

# CHAPTER 6.BC - PROVINCIAL INCIDENT SUPPLEMENT

## BRITISH COLUMBIA

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This supplement to the Incident Reporting Chapter (Chapter 6) provides further information on Incident Reporting when that information is provincially-specific.

### More Information Windows

The More Info Windows (BC) as referenced from **6.D.30**

**More Info.**

Depending on OFC Type, one of the following windows will be displayed

**6.BC.G.10** (Standard Fire Report)

**6.BC.G.20** (Vehicles)

**6.BC.G.30** (Person)

**6.BC.G.40** (Outdoor)

Referenced directly in Chapter 6:

**6.G.30** Carbon Monoxide

**6.G.40** Medical Report

Other Provincially Specific Windows

**6.BC.G.50** Names



**6.BC.R** Reports



**6.BC.R.40** Electronic Transfer to BC Fire Commissioner

**Standard Report**

**Report details for 04-119**

540	BROOKLYN PLACE			
Street #	Street Name	Dir.	Box #	Suite #
Yountown		V1L 1V1		
City		Postal Code		
Make	Year of Make	Model		
Serial		License		

	Value:	Loss:	Claim Paid:
Building:	150000		50000
Contents:	75000		25000
Total:	225000		75000

<b>Complex:</b>	Residential - single detached
<b>Construction:</b>	0009 - General construction - unclassified (describe)
<b>Building Height:</b>	<input type="radio"/> Not Applicable <input checked="" type="radio"/> Number of Storeys: <input type="text" value="2"/>
<b>Ground floor area:</b>	2000 - 101 to 500m2 (1077 - 5382ft2)
<b>No of Occupants:</b>	<input type="text" value="3"/>
<b>Year of Construction:</b>	1998 - 1998
<b>Manual Protection:</b>	0009 - Manual fire protection facilities - unclassified ...
<b>Outside Protection:</b>	1000 - Public hydrant protection & fire department
<b>Sprinkler Protection:</b>	7000 - No sprinkler protection
<b>Automatic Detection:</b>	0000 - Cannot be determined
<b>Smoke Alarm Operation:</b>	1000 - Alarm activated - assisted occupant(s) in evacuating
<b>Initial Detection:</b>	1000 - Smoke alarm device
<b>Transmission of Alarm:</b>	1000 - 911
<b>Incident:</b>	1000 - Fire - fire department attended

(This is only a partial screen shot – scroll down the page in FirePro 2 to see all fields)

**To populate/edit the Standard Fire Report Window Drop-down lists, see:**



**BC.20.100**

**Vehicle Report**

The following report is used when the **"More Info"** button is selected for a Reportable vehicular incident. If the OFC Status field is set to **"Unreportable"**, the **Dollar Loss, Lists 1** and **Insurance** areas are hidden.

**Report details for 04-007**

1890 Ryan Road  
 Street # Street Name Dir. Box # Suite #

Yourtown V1L 1V1  
 City Postal Code

Ford 1979 Van  
 Make Year of Make Model

156879asdbvnuiou454687fsf 620 HBS  
 Serial License

**Operator** **Owner** (If Different)

Name: Jimmy Dole  
 Address: 1258 Fifth Avenue  
 Thattown, BC  
 VIN1V1

**Insurance?:**  
 Yes  No  Unknown

**Other Vehicles**

	Value:	Loss:	Claim Paid:
Building:			
Contents:			
Total:			

**No of Occupants:**

**Manual Protection:** No manual fire protection

**Transmission of Alarm:** 911

**Incident:** Fire - fire department attended

**Action Taken:** Extinguished by fire department

**Method of Fire Control:** Foam

**Fire Origin Area:** Vehicle - engine area - includes running gear, wheels

**Extent of Fire:**

(This is only a partial screen shot – scroll down the page in FirePro 2 to see all fields)

**To populate/edit the Vehicle Report Window Drop-down lists, see:**



**BC.20.100**

**Person Report**

**Report details for 00268** X

1030	101 STREET			
Street #	Street Name	Dir.	Box #	Suite #
Your Town		V1G 3T6		
City		Postal Code		
Make	Year of Make	Model		
Serial				

**Edit**

**Cancel**

**OK**

<b>Transmission of Alarm:</b>	911
<b>Incident:</b>	Fire - fire department attended
<b>Method of Fire Control:</b>	Water pressurized
<b>Extent of Fire:</b>	Confined to object of origin
<b>Igniting Object:</b>	7210 - Match - not used in conjunction with smoking
<b>Fuel or Energy:</b>	5100 - Match or lighter NOT used in conjunction with sm ...
<b>Form of Heat:</b>	4000 - Direct flame
<b>Material first Ignited:</b>	3300 - Clothing - synthetic fibre - includes mixed fibres
<b>Act or Omission:</b>	

Claims Adjuster	Firm	Claim Number

Insurance Co.	Policy

**Notes:**

				(250)	782-9898
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(This is only a partial screen shot – scroll down the page in FirePro 2 to see all fields)

**To populate/edit the Person Report Window Drop-down lists, see:**



**Outdoor Report**

**Report details for 00268**

Your Town	V1G 3T6	
City	Postal Code	
<input type="text"/>	<input type="text"/>	
Make	Year of Make	Model
<input type="text"/>		
Serial		
<input type="text"/>		

Edit

Cancel

OK

	Value:	Loss:	Claim Paid:
<b>Building:</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Contents:</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total:</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>

<b>Transmission of Alarm:</b>	1000 - 911
<b>Incident:</b>	1000 - Fire - fire department attended
<b>Action Taken:</b>	3000 - Extinguished by fire department
<b>Method of Fire Control:</b>	1200 - Water pressurized
<b>Fire Origin Area:</b>	9100 - Open area - includes lawn, field, farmyard, park ...
<b>Extent of Fire:</b>	1000 - Confined to object of origin
<b>Igniting Object:</b>	1010 - No Igniting Object (i.e. lightning, sun's rays)
<b>Fuel or Energy:</b>	7000 - Lightning
<b>Form of Heat:</b>	
<b>Material first Ignited:</b>	8600 - Grass, brush, leaves
<b>Act or Omission:</b>	

Claims Adjuster	Firm	Claim Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Insurance Co.	Policy	
<input type="text"/>	<input type="text"/>	

**Notes:**

(This is only a partial screen shot – scroll down the page in FirePro 2 to see all fields)

**To populate/edit the Outdoor Report Window Drop-down lists, see:**



**BC.20.100**

**Names Window**

The names window is accessed through the “Names” button on the incident window (see **6.D.25**)

**Names at incident 07-0023**

SD8

Owner       Business Owner  
 Occupant       Business Occupant  
 Witness       Fire/Police Casualty

Casualty

Copy Owner  
Copy Occupant

	Loss	Uninsured
Property:		
Contents:		
Total:		

**Name:** Susan Brown  
First Last

SD8  
Business

**Address:** 444 Nelson Street  
Street # Street Name Dir. Box # Suite #

Nelson  
City Postal Code Prov Country

**Phone:** 250-456-6789  
Area Number Cell E-Mail

**Insurance:** Other  
Adjuster First Name Adjuster Last Name Firm

Claim Number Insurance Co. Policy

Notes  
Add  
Edit  
Print  
Delete  
Cancel  
OK

The names window allows you to view/enter/edit information about persons associated with an incident.

Depending on the type of person selected (i.e.: Owner, Occupant, Witness etc.) different fields relevant to that type will be shown.

If Fire/Police casualty is selected, the following fields will be visible on the lower portion of the screen.

The Dollar Loss grid should be filled in for each individual. All information entered here is automatically imported to the Dollar Loss Tab on the main Incident Record.

You may use drop down lists for the insurance fields, or enter them manually. To populate / edit the drop down lists,

see  20.110.78

Nature of Casualty:	Minor Injury
Condition of Casualty:	Condition of casualty - unclassified
Action of Casualty:	Voluntarily entered for rescue purpose
Ignition of Clothing/Fabrics:	Outer Clothing
Type of Fabric or Material Ignited:	Synthetic fibre
Failure to Escape:	Unclassified or Not Applicable
Initial Cause:	Burns resulting from fire and flames

Male  Female    Age:     Death:

## 6.BC.G.50.D

### Names Window Buttons

Notes

The "Notes" button brings up a Comments window which can be used to record additional information about each individual.

Print

The Print button will print a Names summary, including all information entered about each individual.

## Provincially-Specific Reports (BC)

This section of the Provincial Incident supplement provides information regarding Reports on Incidents that are specific to British Columbia. The reports are accessed through the Report menu.


Properties	▶	
Inspections		
Inspection Checklists		
Smoke Alarms	▶	
<b>Incident Reports</b>	▶	Report Details Totals by Type Totals by Type _Hour Attendance by % 3 Year Comparison
Public Education	▶	
Building Permits	▶	
Fire Fighters	▶	
Training	▶	
Accounting	▶	Water Usage Report
Inventory	▶	\$ Lost/Saved
Payroll	▶	Missing Incident Report Numbers
Create BC Transmission Files		List of incident reports with invoices
		<b>BC Risk Assessment reports</b> ▶
		\$ loss
		Injuries - 3 year comparison
		Injury by age Analysis





## 6.BC.R.5.TABS

### The Incident Report Printing Tabs

Information regarding the tabs referenced in  **6.R.110.C**



## 6.BC.R.5.TABS.10

### Structural Fire

Select the criteria to further refine your report for structural fires.

General	Structure Fire	Structure Fire Only
Options 1	Options 2	Options 3
Smoke Alarm Operation		
<input checked="" type="radio"/> All <input type="radio"/> Specific One <input type="radio"/> Group		
7000 - Alarm not activated - no battery or batter... ▾		
Initial Detection		
<input checked="" type="radio"/> All <input type="radio"/> Specific One <input type="radio"/> Group		
Transmission of Alarm		
<input checked="" type="radio"/> All <input type="radio"/> Specific One <input type="radio"/> Group		
Incident		
<input checked="" type="radio"/> All <input type="radio"/> Specific One <input type="radio"/> Group		
Action Taken		
<input checked="" type="radio"/> All <input type="radio"/> Specific One <input type="radio"/> Group		
Method of Fire Control		
<input checked="" type="radio"/> All <input type="radio"/> Specific One <input type="radio"/> Group		
Fire Origin Level		
<input checked="" type="radio"/> All <input type="radio"/> Specific One <input type="radio"/> Group		
Fire Origin Area		
<input checked="" type="radio"/> All <input type="radio"/> Specific One <input type="radio"/> Group		



## **Vehicle Accident / Fire**

Select the criteria to further refine your report for vehicle accidents / fires.

<b>General</b>	<b>Vehicle (Accident/Fire)</b>	<b>Vehicle Incident Only</b> ▼
<b>Options 1</b>	<b>Options 2</b>	
<b>Manual Protection</b>		
<input checked="" type="radio"/> All <input type="radio"/> Specific One <input type="radio"/> Group		
<b>Transmission of Alarm</b>		
<input checked="" type="radio"/> All <input type="radio"/> Specific One <input type="radio"/> Group		
<b>Incident</b>		
<input type="radio"/> All <input checked="" type="radio"/> Specific One <input type="radio"/> Group		
1000 - Fire - fire department attended ▼		
<b>Action Taken</b>		
<input checked="" type="radio"/> All <input type="radio"/> Specific One <input type="radio"/> Group		
<b>Method of Fire Control</b>		
<input checked="" type="radio"/> All <input type="radio"/> Specific One <input type="radio"/> Group		
<b>Fire Origin Area</b>		
<input checked="" type="radio"/> All <input type="radio"/> Specific One <input type="radio"/> Group		
<b>Extent of Fire</b>		
<input type="radio"/> All <input checked="" type="radio"/> Specific One <input type="radio"/> Group		
1000 - Confined to object of origin ▼		
<b>Igniting Object</b>		
<input checked="" type="radio"/> All <input type="radio"/> Specific One <input type="radio"/> Group		



## 6.BC.R.5.TABS.30

Select the criteria to further refine your report for incidents concerning Outdoor Fires Only.

General	Outdoor Fire	Outdoor Fire Only
Options 1	Options 2	
<b>Transmission of Alarm</b>		
<input checked="" type="radio"/> All <input type="radio"/> Specific One <input type="radio"/> Group		
<b>Incident</b>		
<input checked="" type="radio"/> All <input type="radio"/> Specific One <input type="radio"/> Group		
<b>Action Taken</b>		
<input type="radio"/> All <input checked="" type="radio"/> Specific One <input type="radio"/> Group		
1000 - Extinguished by other than fire departmen... ▼		
<b>Method of Fire Control</b>		
<input checked="" type="radio"/> All <input type="radio"/> Specific One <input type="radio"/> Group		
<b>Fire Origin Area</b>		
<input checked="" type="radio"/> All <input type="radio"/> Specific One <input type="radio"/> Group		
<b>Extent of Fire</b>		
<input checked="" type="radio"/> All <input type="radio"/> Specific One <input type="radio"/> Group		
<b>Igniting Object</b>		
<input checked="" type="radio"/> All <input type="radio"/> Specific One <input type="radio"/> Group		
<b>Fuel or Energy</b>		
<input checked="" type="radio"/> All <input type="radio"/> Specific One <input type="radio"/> Group		



## 6.BC.R.5.TABS.40

Select the criteria to further refine your report for incidents concerning Person Fires Only.

General	Person Fire	Person Fire Only
<b>Transmission of Alarm</b>		
<input checked="" type="radio"/> All <input type="radio"/> Specific One <input type="radio"/> Group		
<b>Incident</b>		
<input type="radio"/> All <input checked="" type="radio"/> Specific One <input type="radio"/> Group		
1000 - Fire - fire department attended		
<b>Method of Fire Control</b>		
<input checked="" type="radio"/> All <input type="radio"/> Specific One <input type="radio"/> Group		
<b>Extent of Fire</b>		
<input checked="" type="radio"/> All <input type="radio"/> Specific One <input type="radio"/> Group		
<b>Igniting Object</b>		
<input checked="" type="radio"/> All <input type="radio"/> Specific One <input type="radio"/> Group		
<b>Fuel or Energy</b>		
<input checked="" type="radio"/> All <input type="radio"/> Specific One <input type="radio"/> Group		
<b>Form of Heat</b>		
<input checked="" type="radio"/> All <input type="radio"/> Specific One <input type="radio"/> Group		
<b>Material first Ignited</b>		
<input checked="" type="radio"/> All <input type="radio"/> Specific One <input type="radio"/> Group		
<b>Act or Omission</b>		
<input checked="" type="radio"/> All <input type="radio"/> Specific One <input type="radio"/> Group		



## 6.BC.R.5.TABS.50

Select the criteria to further refine your report for incidents with Casualties Only.

<b>General</b>	<b>With Casualties</b>	<b>With Casualties Only</b> ▼
<b>Nature of Casualty</b>		
<input checked="" type="radio"/> All <input type="radio"/> Specific One <input type="radio"/> Group		
<b>Condition of Casualty</b>		
<input checked="" type="radio"/> All <input type="radio"/> Specific One <input type="radio"/> Group		
<b>Action of Casualty</b>		
<input type="radio"/> All <input checked="" type="radio"/> Specific One <input type="radio"/> Group		
23 - Voluntarily entered for rescue purpose ▼		
<b>Ignition of Clothing/Fabrics</b>		
<input checked="" type="radio"/> All <input type="radio"/> Specific One <input type="radio"/> Group		
<b>Type of Fabric or Material Ignited</b>		
<input checked="" type="radio"/> All <input type="radio"/> Specific One <input type="radio"/> Group		
<b>Failure to Escape</b>		
<input checked="" type="radio"/> All <input type="radio"/> Specific One <input type="radio"/> Group		
<b>Initial Cause</b>		
<input checked="" type="radio"/> All <input type="radio"/> Specific One <input type="radio"/> Group		



## 6.BC.R.10

### Reports → Management Report Menu → Incident Reports → BC Risk Assessment Reports → Incident Reports - \$ Loss

Function: Produces a three-year report on Dollar Loss for each occupancy type that occurred during the specified date period plus the two previous years.

Choose the final year start & end dates for this report

JAN 1 05 to DEC 31 05

Station: <All Stations>

Location: 1234

Structural Fires Only

Totals Only

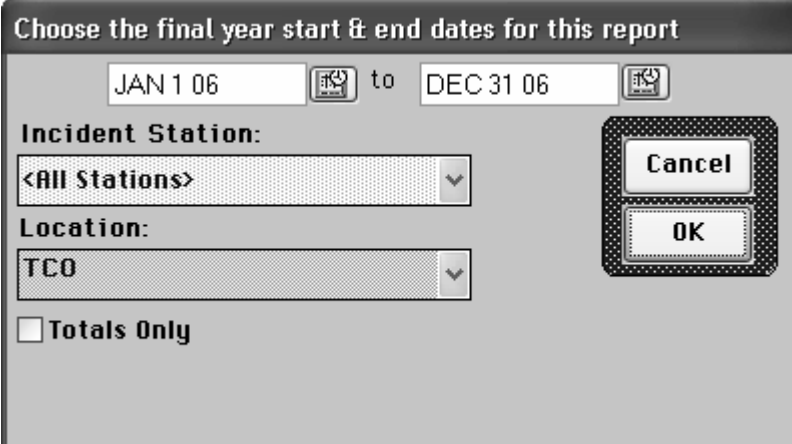
Cancel

OK

On the above parameters window you will only enter the dates for the final period you wish to view (maximum 1 year), and the system will pull the data for the same period for the 2 previous years.

**Reports → Management Report Menu → Incident Reports → BC Risk Assessment Reports → Injuries – 3 Year Comparison**

Function: Produces a 3-year report on Injuries and Deaths for each occupancy type that occurred during the specified date period. It also displays the 2 previous years with the same date period. In this way you could look at a complete year, starting on any day and ending on any day as long as it is not longer than a year.



Choose the final year start & end dates for this report

JAN 1 06 to DEC 31 06

Incident Station:  
<All Stations>

Location:  
TCO

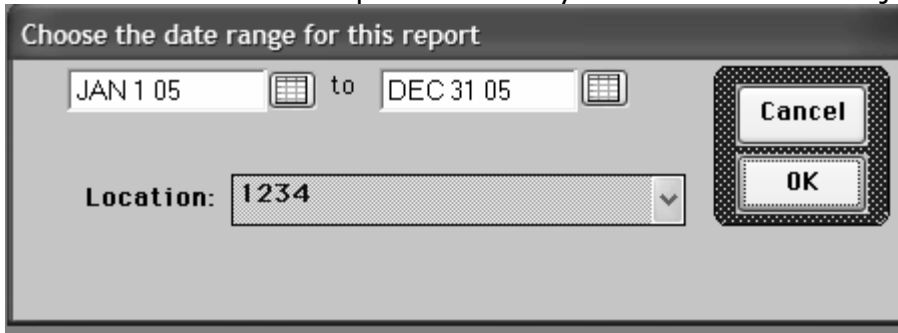
Totals Only

Cancel  
OK

On the above parameters window you will only enter the dates for the final period you wish to view (maximum 1 year), and the system will pull the data for the same period for the 2 previous years.

**Reports → Management Report Menu → Incident Reports → BC Risk Assessment Reports → Injury by Age Analysis**

Function: Produces a report that analyzes the number of injuries by age grouping.



Choose the date range for this report

JAN 1 05 to DEC 31 05

Location: 1234

Cancel

OK

Choose the Date range and Location Code. The analysis includes Ignition Sources and Property Types involved.

## **Electronic Transfer to BC Fire Commissioner**

### **Reports --> Management Reports --> Create BC Transmission Files**

Function: sends all incident reports (with the exception of those marked "unreportable") to the BC Fire Commissioner that have not been sent in the past, or have had a change done to them and they need to be re-sent.

**All incidents with the check box "Next Transfer" checked will be included in this transfer. If you want to remove incidents within a certain date range from this transfer, see:**



**60.30 Remove Incidents from next Electronic Transmission**

**To add incidents within a certain date range to the transfer, see:**



**60.20 Add Incidents to next Electronic Transmission**

**To set which users can run this report, see:**



**70.C.10**

Only Incident Reports on which the "Next Transfer" box is checked will be sent in this transmission. Any incidents that have not been classified as Unreportable and have not already been sent in a previous transmission will automatically have the Next Transfer box checked.

When you create the BC Transmission files, the date and time will automatically be added to the file names that are created. This is because each file you submit needs to have a unique name. Every time you create these files a new file will be created (the old file is not overwritten), therefore you will want to delete old ones every now and then.

To transmit the Incident reports, the files need to be uploaded to the Fire Marshal's web site (this will require a User name and Password). Once you have logged on to the website, upload your files using the following directions:

1. Click on the Fire Incident Reporting tab.
2. Select Fire Report Upload → Fire Report Upload from the menu.
3. Click on the first browse button and find the most current file called "report (date and time).txt" in your FirePro folder on your computer. This will usually be located in C:\FirePro

**The default location for transmission files is C:\Firepro\. The administrator can alter this path through the Set-up menu. See:**



**10.C – Export Path**

4. Click on the next Browse button and locate the file called "name.txt".
5. Click on the upload button. A log informing you that it was successfully uploaded should appear.



**Reports → Management Report Menu → Incident Reports → Reportable Incidents Only**

This report will print all Incidents in a specific date range which have an OFC Status other than 'Unreportable'.