

# Fire Incident Report Writing

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## Header Information

**Date:** February 12, 2025

**Time:** 1:15 PM

**Location:** Main Cafeteria, Central Manufacturing Co.

**Reported by:** Mark Jensen, Facility Safety Officer

## Description of the Incident

A fire broke out in the main cafeteria of the Central Manufacturing Company at approximately 12:50 PM. The fire was first noticed by a cafeteria employee who saw smoke emanating from the kitchen area, specifically from one of the ovens. The fire alarm was triggered automatically, which alerted the facility's emergency response team and local fire department.

## Parties Involved

- **Cafeteria Staff:** Initially detected the fire and evacuated the area.
- **Mark Jensen:** Facility Safety Officer, oversaw the emergency response.
- **Local Fire Department:** Responded to the incident and extinguished the fire.
- **Facility Maintenance Team:** Assessed damage and initiated repair works.

## Actions Taken

- The cafeteria was evacuated swiftly, with all staff and visitors accounted for.
- The facility's internal firefighting team attempted to control the fire with onsite extinguishers until the fire department arrived.
- The fire department successfully extinguished the fire by 1:00 PM, preventing it from spreading to other areas of the facility.

- A preliminary investigation was conducted to determine the cause of the fire, which pointed to a malfunction in one of the ovens.
- Post-incident, the area was secured to begin damage assessment and cleanup operations.

### **Recommendations for Future Prevention**

1. **Regular Equipment Maintenance:** Increase the frequency of inspections and maintenance for all kitchen appliances and electrical systems to prevent malfunctions.
2. **Enhanced Fire Safety Training:** Conduct regular fire safety training sessions for all employees, focusing on emergency procedures and the use of firefighting equipment.
3. **Installation of Additional Fire Suppressants:** Consider the installation of automatic fire suppression systems in high-risk areas like kitchens.
4. **Review of Fire Safety Protocols:** Regularly update and review fire evacuation and safety protocols to ensure they are effective and well understood by all employees.
5. **Incident Review Meetings:** Hold regular meetings to discuss and analyze any fire incidents, even minor ones, to learn and apply safety improvements.

### **Attachments**

- **Fire Department Report:** Official documentation from the fire department detailing the response time, cause of the fire, and recommendations.
- **Damage Assessment Report:** Compiled by the facility maintenance team, outlining the extent of damage and estimated repair costs.
- **CCTV Footage:** Video from cafeteria cameras showing the onset of the fire and evacuation procedures.

- **Employee Witness Statements:** Collected from cafeteria staff and others present during the incident, providing firsthand accounts and potentially helpful details for the investigation.