

# For The Record: Report Writing For Fire Services

## Appendix B

### Sample Inspection Check Sheet

1. Ventilation	<input type="checkbox"/> Fumes <input type="checkbox"/> Vapors	<input type="checkbox"/> Dusts <input type="checkbox"/> Others	
2. Yards and Buildings	<input type="checkbox"/> Access <input type="checkbox"/> Structure condition	<input type="checkbox"/> Aisles <input type="checkbox"/> Roads	<input type="checkbox"/> Work areas <input type="checkbox"/> Housekeeping
3. Floors, Stairways and Walkways	<input type="checkbox"/> Condition <input type="checkbox"/> Housekeeping	<input type="checkbox"/> Guardrails <input type="checkbox"/> Illumination	<input type="checkbox"/> Handrails
4. Ladders, Scaffolds, etc.	<input type="checkbox"/> Suitability <input type="checkbox"/> Properly used	<input type="checkbox"/> Strength <input type="checkbox"/> Properly maintained	
5. Excavations	<input type="checkbox"/> Shored or sloped <input type="checkbox"/> Access	<input type="checkbox"/> Benched <input type="checkbox"/> Spoilage piles	
6. Illumination	<input type="checkbox"/> Day - Work areas <input type="checkbox"/> Night - Work areas	<input type="checkbox"/> Passageways <input type="checkbox"/> Passageways	<input type="checkbox"/> Cords <input type="checkbox"/> Cords
7. Electrical Equipment	<input type="checkbox"/> Condition	<input type="checkbox"/> Identification of controls	
8. Harmful Materials	<input type="checkbox"/> Storage	<input type="checkbox"/> Handling	
9. Personal Protective Equipment	<input type="checkbox"/> Adequacy <input type="checkbox"/> Availability	<input type="checkbox"/> Condition <input type="checkbox"/> Used	
10. Equipment	<input type="checkbox"/> Controls accessible <input type="checkbox"/> Condition	<input type="checkbox"/> Lock-out procedures <input type="checkbox"/> Operating procedures	<input type="checkbox"/> Controls identified
11. Machine Guards	<input type="checkbox"/> Power Transmission	<input type="checkbox"/> Point of operation	
12. Hand Tools	<input type="checkbox"/> Condition	<input type="checkbox"/> Suitability	
13. Portable Power Tools	<input type="checkbox"/> Condition	<input type="checkbox"/> Suitability	<input type="checkbox"/> Grounded <input type="checkbox"/> Double insulated
14. Hoisting Equipment	<input type="checkbox"/> Controls layout <input type="checkbox"/> Safety devices	<input type="checkbox"/> Rigging <input type="checkbox"/> Records	<input type="checkbox"/> Signals
15. Materials Handling Equipment	<input type="checkbox"/> Condition <input type="checkbox"/> Controls	<input type="checkbox"/> Guards <input type="checkbox"/> Records	
16. Material Storage	<input type="checkbox"/> Stability	<input type="checkbox"/> Convenience	<input type="checkbox"/> Housekeeping
17. First Aid	<input type="checkbox"/> Supplies <input type="checkbox"/> Condition of Supplies	<input type="checkbox"/> Qualified attendant if required	<input type="checkbox"/> Records
18. Fire Prevention	<input type="checkbox"/> Equipment <input type="checkbox"/> Firefighting training	<input type="checkbox"/> Exits <input type="checkbox"/> Evacuation training	<input type="checkbox"/> Flammable materials controlled <input type="checkbox"/> Fire prevention training
19. Work procedures	<input type="checkbox"/> Report each observation of unsafe practice	<input type="checkbox"/> Off faulty procedure	
20. Health and Safety Program	<input type="checkbox"/> Health and Safety Policy	<input type="checkbox"/> Part II of the Code posted	

1. Indicates satisfactory condition.  
2. Indicates faulty condition. Check details on follow-up - see following page.

FOR THE RECORD: Report Writing for Fire Services is a comprehensive text and workbook designed for basic, remedial, and advanced training in writing. Management and Supervision of Law Enforcement Personnel. For the Record: Report Writing in Law Enforcement 6th (sixth) Edition by Karen Hess, Christine Hess Orthmann published by. I receive dozens of textbooks every year to review on criminal justice, many of them purported to be by Karen M. Hess & Henry M. Wroblewski, with Floyd Stokes & Stan Ehler. Practical guidelines for producing professional reports that reflect positively on you as a professional. Fire Investigator, 2nd Ed. bjornhalldal.com: For the Record: Report Writing for Fire Services ( ) by Karen M. Hess and a great selection of similar New, Used and Collectible. For the Record Report Writing for Fire Services ( ) Karen M. Hess , Henry M. Wroblewski, ISBN , ISBN For the Record: Report Writing for Fire Services by Karen M. Hess, Henry M. Wroblewski. (Paperback ). FOR THE RECORD: Report Writing in Law Enforcement is a self-study text and . FOR THE RECORD: Report Writing for Fire Services is a comprehensive text. ISBN - FOR THE RECORD: Report Writing in Law Enforcement. reports, they apply equally to the importance of public safety, fire services. The California Fire Service Training and Education System (CFSTES) was .. Karen M. Hess and Henry M. Wroblewski, For the Record: Report Writing in. IFSTA, 3rd Edition ( ); Aircraft Rescue and Fire Fighting. Incident Command System Publication ( ); For the Record: Report Writing for Fire Services. Request Form for Fire/EMS Incident Report. I am requesting the Santa Clara County Fire Department record types selected below: Please write clearly. Review & compare key features of the leading Fire Department Software. Narrow Achieve the highest standard of preparedness, compliance and accountability with Station Check. . A modular record keeping system for fire departments. operation with Public Works and Government Services Canada, . For the Record: Report Writing for Fire Services by Karen Matison Hess and. All requests for Incident Report copies must be made in writing. Please fill out an Incident Questions may be addressed to our public records email account. Fire Reports can be obtained through the Emergency Services Bureau business days for the report to be received at the Records Management Office. Capabilities of fire department software include records management, are utilized by fire department personnel and management to expedite the report. See NFPA's reports and statistics on fire department calls, including fire alarm activity, unwanted fire alarms and calls by type.

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