dispatched and,
- For incidents for which the Division Chief, Planning and Safety requests a report.
- Reports shall contain

1. A chronology of Safety Officer activities
2. Safety Officer observations
3. Special hazards
4. An account of any injuries or exposures to OFS personnel and actions taken
5. Recommendations to prevent injuries of a similar nature and to improve safety performance
Sections of the Report

A Chronology of Safety Officer Activities
This section should be in chronological order and should include

- Safety Officer dispatch time
- Safety Officer on location time
- Level of PPE worn
- Summary of the face to face with command
- Whether or not the Safety Officer logged into Accountability
- Any advice or concerns given to command
- Were hazard controls zones established or recommended?
- Were there any injuries, incidents or accidents
- Time Safety Officer cleared by command
- Time Safety Officer back in quarters
- Equipment shortages as a result of the incident

Safety Officer Observations
This section should include

- Safety issues observed during the initial size up,
- Safety issues observed during on scene monitoring,
- Any issues observed by and brought forward for action by command or others.
- Were components of Incident Command utilized including Rehabilitation, Rapid Intervention, Accountability, effective communications, sectoring, and benchmarks?
Special Safety Concerns
This section should include reference to

- Extreme weather and its effect on safety
- Was traffic a concern?
- Did access or egress present any safety issues?
- Etc.

Injuries
This section should detail any

- Injuries
- Personnel incidents or accidents
- Exposures observed or informed of at the incident
- Assistance provided to staff in the filing of required injury, exposure or accident reports at the scene or prior to arrival at quarters.

Recommendations
The objective of making recommendations in a report of this nature is to offer solutions for improving safety at the scene, prevent and mitigate injuries to personnel at future incidents and increase awareness of incident safety.
Report Style
While difficult to define, style establishes the readability of reports. An acceptable style will encourage the intended audience to read the report. Styles differ from writer to writer, but general report requirements must be met by any writing style to produce a good report.

Requirements of Safety Officer Reports

Clarity
Information should be presented in a logical, simple, and systematic manner.

Conciseness
Report quality is often inversely related to report length. Do not be disappointed if a report describing a major incident is only a page or two long. Do not hide the important aspects of the report by including irrelevant details or information being reported by other entities.

Remember, other Divisions within Fire Services are providing information for their areas of responsibility.

Objectivity
Try to reduce the use of opinionated and narrow-minded statements. Remember you are writing to inform, not impress.
Preliminary Incident Report Submission and Approval Page

Report Prepared and Submitted by ______________________________

Date Submitted: _____________________________________________

Report Approved by: __________________________________________

Date of Approval: _____________________________________________

Supplementary Report Required  YES____ NO____

Date Required By: _____________________________________________

Report Submitted to
Major Case File by: __________________________________________

Date Submitted: _____________________________________________

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