

Essentials of Fire Investigation: The Complete Fire Scene Examination

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It cannot be overstated that a careful, methodical and systematic approach to any and all fire investigations is the primary concern of all fire investigators. But is this the "SOP" for conducting fire investigations?, or do we all, from time to time, have the tendency to operate outside of these strict confines and "free lance" the fire scene investigation. Is it possible that sometimes, in the effort to satisfy time constraints, other commitments, or maybe just because the fire we are called upon to investigate is "routine" that we take a less complete approach to the scene, or maybe do less than a thorough and a complete processing of the scene? Sure it is. Anyone who investigates fires on a daily basis that answers this in the negative probably isn't telling the entire truth.

Unfortunately, from time to time, even the most thorough and the most meticulous of fire investigators "cut corners" while investigating a scene. This usually occurs on the run of the mill fires, the "every day, no big deal fires" that we have all seen and investigated countless times in the past. It is when we start to investigate our fire scenes in this manner, where we become complacent, or over confident in our own abilities, that the quality of the investigation deteriorates, and the outcome of the investigation as well as the thoroughness in which it had been conducted is compromised.

Fire investigations are for the most part not "fun places" to be. They involve long tiring hours of hard work; often occurring in weather or conditions, which are the least desirable to work in. The general condition of a fire scene is not usually a place that would be described as pristine. A fire investigation scene also holds the complexity of determining whether a criminal act has occurred, and then both where the fire started; the origin, and then determining, accurately; the cause. For these reasons, and for many, many others, is why the crime of arson; and fire scene investigation in general, is said to be the most complex and difficult to investigate, and certainly the most difficult crime to solve and prove.

Following a careful, comprehensive and systematic approach at **every fire scene** is what the following forms are designed to assist any and all fire investigators with. By the utilization of these documents, or those you tailor make to suit your own specific needs, all areas and aspects of the fire investigation are covered, documented and addressed, so that when it comes time to prepare a final report, be it for a criminal, civil or record keeping purpose, the information obtained at the scene during the

investigation is detailed enough to leave no stone uncovered, and no are of the investigation neglected or over looked.

Even the most thorough and most experienced fire scene investigator cannot do it all alone. By devising and following, each and every time, this systematic and comprehensive approach to the routine and run of the mill fires, the complex and more difficult ones will fall in to place much smoother and easier. In the end, the final product generated as a result of the investigation; the final report, will be a document that will out last and out live any memories or recollections that the investigator may have of the individual fire scene investigation. Following a system such as this, and detailing any and all aspects of the fire scene, ***every time***, will only enhance and strengthen the individual investigator's abilities, capabilities and creditability. That's what this is all about. Insuring that the end result of all those long and tiring hours at that fire scene turn out a creditable, complete and accurate work product that can tell the story of the investigation of the scene in a clear and meaningful manner. Not only to the writer, but, to those who may have the opportunity to call upon the final report sometime in the future.

The attached forms and documents were designed with the systematic and comprehensive approach to fire scene investigation in mind. They have been utilized in one form or another for over twenty years, and have undergone several revisions and modifications. By assimilating them, or deviations of them into your fire investigation "to do list", an end result that is complete and detailed is assured.

CONSENT TO SEARCH

I, _____ hereby authorize _____ who has identified himself/herself as an authorized/sworn/designated authority, and any other persons he/she may designate to assist him/her, to conduct a complete search of the property and premises located at _____ including all buildings, structures, vehicles, papers and effects.

I further authorize the same individuals to whom I give this consent to remove any and all papers, property and effects, which they may consider pertinent to their investigation.

This consent shall remain in full force and effect for a period of ten days, and authorizes the person to whom I give this consent, and any other persons he/she may designate to assist him/her, to reenter during that period and search the property and premises described above, including all buildings, structures, vehicles, papers and effects.

I give this consent to search freely and voluntarily without fear, threat, coercion or promises of any kind, and with full knowledge of my constitutional right to refuse to give my consent to search, which I hereby waive. I am also fully aware that if I wished to exercise this right, it would be respected.

This consent to search is given by me this _____ day of _____, 20____, at _____ .m.

SIGNED: _____

Witness: _____

Address: _____

Telephone: _____

Witness: _____

Address: _____

Telephone: _____

CONSENT TO SEARCH A VEHICLE

I, _____ hereby authorize _____ who has identified himself/herself as an authorized/sworn/designated authority, and any other persons he/she may designate to assist him/her, to conduct a complete search of the following vehicle, _____ including all compartments, packages, papers and effects, and all items contained therein.

I further authorize the same individuals to whom I give this consent to remove any and all papers, property and effects, which they may consider pertinent to their investigation.

This consent shall remain in full force and effect for a period of ten days, and authorizes the person to whom I give this consent, and any other persons he/she may designate to assist him/her, to reenter the above described vehicle during that period, and search the vehicle described above, including all compartments, packages, papers and effects and all items contained therein.

I give this consent to search freely and voluntarily without fear, threat, coercion or promises of any kind, and with full knowledge of my constitutional right to refuse to give my consent to search, which I hereby waive. I am also fully aware that if I wished to exercise this right, it would be respected.

This consent to search is given by me this _____ day of _____, 20____, at _____ .m.

SIGNED: _____

Witness: _____

Address: _____

Telephone: _____

Witness: _____

Address: _____

Telephone: _____

ORIGIN & CAUSE CHECKLIST

DESCRIPTION OF BUILDING:

Dwelling _____ Number of Families _____
Commercial _____ Number of Occupancies _____
Healthcare _____ Garage _____
Other (describe) _____
Number of Stories _____ Basement (yes or no) _____
Type foundation _____
Exterior wall covering _____
Interior wall cover _____
Interior flooring _____
Current/outstanding permits _____

Outstanding violations _____

ELECTRIC SERVICE:

Location of weather head _____
Condition of weather head _____
Location of meter and pan _____
Condition of meter and pan _____
Meter Serial number _____
Utility company tag number _____
Make/model of meter _____
Location of main panel _____
Condition of main panel _____
Amp rating of main panel _____
Make/model of main panel _____
Type of protection devices _____
Examination of ground _____
Describe condition of circuits _____

Diagram of panel interior _____

Description of damage _____

Signs of Tampering _____

Protection devices tripped _____

Signs of recent work _____

Type wiring _____

Evidence of recent work _____

FURNACE:

Gas _____ Oil _____ Propane _____ Coal _____ Other _____ None _____

Heat type _____

Location of thermostat _____

Thermostat setting _____

Make/Model of thermostat _____

Location of furnace _____

Location of emergency shut off _____

Position of shut off switch _____

Examination of wiring _____

Examination of pipes/valves _____

Examination of chimney _____

Cap and flute _____

Condition of unit _____

Description of fire damage _____

Combustibles in area _____

Make/model _____

Serial number _____

Size output _____

Evidence of Tampering _____

Evidence of recent work _____

HOT WATER HEATER:

Location of unit _____

Make/model _____

Serial number _____

Capacity _____

Type ignition _____

Gas fired _____ Oil fired _____ Electric powered _____ Other _____

Description of fire damage _____

Examination of cover plate _____

Combustibles in area _____

Examination of piping _____

Evidence of Tampering _____

Evidence of recent work _____

GAS METER:

Location of meter _____
Make/Model _____
Serial number _____
Utility providing service _____
Utility company tag number _____
Examination of piping _____
Position of shut off valve _____
Description of fire damage _____

Evidence of Tampering _____

Evidence of recent work _____

SMOKE DETECTORS/ALARM SYSTEM:

Number of units _____ Battery powered _____ Hard-wired _____
Connected to power supply _____ Batteries in unit _____ Monitored _____
Smoke _____ Heat _____ CO _____
Name of Alarm Company _____
Address/telephone _____
Operate during fire? _____
Location of detectors _____

External Audible _____
Operate as designed _____
Local only _____
Central station _____
Municipal reporting _____
Description of fire damage _____

Evidence of Tampering _____

Evidence of recent work _____

SPRINKLER SYSTEM:

Wet/Dry _____ Operate during fire _____ Fire pump _____

Number of heads activated _____ Type/model _____

External Audible _____

Operate as designed _____

Description of piping _____

Condition of Valves _____

Evidence of Tampering _____

Evidence of recent work _____

Name of Alarm company _____

Address/telephone _____

Central station _____

Municipal reporting _____

Water system (Domestic/Well) _____

OTHER OBSERVATIONS:

LOCATION OF FIRE: _____

CASE NUMBER: _____

CASE INVESTIGATOR WORK SHEET

Date notified; _____ **Time notified:** _____

Notified by; _____ **Agency;** _____

Reason for request; _____

Location of fire; _____

Weather conditions; _____

Date and time of arrival at the scene; _____

Date and time was fire reported; _____

Reported by; NAME

ADDRESS

TELEPHONE NUMBER

How fire was reported;

Fire Officer in Charge/Department;

Fire Department time of arrival; _____

Interviewed by; _____

First responding Police Officer; _____

Interviewed by; _____

Local Detective/Investigator assigned; _____

Scene photographs taken _____ **(Yes/No)**

NAME OF PHOTOGRAPHER _____

AGENCY _____

ID/BADGE NUMBER _____

CASE NUMBER _____

TYPE _____

Other Investigators at scene;

Consent to Search obtained by;

Witnessed by; _____

Date - Time; _____

Fire discovered by; NAME

ADDRESS

TELEPHONE NUMBER

WORK – CELL NUMBERS

Area canvass performed (Yes/No) by;

Sketch prepared by; _____

Measurements taken (Yes/No); _____

Injuries (Yes/No); _____ **Life Threatening (Yes/No);** _____

Number of injuries; _____ **Still on Scene (Yes/No):** _____

Transported to (hospital);

Transported by;

Fatalities (Yes/No); _____ Number of fatalities; _____

Location of victim(s);

Medical Examiner notified (Yes/No); _____

Coroner notified (Yes/No); _____

On scene (Yes/No); _____

Name of Physician/Medical Examiner;

Pronouncement time(s); _____

Preliminary Identification Information available (Yes/No); _____

Available information;

Obtained from who; _____

Relationship to victim(s); _____

Area Gas stations checked (Yes/No); _____

If YES, list names/locations with results;

Hospitals checked (Yes/No); _____

If YES, list with results;

Number of occupants in structure at time of the fire; _____

Accounted for; (Yes/No) _____ Missing; (#) _____

Interviews of occupants conducted by;

Owner of structure; NAME

ADDRESS

TELEPHONE NUMBER

EMPLOYED BY

ADDRESS

BUSINESS-CELL NUMBERS

Business name (D/B/A) if applicable;

Fire report completed at scene (Yes/No); _____

By who;

Cause and Origin Checklist completed (Yes/No); _____

Cause and origin report to be prepared by;

Accelerant Detection Dog utilized at scene (Yes/No); _____

Canine/Handlers names;

Department/Agency; _____

Reference case number; _____

Results of Canine examination;

Evidence secured from scene (Yes/No); _____

Evidence log completed (Yes/No); _____

Evidence retained by; _____

Insurance information obtained; (Yes/No) _____

AGENT'S NAME _____

ADDRESS _____

TELEPHONE NUMBER _____

INSURANCE COMPANY _____

POLICY NUMBER _____

Description of location of fire building; _____

Condition of doors/windows;

Evidence of forced entry before the fire (Yes/No); _____

If YES, where; _____

Heat source identified (Yes/No); _____ If NO, why; _____

Describe the heat source that started the fire; _____

Heavy equipment utilized to assist in cause and origin investigation
(Yes/No); _____

Type _____ Fuel _____

Contractor name and address;

Machine operator; _____

Final determination made (Yes/No); _____

Manner of fire determined (Yes/No); _____

ACCIDENTAL _____ INCENDIARY _____

SUSPICIOUS _____ UNDETERMINED _____

Area or point of origin determined (Yes/No); _____

Describe in detail point or area of origin; _____

Tools decontaminated (Yes/No); _____

By whom; _____

Date and time scene investigation concluded;

Scene released to;

ADDITIONAL INFORMATION/NOTES/DETAILS;

FIRE SCENE CHECKLIST

DUTIES:

INVESTIGATOR ASSIGNED:

1. Consent to Search

2. Scene photographs

Photographer

Agency

Case Number

Type

3. Evidence

Collection

Label

Log

Lab Number

Transport

4. Sketch

5. Area Canvass

6. Interviews

First Police Officers

First Firefighters

Occupant's

Witnesses

Other

7. Cause and origin report

8. Primary Investigator

Case / File #:

Location:

ORIGIN AND CAUSE REPORT FORMAT

On (day, month, date, year), at approximately (time in AM/PM), I was notified (where) by (title, first name/last name) of the (name of the agency), to respond to the scene of a fire which was located at (street number, street name, town and state).

I arrived at the fire scene at approximately (time in AM/PM), and met with (give full titles, first names, last names and departments of all investigators). The weather at the time was (give description of present weather conditions). I was then informed by (title, last name) that a fire had been reported at (give time in AM/PM) to the (give agency where fire was reported to) by (provide whatever information is available concerning how the fire was reported). Members of the (give name of fire department) under the command of (give fire officer in charge title, first name and last name) were still on the scene of a (give type of fire that had occurred) which had occurred in a (give specific description as to the type of the building and any other relevant factors). A voluntary consent to search document was obtained by (give title and last name) from the (owner, tenant, etc.) of the structure identified as (give full first name and last name) at (give time in AM/PM). I was then assigned by (give title and last name) to conduct the cause and origin investigation of the fire scene. (If a search warrant needs to be applied for and obtained, insert that information in detail at this point as well)

An exterior examination of the structure involved in the fire revealed that it was a (give a specific description of the building.) **Include such factors as:**

1. Single or multiple family dwelling, apartment house, commercial building, store front, hospital, etc.

2. Describe the size of the building in stories. Indicate the type and shape of the roof. Utilize the type of building construction employed in the structure.

3. Provide an **EXACT** description of the structures location. Indicate the direction by compass NORTH where the front of the building faces. Use streets that intersect or border the scene for further reference. Indicate onto what street the front of the building faces, and on what side of the street the building is situated on.

4. Indicate where on the exterior of the building the *electrical weather head* is located. Describe how the power is provided to the structure; via overhead cable, underground service, etc. Describe in detail the extent of fire travel, extension or damage to the electrical weather head and surrounding areas. Provide a description including make, model, serial number, and utility tag number for the electric meter in this area, and describe any damage to the meter or to the electric meter pan that holds the meter.

5. Identify and describe any and all other utility or service meters or wiring on the exterior of the building. Eliminate them as to having any role in the origin or the cause of the fire.

6. Begin a complete 360-degree examination of the exterior of the structure involved in the fire. Describe in detail the smoke, heat and fire damages on all sides of the building including the roof. This description must move from areas of no damage progressing smoothly to the areas of greatest or most severe damage. Be specific in the wording and the phrases that you use in the report. Be as accurate and detailed regarding exterior fire damage as possible.

7. Provide a comprehensive evaluation and description of all exterior openings. All windows and doors should and must be documented and accounted for. Who and How they were opened during the fire suppression evolutions must be included in this portion of the report. Detailed descriptions of locking mechanisms, door frames, window configurations, basement hatches, scuttles, sky lights, air shafts or other "access points" need to be completely described. Describe the exact type of locks and mechanisms on each opening and any damage that appears on the frames.

8. If there had been a forced entry prior to the fire department arriving at the scene, indicate it as such and any methods that were employed to attempt to obtain fingerprint evidence or tool mark evidence.

9. Insert a paragraph that sums up the damage that you observed on the exterior of the building that will be relevant to the possible origin and cause of the fire

when you get into the building. Indicate any "V" patterns that may appear, and define and explain any and all items of evidence that are secured during this portion of the investigation.

At the completion of the exterior examination of the fire scene, an interior examination of the entirety of the fire scene then began. The interior of the fire scene was examined beginning in the (give specific location, reference room direction and compass points) which was least damaged by the fire and progressing in a careful and systematic manner from the areas of little or no smoke, heat and fire damage to the areas most severely damaged in an effort to identify the location where the fire originated, and then in an attempt to identify the heat source responsible for the starting of the fire. As part of this interior examination of the structure, (give a full and complete description of the ENTIRE interior of the building. **Include factors such as:**

1. A full and complete description of all areas effected by any smoke, heat or fire. Describe this in the same fashion as the exterior examination. Start in the non damaged parts and move smoothly into the most severely damaged areas.

2. Describe the contents of the building. The furnishings and their condition may become an important part of the case investigation.

3. Progress to the area or room where the *MOST SEVERE* interior damage occurred. Provide a comprehensive description of the six sides of this area. The four walls, the ceiling and the floor. Note and explain the interior finishing on these surfaces, and describe any and all smoke, heat, burn or fire patterns that are visible in any and all of these areas.

4. Indicate and define in the report the significance of "V" patterns on walls, heavy charring on the ceiling or on the floor, and note any and all irregular burn patterns that become evident in this examination.

A detailed and thorough examination of the (area or point of origin) was then initiated. (Describe in detail this area, and go into specifics as to what you did investigative wise which leads to your determination) During this examination, a careful and a systematic removal of the fire debris and contents of the area was performed in a layer-by-layer fashion.

All electrical wiring, fixtures, apparatus, devices and appliances in the area were examined and (either eliminated or attributed to the cause of the fire). This examination should be detailed and specific to *ALL ELECTRICAL SOURCES OF IGNITION IN THE ROOM OF ORIGIN.* If they are not a contributing factor to the origin of the fire, a sentence similar to "During the course of the examination of these electrical sources of ignition, there was no evidence that any one of them contributed to the cause and or the origin of the fire. There was no evidence of internal heating, shorting or arcing in any of the electrical components within the area of origin. Electricity and all its components were eliminated as to having any role or involvement in the cause and or the origin of this fire."

If electricity or any component or portion of an electrical circuit or device was identified as to having a role in the starting of the fire, this needs to be explained and delineated. A sentence similar to "*During the course of the examination of the electrical receptacle located on the north wall of the master bedroom, significant evidence was observed which indicated a severe electrical malfunction. This evidence was arching of the wiring at the terminals of the duplex wall outlet and severe damage to the receptacle itself. It was further evidenced by the upward and outward spread and travel of the fire from that point to the remainder of the room*".

During the course of the investigation of the fire scene, the electrical panel for the area effected by the fire was located (give specific location in building. Use floor

level, compass direction and situation in the structure). A similar description of this area needs to be included in the report eliminating this area or attributing it to the origin of the fire. Sentences like the ones above can be modified to describe this examination. Make a determination at the conclusion of this examination where it is clear in the report as to the status of this panel. Make sure the description is inclusive of the make, model and size of the panel, the type of protection features it contains, and any and all circuits that can be identified. The status of these circuits can also be included; IE tripped, on or off.

A (give complete description as to the heating plant). Insert the make, model and serial number of the furnace or boiler. Include how it is fired, IE gas, electric or oil. was located in the (provide specific location in the building). Identify any and all fire damage in this area. Provide specifics regarding the examination of the unit. Insert a sentence where the examination eliminates or attributed the boiler/furnace unit to the cause and or the origin of the fire. An examination of this area revealed (describe any contributing factors in this area if they are present such as combustibles in too close a proximity to the unit, any evidence of tampering or recent repairs). Make a determination after this examination and include it in the report where it is again clear in the report as to the status of this unit. Do a similar examination for any hot water heaters, or other heat producing devices, and insert a paragraph detailing that examination.

If the fire is determined to be and is investigated as suspicious or incendiary, a paragraph with sufficient detail included regarding samples, irregular burn patterns and evidence needs to be included in the report. Items to be mentioned in the report are who secured the evidence, that it was labeled, tagged and logged. Be specific using ruler measurements as to where each sample was obtained from and what description it is. Include areas that were secured as *CONTROL SAMPLES* and that they were not effected by the fire. If a separate sketch or diagram was made of areas sampled or taken as evidence, insert that fact in the report.

Examine and detail any and all alarm, suppression and/or detection systems present in the structure at the time of the fire. Indicate in the report if they were operational at the time of the fire, and if it was or could be determined if they operated during the fire.

During the examination of the fire scene, color photographs were taken of the entirety of the scene by (give rank, first name, last name and department and/or bureau represented). A sketch of the (where it was made) was prepared by (title and last name) and details the examination of the (room, floor, area or point of origin). Interviews were conducted by (give title and last name if already mentioned) as part of the investigation of the fire scene and were submitted into the case file in a separate report.

(If, during the fire scene examination, it becomes evident that the fire was an accident, a statement like this can be included; "During the examination of the fire scene examination, there was no evidence of multiple fires within the structure. There was also no indication of the presence of or the addition of a flammable liquid, added hydro-carbon or accelerant to the fire scene. No irregular burn patterns appeared or were observed, even when the flooring was cleared of all fire debris and washed down with clean water.

(In contrast, if the fire was incendiary or suspicious in nature, and the canine accelerant detection dog was utilized, a sentence or paragraph detailing the handlers name, department, the canines name, and the examination conducted must be included. The areas of the building, room or location must be described, and the results of the canine's examination must be included in the report; positive or negative indication and where. If samples are taken from these areas it must also be mentioned as to which ones were "hits" by the dog.

Based on the examination of the fire scene, the (area or point of origin) was determined to be (provide a specific and detailed description in line with what was already written in the report). The cause of the fire was determined to be as a result (again be specific as to **EXACTLY WHAT** the heat source was identified to be and where it was located or how it was applied). This was an (incendiary, accidental or suspicious) fire.

Respectfully Submitted,

FATAL FIRE INVESTIAGTION REPORT

Investigation File/Case Number; _____

Date and time of fire; _____

Primary Case Investigator assigned; _____

Other investigators at scene; _____

Exact Address of the fire; _____

D/B/A _____

Street Address _____

Municipality _____ County _____

State _____

First fire fighter to reach victim:

NAME _____ **RANK** _____

DEPARTMENT _____

COMPANY ASSIGNMENT _____

Interviewed by; _____

Specific Location where victim was found in building; _____

Position of victim's body when discovered; _____

Other fire fighters involved in finding the victim (names/departments/companies); _____

Were fire fighters involved in locating victim interviewed?

If YES, by whom;

Information received critical to origin or cause? _____

Was the victim removed from the location where found (yes/no); _____

By who; _____

Why; _____

Where was the victim removed to; _____

By who; _____

Why; _____

Medical Examiner/Coroner on scene (yes/no); _____

Date and time of arrival on scene; _____

Medical Examiner/Coroner's name/department/badge number; _____

Pronouncement by; _____

Time and date of pronouncement; _____

Clothing and/or personal effects with the remains (yes/no); _____

If YES, describe in detail; _____

Unusual conditions found by the fire department on arrival; _____

Was the fire scene secure when the fire department arrived (yes/no); _____

If NO, describe in detail the condition of any and all open windows or doors; _____

Any unusual travel/extension of the fire in the building (yes/no); _____

If YES, describe in detail; _____

Any unusual odors on the victim's body? (yes/no) _____. If YES, describe _____

In the area where the victim was found? (yes/no) _____. If YES, describe _____

On the victims clothing? (yes/no) _____. If YES, describe _____

During the debris removal? (yes/no) _____. If YES, describe _____

If YES to any one of the above, describe in detail evidence recovered/samples taken;

Samples taken by? _____ How many; _____

Controls available _____

Cause and origin report prepared by; _____

INFORMATION ON THE DECEASED:

Victim's name; _____

Victim's home address; _____

Victim's home telephone number; _____

Cell phone number if available; _____

Sex (male/female/unknown); _____ Date of Birth; _____

Social Security Number; _____ Marital status; _____

Drivers License Number; _____ State; _____

Employer; _____

Address: _____

Telephone number; _____

Position held: _____ How long; _____

Direct report manager/supervisor; _____

Medications found at scene (yes/no); _____ If YES, describe; _____

Were medications released to the Medical Examiner (yes/no): _____

By whom and department; _____

Entered on evidence log; _____

Location of body when first observed; _____

Any unusual marks on the body (yes/no); _____ If YES, describe fully; _____

Evidence of trauma or pre-fire injury (yes/no) _____ If YES, describe fully _____

Burns on the body (yes/no); _____ If YES, describe fully; _____

Were there any physical conditions present at the fire scene that prevented the escape of the deceased (yes/no); _____ If YES, describe in detail; _____

Information concerning **physical condition** of the deceased before the fire; _____

Treating Physician if available; _____

Information concerning **mental condition** of the deceased before the fire; _____

Treating Physician or Clinician if available; _____

Known habits of the deceased (indicate YES to all that apply);

SMOKER _____ Frequency _____ Brand _____
DRINKER _____ Frequency _____ Type _____
DRUG ABUSER _____ Frequency _____ Preferred _____
CANDLE USER _____ RECLUSE _____
OTHER _____

Possible conflicts between the deceased and others prior to the fire (yes/no); _____

If YES, describe fully; _____

Was the structure occupied by persons other than the deceased at the time of the fire (yes/no) _____ How many? _____

If YES, (Complete for each person)

NAME _____

ADDRESS _____

TELEPHONE NUMBERS _____

RELATIONSHIP TO THE DECEASED _____

WHY _____

Last person to be in the area of the fire's origin;

NAME _____

ADDRESS _____

TELEPHONE NUMBERS _____

RELATIONSHIP TO THE DECEASED _____

REASON _____

HOW LONG BEFORE THE FIRE WAS DISCOVERED _____

ACTIONS WHILE IN THE AREA OF ORIGIN _____

LOCATION AT THE TIME OF THE FIRE _____

HOW NOTIFIED OF THE FIRE AND BY WHO _____

Last person to see the deceased alive;

NAME _____

ADDRESS _____

TELEPHONE NUMBER _____

RELATIONSHIP TO THE DECEASED _____

HOW LONG BEFORE THE FIRE _____

UNDER WHAT CIRCUMSTANCES _____

OBSERVATIONS OF THE DECEASED AT THE TIME _____

CONVERSATIONS WITH THE DECEASED BEFORE THE FIRE _____

ANY UNUSUAL OCCURANCES _____

Life Insurance information on the deceased;

AGENT'S NAME _____

ADDRESS _____

TELEPHONE NUMBER _____

INSURANCE CARRIER _____

POLICY NUMBER _____

FACE VALUE OF POLICY _____

BENEFICIARY _____

(If more than one policy exists, list all others on a separate sheet).

Scene photographs taken by;

NAME _____

DEPARTMENT _____

AGENCY CASE NUMBER _____

Type; Digital _____ Video _____ Print _____

Autopsy performed on; _____

By who; _____

Location; _____

Time started; _____ Time completed; _____

Attended by; _____

Autopsy photographs taken (yes/no); _____

If YES, by who;

NAME _____

DEPARTMENT _____

AGENCY CASE NUMBER _____

Injury/burn diagrams completed at scene (yes/no); _____

By who; _____ In file (yes/no); _____

Injury/burn diagrams completed at autopsy (yes/no); _____

By who; _____ In file (yes/no); _____

CAUSE OF DEATH:

MANNER OF DEATH:

Scene photographs received (date); _____ Included in file (yes/no); _____

Autopsy photographs received (date); _____ Included in file (yes/no); _____

Autopsy report received from Medical Examiner's Office (date); _____

Toxicology report received from Medical Examiner's Office (date); _____

Report prepared by; _____ Date; _____