Republic of the Philippines

DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

#### **BUREAU OF FIRE PROTECTION**

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### Fire Station

## **MEMORANDUM**

FOR : (Respective Head of Office)

SUBJECT : **FIRE INCIDENT INVESTIGATION REPORT**

DATE : (Date of FIIR completed)

|  |  |  |  |
| --- | --- | --- | --- |
| **1.** | **DTPO** | : | (Date, Time and Place of Occurrence/ Location) |
| **2.** | **ESTABLISHMENT BURNED** | : | (Name of Establishment gutted by fire and type of occupancy) |
| **3.** | **FIRE VICTIM(S)** | : | (Complete name of fire victim(s)) |
| **4.** | **DAMAGE TO PROPERTY** | : | (Amount of damage in Peso based on the affidavit of loss/ or sworn statement of loss submitted) |
| **5.** | **ORIGIN OF FIRE** | : | (clearly state where the fire originated) |
| **6.** | **CAUSE OF FIRE** | : | **UNDETERMINED** |

**7. SUBSTANTIATING DOCUMENTS:**

This section should contain:

Documents submitted by the fire victim(s).

**FACTS OF THE CASE:**

This section should contain:

* + Details of the fire incident
  + Physical details of the burned premises
  + All matters concerning to the SUBSTANTIATING STATEMENTS submitted
  + Narration of the witnesses
  + Interpretation of the documents submitted
  + Other affected structures/ establishments
  + Other important/ relevant matters concerning to the exhaustive investigation conducted and the scene of the fire and on the documents submitted.

**DISCUSSION:**

This section should contain:

* The conversation and the reason of the Fire Arson Investigator on how he arrived in the result of the investigation conducted.
* The explanation of the FIRE SPREAD PATTERN.
* Argumentation on the matters concluding the UNDETERMINED CAUSE.
* Details and explanation on the pictures taken at the fire scene
* Any other pertinent/ relevant data.

**RECOMMENDATION:**

This section should contain:

* The appropriate recommendation of the Fire and Arson Investigator pertaining to the case investigated.

**SIGNED** this (date of FIIR completed) at the (complete name of office to include the address), Philippines.

(Name and Signature

of the Fire and Arson Investigator)

Noted by:

(Name and Signature of the

Chief of the Investigation and Intelligence Office)

**(ANNEX – “I”)**