



## TEXAS DEPARTMENT OF INSURANCE

### State Fire Marshal's Office (112-FM)

333 Guadalupe Street, Austin, Texas 78701 ★ PO Box 12107, Austin, Texas 78711  
(512) 676-6800 | F: (512) 490-1063 | TDI.texas.gov/fire | @TXSFMO

## Civilian Witness Interview Form

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Name

Date of birth

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Home address

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City

State

ZIP

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Employer

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Home number

Cell number

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Work number

Other number

## Notification and Arrival Phase

1. How did you become aware of the fire?

What time was it?

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2. Where were you when you first became aware of the fire?

3. How did you travel to the fire scene?

4. When you first arrived at the fire scene, what did you observe?

What time did you arrive?

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5. Upon your arrival, did you see, smell, or hear anything that you would consider unusual at a fire scene?  Yes  No

**If yes**, please describe.

6. Did you arrive prior to the arrival of firefighters or fire apparatus?  Yes  No

**If no**, go to number 7.

6a. If you arrived before the firefighters and the fire apparatuses, what did you observe before the fire department arrived?

6b. When the firefighters or fire apparatuses arrived, what was the status of the fire?

- No smoke showing
- Light smoke showing
- Heavy smoke showing
- Flames coming from one window or door
- Flames coming from multiple windows or doors
- Flames coming from the roof or through the walls
- Total building involvement
- Building collapsing
- Building totally collapsed and on fire

Please describe your observations.

What time was it?

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6c. When the firefighters or fire apparatus arrived, what action was taken?

7. If the firefighters or fire apparatuses were already on the scene when you arrived, describe the status of the fire when you arrived.

- No smoke showing
- Light smoke showing
- Heavy smoke showing
- Flames coming from one window or door
- Flames coming from multiple windows or doors
- Flames coming from the roof or through the walls
- Total building involvement
- Building collapsing
- Building totally collapsed and on fire

Please describe your observations

7a. What were the firefighters doing when you arrived?

7b. How many fire apparatuses did you observe when you arrived?

7c. Where were the apparatuses positioned?

## **Fire Development and Extinguishment**

8. As you observed the fire scene, please describe how the fire got larger or smaller while you were there. Please describe any unusual events you saw, smelled, or heard while you were on the scene. If you remember the times specific events occurred, please note them.

9. Did any additional fire apparatuses, law enforcement vehicles, or ambulances arrive while you were on the scene? Please describe the sequence and times the vehicles arrived and describe the vehicles appearance if possible.

## Departure and Post-Fire Phase

10. Why did you leave the fire scene?

What time was it?

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11. What was the status of the fire when you left the scene?

- No smoke showing
- Light smoke showing
- Heavy smoke showing
- Flames coming from one window or door
- Flames coming from multiple windows or doors
- Flames coming from the roof or through the walls
- Total building involvement
- Building collapsing
- Building totally collapsed and on fire
- Building allowed to burn out without extinguishment
- Fire partially extinguished
- Fire totally extinguished

Please describe your observations.

12. After you left the fire scene, where did you go?

13. Has any other information come to you regarding the fire after you left the scene?

Yes       No

**If yes**, please explain.

14. Who told you and when did you hear it?

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15. Are there any other comments you wish to make?

16. Did you take any photographs?       Yes       No

**If yes**, please provide a copy to the investigator.

**If no**, do you know who did?

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17. Please draw a sketch on the back of this form showing the fire scene and where you stood as you observed the fire. If you moved to a different location(s), please mark them as 1, 2, 3, etc.

Use the back of as many of the pages as you need if multiple sketches are required.

Thank you for your assistance. Someone may contact you for additional information.

If you receive any additional information on this fire, please contact Capt. Brian Fine with the State Fire Marshal's Office at 512-417-7162 or contact your local police department, sheriff's office, or fire department.

**Do Not Write Below This Line - Investigator Use only**

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Interviewed by

Agency

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Date (mm/dd/yyyy)

Time

Is a follow-up required?

Yes

No

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Assigned to