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INTRODUCTION

The Fire Statistics Information System (FSIS) at the Office of the Fire Commissioner (OFC) of Alberta Municipal Affairs provides a common set of definitions and terminology for reporting fire incident and other fire protection data, together with a method for systematic data collection, quality control, processing, analysis, and the dissemination of fire statistics in a variety of formats to serve both internal and external client needs. Such a system forms the basis of a dependable body of facts essential for a knowledgeable and economical reduction in both the frequency and severity of fires in the province. Its usefulness extends beyond municipal and provincial to the national level, since it is based on a standard reporting format adopted across Canada.

This Fire Statistics Reporting Manual contains information, instructions, definitions of variables and categories within variables with corresponding codes, which can be used to input fire incident information into the FSIS. This manual is the key to the system.

Background

The Manual contains the information required for the reporting and recording of fires in order to meet the objectives at the national level, as determined by the Council of Canadian Fire Marshals and Fire Commissioners (CCFM & FC), and made available in a document titled, “Canadian Code Structure on Fire Loss Statistics (CCS).” The CCS is somewhat similar to NFPA 901, Standard Classifications for Incident Reporting and Fire Protection Data, developed by the National Fire Protection Association (NFPA) Technical Committee on Fire Reporting, which is used in the U.S. and a number of other countries. The National Fire Incident Reporting System (NFIRS) in the U.S., based on NFPA 901, provides the framework for a standard fire incident reporting format.

Before the existence of the CCS, only very limited fire loss data was collected, manually recorded and analyzed. In 1963, the Association of Canadian Fire Marshals and Fire Commissioners (ACFM & FC), together with the Canadian Association of Fire Chiefs (CAFC), gained consensus to move ahead with the development of the CCS and generic reports for the first time. The coding structure was deliberately designed so the codes could be computer analyzed. This meeting marked the formal acceptance of the CCS and the agreement by all provinces and territories on the objectives for collecting fire statistics, subsequent agreement on the definition of a fire and acceptance of the following statement:

“Fire (loss) records should be maintained to provide (loss) data from which trends may be indicated to measure the effectiveness of fire prevention and fire protection measures presently in practice and to indicate those areas which may require further attention.”

Alberta adopted the original CCS in 1970 and implemented it in 1971. In 1977, a Joint Committee of the ACFM & FC and CAFC deleted the word “LOSS” from the accepted statement thus clearing the way for collecting data concerning “PROPERTY AND LIVES SAVED.” In 1979, several other updates were done to the Alberta manual to address local conditions and to implement further changes in the CCS.

The most recent version of the CCS was accepted by the Council of Canadian Fire Marshals and Fire Commissioners (formerly ACFM & FC) in July of 2001. The Committee responsible for the revision of the CCS recommended its principles be adopted by all agencies responsible for the collection, tabulation and dissemination of fire statistics in Canada. It is understood that some agencies may require additional data to be recorded suited to the needs of their own area of jurisdiction and this can be added to the system. The latest revisions to the CCS were not very drastic. The major change is with the number of digits used to classify variables and categories within them. For example, in the variable “Property Class” the number of digits for individual categories was increased from three to four. This enables greater definition of the property involved in a fire. The same is true of “Source of Ignition,” which changes from two to three-digit codes. In addition, some changes reflect technological changes within the fire protection and model code disciplines.

This edition of the Alberta Fire Statistics Reporting Manual has been revised to incorporate most of the recently approved CCS document. Conforming to this national coding structure, as has been done with previous editions, ensures that the data produced is compatible on a Canada wide basis. The Alberta Manual contains variables (data
elements) that provide a classification of property, a description of a specific structure prior to an incident; a description of the ignition sequence, including the area of origin of the fire; conditions found upon arrival; what action was taken; and fire growth and smoke spread. There are also variables for describing injuries or fatalities to both civilians and firefighters, the extent of damage, the weather parameters and the resources to control the incident.

The advent of powerful microcomputers and specific data base software has been a significant parallel development that has enlarged the capacity for data entry, validation and analysis of fire data. Beginning in 1990, the OFC implemented fire data analysis using microcomputers running Statistical Analysis Software (SAS). This change marked the beginning of a shift from mainframe computers to microcomputers, and subsequent development of an SAS-based fire data entry and validation system and the birth of the FSIS. The fire loss data in the FSIS dates back to 1971. As part of a continuous improvement strategy, the OFC established a standard electronic reporting format for the entire province in 2002.

**Benefits of a Fire Reporting System**

At the local level, a fire department can derive many benefits, as outlined below, from a good fire incident reporting system. Many of these benefits and more can be derived also at the provincial and national level when data analysis is based on the combined fire experience of fire protection stakeholders in Alberta.

*Describing a community’s fire problem:* It is possible to pinpoint where fires are occurring, what factors are most responsible for ignitions, and what casualties and damage are occurring as a result of fires. With the problem placed in proper perspective, the most serious and solvable aspects of the fire problem can be addressed first and the impact of those programs can be tracked.

The original data from reports, when combined and summarized, should provide meaningful information to the reporting fire departments and other agencies such as insurance companies. This should give them access to details that will help them make planning decisions to optimize the allocation and location of resources and encourage accurate input. When this kind of information is developed and used by local agencies, there is an automatic improvement both in accuracy and completeness in the collection of data and the ability of agencies to direct their resources.

A small fire department may have too few incidents to provide meaningful statistical trends on a local basis. Data combined from surrounding jurisdictions may show trends or allow regional planning. As the database grows, the company officer, the fire service manager, and the chief of the department will have increasingly better information to use in managing their local problem. Regional and national agencies can combine the data and create useful, broad-based information.

*Meeting data needs of clients:* The FSIS meets requests for fire loss data by municipal fire departments, insurance companies/insurance adjusters, researchers, the National Research Council, Human Resources Development Canada (previously the Office of the Dominion Fire Commissioner) for compilation of the “Fire Losses in Canada,” annual report.

*Supporting budget requests:* Good statistics will put the fire problem in perspective with other municipal concerns and help community officials realize the consequences of budget cuts or the value of new programs for the fire department.

*Supporting code refinements:* A good database permits fire departments to identify and describe fires that might have developed differently or might not have occurred at all if certain code changes had been in place. Loss statistics from other areas with more stringent codes also can be used for comparison. Estimating the likely impact of a code change can involve complex analysis, however, and no incident data base can address all the subtleties of code impact.

The change to objective-based codes will produce a code with quantitative performance criteria. Anyone wishing to take advantage of performance-based design must be able to prove that their alternative solutions can meet the required performance criteria. This will require statistical information in order to determine these criteria, and more importantly, for the authorities having jurisdiction to be able to track and record problems. Without these statistics the true benefits of objective-based codes cannot be realized. It is believed that the objective-based codes will save billions of dollars a year, in over construction.
Evaluating code enforcement programs: It is not sufficient to have codes on the books if they are not properly enforced. In evaluating loss experience, it may be possible to see whether certain losses are occurring in occupancies not up to code, or without desired features, such as sprinkler systems.

Evaluating public fire education programs: Not all problems can be solved by establishing and enforcing codes. There are certain aspects of the fire problem that can best be controlled by public education programs that inform people of the dangers of fire and tell them how to reduce fires, and how to react when hazardous situations arise. It is important to know the exact problem that has to be addressed. Appropriate evaluation criteria must also be in place to measure whether an educational program is in fact helping to solve that aspect of the problem.

Planning future fire protection needs: Many communities and fire departments are becoming very active in planning and are developing master plans. It is essential that the fire service be involved in such planning. A good data base will allow a fire department to compute fire rates relative to population and building inventory, as well as monitor response times. These, with other characteristics of the community fire problem and planning, will support better fire protection in the future based on changing demography and planned community growth. It will also provide input to decisions about the type and level of fire protection a community will provide so that requirements can be established for developers who construct properties that exceed fire department capabilities.

Improving allocation of resources: Proper analysis of fire incident data may show where a redeployment of existing resources can provide the same level of protection or even improve the level of protection within a community.

Scheduling non-emergency activities: Training sessions, in-service inspections, and other activities are important aspects of a fire department’s function. A fire department that tracks the times that fires occur and their severity can schedule these activities when they are least likely to be interrupted by emergency calls or when the normal delay caused by such activities will have the least impact on emergencies.

Regulating product safety: Particularly at the national and provincial levels, a fire reporting system can be useful in measuring the size and severity of problems associated with various types of consumer products. By identifying the most commonly involved products and the ways these products become involved in fire, this reporting system can help manufacturers redesign their products to make them safer, and it can prompt changes in standards and regulations to require safer products. The reported information also can be incorporated into public fire education programs to warn consumers of the dangers of using certain products.

Support for fire engineering models: Engineering models to design or evaluate fire protection depend upon the output of fire reporting systems to guide and calibrate the models.

Support for fire engineering analysis: Analysis of fire data can indicate those methods of fire defense that work best.

The success of the FSIS depends heavily on the commitment of reporting agencies. Any reporting system should be based on commitment of the entire fire service and the insurance industry, for lack of commitment may lead to inaccurate results. Training of personnel in the purposes, benefits, and procedures are critical to its success.

Terminology

Variables: A fire incident is described using variables (data elements), which are defined in the manual. Each variable can include a variety of different categories or values, each of which may be assigned a code (a number). For example, the variable Property Class has categories such as “one and two family dwelling (code = 3110),” “apartment (code = 3210),” “clothing store (code = 5210).”

The variables provide useful information for the local fire service and fire protection and fire service agencies at all levels of government, commercial and industrial concerns, other government agencies, researchers and insurance companies.

Fire Report: A fire report is the written documentation that a fire occurred. The fire report should include, at some level of detail, a time staged description of the circumstances related to the initiation, discovery, growth, and termination of the fire, along with a description of the casualties or the damage resulting from the incident. This report should be in the words of the Safety Codes Officer or insurance industry professional and must be complete, so persons who were not at the fire scene can understand what happened.

There are three basic purposes to a fire report at the local level. First, it is the legal record of the fact that the fire occurred and provides official notification to the OFC, which is required legally to know of the incident. It reports facts
about the particular property affected, why the fire occurred, how building components and fire protection devices performed, casualties or damage that resulted, and fire department action. Second, it provides information to senior officers and fire department managers so that they are kept informed about what is happening within their areas of responsibility. This allows them to evaluate the performance of their units at the incident and to talk intelligently about the incident to the media and others. Good information about a fire can motivate change in fire protection approaches in a community or even the nation. And finally, the report provides data on the fire problem to fire service management so they can track trends, gauge the effectiveness of fire prevention and fire suppression measures presently in practice, evaluate the impact of new methods, and indicate those areas that require further attention.

**Report-filling tips**

**Report Completion:** The original report(s) should be completed by the person who gathered the data. It should reflect what was actually seen or done at the incident. To accurately describe the situation found, the standard report should be coded using the data element classifications in this manual, and a description can be written in the person's own words.

The reporting agency should establish in its administrative policy whether information gathered initially at the scene and included in reports is to be considered preliminary or final. Preliminary information is generally subject to updates and supplemental reports based on additional investigation. In this manner, the agency can clarify whether information in the report represents an initial determination or a final determination with respect to specific data. For example, the initial determination of how a fire started and dollar loss may be adjusted upon further investigation. By establishing a policy (or even providing for the collection of multiple data elements labeled “First” and “Final”), personnel will be encouraged to complete each report without concern for whether subsequently gathered information appears to contradict preliminary determinations.

**Updating the Report:** Data to update the report may become available from departmental sources such as a safety officer, fire investigator, or training officer. Other sources, such as hospital personnel and insurance adjusters, may also yield helpful data. In both cases an updated report should be filed. Information from these reports is also useful in keeping property information current.

It is recommended that as much detail be gathered as practical at the initial investigation of a fire, for it is very difficult to gather later.

**Please refer to the “Reporting Procedures” section starting on page 70 for further instructions on completing and submitting fire incident and related forms.**

**Role of the OFC**

**Data Processing:** Once data has been received, it is processed into a record useful for legal, planning, management, research and public policy and program purposes. The first step involves checking the reports for accuracy and completeness and then aggregating information into a composite record.

The second step involves the creation of a file consisting of data from incident records.

The OFC has backup provisions to safeguard the data.

**Quality Control:** Once data have been recorded, they are checked for accuracy, clarity, consistency, and completeness. The OFC staff carries out a procedure of quality control screening and follow-up corrections. The reports are screened manually, in addition to the use of data validation software.

**Data Analysis:** The OFC will summarize and analyze the data into research reports, publications and the Fire Commissioner’s Annual Statistical Report.

Please contact the OFC at 780-415-9481 for guidance on any aspect of fire-incident reporting.
Data Reporting Responsibilities of a Fire Department

- Ensuring that all required data are recorded and submitted in a timely fashion
- Ensuring that all handwritten forms are properly completed and are legible
- Screening the reports for obvious errors, omissions, or conflicting data
- Following up with the appropriate personnel when necessary to obtain complete or corrected data
- Ensuring that any data entry that is to be automated is timely and correct
- Filing the complete report, if paper forms are used
- Updating the report and the files as new or additional information is received

The updating of incident reports as better information becomes available is often not done and is a major problem in the quality of information available. The lack of updates is especially common for fatal fires and large-loss fires, where the initial incident report is left incomplete pending an investigation, but does not get updated after the investigation is complete. Updating incident reports is a crucial element in a fire data system.

Detailed written procedures should be developed for the clerical personnel, outlining how they should perform each step in report compilation. These procedures should address such issues as how the reports are to be edited, processed, and filed, and within what time frame, and how they are to be corrected or updated.

It is important that everyone responsible for completing any portion of the report understand the procedure that the clerical staff uses and the schedule they are expected to follow in completing, correcting, and forwarding the data. Delays in submitting data will result in delays in assembling the complete report and in making it available for use.

Quality Control: An important aspect of any record-keeping function is ensuring the quality of the data collected. This starts with proper training, as discussed above.

All data should be edited as part of the process of compiling it into a master record. A trained clerk can do this editing. At least periodically, a supervisor should spot-check a sample of the reports to ensure that they are completed properly. All reports with errors or omissions should be flagged and returned to the originator for correction or completion as appropriate. This procedure reinforces training because the individual will see where the mistakes are and thus may be able to avoid them in the future. If a person continues to make the same mistakes, special training or other action may be necessary to improve the quality of the reports submitted. Incomplete or poor reports waste time and defeat the whole purpose of collecting data.

It is important that supervisory personnel be involved in the quality control process on a regular basis. A computer can do certain editing tasks and force completion of a report, but it cannot check to see that the incident scene was interpreted correctly or that the report accurately reflects the incident. Nor can it determine if files are being updated properly as new information becomes available. Both of these tasks are as important to ensuring a quality data base as any other part of the process.

Setting Standards within the Department: The fire department should have certain standards that apply to all its record-keeping operations. Such standards will help make the data more uniform from report to report and application to application. Standardization aids all users of the data, makes analysis more accurate, and is essential if data is to be automated. Some areas where department standards should be developed include:

- Methods of entering the names of persons - first name first or last name first - on records
- Recording addresses of buildings with several or ambiguous addresses, as well as nonstructure locations, such as those on highways or at street intersections
- The common abbreviations that are acceptable to use

Please contact the OFC at 780-415-9481 for guidance on any aspect of fire incident reporting.
OFC Head Office, Edmonton: 16th floor, Commerce Place  
10155-102 Street NW  
Edmonton, AB  T5J 4L4  
Phone: 780-415-9481  
Fax: 780-415-8663  
24-hour Emergency Contact Number: 1-866-618-2362

Regional Offices At:

Calgary: c/o Calgary Fire Department  
4124-11 St. S.E.  
Calgary, AB  T2G 3H2  
Phone: 403-287-4246  
Fax: 403-243-9947  
24-hour Emergency Contact Number: 1-866-618-2362

Lethbridge: 360 Provincial Building  
200-5 Avenue S.  
Lethbridge, AB  T1J 4C7  
Phone: 403-381-5483  
Fax: 403-382-4426  
24-hour Emergency Contact Number: 1-866-618-2362

Peace River: Bag 900, Box 24  
9621-96 Avenue  
Peace River, AB  T8S 1T4  
Phone: 780-624-6303  
Fax: 780-624-6552  
24-hour Emergency Contact Number: 1-866-618-2362

Red Deer: 207 Provincial Building  
4920-51 Street  
Red Deer, AB  T4N 6K8  
Phone: 403-340-4987 or 403-340-5162  
Fax: 403-340-5210  
24-hour Emergency Contact Number: 1-866-618-2362

Camrose: Main Floor 4910 - 52 St  
Camrose AB T4V 4E8  
Phone: 780-679-1270  
Fax: 780–679–1254  
Cell 780 608 0786  
24-hour Emergency Contact Number: 1-866-618-2362

* Please Note Form Number Change, as of March 2012

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<td>OFC 1242</td>
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<td>OFC 1243</td>
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DEFINITIONS

FIRE

Any instance of destructive and uncontrolled burning, including explosion of combustible solids, liquids or gases. Fire does not include the following, except where they cause fire or occur as a consequence of fire:

a. lightning or electrical discharge;
b. explosions of steam boilers, hot water tanks or other pressure vessels due to internal pressure and not due to internal combustion;
c. explosions of ammunition or other detonating material;
d. accidents involving ship, aircraft or other vehicle;
e. forest (that fall under the Forest & Prairie Protection Act & any Federal jurisdiction);
f. grass or brush or rubbish except for harvestable products; and

g. overheat condition.

NOTE: This definition restricts fire incidents to be reported nationally to those which cause deaths or injuries or which destroy or damage property having a value that may be expressed in terms of dollars. The system provides for the collection of information on losses such as brush fires, etc. that may be of use to local authorities. For the purpose of the exclusion in e. and f. above, forest, grass or brush fires are defined as free burning fires in wooded or open country where only natural elements are destroyed. Overheat is described as alteration of material by heat without self-sustained combustion. Removal of the heat source will stop the alteration process. It may also be described as the stage before ignition. Examples are: an overcooked roast in the oven, discolouration caused by hot metal on a kitchen counter, or a cigarette scar on a table or on a carpet.

EXPOSURE FIRE

An exposure fire occurs as a direct consequence of a fire originating in either:

a. a completely detached segregated building, structure or facility; or
b. an outside open area.

Separate reports are required for the originating fire and all exposure fires.

NOTE: If a building fire ignites or damages a vehicle parked nearby, the vehicle fire becomes an exposure fire. If a building fire results from a vehicle collision, the building fire is classified as an exposure fire. If a vehicle is parked in the structure, it is not a separate fire but part of the contents. A fire in a garage attached to a residence is NOT a separate fire any more than the various stores in a shopping centre or various apartments in an apartment building. If a building fire results from the spread of a forest, brush or rubbish fire, the building fire is considered to be an exposure fire.
FIRE DEATH & FIRE INJURY

Fire deaths and fire injuries shall be reported to the OFC on the applicable form. Fire deaths reported will be verified with those reported to the Vital Statistics Section of the Provincial Government.

NOTE: Deaths and Injuries are grouped as follows: Firefighters (F.F.) and Civilians – Men, Women, Youth (12-17 years of age) and Children (11 years of age and under).

a. Fire Death (Civilian)
   A person killed accidentally as a direct result of a fire or a person who dies from a fire injury within one year following the date on which the injury was sustained, providing the person was not a member of a fire department.

b. Death Involving Fire
   A person who was in a place where fire occurred, but who may have died from a cause other than the fire itself (e.g. a person who dies in an automobile accident where the vehicle catches fire prior to death, a suicide by burning or asphyxia, an incendiary fire set for the specific reason of killing).

NOTE: A person who dies from burns or asphyxia in a vehicle as a result of a collision is NOT considered a fire death. A person who dies by accident as a result of an incendiary fire is considered to be a fire death. When there is doubt about suicide or murder, the person shall be classified as a fire death.

c. Fire Action Death (Firefighter)
   A member of a fire department killed accidentally while in the process of fighting a fire or who dies from a fire action injury within one year following the date on which the injury was sustained.

NOTE: A firefighter killed as a result of an accident while en route to or returning from the scene of an actual fire or who dies from an injury received in such an accident, is considered to be a fire action death.

d. Fire Injury (Civilian)
   A person accidentally injured as a direct result of a fire unless this person is a member of a fire department. A person who suffers from smoke inhalation from an overheat condition where no actual fire occurred is NOT considered a casualty.

NOTE: The applicable interpretations above for fire death also apply to the fire injury.

e. Fire Action Injury (Firefighter)
   A member of a fire department accidentally injured while in the process of fighting a fire.

NOTE: A firefighter injured as a result of an accident while en route to or returning from the scene of an actual fire is considered a fire action injury.

f. Type of Injuries
   Fire injuries and fire action injuries fall under three categories.

   (1) Minor Injury – An injury that does not require hospitalization of over a 24-hour period or absence from work of not more than one full day.

   (2) Light Injury – An injury that requires admission to a hospital of over 24 but not more than 48 hours and/or absence from work for a period of two to fifteen days.

   (3) Serious Injury – An injury that requires admission to a hospital for a period of more than 48 hours and/or an absence from work for a period exceeding fifteen days.
Property Loss by Fire

Cost of actual damages to property.

**NOTE:** Only direct losses from fire, smoke, gas, explosion, or damages associated with firefighting operations. This excludes loss of good will, loss of sales and other losses due to interruption of business or vacating of a home. In accordance with Canadian insurance practices, damage to and/or destruction of buildings and installed equipment are estimated and reported at actual replacement value. Fire chiefs must use the same criteria in estimating damages.
CODING SECTION
INCIDENT INFORMATION

Date and Time of Incident refers to the year, the month of the year, the date of the month, the day of the week, and hour of the day, and should be coded as indicated in subsections below.

If the Date and Time of Incident is unknown, code either as 9 or 99, whichever is applicable.

Year
Year: xxxx Use actual year.

Month of Year
Month of year: Jan-Dec Use January as Jan.

Date of Month
Date of month: 01-31 Use date.
99 Date of month unknown.

Day of Week
Day of week: 1-7 Use Sunday as 1.
9 Day of week unknown.

Time
Hour/Minute of day: 0000-2359 Use the exact hour and based on the 24-hour clock.
9999 Hour of day/minute unknown.

MUNICIPALITY WHERE INCIDENT OCCURRED

Enter the

a. County/Municipal District (MD)/ Improvement District (ID)/Special Area (SA)
b. City/Town/Village/Community

INCIDENT SITUATION

Incident Situation refers to the situation that gave rise to the emergency condition. Whereas in most cases the incident will be a fire, fire departments are called for a large number of other emergencies, which should be coded in the “Incident Code” box on the Fire Report or Insurance Report, according to one of the classifications listed below.

CODES:

10 Fire
11 No Alarm Fire - not responded to by fire department
12 Rubbish or grass fire (no dollar loss)

20 Explosion - no fire
21 Rupture - steam pipe
22 Rupture - boiler
23 Rupture - water pipes
24 Rupture - gas pipes

30 Rescue - miscellaneous
31 Vehicle Accident
32 Building Collapse
33 Industrial Accident
34 Home Accident
35 Resuscitation Call - respiratory emergency
36 Resuscitation Call - heart attack
37 Resuscitation Call - miscellaneous
38 Resuscitation Call - dead on arrival
39 Resuscitation Call - other than listed
40 Public Hazard - gasoline or fuel wash down
41 Public Hazard - gasoline or fuel spill (standby situation)
42 Public Hazard - toxic chemical spill
43 Public Hazard - power line down
44 Public Hazard - radiation leak
45 Public hazard - bomb removal (standby situation)
46 Public Hazard - hazardous object removed
49 Public Hazard - miscellaneous

50 Gas Leak - natural gas
51 Gas Leak - propane
52 Gas Leak - refrigeration
53 Gas leak - response to carbon monoxide detector alarm
59 Gas Leak - miscellaneous

60 Public Service - citizens locked in or out
61 Public Service - citizens trapped in elevators
62 Public Service – first-aid
63 Public Service - assist police or other agency
69 Public Service - miscellaneous

70 Alarm No Fire - accidental miscellaneous
71 Alarm No Fire - smoke or steam mistaken
72 Alarm No Fire - sprinkler surge or discharge
73 Alarm No Fire - detector activated
74 Alarm No Fire - fumigation
75 Alarm No Fire - unknown odours investigated
79 Alarm No Fire - miscellaneous

80 False Alarm - telephone
81 False Alarm - municipal alarm system
82 False Alarm - internal or local alarm system
83 False Alarm - verbal report to fire station
89 False Alarm – miscellaneous

90 Incident Situation Unclassified
LOCATION OF FIRE INCIDENT

Data may be captured by recording such information as:

Street addresses with postal code and/or Twp., Range and Meridian with postal code.

OCCUPANT

Use this heading for recording:

1. Occupants other than the owner.

   In the case of a fire in any multiple-occupancy building (i.e. apartment building or strip mall), the owner of the building would go on the Fire Report – OFC 1244 and information on occupants other than the owner would go in on a separate Occupant Report – OFC 1295.

2. Personal property/content loss, even though the premises are not occupied by the “occupant”.

   Example: a person may have personal property lost in a fire involving premises that are not occupied by insured. (i.e. a fur coat stored in a fur vault or a camera destroyed in a fire while in a repair shop.)

Enter occupant’s surname and given name. Indicate in the box provided whether or not property lost by occupant is insured. Enter “same address” if occupant lives at location of fire. If this is the occupant's business place, enter the occupant’s home address.

If there are additional person(s) with losses, an Occupant Report must be completed for each person.

OWNER

Enter surname, given name and address. Indicate in the box provided whether or not property lost by owner is insured.

VEHICLES/APPLIANCES/EQUIPMENT

Use this heading if loss is to a vehicle, electrical appliance, etc. Complete this information where available.

DOLLAR LOSS

Loss shall be recorded as the estimate of the damage caused by the fire. The loss includes damage to property and contents. **Such loss shall not exceed the cost of repair and replacement on a like kind and quality basis.**

Loss shall **ONLY** include direct loss caused by fire, including salvage, but not indirect loss due to "use and occupancy", business interruption, or firefighting costs.

Car or truck fires, machinery fires, etc., should be classed under “Buildings”, unless contained within a building, in which case they would then form part of “Contents”.

For purposes of recording this information, record the amount in dollars.

CASUALTIES

Indicate the number of firefighters, men, women, youth and/or children injured or killed in the fire incident. Also enter the total number of injuries and/or deaths. (See definition of death and injury in the “Definitions” section).

A Fire Casualty Report (form OFC 1242) is required to be submitted for each injury or death.

PERSON(S) STARTING FIRE

Please refer to page 43 for instructions.
PROPERTY DESCRIPTION

Property Description contains two sections which are intended to be used together to describe where fires occur.

A restaurant fire in a hotel or a clothing store fire in a shopping plaza are examples which reflect the need to capture two elements of information. If only hotel information is collected, the restaurant data will be lost. Similarly, if only shopping plaza data is collected then clothing store information is lost. The use of two code sections will allow the user to capture both hotel and restaurants in the first example and clothing store and shopping plaza in the second example.

Major Occupancy refers to the hotel and the shopping plaza in the above examples while Property Classification refers to the restaurant and the department (clothing) store.

PROPERTY CLASSIFICATION

The term "property" under this classification denotes the type of use made of the area within a building, structure or other facility where the fire occurred. If two or more properties within a building, structure or other facility are involved in a fire, code the property where the fire originated. The tabulation of the fire loss data using Property Classification will reveal the risk factors associated with the different types of properties.

1000 ASSEMBLY

Property for the gathering of persons for civic, political, travel, religious, social education or recreational purposes. Such property is characterized by the presence or potential presence of crowds, with attendant panic hazard.

1100 THEATRE, STUDIO, AUDITORIUM

1110 Theatre, Legitimate – includes combined live and movie
1120 Theatre, Motion Picture – excludes drive-in theatre
1130 Theatre, Drive-in Motion Picture
1140 Auditorium, Concert Hall
1150 Radio, Television Studio
1160 Motion, Picture Studio – excludes film processing
1190 Theatre, Studio, Auditorium – unclassified or unknown

1200 AMUSEMENT, RECREATION PLACE (EXCLUDING SOCIAL, SPORT CLUBS)

1210 Bowling Alley
1220 Billiard Centre, Pool Hall
1230 Outdoor Ice Rink – includes shelters
1240 Amusement Centre – includes amusement hall
    Includes amusement hall, such as shooting gallery, video arcade, bingo hall, casino, exhibition stand, fair stand, dance studio. Excludes bowling establishment, billiard centre classified under 1210 and 1220 respectively.
1250 Swimming Facility
1260 Ballroom, Gymnasium – includes dance hall, community hall
1270 Exhibition Hall, Exposition Hall
    Includes general use large open hall without fixed seating facilities, armoury.
1280 Arena, Indoor Ice Rink, Curling Rink, Stadium, Amusement/Entertainment Tent
1290 Amusement, Recreation Place – unclassified or unknown

1300 SCHOOL, COLLEGE, UNIVERSITY

When a school, college or university building also contains dormitories and other residential occupancies, classify under Group 3600.

1310 School Nursery, Kindergarten, Pre-school, Pre-kindergarten - associated with an educational institute
1320 Elementary School – includes combined kindergarten/elementary
1330 High School – includes combined high/elementary
    Includes combined senior, intermediate and junior high; and combined high/elementary.
1340 Junior High School – includes combined elementary/junior high
1350 Industrial Trade School, Technical School
1360 Business, Secretarial, Commercial School
1370 Rehabilitation School – attendance by choice
1380 College, University
1390 School, College, University – unclassified or unknown

1400 CHURCH, FUNERAL PARLOUR
1410 Church, Chapel
1430 Church Hall – includes hall for fellowship meetings
Includes halls for fellowship meeting and offices, kitchens and classrooms contained within the structure.
1440 Funeral Parlour – includes crematorium and undertaking premises
1490 Church, Funeral Parlour – unclassified or unknown

1500 SOCIAL, SPORTS CLUB
1510 Club in Physical Recreation Complex
Includes city club facilities without sleeping accommodation, such as athletic, lodge, social, steam bathing, health, boys and girls clubs. If sleeping accommodations are present, classify under Group 3000.
1520 Country Club – includes golf, tennis clubs
Includes country club facilities such as golf, tennis, rifle, hunting, fishing, beach and riding clubs.
1530 Yacht Club – excludes marina and boat mooring
Includes boating and club facilities. Excludes marina and boat mooring, repairing and refuelling facilities classified under 7850, 6820 and 5770, respectively.
1590 Social, Sports Club – unclassified or unknown

1600 LIBRARY, MUSEUM, ART GALLERY
1610 Library
1620 Museum – exclude if contained in a historic building (1640)
1630 Art Gallery
1640 Historic Building
1650 Monument, Memorial Building
1690 Library, Museum, Art Gallery – unclassified or unknown

1700 FOOD OR BEVERAGE ESTABLISHMENT
Excludes establishment serving food or beverages for consumption off the premises classified under Group 5100.
1710 Restaurant
Includes eating places specializing in food primarily for consumption on the premises, such as cafeteria, café, diner with tables or automatic service. (Excludes delicatessen coded under 5160).
1720 Nightclub
Includes places specializing in food and drink, but may have dancing or entertainment, and key clubs and supper clubs.
1730 Tavern – may supply food as a minor supplement only
Includes places specializing in the sale of alcoholic beverages for consumption primarily on premises, with food as a minor supplement only.
1740 Lunchroom, Drive-in Restaurant
Includes places specializing in quick service for food, or beverages, such as lunch counter, drive-in food or beverage establishment.
1790 Food or Beverage Establishment – unclassified or unknown
1800  **PASSENGER TERMINAL, STATION**

Includes incidental freight handling.

1810  Airport Passenger Terminal
1820  Heliport, Helistop Passenger Terminal
1830  Bus Terminal – includes terminal for airlines, limousine

  *Includes terminal for airlines, limousine and downtown airline terminal building.*
1840  Railway Station
1850  Subway Station
1860  Elevated Station
1870  Marine Passenger Terminal
1890  Passenger Terminal, Station – unclassified or unknown

1900  **MISCELLANEOUS**

1910  Court Room
1920  Legislative Hall
1990  Assemblies Miscellaneous – unclassified or unknown

2000  **INSTITUTIONAL**

Property for medical treatment, for care of persons suffering from illness, disease or infirmity, for the care of children and for the care of convalescents or aged persons and for penal or corrective purposes. Institutional buildings ordinarily provide sleeping facilities for the occupants, and are principally used by persons whose actions are supervised or restrained.

2100  **PENITENTIARY, CORRECTIONAL FACILITY, REFORMATORY**

2110  Penitentiary, Federal – in cell blocks
2120  Penitentiary, Federal – outside of cell blocks
2130  Correctional Facility (Provincial/Territorial/Municipal)
2140  Reformatory, Juvenile Detention Home
2150  Detention Facility (includes Remand Centre or Gaol – excluding Police Station)
2160  Vocational Rehabilitation Centre – attendance by direction
2170  Police Station – building with lock-up facility (Police Station without lock up facility code under 4120).
2190  Penitentiary, Correctional Facility, Reformatory – unclassified or unknown

2200  **HOME FOR AGED**

2210  Home for Aged – with nursing staff
2220  Home for Aged – without nursing staff
2290  Home for Aged – unclassified or unknown

2300  **COMMUNITY CARE FACILITY**

2310  Orphanage/Group home/Foster home (more than 10)
2320  Orphanage/Group home/Foster home (5 - 10)
2330  Care of Pre-school Age Children
2340  Care of Pre-school and school aged children
2350  Long term residential care of persons with intellectual, physical or multiple disabilities (excluding Home for Aged, see Group 2200).
2390  Community Care Facility – unclassified or unknown

2400  **MEDICAL FACILITIES**

2410  Hospital – general
2420  Nursing or Convalescent Home or Long-term health care facility
2430  Institution for the visually, hearing or speech-impaired
2440  Mental Hospital

  *Used solely for treatment of mental patients, otherwise classify under 2410.*
2450 Clinic – excludes medical office building classified under 4140
2460 Child-Care Hospital – used solely for the treatment of children
2490 Medical Facilities – unclassified or unknown

2900 MISCELLANEOUS INSTITUTIONAL

2910 Shelter for Displaced Persons
2915 Shelter for Abused Spouses (may include children)
2920 Halfway/Transitional house (reintroduction of persons into general population)
2921 Halfway/Transitional house – Correctional
2922 Halfway/Transitional house – Medical
2990 Institutional Occupancies – unclassified or unknown

3000 RESIDENTIAL

Property in which sleeping accommodation is provided for normal residential purposes. Includes all buildings designed to provide sleeping accommodation except those classified under institutional. Subdivisions in this category are divided according to life hazard potential. Names and legal definitions may be different from those given here, but the categories have a significant difference from a fire and life protection standpoint. Properties to be classified by actual use and not by what the property owner calls them. Thus a "motel" on a sign may be a hotel, an apartment, or a rooming house, depending upon the use.

3100 ONE & TWO-FAMILY DWELLINGS

Private dwelling occupied by members of one or two families with rooms rented to not more than three outsiders. If a business or other occupancy is contained in the building, classify under 3210. Parking garages for one and two family dwellings whether attached, detached, are classified under 7810.

3110 Year-Round Use Dwelling – 1-family
3120 Seasonal Use Dwelling – in season, 1-family
3130 Seasonal-Use Dwelling – off season, 1-family
3140 Year-Round Use Dwelling – 2-family
3150 Seasonal Use Dwelling – in season, 2-family
3160 Seasonal Use Dwelling – off season, 2-family
3170 Farm Dwelling – 1-family
3180 Farm Dwelling – 2-family
3190 One & Two-Family Dwelling – unclassified or unknown

3200 APARTMENT, TENEMENT, FLAT, TOWNHOUSE, CONDOMINIUM

Property providing living quarters for families living independent of each other with independent cooking facilities, whether designated as apartment houses, tenements, garden apartments, townhouses, row houses, or by other names. Apartment hotels shall be classified under Group 3400 because they are potentially subject to transient occupancy like that of hotels. Garage complex shall be referenced under 7820.

3210 Apartment, Tenement, Flat – 1 to 4 units with business
3220 Apartment, Tenement, Flat – 1 to 4 units without business
3230 Apartment, Tenement, Flat – 5 to 20 units with business
3240 Apartment, Tenement, Flat – 5 to 20 units without business
3250 Apartment, Tenement, Flat – over 20 units with or w/o business
3290 Apartment, Tenement, Flat – unclassified or unknown

3300 ROOMING, BOARDING, LODGING HOUSE, HOSTEL

Residential property under one management as a single housekeeping unit (the owner's primary place of residence) without separate cooking facilities or amenities (laundry, washrooms, etc.) where separate sleeping rooms are rented to persons, either on a permanent or transient basis, and includes "Home Hotels", "Bed and Breakfast" facilities, and "Vacation Farms". If rooms are not within the same building and a shared part of the owner's primary residence, code under Group 3400 or Group 3500.
Rooming, Boarding, Lodging House – less than 10 persons  
Rooming, Boarding, Lodging House – unclassified or unknown  

**3400 HOTEL, INN, LODGE (INTERIOR ENTRY ONLY TO INDIVIDUAL UNITS)**

Property under one management in which there is sleeping accommodation for more than 10 persons, primarily used by transients who are lodged with or without meals, whether designated as a hotel, inn, club or other similar occupancy. Apartment hotels shall be classified as hotels because they are potentially subject to transient occupancy like that of hotels. For buildings with exterior entry to each individual unit, and with a maximum of 4 storeys, classify under Group 3500. For less than 10 persons, classify under Group 3300.

Hotel, Inn, Lodge – year round use  
Hotel, Inn, Lodge – seasonal use, in season  
Hotel, Inn, Lodge – seasonal use, off season  
Hotel, Inn, Lodge – hostels  
Hotel, Inn, Lodge – unclassified or unknown

**3500 MOTOR HOTEL, MOTEL (EXTERIOR ENTRY ONLY TO ALL INDIVIDUAL UNITS)**

Property or group of buildings under one management of 4 storeys or less, with direct exterior entry to each unit and no interior entry, primarily used by transients who are lodged with or without meals, whether designated as a hotel, inn, club, motel, tourist cabin, or any other related occupancy.

Motor Hotel, Motel – fewer than 3 units, includes tourist cabin  
Motor Hotel, Motel – 3 to 20 units  
Motor Hotel, Motel – over 20 units  
Motor Hotel, Motel – unclassified or unknown

**3600 DORMITORY**

Building where sleeping accommodation is provided over an extended period for persons not members of the same family group, in one room or in a series of closely associated rooms under joint occupancy and single management, with or without meals.

School, College or University Dormitory  
Sorority or Social Club, Fraternity  
Nurses' Residence  
Military Barracks  
Convent, Monastery or Other Religious Dormitories  
Bunkhouse & Workers' Barracks  
Dormitory – unclassified or unknown

**3700 MOBILE HOME, MOBILE ACCOMMODATION, TRAILER**

A mobile home is a mobile structure designed as a semi-permanent family unit. A travel trailer is a mobile unit designed as a temporary family unit. A camping trailer is a collapsable mobile unit designed as a temporary unit. A motor home is a mobile family unit, permanent or temporary, containing its own motive power.

Mobile Home – 1 or 2 family units  
Houseboat  
Travel Trailer  
Camping Trailer, includes Tent Trailer  
Motor Home, includes Camperized Van  
Truck With Camper  
Tents  
Float Home (Without Self-Propulsion)  
Mobile Home, Trailer – unclassified or unknown
3800  CAMP/RETREATS – SEASONAL USE
(Note: Year round use code under 3000 series)

3810  Single Cabins
3820  Individual rooms/Dormitories
3890  Camps/Retreats – unclassified or unknown

3900  MISCELLANEOUS – RESIDENTIAL

3910  Children’s Play House
3990  Residential Miscellaneous – unclassified or unknown

4000  BUSINESS & PERSONAL SERVICE

Business and personal service means the occupancy or use of a building or part thereof for the transaction of business or the rendering or receiving of professional or personal services.

4100  OFFICE

4110  General Business Office – excludes Post Office
4120  Civic, Federal or Provincial Government Office
      Includes local and county government offices and Police Stations without lock-up.
      Excludes Post Office classified under 4170.
4130  Bank
4140  Medical, Health, Research or Scientific Office – excludes lab
      Excludes laboratory classified under Group 9100.
4150  Engineering, Architectural & Technical Office
      Includes permanent office building of contractor.
4160  Mailing, Photocopy Company Office
      Includes duplicating, blue-printing, photostating, addressing, mailing or stenographic
      services, compiling and selling classified mailing lists.
4170  Post Office – excludes mail boxes, general administrative office
      Includes all postal handling facilities.
      Excludes mail boxes classified under Group 8160. Excludes general administrative office
      building of postal department classified under 4120.
4180  Document Centre, Record Repository – includes Archives
4190  Office – unclassified or unknown

4200  PERSONAL SERVICE

4210  Barber or Hairdressing establishment
4220  Beauty Parlour
4230  Tanning Salon
4240  Massage Parlour
4290  Personal Service – unclassified or unknown

4300  ELECTRONIC EQUIPMENT

4310  Computer, Electronic Data Processing Centre
4320  Electronic Data Records Storage
4330  Electronic Equipment – Service and Repair Shop
4390  Electronic Equipment – unclassified or unknown

4900  MISCELLANEOUS – BUSINESS & PERSONAL SERVICES

4990  Business & Personal Services – unclassified or unknown
5000 MERCANTILE

Mercantile property means the occupancy or use of a building or part thereof for the displaying or selling of retail goods, wares or merchandise.

5100 FOOD, BEVERAGE SALE

Sale of food and beverages for consumption off the premises. The sale of food and drinks for consumption on the premises is classified under Group 1700.

5110 Supermarket – 1000 m² and over
Store selling a broad line of food items and some non-food items and covering 1000 m² or over in total area.

5120 Market, Grocery Stores – less than 1000 m²
Store selling a broad line of food items and some non-food items and covering less than 1000 m² in area.

5130 Specialty Food Store
Store specializing in a few basic food items with supplementary items for customer convenience, includes meat, fish, candy, bakery, gourmet shop, health foods and roadside farm produce stand and counter.

5140 Liquor, Beverage Store

5150 Creamery, Dairy Store

5160 Delicatessen
Store for sale of prepared food mainly for consumption off the premises. Excludes drive-in which is classified under 1740.

5170 Mobile Food Vendors
Includes ice cream store/stand/vendor, coffee vendors, hot dog stand, popcorn stand.

5190 Food, Beverage Sale – unclassified or unknown

5200 TEXTILE, WEARING APPAREL SALE

5210 Clothing Store, Sale of Wearing Apparel – new, used clothing for sale or rental.
New, used or clothing rental shops. Includes sale of accessories where incidental to clothing. Excludes shoe store or fur store classified under 5220 and 5250 respectively.

5220 Clothing Accessories, Shoe Store – includes sales of ties, shoes
Includes sales of ties, shoes, hats and related items when not in clothing store (5210).

5250 Fur Store – excludes stores with a broad line of goods
Excludes fur departments or stores with a broad line of goods classified under 5810 and the storage of fur garments classified under 7280.

5260 Fabrics Store – includes sales of yard goods and piece goods

5290 Textile, Wearing Apparel Sale – unclassified or unknown

5300 FURNITURE, APPLIANCE, ELECTRONIC EQUIPMENT, HARDWARE (SALES OR RENTAL)

5310 Furniture Store – includes sales of large non-desktop equipment
Includes sales of all new and used furniture, office furniture and large non-desktop type equipment, such as water coolers.
Excludes furniture departments of large multi-departmental store which is classified under 5810 and office supply and desk-top office equipment sales classified under 5410.

5320 Appliance Store – includes associated repair department
Excludes appliance repair shop without sales classified under 5620.

5330 Hardware Store

5340 Music Store

5350 Wallpaper, Paint Store

5360 Rug, Floor Covering Store

5370 Electronic Equipment – including computers/software

5380 Video Rental Store

5390 Furniture, Appliance, Electronic Equipment, Hardware (Sales or Rental) – unclassified or unknown

5400 BOOKS, NEWSPAPERS, DRUGS, JEWELLERY, SPECIALTY SALES

5410 Book, Stationery store – includes desktop equipment sales
Includes new and used books, office supplies and desktop equipment.

5420 Newsstand, Tobacco Shop
5430 Drug Store – excludes drug store without pharmacist (5820)
   Includes drug store with pharmacist on duty usually during operating hours.
5440 Jewellery Store – includes repair shops and associated gift sales
5450 Gift Shop – excludes jewellery and watch repair (5440)
5460 Leather Goods Shop – excludes shoes (5220)
5470 Florist Shop, Greenhouse, Nursery
5480 Optical Goods Sales (includes with or without optometrist)
5490 Books, Newspapers, Drugs, Jewellery, Specialty Sales – unclassified or unknown

5500 RECREATION, HOBBY SUPPLIES

5510 Hobby, Toy Shop – excludes sporting, photographic (5520 and 5530)
5520 Sporting Goods, Bicycle Sales & Repair – excludes sportswear (5210)
   Includes sale of firearms, ammunition and tents. Excludes sportswear shop which is
   classified under 5210.
5530 Photographic Supply Sales, Still Picture Studio
   Includes incidental processing. Excludes plant processing of films classified under 6970.
5540 Garden Supply Store
5550 Lumber, Retail Sales – excludes lumber yards
   Includes lumber distribution centres often of the supermarket type, with sale of related
   home repair supplies.
   Excludes lumber yards used principally for storage which are classified under 7510.
5560 Pet Store, Animal Hospital – includes kennels
5570 Art Supply Sales
5580 Fire Works Sales – includes temporary and permanent locations
5590 Recreation, Hobby Supplies – unclassified or unknown

5600 REPAIR SHOP, LAUNDRY, DRY CLEANER

5610 Furniture, Upholstery Repair Without Sales
5620 Appliance Repair Shop – excludes repair with sales (5320)
5630 Laundry – self-serve
5640 Laundry, Dry Cleaner – processing off premises
   Includes shops for the pick-up and drop off of laundry and dry cleaning with little or no
   processing on the premises. If processing is done on the premises, classify under 6960.
5650 Shoe Repair Shop
5660 Home Maintenance Service
5670 General Maintenance Shop
5680 Tailor, Dressmaking Shop
5690 Repair Shop, Laundry, Dry Cleaner – unclassified or unknown

5700 MOTOR VEHICLES, BOATS, SALES & SERVICE

5710 Public Service Station – excludes marine service (5770)
   Includes fuel service facilities such as gasoline, diesel fuel and LP gas dispensing with
   associated lubritorium and facilities. Excludes marine service stations classified under
   5770.
5711 Self-serve without attendant (includes Commercial Card Lock)
5712 Self-serve with attendant
5713 Full Service – Attendant on Duty
5720 Private Service Station
   Includes private or fleet vehicle refuelling where an employee fuels vehicle himself, such
   as transit company garages, trucking company yards or farms.
5730 Motor Vehicle Repair Garage, Vehicle Paint Shop - excludes car wash (5780) and powder coating
   shop (6330).
5740 Motor Vehicle & Trailer Sales – includes farm implements
5750 Motor Vehicle Accessory Sales
5760 Boat, Pleasure Craft Sales – excludes marinas or boat repair yard
   Excludes marinas or boat repair yards classified under 7850 and 6820 respectively.
5770 Marine Service Station, Refuelling Station
5780 Car Wash Facility
5790 Motor Vehicles, Boats, Sales & Service – unclassified or unknown

5800 DEPARTMENT, VARIETY STORE
Stores selling a wide range of items.

5810 Department Store With Furniture Department
Department stores have many separate lines of goods, but to be classified here, the store must have a furniture department.

5820 Small Variety Store – under 1000 m², no furniture department
Includes stores of 1000 m² or less in area with a wide range of goods but no furniture department, "drug store" without a pharmacist, second hand or surplus stores.

5830 Large Variety Store – 1000 m² or over, no furniture department
Includes stores of 1000 m² or over in area with a wide range of goods, but no furniture department.

5840 Mail Order Store, Catalogue Store – includes display areas
Includes display areas regardless of size. Classify under 5810 when the mail order section is a small section of a large store.

5850 Mall - includes only the public area common to the multi-store facility

5890 Department, Variety Store – unclassified or unknown

5900 MISCELLANEOUS

5910 Professional Supply Sales
Includes sales of stethoscopes, hospital supplies, special tools, engineering instruments, and other professional supplies.

5920 Trade Supply Sales
Includes sale of machinist supplies, plumber's tools, carpentry equipment.

5930 Builder's Supply Sales

5940 Restaurant Supplies & Services

5990 Mercantile Miscellaneous – unclassified or unknown

6000 INDUSTRIAL MANUFACTURING PROPERTIES
Property where raw materials are transformed into new products and the assembly of component parts of manufactured products is considered industrial except in cases where the activity is obviously more appropriately classified elsewhere, such as processing, assembling, mixing, packaging, finishing or decorating, repairing, and similar operations are included. Storage operations concerned with Commercial & Industrial Manufacturing Properties are included in Group 7000.

6100 CHEMICAL, PETROLEUM, PAINT, PLASTIC – MANUFACTURING/PROCESSING

6110 Basic Industrial Chemicals – excludes all monomers and plastics
Includes industrial gases.

6120 Hazardous Chemicals – includes explosives, hazardous monomers
Includes chemicals requiring special handling in the manufacture, shipment, storage or use, such as explosives, blasting agents, fireworks, matches, rocket fuels, pyroxylin (cellulose nitrate) plastics, hazardous monomers, organic peroxides. Excludes the handling of products from atomic fission and fusion classified under Group 9800.

6130 Plastic Material Manufacture – includes basic materials plastics
Includes basic materials plastics, synthetic resins, synthetic adhesive, plastic and elastomers. Excludes those included in 6120.

6140 Plastic Products Manufacture
Includes making of all plastic products such as housings, enclosures, covers, linings, machine parts, molding and extruding.

6150 Paints, Varnishes, Lacquers, Inks, Waxes, Adhesives Manufacture

6160 Drugs, Cosmetics, Pharmaceuticals Manufacture

6170 Petroleum Refineries – includes refinery tankage
Includes petroleum and petroleum products from coal and other materials and blending of lubricating oils and greases, manufacture of petrochemicals, and includes refinery tankage.
6180  Asphalt, Coal Products
       Includes asphalt paving, roofing material, fuel briquettes, packaged fuels and the
       distillation of coal in coke ovens not associated with the manufacture of pig iron or the
       manufacture and distribution of coal gases. Excludes coke ovens in iron and steel works
       classified under 6310, and gas works classified under 9430.

6190  Chemicals, Petroleum, Paints, Plastics – unclassified or unknown

6200  WOOD, FURNITURE, PAPER, PRINTING

6210  Sawmill, Planing Mill, Wood Products Mill
       Includes the manufacture of lumber products, wood building materials, prefabricated parts
       and structures, cooperage and other wood stock, veneers, plywood, and excelsior.
       Included is the preservation of wood, sawmills and planing mills, whether or not mobile or
       operated in the forest. The hewing and rough shaping of poles and other wood materials
       is classified under 7570.

6220  Wooden, Cane Containers, Small Cane Ware Manufacture
       Includes the manufacture of boxes, crates, drums, barrels and other wooden containers,
       baskets and other rattan, reed or willow containers, and small ware made entirely or
       mainly of rattan, reed, willow or other cane.

6230  Wood, Cork Products Manufacture – excludes containers
       Includes the manufacture of products of wood, cork, and small ware consisting wholly or
       mainly of wood.

6240  Furniture, Fixture, Bedding Manufacture
       Includes the manufacture of household, office, restaurant, public building, and
       professional furniture, bedding, upholstery, office and store fittings and fixtures regardless
       of the materials used.

6250  Paper, Pulp, Paperboard Manufacture
       Includes the manufacture of pulp, fibres, paper, paperboard, insulation board, fibre
       building paper, and the glazing and laminating of paper or paperboard. Excludes the
       manufacture of asphalted and tar-saturated paper, abrasive paper, sensitized paper,
       carbon and stencil paper classified under 6180, 6990, and 9570 respectively.

6260  Paper, Pulp, Paperboard Products Manufacture
       Includes the manufacture of pressed and molded pulp goods, containers and articles
       made of paper and paperboard.

6270  Printing, Publishing Newspaper, Magazine – excludes job printing

6280  Printing, Publishing – includes job printing
       Includes printing, lithographing, commercial or job printing, book publishing, manufacture
       of greeting cards, looseleaf devices, library binders, bookbinding, blank book making,
       paper ruling, and other work related to bookbinding such as bronzing, gilding and edging,
       map and sample mounting, services for the printing trades such as typesetting, engraving,
       etching steel and copper plates, woodcut, photo-engraving, electrotyping and stereo-
       typing. Excludes type foundry classified under 6330, engraving on precious metals
       classified under 6940.

6290  Wood, Furniture, Paper, Printing – unclassified or unknown

6300  METAL, METAL PRODUCTS, ELECTRICAL EQUIPMENT & APPLIANCES

6310  Basic Iron & Steel Manufacture – includes iron and steel shapes
       Includes iron and steel shapes, consisting of all processes from smelting in blast furnaces
       to the semi-finished stage in rolling mills and foundries, and coke ovens associated with
       blast furnaces.

6320  Basic Nonferrous Metals Manufacture
       Includes nonferrous metal shapes, consisting of all processes from smelting, alloying and
       refining, rolling and drawing and founding and castings; that is, the production of ingots,
       bars and billets, sheets, strips, castings and extrusions.

6330  Basic Metal Products Manufacture
       Includes transformation of basic metal forms into finished products, enameling, japanning,
       lacquering, gilding, galvanizing, plating, polishing, blacksmithing, power coating and
       welding. Excludes manufacture of machinery classified under 6340, electrical and
       transport vehicles and equipment classified under Group 6800 and silverware and
       jewellery classified under 6940.
6340 Machinery Manufacture – includes machine shops
Includes machine shops, the production of ball bearings and mechanical precision instruments as well as industrial engines, measuring and dispensing pumps. Excludes electrical machinery and appliances classified under 6350 and 6360 respectively, and automobile, aircraft and marine equipment classified under Group 6800.

6350 Electrical and Electronic Machinery Manufacture
Includes machinery, apparatus and supplies for the generation, storage, transmission and transformation to electric energy, and the repairing of electrical machinery. Excludes instruments of measuring and recording electrical quantities and characteristics classified under 6910.

6360 Electrical and Electronic Appliance Manufacture
Includes insulated wire, cables, electric lamps, computers, communication equipment, radios, television sets, phonographs, batteries, X-ray and therapeutic apparatus, electronic tubes and components, and the repair of the electrical appliances. Excludes instruments for measuring and recording electrical quantities and characteristics classified under 6910.

6390 Metal, Metal Products, Electrical Equipment & Appliances – unclassified or unknown

6400 FOOD PROCESSING

6410 Slaughtering, Preparation, Preserving of Meat & Poultry
Includes killing, dressing, smoking, salting, pickling, quick-freezing, packing, curing, manufacture of natural sausage casings, the rendering of lard and other edible animal fats.

6420 Dairy Products Manufacturing – includes milk bottling
Includes the pasteurizing and bottling of milk.

6430 Canning, Preserving of Fruits & Vegetables
Includes dehydrating and quick-freezing.

6440 Canning, Preserving of Fish, Sea Foods – includes salting
Includes salting, drying, dehydrating, smoking, curing, cooking, pickling and quick-freezing. Excludes  icing, salting and filleting of fish catch and processing of the catch aboard fishing vessels classified under 8480.

6450 Grain Mill Products Manufacturing – includes husking, cleaning
Includes husking, cleaning, polishing, preparation of breakfast foods such as rolled oats, rice, wheat and corn flakes, blended and prepared flour and starch and its products, prepared feeds for animals and fowl. Also includes coffee, root peeling mills and starch and its products.

6460 Bakery Products Manufacturing – includes bread, cakes, doughnuts
Includes bread, cakes, doughnuts, pies, pastries and biscuits.

6470 Sugar Factories & Refineries – includes honey extraction plant

6480 Cocoa, Chocolate and Sugar Confectionery Manufacturing

6490 Food Processing – unclassified or unknown

6500 BEVERAGE, TOBACCO, SOAP, MARGARINE

6510 Distilling, Rectifying, Blending Spirits

6520 Wineries

6530 Breweries

6540 Soft Drinks, Carbonated Water Processing

6550 Tobacco Products Manufacturing – includes stemming, redrying
Includes stemming, redrying and related operations. Excludes tobacco drying sheds which are classified under 9260.

6560 Vegetable and Animal Oil, Fat, Soap Making
Includes the hydrogenating (or hardening) of oils and fats, margarine manufacturing, the manufacture of soaps, detergents and other washing and cleaning compounds. Excludes the manufacture of lard and other edible fats which is classified under 6410.

6590 Beverage, Tobacco, Soap, Margarine – unclassified or unknown

6600 TEXTILES

6610 Spinning & Weaving Cotton – includes carding, combing
Includes carding, combing, carbonizing, spinning, weaving of carpets and rugs, lace, braids and other primary textiles.

6620 Spinning & Weaving Wool, Worsted
Includes preparing wool and worsted fibres, scouring, carding, combing, carbonizing, spinning, weaving of yarns, fabrics, carpets, rugs, lace, braids and other primary textiles.

6630 Spinning & Weaving Mixed & Blended Fibres
Includes fibres such as flax, hemp, jute, silk, sisal and synthetic fibres and operations such as retting, scutching, scouring, carding, combing, carbonizing, throwing, spinning, weaving for manufacturing carpets, rugs, lace, braid, yarn and other primary textiles. Excludes asbestos spinning and weaving classified under 9580.

6640 Textile Finishing – includes bleaching, dyeing, and printing
Includes bleaching, dyeing, printing and finishing of all fabrics and fibres.

6650 Knitting Mill – includes all fibres
Excludes making up of garments from knitted fabrics other than in knitting mill, classified under 6720.

6660 Cordage, Rope, Twine & Net Manufacturing

6670 Floor Covering & Coated Fabric Manufacturing – includes linoleum
Includes manufacturing linoleum, artificial leather, oilcloth, impregnated and coated fabrics, and floor tiles. Excludes rubber and clay tile classified under 6770 and 9510 respectively.

6690 Textiles Miscellaneous – unclassified or unknown

6700 FOOTWEAR, WEARING APPAREL MANUFACTURING

6710 Footwear Manufacturing – excludes vulcanized footwear (6770)

6720 Wearing Apparel Manufacturing – includes leather, fur
Includes leather, fur, the making of hat bodies, hats and millinery, and the manufacture of umbrellas and walking sticks. Excludes footwear, repair of wearing apparel in connection with the cleaning and pressing classified under 6960.

6730 Textile Goods Manufacturing – includes stitching, pleating
Includes stitching, pleating and tucking for the trade. Excludes wearing apparel classified under 6720.

6740 Tanneries, Leather Finishing – includes embossing and japanning

6750 Fur Products Manufacture – includes scraping, tanning, bleaching, dyeing and fellmongery.
Excludes wearing apparel classified under 6720.

6760 Leather Products Manufacturing – excludes footwear
Includes products of leather and leather substitutes. Excludes footwear and other apparel.

6770 Rubber, Rubber Products Manufacturing
Includes natural and synthetic rubber products, the reclaiming of rubber from scrap and miscellaneous waste rubber material.

6790 Footwear, Wearing Apparel Miscellaneous – unclassified or unknown

6800 VEHICLES & RELATED EQUIPMENT MANUFACTURING

6810 Shipbuilding – vessels over 20 m
Includes barges, lighters, tugs whether self-propelled or not, specialized marine engines, masts, spars, rigging and ship parts manufacturing, dry docks and ship breaking yards.

6820 Boat Building – vessels 20 m and under
Includes boats, yachts, made of any material, whether self-propelled or not, specialized marine engines, masts, sails, rigging and boat parts manufacturing, outboard engines.

6830 Railway Equipment Manufacturing, Assembly

6840 Motor Vehicle Manufacturing & Assembly – includes parts
Includes manufacturing motor vehicle parts. Excludes tires and tubes classified under 6770, automobile glass classified under 9520, electrical equipment classified under 6350, agricultural and road building tractors and fork-lift trucks classified under 6340, motor vehicle repairs classified under 5730.

6850 Bicycle Manufacturing, Assembly & Repair

6860 Aircraft & Rocket Manufacturing, Assembly
Excludes the manufacture of electric and electronic equipment classified under 6350 or 6360 and aeronautical instruments classified under 6910.

6890 Vehicles & Related Equipment – unclassified or unknown
6900  MISCELLANEOUS - INDUSTRIAL MANUFACTURING PROPERTY

6910  Instrument Manufacturing – includes measuring, laboratory instruments
      Includes measuring, controlling, laboratory, scientific, surgical, medical and dental
      instruments and supplies. Excludes optical instruments for scientific and medical use
      classified under 6920, x-ray and electrical therapeutic apparatus classified under 6360
      and the production of measuring and dispensing pumps classified under 6340.

6920  Photographic, Optical Goods Manufacture
      Includes optical instruments, lens grinding, ophthalmic goods, photographic equipment
      and supplies, including sensitized film, plates and paper, optical instruments for scientific
      and medical use.

6930  Watch & Clock Manufacturing – includes mechanisms for timing devices

6940  Precious Metal, Jewellery Manufacturing – includes silverware
      Includes silverware and plate ware, using precious metals, precious and semiprecious
      stones and pearls, the cutting and polishing of precious and semiprecious stones, the
      striking of medals and coins, and engraving on metals.

6950  Musical Instruments Manufacturing – excludes phonographs, CDs
      Excludes phonographs, compact disks and speech recording machines classified under
      6360 and phonograph records classified under 6140.

6960  Dry Cleaning Plant
      Includes cleaning, pressing, dyeing and minor repair of apparel and household
      furnishings.

6970  Photographic Film Processing – includes motion and still
      Includes processing of photographic film, motion picture or still, in special plants and
      centres. Excludes processing incidental to other operations, such as in a newspaper
      publishing office.

6980  Toy, Sporting Goods Manufacturing

6990  Industrial Manufacturing Properties – unclassified or unknown

7000  STORAGE PROPERTIES

Property characterized by the presence of relatively small numbers of persons in proportion to the area.
Storage includes all buildings, structures or areas utilized primarily for the storage or sheltering of goods,
merchandise, products, vehicles or animals, including servicing, processing or repair operations.

7100  AGRICULTURE PRODUCTS STORAGE

7110  Seeds, Beans, Nuts, Grain Storage in Bulk
      Includes bulk storage in bins, silos, cribs, pole barns or piles in the open. Excludes
      storage in barns classified under 9230, silage under 9280 and elevators under 7170.

7120  Agricultural Products Boxed, Crated, Packaged for Storage

7130  Loose or Bagged Agricultural Products Storage
      Excludes bagged products inside cardboard boxes classified under 7120, loose tobacco
      storage classified under 7140, bulk storage of seeds, feeds, nuts, beans and grains
      classified under 7110.

7140  Loose or Baled Tobacco Storage

7150  Livestock Storage
      Includes storage at any point beyond the raising ranch or farm, at rail and truck stockyards
      and other livestock pens and yards.

7160  Agriculture Supply Storage – includes feed, fertilizer
      Includes feed, fertilizer, peat moss, non-motorized farm implements, hay, grain, seed and
      feed stores, farm implements.

7170  Commercial Grain Elevators

7190  Agricultural Products Storage – unclassified or unknown

7200  TEXTILES, FIBRES, CLOTHING STORAGE

7210  Baled Cotton Storage

7220  Baled Wool or Worsted Storage

7230  Baled Synthetic Fibres, Silk Storage

7240  Storage of Baled Jute, Hemp, Flax, Sisal, Other Mixed Fibres
7250  Cloth & Yarns Storage
7260  Wearing Apparel, Garments & Finished Textiles Storage
7270  Leather & Leather Products Storage
7280  Fur, Skin & Hair Products Storage
7290  Textiles, Fibres, Clothing Storage – unclassified or unknown

7300  PROCESSED FOOD, BEVERAGE STORAGE
7310  Packed Food Stuffs Storage – excludes canned goods (7320)
7320  Canned, Bottled Food, Soft Drinks Storage
7330  Loose or Bagged Processed Foods Storage
        Includes processed animal food storage. Excludes natural animal feeds stored in bulk
classified under 7110 and natural feed stored in bags classified under 7130.
7340  Alcoholic Beverage Storage
7350  Cold Storage – excludes ice storage (7991)
        Includes refrigerated buildings with a carefully controlled atmosphere, food locker plants.
        Excludes ice storage classified under 7991.
7360  Bulk Sugar Storage
7370  Bulk Flour, Starch Storage
7380  Packaged Tobacco, Tobacco Products Storage
7390  Processed Food, Beverage Storage – unclassified or unknown

7400  FLAMMABLE LIQUIDS, GASES, PETROLEUM PRODUCTS STORAGE
    Excludes those specifically mentioned in Group 7600, such as paints and varnishes under 7650.
7410  Flammable Liquids Tank Storage
        Includes tank farms at terminals, petroleum bulk plants and airport fuel dispensing
        systems. Excludes refinery tankage classified under 6170 and reservoir at oil or gas well
classified under 9640.
7420  Packaged Petroleum Products Storage
7430  LP Gas Bulk Plant – excludes filling individual cylinders (5710)
7440  LP Gas Cylinders Storage
7450  Gasometer and Cryogenic Gases Storage
7460  Missile & Rocket Fuels Storage – includes at manufacturing plant
        Includes at manufacturing plant, launching site and intermediate fixed storage locations.
7490  Flammable Liquids, Gases, Petroleum Products Storage – unclassified or unknown

7500  WOOD, FURNITURE, PAPER & PRODUCTS STORAGE
7510  Lumberyards, Building Materials Storage – excludes timber (7570)
        Excludes storage of timber, pulpwood, logs, wood chips and wood fuel classified under
        7570 or 7580.
7520  Wood Products Storage
7530  Furniture Storage – excludes general warehouse (7910)
        Includes public warehouse for furniture storage. Excludes general warehouse classified
        under 7910.
7540  Fibre Products Storage
        Includes products made from fibres or ordinary combustible materials, such as fibreboard
        or noncombustible fibre materials with combustible components, such as fibreglass
        insulation, wood pulp, felt, excelsior, rope.
7550  Rolled Paper, Newsprint Storage
7560  Paper & Paper Products Storage – includes baled paper
        Includes baled paper storage and paper bag storage, cartons and paper stored in
        recycling bins. Excludes rolled paper storage classified under 7550, pulp storage
        classified under 7540.
7570  Timber, Log Storage – includes felling, rough cutting of trees
        Includes felling and rough cutting of trees, hewing of poles, blocks. Excludes sawmill
        operating in the forest classified under 6210.
7580  Pulpwood Pile, Cordwood Storage
7590  Wood, Furniture, Paper & Products Storage – unclassified or unknown
<table>
<thead>
<tr>
<th>7600</th>
<th>CHEMICALS, PLASTICS, PAINTS STORAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>7610</td>
<td>Basic Industrial Chemicals Storage</td>
</tr>
<tr>
<td></td>
<td>Includes generally noncombustible chemicals, oxygen.</td>
</tr>
<tr>
<td>7620</td>
<td>Hazardous Chemicals Storage – excludes flammable liquids, gases</td>
</tr>
<tr>
<td></td>
<td>Excludes flammable liquids and gases classified under Group 7400 and radioactive materials classified under 9810.</td>
</tr>
<tr>
<td>7630</td>
<td>Plastics &amp; Plastic Products Storage</td>
</tr>
<tr>
<td>7640</td>
<td>Fertilizers, Peat Moss Storage</td>
</tr>
<tr>
<td></td>
<td>Classify under 7160 when fertilizers, peat moss are in storage with other agricultural supplies.</td>
</tr>
<tr>
<td>7650</td>
<td>Paints &amp; Varnishes Storage</td>
</tr>
<tr>
<td>7660</td>
<td>Drugs, Cosmetics &amp; Pharmaceuticals Storage</td>
</tr>
<tr>
<td>7670</td>
<td>Rubber, Rubber Products Storage</td>
</tr>
<tr>
<td>7680</td>
<td>Photographic Films Storage</td>
</tr>
<tr>
<td></td>
<td>Includes distribution facilities such as film exchanges.</td>
</tr>
<tr>
<td>7690</td>
<td>Chemicals, Plastics, Paints Storage – unclassified or unknown</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>7700</th>
<th>METAL PRODUCTS, MACHINERY, ELECTRICAL APPLIANCE STORAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>7710</td>
<td>Metal Basic Forms Storage</td>
</tr>
<tr>
<td>7720</td>
<td>Metal Parts Storage</td>
</tr>
<tr>
<td>7730</td>
<td>Hardware Storage – includes storage of auto parts, accessories</td>
</tr>
<tr>
<td></td>
<td>Includes storage of auto parts, auto accessories, tools, plumber’s supplies.</td>
</tr>
<tr>
<td>7740</td>
<td>Machinery Storage</td>
</tr>
<tr>
<td>7750</td>
<td>Electrical Appliances &amp; Supplies Storage</td>
</tr>
<tr>
<td>7760</td>
<td>Finished Metal Products Storage</td>
</tr>
<tr>
<td>7770</td>
<td>Scrap Storage &amp; Junkyards – includes non-metal waste and scrap</td>
</tr>
<tr>
<td></td>
<td>Includes non-metal waste and scrap, such as wastepaper and tires. Excludes recycle material classified under 7911.</td>
</tr>
<tr>
<td>7790</td>
<td>Metal Products, Machinery, Electrical Appliance Storage – unclassified or unknown</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>7800</th>
<th>VEHICLE STORAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>7810</td>
<td>Garage – Individual Residential Parking in One-Storey Garages</td>
</tr>
<tr>
<td></td>
<td>Includes dwelling garages whether separate or attached.</td>
</tr>
<tr>
<td>7820</td>
<td>Garage – General Auto Parking</td>
</tr>
<tr>
<td></td>
<td>Includes parking of automobiles of different ownership under the direction of one management, parking in open lots (including apartments), special dwellings and other areas. Excludes facilities for repair of motor vehicles classified under 5730.</td>
</tr>
<tr>
<td>7830</td>
<td>Bus, Truck, Fleet, Automobile Dealer &amp; Taxi Cab Storage</td>
</tr>
<tr>
<td></td>
<td>Includes parking of motor vehicles under the same ownership. Excludes machinery and equipment storage classified under 7840.</td>
</tr>
<tr>
<td>7840</td>
<td>Heavy Machines &amp; Equipment Storage</td>
</tr>
<tr>
<td></td>
<td>Includes public works vehicles, construction and earth-moving equipment, dump trucks and cranes.</td>
</tr>
<tr>
<td>7850</td>
<td>Marinas, Boat &amp; Ship Storage – includes docking and mooring</td>
</tr>
<tr>
<td></td>
<td>Includes docking and mooring facilities for boats in the water, launching facilities and storage of boats and ships for relatively long periods of time. Excludes yacht club buildings classified under 1530, boat repairing yards which are classified under 6820, and marine service stations classified under 5770.</td>
</tr>
<tr>
<td>7860</td>
<td>Aircraft Hangar</td>
</tr>
<tr>
<td>7870</td>
<td>Railway Storage – includes locomotive, car storage</td>
</tr>
<tr>
<td></td>
<td>Includes locomotive storage, car storage and track repair equipment, all fixed railroad storage facilities. Excludes railway yards and signaling switching facilities which are classified under Group 8500.</td>
</tr>
<tr>
<td>7880</td>
<td>Fire Station</td>
</tr>
<tr>
<td>7890</td>
<td>Vehicle Storage – unclassified or unknown</td>
</tr>
</tbody>
</table>
MISCELLANEOUS STORAGE PROPERTIES

These properties are not readily included in any other group.

Warehouse – generally for a wide variety of types of items
Self-storage or mini-storage
Mineral Materials Storage – includes bagged cement, lime
  Includes bagged cement, lime, gypsum or other mineral materials.
Coal, Coke, Briquette & Charcoal Storage
Freight Terminal
Glass & Glass Products Storage – in finished form only
  Includes pottery, chinaware, glass and glass products, clay products, earthenware, ceramics.
Military Stores
Recycle Center – includes recycle centers for both metal and non-metal recyclables.
Indoor Storage (within a building or structure)
Outdoor Storage (exposed to the elements)
Pier, Wharf (Storage in Open Area)
Miscellaneous Storage Properties – unclassified or unknown
Ice Storage – Includes detached or portable coin-operated storage dispensing units. Excludes dry ice manufacturing, classified under 6110.

SPECIAL PROPERTY & TRANSPORTATION EQUIPMENT

These properties are not readily included in any other group and include mainly outdoor property and transport equipment.

OUTDOOR PROPERTY

Brush, Grass & Light Ground Cover on Open Land, Field
  Excludes forests classified under 8180, timber and log piles classified under 7570, and farm crops classified under 9250.
Dumps – excludes enclosures to burn (9470)
  Includes refuse disposal areas and dumps in open ground. Excludes enclosures to burn classified under 9470.
Trees – includes individual trees only
Fence, Poles, Railroad Ties
Trash / Rubbish / Recyclable – includes containers/dumpsters for disposal of rubbish or collection of bulk recyclables. Excludes public or industrial rubbish facilities classified under 9470.
Mailboxes, newspaper/publication vending box
Cemetery
Forest (causing exposure damage to other property), Standing Timber
Outdoor Property – unclassified or unknown
Players Box – Includes players box section of outdoor rinks

SPECIAL CONNECTING THOROUGHFARES

Bridge, Overpass, Trestle – includes elevated road and railway
Tunnel - includes underpass over 30m in length
Underpass – includes tunnels 30m or less in length
Aerial Tramway – includes ski lifts, chair lifts, cable car, monorail
Special Connecting Thoroughfare – unclassified or unknown

UNDER CONSTRUCTION OR DEMOLITION – VACANT

Buildings Under Construction
Buildings Under Demolition
Construction, Other Than Building
Demolition, Other Than Building
Vacant Property, Property Without Contents
Unoccupied Property - unoccupied over 30 days, non-seasonal use. Property left unoccupied over 30 days other than seasonal residences.
8370 Contractor's Shed
8380 Building Under Major Renovation
8390 Under Construction or Demolition – Vacant – unclassified or unknown

8400 WATERCRAFT
8410 Motor Craft – 20 m or less over-all length
   Includes vessel with built-in motor. Excludes outboards classified under 8490 and
   commercial fishing vessel classified under 8480.
8420 Vessel – under 1000 gross tons
   Includes vessel over 20 m over-all length, but under 1000 gross tons.
8430 Passenger Ship
8440 Tanker Ship
8450 Combat Ship
8460 Cargo Ship
8470 Non Self-Propelled Vessel/Barge
   Includes towed barge and towed or towable vessel. Excludes sailboat classified under
   8490.
8480 Commercial Fishing Vessel – includes factory vessel
8490 Watercraft – unclassified or unknown

8500 RAIL TRANSPORT VEHICLE & EQUIPMENT
Railroad, subway, railway, trolley car and other rail vehicles are included in the term "railway". Monorail is
classified under 8240.
8510 Passenger, Diner or Lounge Railway Car
8520 Passenger Sleeper Railway Car – while made up
8530 Freight, Box, Tank, Hopper, Container, Piggy Back Railway Car
8540 Locomotive, Engine & Other Power Unit
8550 Self-Powered Railway Car – includes trolley, rapid transit car
8560 Roadbed Maintenance Equipment/Car
8570 Railway Signaling & Switch Control Equipment
8580 Railway Yard
8590 Rail Transport Vehicle & Equipment – unclassified or unknown

8600 GROUND TRANSPORT VEHICLES
Excludes special vehicles classified under Group 8800 and mobile living units classified under Group 3700.
8610 Automobile – Includes cars, light trucks and vans, single body units. Excludes ambulance
   classified under 8880.
8611 Cars
8612 Trucks – includes light trucks and vans, single body units.
8620 Bus, Trackless Trolley
8630 Compressed or LP Gas Tank Truck
8640 Flammable Liquid, Chemical Tank Truck
8650 General Truck – includes mail truck, trailer truck and tow truck
   Includes tank truck with non-flammable cargo, mail truck and trailer truck.
8660 Motorcycle
8670 Vehicle & Non-Motorized Hauling Vehicle
8680 Tractor Trailer
8690 Ground Transport Vehicle – unclassified or unknown

8700 AIRCRAFT
8710 Private Aircraft
8711 Hot Air Balloons
8712 Gliders
8713 Ultra-light Aircraft
8720 Commercial Aircraft – non-scheduled airlines
8730 Commercial Passenger Aircraft
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>8740</td>
<td>Commercial Cargo Aircraft</td>
</tr>
<tr>
<td>8750</td>
<td>Helicopter &amp; Vertical Take Off Aircraft – non-military</td>
</tr>
<tr>
<td>8760</td>
<td>Military Combat Aircraft – bomber, fighter, patrol</td>
</tr>
<tr>
<td>8770</td>
<td>Military Non-Combat Aircraft – cargo, training</td>
</tr>
<tr>
<td>8780</td>
<td>Space Vehicle – includes rockets and missiles, manned or not</td>
</tr>
<tr>
<td>8790</td>
<td>Aircraft – unclassified or unknown</td>
</tr>
<tr>
<td>8800</td>
<td>SPECIAL VEHICLES</td>
</tr>
<tr>
<td>8810</td>
<td>Construction Equipment – excludes crane (8830)</td>
</tr>
<tr>
<td>8811</td>
<td>Tar Pot – used for melting/heating tar for roofing. May be trailer/vehicle mounted.</td>
</tr>
<tr>
<td>8820</td>
<td>Farm Tractor &amp; Equipment, Grain Dryer, Harvester, Picker, etc.</td>
</tr>
<tr>
<td>8830</td>
<td>Mobile or Fixed Crane</td>
</tr>
<tr>
<td>8840</td>
<td>Industrial Truck, Forklift &amp; Material Handling Truck, etc.</td>
</tr>
<tr>
<td>8850</td>
<td>Petroleum &amp; Gas Drilling Rig</td>
</tr>
<tr>
<td>8860</td>
<td>Snowmobile, all terrain vehicle (ATV)</td>
</tr>
<tr>
<td>8870</td>
<td>Logging equipment – includes skidders, loaders, tracked vehicles used in logging and high-load equipment, stationary or mobile. Excludes log trucks, crummies, pickup trucks or other vehicles used in logging operations which should be coded as vehicles under Group 8600.</td>
</tr>
<tr>
<td>8880</td>
<td>Emergency vehicles (including fire, ambulance and police)</td>
</tr>
<tr>
<td>8890</td>
<td>Special Vehicles – unclassified or unknown (combat vehicles, utility company emergency response vehicles, private dangerous goods response vehicles etc).</td>
</tr>
<tr>
<td>8900</td>
<td>MARINE DOCKING FACILITY</td>
</tr>
<tr>
<td>8910</td>
<td>Pier, Wharf</td>
</tr>
<tr>
<td></td>
<td>If incident involves damage to products or materials stored in open area on pier, wharf, classify under 7980.</td>
</tr>
<tr>
<td>9000</td>
<td>MISCELLANEOUS PROPERTY</td>
</tr>
<tr>
<td></td>
<td>These properties are not readily included in any other group and include mainly outdoor property.</td>
</tr>
<tr>
<td>9100</td>
<td>LABORATORIES</td>
</tr>
<tr>
<td>9110</td>
<td>Chemical, Biological Laboratory</td>
</tr>
<tr>
<td>9120</td>
<td>Physical Material Testing, Hydraulics Laboratory</td>
</tr>
<tr>
<td>9130</td>
<td>Personal, Psychological Laboratory – includes educational lab</td>
</tr>
<tr>
<td>9140</td>
<td>Radioactive Material Handling Laboratory</td>
</tr>
<tr>
<td>9150</td>
<td>Electrical, Electronic Laboratory</td>
</tr>
<tr>
<td>9160</td>
<td>Agricultural Laboratory</td>
</tr>
<tr>
<td>9170</td>
<td>General Research Laboratory</td>
</tr>
<tr>
<td>9180</td>
<td>Medical Laboratory</td>
</tr>
<tr>
<td>9190</td>
<td>Laboratory – unclassified or unknown</td>
</tr>
<tr>
<td>9200</td>
<td>FARM FACILITIES</td>
</tr>
<tr>
<td>9210</td>
<td>Poultry, Egg Production Facility</td>
</tr>
<tr>
<td>9220</td>
<td>Cow &amp; Cattle Production Facility – include milking, milk cooling</td>
</tr>
<tr>
<td></td>
<td>Includes cow milking, milk houses, milk cooling facilities. Excludes milk processing plants classified under 6420.</td>
</tr>
<tr>
<td>9230</td>
<td>Barn Storage – excludes silos (9280) and animal barn (9240)</td>
</tr>
<tr>
<td></td>
<td>Includes all associated storage such as vehicles and feed. Excludes silo classified under 9280, and animal barn classified under 9240.</td>
</tr>
<tr>
<td>9240</td>
<td>Animal Barn – includes cattle, pigs, horses and other livestock</td>
</tr>
<tr>
<td>9250</td>
<td>Crops, Orchards, Straw Stacks</td>
</tr>
<tr>
<td>9260</td>
<td>Commercial Greenhouse Facility</td>
</tr>
<tr>
<td>9270</td>
<td>Fruit, Vegetable Packing Facility</td>
</tr>
<tr>
<td>9280</td>
<td>Silo on Farm – excludes bulk storage of grain, seed, beans (7110)</td>
</tr>
<tr>
<td></td>
<td>Includes silo for storage of silage. Excludes bulk storage of grain, seeds, beans classified under 7110.</td>
</tr>
<tr>
<td>9290</td>
<td>Farm Facility – unclassified or unknown</td>
</tr>
</tbody>
</table>
9291  Corral
9292  Beehive
9293  Mushroom Growing Production Facility
9294  Tobacco Curing Shed

9300  MISCELLANEOUS OUTBUILDINGS

9310  Shed – includes implement shed and workshop
9320  Privy
9330  Toll Station or Booth
9340  Awning, Canopy
9350  Storm, Weather, Bomb, Fallout Shelter – includes bus shelter
   Includes bus shelter, band stand, outdoor performance stage.
9360  Root Cellar
9370  Conveyor
9380  Telephone Booth
9390  Outbuildings – unclassified or unknown

9400  UTILITY

9410  Electric Light & Power Generating Plant
9420  Electric Light & Power Distribution System - includes hydro line and pole
   Includes high-tension lines, transformers, outside generating plants.
9430  Gas Manufacturing Plant
9440  Gas Distribution System, Pipeline
   Includes transmission lines, compressors, pumps for all types of fuel gas and distribution
   piping up to the customer side of the meter.
9450  Heating Plant – includes central heating plant
   Includes central heating plant, steam and superheated water system and district heating
   system.
9460  Water Supply System – includes pump house
9470  Sanitary Service – includes sewers, commercial incinerators
   Includes sewers, commercial incinerators and industrial rubbish burners. Excludes small
   rubbish barrels and personal incinerators classified under 8150.
9480  Flammable Liquid Distribution System, Pipeline
   Includes piping systems and associated equipment for the distribution of flammable liquids
   from manufacturing plant, storage facility or well up to the customer side of the meter.
9490  Utility – unclassified or unknown

9500  CEMENT, GLASS, POTTERY MANUFACTURING

9510  Structural Clay Products Manufacturing – includes bricks, tiles
   Includes manufacture of bricks, tiles, pipes, crucibles, architectural terra cotta, chimney
   pipes and refractories.
9520  Glass Manufacturing – excludes grinding of optical lenses (6920)
   Includes optical glass other than the grinding of optical lenses classified under 6920.
9530  Glass Container Manufacturing
9540  Pottery, China, Earthenware Manufacturing
9550  Cement Manufacturing
9560  Cement Batch Mixing Plant
9570  Abrasives Manufacturing – includes shaping into grindstones
   Includes shaping into grindstones, coating cloths and papers with abrasives, and making
   abrasive bonded wheels and discs.
9580  Non-Metallic Mineral Product Manufacturing
9590  Cement, Glass, Pottery Manufacturing – unclassified or unknown

9600  MINING, QUARRYING

Includes underground and surface mines, quarries and oil wells and supplemental onsite machinery.
Quarries and mines attached to other properties are, as far as possible, classified under this Group.

9610  Coal Mine
9620 Iron Ore Mine, Quarry
9630 Mine, metal ore. Excludes iron ore mine.
9640 Petroleum, natural gas – excludes oil pipeline
   Petroleum, natural gas well with accompanying reservoir and batteries, includes
   prospecting and drilling, oil shale or bituminous sand operations, and extraction of crude
   oil. Excludes oil pipeline classified under 9480 and gas pipeline classified under 9440.
9650 Stone, slate, clay, gravel, sand, quarry or pit
9660 Salt Mine, Quarry – includes evaporating, crushing, screening
   Includes evaporating, crushing, screening and refining. Excludes the refining of salt for
   edible purposes in establishments not engaged in extracting or quarrying salt classified
   under 6490.
9670 Chemical, Fertilizer, Mineral Mine
9680 Non-Metallic Mineral Mine, Quarry – includes peat cutting
   Includes all other non-metallic mining and quarrying, peat cutting and digging.
9690 Mining & Quarrying – unclassified or unknown

9700 COMMUNICATIONS
9710 National Defense Communications Sites – excludes radio and radar
   Includes missile launch sites. Excludes radio and radar sites classified under 9720.
9720 Radio, Radar Site – includes microwave transmitter site
   Includes microwave transmitter site, flight control facility, satellite tracking station, repeater
   site, fixed and mobile station. Excludes fire and police communications classified under
   9730.
9730 Fire, Police Communication Centre
   Includes municipal, county, provincial or federal emergency communication centre.
9740 Telephone Exchange
   Includes communication cable site with the associated repeater and terminal facility.
9760 Weather Station
9770 Lighthouse, Light Station
9790 Communications – unclassified or unknown

9800 NUCLEONICS
Property in which uranium, radium, thorium, heavy water and other radioactive or nuclear materials are
stored or handled. A laboratory handling radioactive materials is classified under 9140.
9810 Radioactive Materials, handled in bulk
   Includes fuel element plant, radioactive waste disposal, heavy water plant.
9820 Radioactive Materials, handled in relatively small quantities
9830 Nuclear Power Production or Radioactive Tracers & Isotopes
   Excludes that portion of the plant devoted to the generation of electricity, classified under
   9410.
9890 Nucleonics – unclassified or unknown

9900 MISCELLANEOUS EQUIPMENT
9950 Barbecue
9960 Grounds Keeping Equipment – lawnmowers, irrigation equip, etc.
9970 Snow Blower
9980 Tillers
9990 Miscellaneous Equipment – unclassified or unknown
<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>9570</td>
<td>Abrasives Manufacturing</td>
</tr>
<tr>
<td>8240</td>
<td>Aerial Tramway</td>
</tr>
<tr>
<td>7120</td>
<td>Agricultural Products - Boxed, Crated, Packaged - Storage</td>
</tr>
<tr>
<td>7110</td>
<td>Agricultural Products - Bulk Storage (bins, silos, etc., - excludes barns at 9230 and elevators at 7170)</td>
</tr>
<tr>
<td>7130</td>
<td>Agricultural Products - Loose or Bagged - Storage</td>
</tr>
<tr>
<td>7190</td>
<td>Agricultural Products Miscellaneous Storage - Unclassified (describe)</td>
</tr>
<tr>
<td>7160</td>
<td>Agricultural Supplies Storage</td>
</tr>
<tr>
<td>6860</td>
<td>Aircraft and Rocket Manufacturing and Assembly</td>
</tr>
<tr>
<td>8740</td>
<td>Aircraft, Cargo, Commercial</td>
</tr>
<tr>
<td>8720</td>
<td>Aircraft, Commercial, Non-scheduled Airlines</td>
</tr>
<tr>
<td>8712</td>
<td>Aircraft, Glider</td>
</tr>
<tr>
<td>8750</td>
<td>Aircraft, Helicopter and Vertical Take-off - Non-Military</td>
</tr>
<tr>
<td>8711</td>
<td>Aircraft, Hot Air Balloon</td>
</tr>
<tr>
<td>5670</td>
<td>Aircraft Maintenance and Repair</td>
</tr>
<tr>
<td>8760</td>
<td>Aircraft, Military, Combat (bombers, fighters and patrol)</td>
</tr>
<tr>
<td>8770</td>
<td>Aircraft, Military, Non-Combat (cargo, training and utility)</td>
</tr>
<tr>
<td>8730</td>
<td>Aircraft, Passenger, Commercial Scheduled Airlines</td>
</tr>
<tr>
<td>8710</td>
<td>Aircraft, Private</td>
</tr>
<tr>
<td>8713</td>
<td>Aircraft, Ultra-light</td>
</tr>
<tr>
<td>7860</td>
<td>Aircraft Storage Hangars</td>
</tr>
<tr>
<td>8790</td>
<td>Aircraft - Unclassified (describe)</td>
</tr>
<tr>
<td>1810</td>
<td>Airport Passenger Terminal</td>
</tr>
<tr>
<td>7340</td>
<td>Alcoholic Beverages - Storage</td>
</tr>
<tr>
<td>8860</td>
<td>All Terrain Vehicle</td>
</tr>
<tr>
<td>8880</td>
<td>Ambulance</td>
</tr>
<tr>
<td>1240</td>
<td>Amusement Centre</td>
</tr>
<tr>
<td>1280</td>
<td>Amusement/Entertainment Tent</td>
</tr>
<tr>
<td>1290</td>
<td>Amusement Recreation Place - Unclassified (describe)</td>
</tr>
<tr>
<td>9240</td>
<td>Animal Barn</td>
</tr>
<tr>
<td>5560</td>
<td>Animal Hospital</td>
</tr>
<tr>
<td>3210</td>
<td>Apartments, Tenements, Flats - 1 to 4 Units with Business</td>
</tr>
<tr>
<td>3220</td>
<td>Apartments, Tenements, Flats - 1 to 4 Units without Business</td>
</tr>
<tr>
<td>3230</td>
<td>Apartments, Tenements, Flats - 5 to 20 Units with Business</td>
</tr>
<tr>
<td>3240</td>
<td>Apartments, Tenements, Flats - 5 to 20 Units without Business</td>
</tr>
<tr>
<td>3250</td>
<td>Apartments, Tenements, Flats - over 20 Units with or without Business</td>
</tr>
<tr>
<td>3290</td>
<td>Apartments, Tenements, Flats - Unclassified (describe)</td>
</tr>
<tr>
<td>5620</td>
<td>Appliance Repair Shop</td>
</tr>
<tr>
<td>5320</td>
<td>Appliance Store</td>
</tr>
<tr>
<td>4180</td>
<td>Archives</td>
</tr>
<tr>
<td>1280</td>
<td>Arena/Stadium</td>
</tr>
<tr>
<td>1630</td>
<td>Art Gallery</td>
</tr>
<tr>
<td>5570</td>
<td>Art Supplies, Sales</td>
</tr>
<tr>
<td>6180</td>
<td>Asphalt/Coal Products - Manufacturing/Processing</td>
</tr>
<tr>
<td>1990</td>
<td>Assembly Miscellaneous - Unclassified (describe)</td>
</tr>
<tr>
<td>5990</td>
<td>Auction Mart</td>
</tr>
<tr>
<td>1140</td>
<td>Auditorium, Concert Hall</td>
</tr>
<tr>
<td>8610</td>
<td>Automobile/car/light truck/van (excludes automobile storage at 7810, 7820, or 7830)</td>
</tr>
<tr>
<td>8650</td>
<td>Automobile/general trucks</td>
</tr>
<tr>
<td>9340</td>
<td>Awning/Canopy</td>
</tr>
<tr>
<td>6460</td>
<td>Bakery Products Manufacturing (includes bread, cakes, pastries, etc.)</td>
</tr>
<tr>
<td>1260</td>
<td>Ballroom/Dance Hall/Community Hall/Gymnasium</td>
</tr>
<tr>
<td>9350</td>
<td>Bandstand</td>
</tr>
<tr>
<td>4130</td>
<td>Bank</td>
</tr>
</tbody>
</table>

**B-B-B-B-B-B-B-B-B-B-B-B-B-B-B-B-B-B-B-B-B-B**
9950  Barbecue
4210  Barber/Hairdressing
9230  Barn, Storage (excludes Animal Barn at 9240)
4220  Beauty Parlour
9292  Beehive
5190  Beverage, Food Sales - Unclassified (describe)
6590  Beverage, Tobacco, Soap, Margarine Manufacturing - Unclassified (describe)
6850  Bicycle Manufacturing, Assembly and Repair
5520  Bicycle Sales & Repair
1220  Billiard Centre/Pool Hall
6810  Boat Building - vessels over 20m
6820  Boat Building - vessels 20m and under
5760  Boat Sales
5490  Books/Newspapers/Drugs/Jewellery/Specialty Sales - Unclassified (describe)
5410  Book Store/Stationary Supplies/Office Supplies
1210  Bowling Alley
6530  Breweries - Manufacturing/Processing
8210  Bridge/Overpass/Trestle
8110  Brush/Grass/Other Natural Cover on Open Land
5930  Builders Supplies/Sales
8310  Buildings Under Construction
8320  Buildings Under Demolition
8380  Buildings Under Major Renovations
3660  Bunkhouse and Workers' Barracks
9350  Bus Shelter
8620  Bus, Trackless Trolley
1830  Bus Terminal
7830  Bus/Truck/Fleet/Automobile Dealer & Taxi Cab Storage under the same ownership (excludes residential parking at 7810 and general parking of automobiles of different ownership at 7820)
4990  Business and Personal Services Facility - Unclassified (describe)

C-C-C-C-C-C-C-C-C-C-C-C-C-C-C-C-C-C-C-C-C-C-C-C-C-C-C-C-C-C-C-C-C-C-C-C-C-C-C-C
3810  Cabin, Single
3510  Cabin, Tourist
8240  Cable Car
3740  Camping Trailer (tent trailer)
3760  Camper on Truck
3750  Camperized van
3890  Camps/Retreats - Unclassified (describe)
7320  Canned, Bottled Food or Soft Drinks, Storage
6440  Canning and Preserving Fish and Sea Foods
6430  Canning and Preserving Fruits and Vegetables
8610  Car
5780  Car Wash Facility
2340  Care of Pre-school & School Age Children
2330  Care of Pre-school Age Children (includes Day-care Centre)
9560  Cement, Batch Mixing-Plant
9590  Cement, Glass, Pottery Manufacturing - Unclassified (describe)
9550  Cement Manufacturing
8170  Cemetery
6110  Chemicals, Basic Industrial includes Industrial Gases - Manufacturing/Processing
7610  Chemicals, Basic Industrial, Storage
6120  Chemicals, Hazardous, Manufacturing/Processing
7620  Chemicals, Hazardous, Storage
6190  Chemicals, Petroleum, Paints, Plastics, Manufacturing/Processing - Unclassified (describe)
7690  Chemicals, Plastics/Paints Storage - Unclassified (describe)
2460  Child-Care Hospital
3910  Children's Playhouse
1410  Church/Chapel
1490  Church, Funeral Parlour - Unclassified (describe)
1430  Church Hall
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2450</td>
<td>Clinic, Clinic Type Infirmary</td>
</tr>
<tr>
<td>7250</td>
<td>Cloth and Yarns Storage</td>
</tr>
<tr>
<td>5220</td>
<td>Clothing Accessories, Shoe Store</td>
</tr>
<tr>
<td>5210</td>
<td>Clothing Store</td>
</tr>
<tr>
<td>1520</td>
<td>Club, Country</td>
</tr>
<tr>
<td>1510</td>
<td>Club, Recreational</td>
</tr>
<tr>
<td>1590</td>
<td>Club, Sports, Social - Unclassified (describe)</td>
</tr>
<tr>
<td>1530</td>
<td>Club, Yacht</td>
</tr>
<tr>
<td>7930</td>
<td>Coal, Coke, Briquette &amp; Charcoal Storage</td>
</tr>
<tr>
<td>6480</td>
<td>Cocoa, Chocolate, and Sugar Confectionary Manufacturing</td>
</tr>
<tr>
<td>7350</td>
<td>Cold Storage/Refrigerated Buildings and Storage</td>
</tr>
<tr>
<td>1380</td>
<td>College/University</td>
</tr>
<tr>
<td>8820</td>
<td>Combine</td>
</tr>
<tr>
<td>9260</td>
<td>Commercial Greenhouse</td>
</tr>
<tr>
<td>9730</td>
<td>Communications Centre, Fire, Police, etc.</td>
</tr>
<tr>
<td>9790</td>
<td>Communications Facilities - Unclassified (describe)</td>
</tr>
<tr>
<td>2390</td>
<td>Community Care Facility - Unclassified (describe)</td>
</tr>
<tr>
<td>1260</td>
<td>Community Hall</td>
</tr>
<tr>
<td>4310</td>
<td>Computer, Electronic Data Processing Centre</td>
</tr>
<tr>
<td>8810</td>
<td>Construction Equipment</td>
</tr>
<tr>
<td>8330</td>
<td>Construction, other than Buildings</td>
</tr>
<tr>
<td>8370</td>
<td>Contractor's Shed</td>
</tr>
<tr>
<td>2420</td>
<td>Convalescent Home</td>
</tr>
<tr>
<td>3650</td>
<td>Convent/Monastery/Religious Dormitory</td>
</tr>
<tr>
<td>9370</td>
<td>Conveyor</td>
</tr>
<tr>
<td>6660</td>
<td>Cordage, Rope, Twine and Net Manufacturing</td>
</tr>
<tr>
<td>7580</td>
<td>Cordwood, Pulpwood Pile Storage</td>
</tr>
<tr>
<td>9291</td>
<td>Corral</td>
</tr>
<tr>
<td>2130</td>
<td>Correctional Facility (Provincial/Territorial/Municipal)</td>
</tr>
<tr>
<td>3120</td>
<td>Cottage, Seasonal Use, in Season, 1 Family</td>
</tr>
<tr>
<td>3130</td>
<td>Cottage, Seasonal Use, off Season, 1 Family</td>
</tr>
<tr>
<td>7210</td>
<td>Cotton, Baled, Storage</td>
</tr>
<tr>
<td>6610</td>
<td>Cotton, Spinning and Weaving - Manufacturing/Processing</td>
</tr>
<tr>
<td>1910</td>
<td>Court Room</td>
</tr>
<tr>
<td>9220</td>
<td>Cow, Cattle Milk Houses and Cooling Facilities</td>
</tr>
<tr>
<td>8830</td>
<td>Crane, Mobile or Fixed</td>
</tr>
<tr>
<td>5150</td>
<td>Creamery, Dairy Store</td>
</tr>
<tr>
<td>9250</td>
<td>Crops, Orchards, Hay and Straw Stacks or Bales</td>
</tr>
<tr>
<td>1280</td>
<td>Curling Rink</td>
</tr>
<tr>
<td>6420</td>
<td>Dairy Products Manufacturing</td>
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<tr>
<td>5150</td>
<td>Dairy Store</td>
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<tr>
<td>5160</td>
<td>Delicatessen</td>
</tr>
<tr>
<td>8340</td>
<td>Demolition, other than Buildings</td>
</tr>
<tr>
<td>5810</td>
<td>Department Store</td>
</tr>
<tr>
<td>5890</td>
<td>Department, Variety Store - Unclassified (describe)</td>
</tr>
<tr>
<td>2150</td>
<td>Detention Facility (includes Remand Centre)</td>
</tr>
<tr>
<td>6510</td>
<td>Distilling, Rectifying, Blending Spirits - Manufacturing/Processing</td>
</tr>
<tr>
<td>4180</td>
<td>Document Centre, Record Repository (includes Archives)</td>
</tr>
<tr>
<td>3650</td>
<td>Dormitory, Convent, Monastery, Other Religious Dormitory</td>
</tr>
<tr>
<td>3820</td>
<td>Dormitory, Individual Room</td>
</tr>
<tr>
<td>3610</td>
<td>Dormitory, School, College, University</td>
</tr>
<tr>
<td>3690</td>
<td>Dormitory - Unclassified (describe)</td>
</tr>
<tr>
<td>5680</td>
<td>Dressmaking Shop, Tailor</td>
</tr>
<tr>
<td>8850</td>
<td>Drilling Rig, Petroleum and Gas</td>
</tr>
<tr>
<td>6160</td>
<td>Drugs, Cosmetics, Pharmaceuticals Manufacturing</td>
</tr>
<tr>
<td>7660</td>
<td>Drugs, Cosmetics, Pharmaceuticals Storage</td>
</tr>
<tr>
<td>5430</td>
<td>Drug Store with Pharmacist on Duty</td>
</tr>
<tr>
<td>5820</td>
<td>Drug Store without a Pharmacist - Small Variety Store</td>
</tr>
<tr>
<td>6960</td>
<td>Dry Cleaning Plant - Manufacturing/Processing</td>
</tr>
</tbody>
</table>
5260  Dry-goods Store
8120  Dumps, Refuse Disposal Areas (excludes Incinerators)
3190  Dwelling, 1 & 2 family - Unclassified (describe)
3170  Dwelling, farm, 1 family
3180  Dwelling, farm, 2 family
3120  Dwelling, seasonal use, in season, 1 family
3150  Dwelling, seasonal use, in season, 2 family
3130  Dwelling, seasonal use, off season, 1 family
3160  Dwelling, seasonal use, off season, 2 family
3110  Dwelling, year-round use, 1 family
3140  Dwelling, year-round use, 2 family


1390  Educational Facility - Unclassified (describe)
6360  Electrical and Electronic Appliance Manufacture
6350  Electrical and Electronic Machinery Manufacture
7750  Electrical Appliances and Supplies Storage
9420  Electric Light & Power Distribution System
9410  Electric Light & Power Generating Plant
4320  Electronic Data Records Storage
5370  Electronic Equipment Sales or Rentals
4330  Electronic Equipment Service & Repair Shop
4390  Electronic Equipment - Unclassified (describe)
1860  Elevated Station, Passenger
7170  Elevators, Grain, Commercial
8810  Equipment, Construction
8820  Equipment, Farm
7840  Equipment, Heavy Machine Storage
8870  Equipment, Logging
9990  Equipment, Miscellaneous - Unclassified (describe)
1270  Exhibition Hall, Exposition Hall

F-F-F-F-F-F-F-F-F-F-F-F-F-F-F-F-F-F-F-F-F-F-F-F-F-F-F-F-F-F-F-F-F-F-F-F-F-F-F-F-F-F-F-F-F-F-F-F-F-F-F

5260  Fabrics Store
9290  Farm Facility - Unclassified (describe)
8820  Farm Tractors and Other Farm Machinery
8140  Fences, Poles, Railroad Ties
7640  Fertilizer, Peat Moss Storage
7540  Fibre Products Storage
7240  Fibres, Baled Storage (includes jute, hemp, flax, sisal, blended fibres)
6630  Fibres, Mixed & Blended - Spinning and Weaving
7230  Fibres, Synthetic and Silk, Baled Storage
7880  Fire Station
8880  Fire Truck
5580  Fire Works Sales
9480  Flammable Liquid Distribution System
7490  Flammable Liquids, Gases, Petroleum Products, Storage - Unclassified (describe)
7410  Flammable Liquids Tank Storage
3780  Float Home (without self-propulsion)
6670  Floor Covering and Coated Fabric Manufacturing
5470  Florist Shop, Greenhouse
7370  Flour or Starch, Bulk Storage
5190  Food, Beverage Sales - Unclassified (describe)
1790  Food and Beverage Servicing Establishment - Unclassified (describe)
7330  Foods, Processed, Loose or Bagged, Storage
6490  Food Processing - Unclassified (describe)
7310  Food Stuffs, Packed, Storage
6710  Footwear Manufacturing
6790  Footwear, Wearing Apparel Manufacturing - Unclassified (describe)
8180  Forest, Standing Timber
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>8840</td>
<td>Forklift</td>
</tr>
<tr>
<td>2320</td>
<td>Foster Home (5-10)</td>
</tr>
<tr>
<td>2310</td>
<td>Foster Home (more than 10)</td>
</tr>
<tr>
<td>3620</td>
<td>Fraternity, Sorority, Social Club with accommodation for sleeping</td>
</tr>
<tr>
<td>7940</td>
<td>Freight Terminal - Storage</td>
</tr>
<tr>
<td>9270</td>
<td>Fruit, Vegetable Packing Facilities</td>
</tr>
<tr>
<td>1440</td>
<td>Funeral Parlour (includes Crematorium, Undertaking Premises)</td>
</tr>
<tr>
<td>5390</td>
<td>Furniture, Appliance, Electronic Equipment, Hardware Sales or Rental - Unclassified (describe)</td>
</tr>
<tr>
<td>5610</td>
<td>Furniture, Upholstery Repair without sales</td>
</tr>
<tr>
<td>6240</td>
<td>Furniture, Fixture, Bedding Manufacture</td>
</tr>
<tr>
<td>7530</td>
<td>Furniture Storage</td>
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<td>Furniture Store</td>
</tr>
<tr>
<td>6750</td>
<td>Fur Products Manufacturing</td>
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<td>7280</td>
<td>Fur, Skin and Hair Products Storage</td>
</tr>
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<td>5250</td>
<td>Fur Store</td>
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<tr>
<td>7810</td>
<td>Garage, Individual Residential</td>
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<tr>
<td>7820</td>
<td>Garage, Storage, Auto Parking of Autos of different ownership</td>
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<tr>
<td>7830</td>
<td>Garage, Bus/Truck/Auto Storage under same ownership</td>
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<td>Garden Supply Store</td>
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<td>Gas Distribution System, Pipeline</td>
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<td>8850</td>
<td>Gas Drilling Rig</td>
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<td>Gas Manufacturing Plant</td>
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<td>7450</td>
<td>Gasometer and Cryogenic Gases Storage</td>
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<td>5450</td>
<td>Gift Shop</td>
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<td>7950</td>
<td>Glass and Glass Products Storage</td>
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<td>9530</td>
<td>Glass Container Manufacturing</td>
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<tr>
<td>9520</td>
<td>Glass Manufacturing (includes Optical Glass)</td>
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<td>8820</td>
<td>Grain dryer</td>
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<td>6450</td>
<td>Grain Mill Products Manufacturing</td>
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<td>8110</td>
<td>Grass</td>
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<td>5120</td>
<td>Grocery Store (see Market)</td>
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<td>Grounds Keeping Equipment</td>
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<tr>
<td>2320</td>
<td>Group Home (5-10)</td>
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<td>Group Home (more than 10)</td>
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<tr>
<td>2920</td>
<td>Halfway/Transitional House</td>
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<td>2921</td>
<td>Halfway/Transitional House - Correctional</td>
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<tr>
<td>2322</td>
<td>Halfway/Transitional House - Medical</td>
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<td>Hay Stacks or Bales</td>
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<td>Heating Plant</td>
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<td>Heavy Machine and Equipment Storage</td>
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<td>1820</td>
<td>Heliport, Helistop Passenger Terminal</td>
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<tr>
<td>8750</td>
<td>Helicopter and Vertical Take-Off Aircraft - Non-Military</td>
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<td>Historic Building</td>
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<td>Hobby, Toy Shop</td>
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<tr>
<td>2210</td>
<td>Home for the Aged with Nursing Staff</td>
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<td>Home for the Aged without Nursing Staff</td>
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<tr>
<td>2290</td>
<td>Home for the Aged - Unclassified (describe)</td>
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<td>Home Maintenance Service</td>
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<td>2410</td>
<td>Hospital, General</td>
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<td>Hospital, Mental</td>
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<tr>
<td>3440</td>
<td>Hotel, Inn, Lodge - Hostels</td>
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<tr>
<td>3420</td>
<td>Hotel, Inn, Lodge - Seasonal use, in season</td>
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<tr>
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<td>Hotel, Inn, Lodge - Seasonal use, off season</td>
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<td>Hotel, Inn, Lodge - Unclassified (describe)</td>
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<tr>
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<td>Hotel, Inn, Lodge - Year-round use</td>
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<tr>
<td>3720</td>
<td>Houseboat</td>
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<td>Household Repair Service - Unclassified (describe)</td>
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<td>Ice Cream Stand</td>
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<td>Ice Rink - Indoor</td>
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<td>Ice Rink - Outdoor</td>
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<td>7991</td>
<td>Ice Storage</td>
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<td>Incinerators, Commercial</td>
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<td>6990</td>
<td>Industrial Manufacturing Properties - Unclassified (describe)</td>
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<td>Industrial Storage Properties - Unclassified (describe)</td>
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<td>Industrial Truck, Forklift &amp; Material Handling Truck</td>
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<td>Institutional Occupancies - Unclassified (describe)</td>
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<td>2430</td>
<td>Institution of the Blind, Deaf or Dumb</td>
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<td>Instrument Manufacturing</td>
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<td>Jail, Municipal, Provincial or Territorial</td>
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<td>Jewellery Manufacturing</td>
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<td>Jewellery Store</td>
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<td>Junkyard</td>
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<td>Kennel</td>
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<td>Knitting Mill - Manufacturing/Processing</td>
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<td>Laboratory, Chemical, Biological</td>
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<td>Laboratory, Electrical, Electronic</td>
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<td>Laboratory, General Research</td>
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<td>9180</td>
<td>Laboratory, Medical</td>
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<td>Laboratory, Personal, Psychological</td>
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<td>9120</td>
<td>Laboratory, Physical Material Testing, Hydraulics</td>
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<td>9140</td>
<td>Laboratory, Radioactive Material Handling</td>
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<td>Laboratories - Unclassified (describe)</td>
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<td>Laundry, Dry Cleaner</td>
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<td>Laundry, Self Service</td>
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<td>Lawn Mowers</td>
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<td>Leather Goods Shop</td>
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<td>Leather, Leather Products Storage</td>
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<td>Leather Products Manufacturing</td>
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<td>1920</td>
<td>Legislative Hall</td>
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<td>Library</td>
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<td>Library, Museum, Art Gallery - Unclassified (describe)</td>
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<td>Liquor, Beverage Store</td>
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<td>Livestock Storage</td>
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<td>Locomotive, Railway Engine or Other Power Unit</td>
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<td>Logging Equipment</td>
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<td>Long Term Health Care Facility</td>
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<td>Long Term Residential Care of Persons with Disabilities</td>
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<tr>
<td>7330</td>
<td>Loose or Bagged Processed Foods Storage</td>
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<tr>
<td>7430</td>
<td>LP Gas - Bulk Plant, Storage</td>
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</table>

29
30

LP Gas - Gas Cylinder Storage
Lumber, Retail Sales
Lumberyard - Storage
Lunchroom, Drive-In

Machinery Manufacture
Machinery Storage
Mailboxes
Mail Order Store
Mailing, Photocopying Office
Maintenance Shop - General
Mail Shopping Centre Common Areas
Marinas - Storage
Marine Passenger Terminal
Market, Grocery Store, selling a broad line of food items and some non-food items and covering less than 1000m² in area (see 5110 if larger)
Massage Parlour
Medical Facilities - Unclassified (describe)
Mercantile, Miscellaneous - Unclassified (describe)
Metal Forms, Basic - Storage
Metal Parts - Storage
Metal Products, Finished - Storage
Metal Products, Machinery, Electrical Appliance Storage - Unclassified (describe)
Metal Products Manufacture
Metals, Basic Iron and Steel Manufacture
Metals, Basic Nonferrous Metals Manufacture
Metals, Metal Products, Electrical Equipment and Appliances Manufacturing - Unclassified (describe)
Military Barracks
Military Stores - Storage
Mine, Coal
Mine, Chemical Fertilizer, Mineral
Mine, Metal Ore - other than Iron
Mine, Quarry - Iron Ore
Mine, Quarry - Non-Metallic Minerals
Mine, Quarry - Salt
Mine, Quarrying - Unclassified (describe)
Mineral Materials, Bagged Cement, Lime, Gypsum, etc., - Storage
Mini-storage or Self-storage
Missile and Rocket Fuels Storage
Mobile Food Vendors
Mobile Homes (1 or 2 family units)
Mobile Homes - Unclassified (describe)
Monument, Memorial Building
Motion Picture Studio
Motor Craft, 20m or less
Motorcycle
Motor Home (includes Camperized Van)
Motor Hotel, Motel - Fewer than 3 Units (includes Tourist Cabin)
Motor Hotel, Motel - 3 to 20 Units
Motor Hotel, Motel - over 20 Units
Motor Hotel, Motel - Unclassified (describe)
Motor Vehicle Accessory Sales
Motor Vehicle and Trailer Sales
Motor Vehicle Manufacturing and Assembly
Motor Vehicle Repair Garage
Motor Vehicles, Boats, Sales and Service - Unclassified (describe)
Museum, Art Gallery, Library - Unclassified (describe)
Museum (exclude if in Historic Building at 1640)
Mushroom Growing Production
Musical Instruments Manufacturing
5340  Music Store

9710  National Defense Communication Sites
8160  Newspaper Vending Box
5420  Newsstand/Tobacco Shop
1720  Nightclub
9580  Non-metallic Mineral Products Manufacturing
9830  Nuclear Power Production or Radioactive Tracers and Isotopes (excludes Generation of Electricity at 9410)
9890  Nucleonics - Unclassified (describe)
3630  Nurses' Residence
2420  Nursing or Convalescent Home or Long-term Health Care Facility

4120  Office, Civic, Provincial, Federal (excludes Post Office at 4170)
4150  Office, Engineering, Architectural, Technical
4110  Office, General Business
4160  Office, Mailing, Photocopying
4140  Office, Medical, Health, Research or Scientific (excludes Laboratories at Group 9100)
4190  Office - Unclassified (describe)
5480  Optical Goods Sales
2320  Orphanage/Group Home/Foster Home (5-10)
2310  Orphanage/Group Home/Foster Home (more than 10)
9390  Outbuildings - Unclassified (describe)
8190  Outdoor Property - Unclassified (describe)

7420  Packaged Petroleum Products Storage
7310  Packed Food Stuffs Storage (excludes Canned Goods at 7320)
7650  Paints and Varnishes Storage
5350  Paint Store
6150  Paints, Varnishes, Lacquers, Ink, Waxes, Adhesives Manufacture
7560  Paper and Paper Products Storage (exclude items at 7540 and 7550)
6250  Paper, Pulp, Paperboard Manufacture
6260  Paper, Pulp, Paperboard Products Manufacture
7550  Paper, Rolled, Newsprint Storage
1890  Passenger Terminal, Station - Unclassified (describe)
2580  Penitentiary, Correctional Facility, Reformatory - Unclassified (describe)
2110  Penitentiary, Federal - in cell blocks
2120  Penitentiary, Federal - outside of cell blocks
4290  Personal Service Facility - Unclassified (describe)
8850  Petroleum & Gas Drilling Rig
9640  Petroleum, Natural Gas Well, Reservoir
7420  Petroleum Products, Packaged, Storage
6170  Petroleum Refineries - Manufacturing/Processing
5560  Pet Store/Animal Hospital/Kennel
6970  Photographic Film Processing
7680  Photographic Films Storage
6920  Photographic, Optical Goods Manufacture
5530  Photographic Supply Sales and Still Picture Studio
8910  Pier, Wharf
7980  Pier, Wharf, Open Storage - Storage in open areas
7630  Plastics and Plastic Products - Storage
6130  Plastic Material Manufacture
6140  Plastic Products Manufacture
8193  Players Box
2170  Police Station with Lock-up Facilities
8880  Police Vehicle
4170  Post Office
9540  Pottery, China, Earthenware Manufacturing
<table>
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<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>9210</td>
<td>Poultry, Egg Production</td>
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<tr>
<td>6940</td>
<td>Precious Metals, Jewellery Manufacture</td>
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<tr>
<td>6280</td>
<td>Printing, Publishing - Job Printing</td>
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<tr>
<td>6270</td>
<td>Printing, Publishing - Newspaper and Magazines</td>
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<tr>
<td>9320</td>
<td>Privy</td>
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<td>Processed Food, Beverage Storage - Unclassified (describe)</td>
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<td>Professional Supply Sales (includes Stethoscopes, Hospital Supplies, Special Tools, Engineering Instruments, etc.)</td>
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<td>Pulpwood Piles, Cordwood - Storage</td>
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<td>Radioactive Materials - Bulk Quantities</td>
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<td>Radioactive Materials - Small Quantities</td>
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<td>Radio, Radar Site</td>
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<td>Radio, TV Studio</td>
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<td>Rail Transport Vehicle and Equipment - Unclassified (describe)</td>
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<td>Railroad Ties</td>
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<td>Railway Car, Freight</td>
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<td>Railway Car, Passenger, Coach or Sleeper</td>
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<tr>
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<td>Railway Car, Passenger, Diner or Lounge</td>
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<td>Railway Car, Self-powered</td>
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<td>Railway Car, Tank</td>
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<td>6830</td>
<td>Railway Equipment Manufacturing and Assembly</td>
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<td>5670</td>
<td>Railway Repair Shop</td>
</tr>
<tr>
<td>8570</td>
<td>Railway Signaling and Switch Control Equipment</td>
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<td>Railway Station</td>
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<td>Railway Storage</td>
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<td>8580</td>
<td>Railway Yard</td>
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<td>Recreation, Hobby Supply Sales - Unclassified (describe)</td>
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<td>7970</td>
<td>Recycle Centre</td>
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<tr>
<td>7971</td>
<td>Recycle Centre - Indoor</td>
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<td>7972</td>
<td>Recycle Centre - Outdoor</td>
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<td>2140</td>
<td>Reformatory, Juvenile Detention Home</td>
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<td>Repair Garage, Paint Shop</td>
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<td>Repair Shop, Laundry, Dry Cleaner - Unclassified (describe)</td>
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<td>Residential, Miscellaneous - Unclassified (describe)</td>
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<td>Restaurant</td>
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<td>Restaurant Supplies and Services</td>
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<td>Roadbed, Railway Maintenance Vehicles</td>
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<td>Roadside Farm Produce Stand and Counter</td>
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<td>Rooming, Boarding, Lodging House - less than 10 persons</td>
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<td>Rubber, Rubber Products Manufacturing</td>
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<td>Rubber, Rubber Products - Storage</td>
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<td>Rubbish Burner, Commercial</td>
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<td>Rubbish Barrel, Personal</td>
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<td>Rug, Floor Covering Store</td>
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<td>Sanitary Service</td>
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<td>Sawmill, Planning Mill, Wood Products Mill - Manufacturing/Processing</td>
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<td>School, Business, Commercial, Secretarial</td>
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<td>School, College, University - Unclassified (describe)</td>
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<td>School, Junior High (includes combined elementary/junior high)</td>
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<td>School, Nursery, Pre-Kindergarten, Kindergarten - 4 hrs per day or less. Excludes Child Day-care Centre at 2330.</td>
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<td>School, Rehabilitation (attendance by choice)</td>
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<td>School, Technical, Industrial</td>
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<td>7770</td>
<td>Scrap and Junkyard – Storage</td>
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<td>7911</td>
<td>Self-storage or Mini-storage</td>
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<td>2210</td>
<td>Senior Citizens' Homes with Nursing Staff</td>
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<td>2220</td>
<td>Senior Citizens' Homes without Nursing Staff</td>
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<td>Senior Citizens' Homes - Unclassified (describe)</td>
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<td>Service Station, Public</td>
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<td>5713</td>
<td>Service Station, Public - Full Service</td>
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<td>Service Station, Public - Self-serve, with attendant</td>
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<td>5711</td>
<td>Service Station, Public - Self-serve, without attendant</td>
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<td>Shed (includes Implement Shed)</td>
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<td>Shelter for Abused Spouses</td>
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<td>Shelter for Displaced Persons</td>
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<td>Shipbuilding, Vessels over 20 meters - Manufacturing/Processing (see 6820 if less than 20m)</td>
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<td>Ship, Cargo</td>
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<td>Ship, Tanker</td>
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<td>Shoe Repair Shop</td>
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<td>Shoe Store</td>
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<td>Silk and Synthetic Fibres Storage</td>
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<td>Silo, Farm</td>
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<td>Ski Lift, Chair Lift</td>
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<td>Slaughtering, Preparation, Preserving of Meat - Manufacturing/Processing</td>
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<td>Snow Blower</td>
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<tr>
<td>8860</td>
<td>Snowmobile</td>
</tr>
<tr>
<td>3620</td>
<td>Social Club with Dormitory</td>
</tr>
<tr>
<td>6540</td>
<td>Soft Drink, Carbonated Water - Manufacturing/Processing</td>
</tr>
<tr>
<td>3620</td>
<td>Sorority with Dormitory</td>
</tr>
<tr>
<td>8780</td>
<td>Space Vehicle</td>
</tr>
<tr>
<td>8290</td>
<td>Special Connecting Thoroughfare - Unclassified (describe)</td>
</tr>
<tr>
<td>5130</td>
<td>Specialty Food Store</td>
</tr>
<tr>
<td>8890</td>
<td>Special Vehicles - Unclassified (describe)</td>
</tr>
<tr>
<td>5520</td>
<td>Sporting Goods Sales</td>
</tr>
<tr>
<td>1280</td>
<td>Stadium/Arena</td>
</tr>
<tr>
<td>5410</td>
<td>Stationery Store</td>
</tr>
<tr>
<td>9650</td>
<td>Stone, Slate, Clay, Gravel Pit or Quarry</td>
</tr>
<tr>
<td>7990</td>
<td>Storage Property - Unclassified (describe)</td>
</tr>
<tr>
<td>9250</td>
<td>Straw Stacks or Bales</td>
</tr>
<tr>
<td>9510</td>
<td>Structural Clay Products Manufacture</td>
</tr>
<tr>
<td>1850</td>
<td>Subway Station, Passenger</td>
</tr>
<tr>
<td>7360</td>
<td>Sugar, Bulk Storage</td>
</tr>
<tr>
<td>6470</td>
<td>Sugar Factories, Refineries - Manufacturing/Processing</td>
</tr>
<tr>
<td>1150</td>
<td>Supermarket, store selling a broad line of food items and some non-food items and covering 1000m2 or over in total area (see 5120 if less)</td>
</tr>
<tr>
<td>1250</td>
<td>Swimming Facility</td>
</tr>
<tr>
<td>5680</td>
<td>Tailor, Dressmaking Shop</td>
</tr>
<tr>
<td>6740</td>
<td>Tanneries, Leather Finishing - Manufacturing/Processing</td>
</tr>
<tr>
<td>4230</td>
<td>Tanning Salon</td>
</tr>
<tr>
<td>8811</td>
<td>Tar Pot</td>
</tr>
<tr>
<td>1730</td>
<td>Tavern</td>
</tr>
<tr>
<td>9380</td>
<td>Telephone Booth</td>
</tr>
<tr>
<td>9740</td>
<td>Telephone Exchange</td>
</tr>
<tr>
<td>1150</td>
<td>Television Studio</td>
</tr>
<tr>
<td>3770</td>
<td>Tents</td>
</tr>
<tr>
<td>3740</td>
<td>Tent Trailer</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
</tr>
<tr>
<td>1890</td>
<td>Terminal, Station, Passenger - Unclassified (describe)</td>
</tr>
<tr>
<td>6640</td>
<td>Textile Finishing Facilities - Manufacturing/Processing</td>
</tr>
<tr>
<td>6730</td>
<td>Textile Goods Manufacturing (includes Pleating and Tucking, excludes wearing apparel at 6720 and 6790)</td>
</tr>
<tr>
<td>6690</td>
<td>Textile Manufacturing Facilities - Unclassified (describe)</td>
</tr>
<tr>
<td>7290</td>
<td>Textile, Fibres, Clothing Storage - Unclassified (describe)</td>
</tr>
<tr>
<td>5290</td>
<td>Textile, Wearing Apparel Sales Facilities - Unclassified (describe)</td>
</tr>
<tr>
<td>1110</td>
<td>Theatre, Combined Live and Movie</td>
</tr>
<tr>
<td>1130</td>
<td>Theatre, Drive-in</td>
</tr>
<tr>
<td>1120</td>
<td>Theatre, Motion picture</td>
</tr>
<tr>
<td>1190</td>
<td>Theatre, Studio, Auditorium - Unclassified (describe)</td>
</tr>
<tr>
<td>8140</td>
<td>Ties, Railroad</td>
</tr>
<tr>
<td>9980</td>
<td>Tillers</td>
</tr>
<tr>
<td>7570</td>
<td>Timber, Log Storage</td>
</tr>
<tr>
<td>9294</td>
<td>Tobacco Curing Shed</td>
</tr>
<tr>
<td>7140</td>
<td>Tobacco, Loose or Baled Storage</td>
</tr>
<tr>
<td>6550</td>
<td>Tobacco Products Manufacturing</td>
</tr>
<tr>
<td>5420</td>
<td>Tobacco Shop</td>
</tr>
<tr>
<td>7380</td>
<td>Tobacco, Tobacco Products Storage</td>
</tr>
<tr>
<td>9330</td>
<td>Toll Station, Booth</td>
</tr>
<tr>
<td>3510</td>
<td>Tourist Cabin</td>
</tr>
<tr>
<td>5510</td>
<td>Toy Shop</td>
</tr>
<tr>
<td>6980</td>
<td>Toy, Sporting Goods Manufacturing</td>
</tr>
<tr>
<td>8890</td>
<td>Tracked Vehicles</td>
</tr>
<tr>
<td>5920</td>
<td>Trade Supply Sales (includes Machinists Supplies, Plumbers Tools, Carpentry Equipment)</td>
</tr>
<tr>
<td>8680</td>
<td>Tractor Trailer</td>
</tr>
<tr>
<td>8150</td>
<td>Trash and Rubbish (includes Containers for Disposal of, excludes items at 8120 and 9470)</td>
</tr>
<tr>
<td>3730</td>
<td>Travel Trailer</td>
</tr>
<tr>
<td>8130</td>
<td>Trees, Individual (excludes Forests at 8180)</td>
</tr>
<tr>
<td>8630</td>
<td>Truck, Compressed Gas or LP Gas</td>
</tr>
<tr>
<td>8640</td>
<td>Truck, Flammable Liquid or Chemical Tank</td>
</tr>
<tr>
<td>8650</td>
<td>Truck, General, Tank Truck with Non-flammable Cargo, Mail Truck, Trailer Truck &amp; Tow Truck (excludes items at 8630 and 8640).</td>
</tr>
<tr>
<td>8680</td>
<td>Truck, Semi-Trailer</td>
</tr>
<tr>
<td>3760</td>
<td>Truck with Camper</td>
</tr>
<tr>
<td>8220</td>
<td>Tunnel (includes Underpass over 30 meters, see 8230 if less)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>8930</td>
<td>Under Construction, Demolition: Vacant - Unclassified (describe)</td>
</tr>
<tr>
<td>8230</td>
<td>Underpass 30 meters or less in length (see 8220 if over)</td>
</tr>
<tr>
<td>1380</td>
<td>University</td>
</tr>
<tr>
<td>8360</td>
<td>Unoccupied Property</td>
</tr>
<tr>
<td>9490</td>
<td>Utility - Unclassified (describe)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>8350</td>
<td>Vacant Property</td>
</tr>
<tr>
<td>5830</td>
<td>Variety Store - Large, 1000m2 or over</td>
</tr>
<tr>
<td>5820</td>
<td>Variety Store - Small, under 1000m2</td>
</tr>
<tr>
<td>6560</td>
<td>Vegetable and Animal Oil, Fat, Soap Manufacture</td>
</tr>
<tr>
<td>9270</td>
<td>Vegetable, Fruit Packing Facility</td>
</tr>
<tr>
<td>8670</td>
<td>Vehicle &amp; Non-Motorized (includes Wagon and Trailer)</td>
</tr>
<tr>
<td>6890</td>
<td>Vehicles and Related Equipment - Manufacturing/Processing - Unclassified (describe)</td>
</tr>
<tr>
<td>8690</td>
<td>Vehicle, Ground Transport - Unclassified (describe)</td>
</tr>
<tr>
<td>7890</td>
<td>Vehicle Storage - Unclassified (describe)</td>
</tr>
<tr>
<td>8890</td>
<td>Vehicle, Tracked</td>
</tr>
<tr>
<td>8480</td>
<td>Vessel, Commercial Fishing</td>
</tr>
<tr>
<td>8420</td>
<td>Vessel, Under 1000 gross tons</td>
</tr>
<tr>
<td>8470</td>
<td>Vessel, not self-propelled (includes Barges, Derricks, etc.)</td>
</tr>
<tr>
<td>5380</td>
<td>Video Sales and Service (includes Video Rental)</td>
</tr>
<tr>
<td>2160</td>
<td>Vocational Rehabilitation Centre (attendance by direction)</td>
</tr>
</tbody>
</table>
5350  Wallpaper and Paint Store
7910  Warehouse, General, Mixed Items Storage
6930  Watch, Clock Manufacturing
5440  Watch, Clock Repair
8490  Watercraft - Unclassified (describe)
9460  Water Supply System
9760  Weather Station
7260  Wearing Apparel, Garments and Finished Textiles Storage
6720  Wearing Apparel Manufacturing (includes Leather, Fur, Hat Bodies, millinery, Umbrellas and Walking Sticks)
6790  Wearing Apparel, Footwear Manufacturing - Unclassified (describe)
6520  Wineries
6230  Wood Cork Products Manufacture
6220  Wooden Containers, Cane Containers, other Cane Ware Manufacture
7590  Wood, Furniture, Paper and Products - Storage - Unclassified (describe)
6290  Wood, Furniture, Paper, Printing - Manufacturing - Unclassified (describe)
7520  Wood Products Storage
7220  Wool, Worsted, Baled Storage
6620  Wool, Worsted, Spinning, Weaving - Manufacturing/Processing


7860  X-ray Film Storage
6360  X-ray Machine/Apparatus - Manufacturing


1530  Yacht Club
8410  Yacht - 20m and Under (overall length)
8420  Yacht - Over 20m and Under 1,000 Gross Tons
7250  Yard Goods Storage
5260  Yard Goods Store
6630  Yarn, Mixed, Blended and Other Fibres - Manufacturing
6220  Yarn, Cotton - Manufacturing
6610  Yarn, Re-rolling Mill
6490  Yeast - Manufacturing
3440  YMCA/YWCA (with sleeping quarters)
1510  YMCA/YWCA (without sleeping quarters)


6330  Zinc, Hollowware, Nails, Stamping - Manufacturing/Processing
9630  Zinc, Mine, Quarry
6360  Zinc, Wire Drawing - Manufacturing
6330  Zipper, Metal - Manufacturing
MAJOR OCCUPANCY

The Major Occupancy section is intended to be used together with the Property Class section to describe where fires occur.

A restaurant fire in a hotel or a clothing store fire in a shopping plaza are examples that reflect the need to capture two elements of information. If only hotel information is collected, the restaurant data will be lost. Similarly, if only shopping plaza data is collected then clothing store information is lost. The use of two code sections will allow the user to capture both hotel and restaurants in the first example and clothing store and shopping plaza in the second example.

Major Occupancy refers to the hotel and the shopping plaza in the above examples while Property Classification refers to the restaurant and the department (clothing) store.

Major Occupancy refers to the overriding (major) use of a building or land, under single management, having two or more uses. See Page 81 for more examples of coding the Major Occupancy in conjunction with the Property Class.

NOTES:

a) Unless the appropriate Major Occupancy code is listed below, any building, structure or facility which has only one use should be coded under 90, excluding residential classified under codes 31-39, parks classified under 81 and farms classified under 92.

b) If the building, structure or facility has two or more major uses, none of which is overriding, code under 93.

c) If the property involved is other than a building, structure or facility (e.g., vehicle, outside area, garbage dumpster, etc.) code under 95 unless the appropriate Major Occupancy code is listed below (i.e., camp site/RV parks code under 37; mobile home/trailer parks code under 38; Federal, Provincial or City parks code under 81; farms code under 92, etc.).

CODES:

ASSEMBLY USE

11 Auditorium, Theatre, Arena, Cultural Centre
12 Amusement Park, Exhibition & Fair Ground, Stadium
13 Educational Institution (non-residential)
14 Church, Funeral Parlour
15 Recreation, Sports Facility, Sports Club, Social Club
17 Food or Beverage Establishment

INSTITUTIONAL USE

21 Prison, Penitentiary, Jail, Detention Centre, Correctional Facility, Reformatory
22 Hospital, Medical Centre, Clinic, Sanatorium

RESIDENTIAL USE

31 Residential - row, garden, town housing, condominium
32 Residential - apartment, tenement
33 Hotel, Motel, Lodge, Hostel, Boarding House, Dormitory
34 Residential - single detached
35 Residential - duplex, 3-plex, 4-plex, semi-detached
36 Educational Institution (residential)
37 Camp site/RV park
38 Residential - mobile home/trailer park
39 Residential - with business/mercantile, up to 3 stories

BUSINESS USE

41 Office Building
MERCANTILE USE
56 Commercial Centre including fuel dispensing (may include restaurant, stores, etc.)
57 Commercial Centre, Shopping Centre
58 Department Store, Variety Store

MANUFACTURING USE
69 Industrial Manufacturing

STORAGE USE
71 Grain Elevator
79 Industrial Storage Facility, Bulk Storage Tanks

OTHER SPECIAL USE
81 Parks (Federal, Provincial or City) (Includes Historic Sites)
83 Motor Vehicle Transportation Use (includes bus terminal)
84 Harbour, Waterfront Property, Marine Terminal
85 Railway Terminal, Yard (excludes Subway)
86 Car Park
87 Air Transportation Use
88 Subway
90 Property occupies its own building, structure or facility (excludes residential classified under 31-39, parks classified under 81 and farms classified under 92)
91 Laboratory
92 Farm, Agricultural Use
93 Multiple Use (no overriding use)
94 Utility
96 Mine
97 Communications
98 Nucleonic Complex
95 Not applicable

MISCELLANEOUS, UNKNOWN
00 Undetermined
99 Building/Structure Unclassified

EXAMPLE 1
Fire in a restaurant which
(a) is in a hotel. 33 1710
(b) is in an underground shopping plaza which is connected to 57 1710
   office buildings, under separate management.
(c) completely occupies its own building. 17 1710

EXAMPLE 2
Fire in ladies wear store, which spreads to a specialty food store in a shopping plaza. 57 5210

EXAMPLE 3
Fire starts in a car that is:
(a) parked outside a single detached 1-family home 95 8611
(b) parked inside a single attached garage causing structural damage 34 7810
to garage (vehicle is considered part of the contents of the garage).
(c) parked inside a single attached garage not causing structural damage to garage. 34 8611
AREA OF ORIGIN

Area of Origin of Fire refers to the specific use or occupancy of that part of the property where the fire originates and not necessarily to the overall use or occupancy of the property.

This list is flexible to fit the several different buildings classified under "Property Classification". Items 000-790 (inclusive) refer to areas inside or connected to buildings. Vehicles and areas outside of buildings are classified under 800-890 and 900-990 respectively.

NOTE:  If the fire originates from a completely detached segregated building, structure or facility or from an outside open area, then specify the appropriate code under Structural Area.

CODES:

MULTIPLE AREAS OF ORIGIN

001 2 to 3 Areas of Origin
002 4 or more Areas of Origin

NOTE: If there is more than one set in the same area, code it under the specific area of origin code.

MEANS OF EGRESS

010 Hallway, Corridor
020 Stairway, Exterior - includes fire escape, ramp
030 Stairway, Interior - includes ramp
040 Escalator
050 Lobby, Entrance Way
060 Elevator - includes shaft and machinery room
090 Means of Egress - unclassified

ASSEMBLY, FAMILY, SALES AREA (GROUPS OF PEOPLE)

110 Large Assembly Area - over 60 people - fixed seats
     Includes auditorium, chapel, place of worship, theatre, arena, stadium, lecture hall aisles.
120 Large Assembly Area - over 60 people - non-fixed seats
     Includes ballroom.
130 Small Assembly Area - 60 people or less
     Includes classroom, meeting room with or without fixed seats.
140 Lounge, Living Room
     Includes music room, common room, TV room, den, recreation room, family room, sitting room.
150 Sales, Show Room Area - includes shop. Excludes display window (280).
160 Library, Museum - includes art gallery
170 Sports Facility
     Includes gymnasium, swimming pool, bowling alley, curling rink, billiard hall.
180 Covered Court, Atrium, Mall Concourse
190 Assembly, Sales Area – unclassified

FUNCTION AREA

210 Sleeping - under 5 occupants
     Includes patients' room, bedroom, cell, lockup.
220 Sleeping - 5 or more occupants
     Includes ward, dormitory, barracks.
230 Dining Area - includes mess room, canteen, lunchroom, cafeteria
240 Bar, Beverage Area
250 Washroom, Locker Area
     Includes checkroom, cloakroom, rest room, bathroom, powder room, toilet, shower room, sauna bath.
260 Office
270 Laboratory
280 Display Windows
290 Printing & Photographic Reproduction
300 Electronic Equipment Communication Room
   Includes radar room, telephone switchboard.
310 Kitchen, Cooking Area
320 Laundry Area - includes wash house
330 First-Aid, Treatment Area - includes minor surgery
340 Operating Room - includes recovery room, operating theatre
350 Electronic Equipment Room
   Includes electronic computer area, data processing centre.
360 Performance Area
   Includes stage, ice rink, boxing ring, basketball floor, studio.
370 Backstage, Dressing Room
380 Process, Manufacturing Area
390 Function Area - unclassified

STORAGE AREA - INSIDE BUILDING

410 Product Storage Area
   Includes all areas where products are held awaiting process, shipment, use or sale, storage tanks.
420 Closet - includes lockers
430 Supplies, Equipment Area
   Includes tool room, maintenance supply room, supply room, dead storage room.
440 Records Storage Area - includes vaults
450 Shipping, Receiving Area
   Includes packing departments, mail room, loading bay or area, shipping platform.
460 Trash, Rubbish Area
   Includes wastepaper, industrial waste, garbage. Excludes incinerator room and chute classified under 640.
470 Vehicle Storage
   Includes garage, carport. Excludes outside parking area classified under 930.
480 Agricultural Products Storage
490 Storage Area - unclassified

SERVICE FACILITIES

510 Dumbwaiter, Conveyor Shaft
520 Service Shaft - includes pipe, conduit, vent. Excludes duct (550, 560 or 570).
530 Chute - excludes flue-fed incinerator loading chute (640)
540 Pipe, Piping - includes transmission pipelines
550 Duct - heating, air conditioning
560 Duct - cooking
570 Duct - laboratory fume exhaust
580 Chimney, Flue Pipe, Gas Vent
590 Service Facilities - unclassified

SERVICE & EQUIPMENT AREA

610 Machinery Room
   Includes elevator machinery room, engine room, pump room, header house, refrigeration room.
620 Heating Equipment Room
   Includes furnace room, water heater closet, boiler room.
630 Transformer Vault - includes ancillary switchgear
640 Incinerator Room - includes all incinerator operations, chute
650 Maintenance Shop
   Includes repair shop, welding shop, workshop, carpentry shop, electrical shop, plumbing shop.
660 Paint Shop
661 Paint Booth
662  Paint Storage
670  Test Cell
680  Projection Room
690  Service & Equipment Area - unclassified

STRUCTURAL AREA

710  Crawl Space - includes sub-structure space
720  Exterior Balcony - includes open porch
730  Ceiling & Floor Assembly - includes concealed floor/ceiling space
740  Ceiling & Roof/Ceiling Space
750  Wall Assembly - includes concealed wall space
760  Exterior Wall
770  Exterior Roof
780  Awning, Canopy
790  Structural Area - unclassified

VEHICLE AREA

820  Vehicle - engine area - includes running gear, wheels
830  Vehicle - fuel area - includes fuel line
840  Vehicle - control area
    Includes the bridge of ships, cockpit of planes, cab or truck operating area. Excludes
    dining area of vehicles openly communicating with passenger area classified under 850.
850  Vehicle - passenger area
860  Vehicle - cargo area - includes trucks and autos
890  Vehicle Area - unclassified

OUTSIDE AREA

910  Open Area - includes lawn, field, farmyard, park, pier, wharf
920  Court, Patio, Terrace
930  Parking Area
940  Storage Area - excludes outside trash or rubbish storage (950)
    Includes outdoor shipping facilities other than loading platforms attached to buildings.
950  Trash, Rubbish Area
960  Fuel Dispensing Area
990  Outside Area - unclassified

UNKNOWN

000  Area of Origin – unknown

LEVEL OF ORIGIN

Level of Origin refers to the floor or area where the fire originated. If there are no intervening floors or irregularly
spaced floors, it refers to the height above grade where the fire originated.

CODES:

1  Basement, Sub-Basement
2  Crawl Space, Under Structure
3  Ground Floor, Grade Level or Grade to 3m
4  2nd Storey or Over 3m to 6m Above Grade
5  3rd Storey or Over 6m to 9m Above Grade
6  4th to 12th Storey (Inclusive) or Over 9m to 36m Above Grade
7  Over 12 Storey or Over 36m
8  Roof Level – includes concealed roof space, attic
9  Level of Origin – not applicable (includes vehicle)
0  Level of Origin – unknown
BUILDING HEIGHT

Building height refers to the number of storeys between the floor of the first storey (exclusive of basements or cellars) and the roof. In the case of buildings such as grain elevators in which there are no intervening storeys, the heights should be coded on the basis of 3 metres being equivalent to one storey.

CODES:

XXX  Actual Number of Storeys (e.g. 001, 004, 010, 105)
008  Not Applicable - vehicle, outside area, etc.
000  Cannot Be Determined

GROUND FLOOR AREA

The ground floor area refers to the area of the ground floor only and should be coded according to one of the classifications shown below.

CODES:

1  1 to 100 m²
2  over 100 to 500 m²
3  over 500 to 1 000 m²
4  over 1000 to 2 500 m²
5  over 2 500 to 5 000 m²
6  over 5 000 to 10 000 m²
7  over 10 000 m²
8  Not Applicable - vehicle, outside area, etc.
9  Ground Floor Area - unclassified
0  Cannot Be Determined
EXTENT OF FIRE

Extent of Fire is the actual extent of burning or charring and does not include browning or blistering of paint. It should be coded according to one of the classifications listed below.

Extent of Damage is only coded where the property involved is a building. If the property involved is other than a building (example: vehicle, outside area), code under 8.

CODES:
1 Confined to Object of Origin
2 Confined to Part of Room/Area of Origin
3 Confined to Room of Origin
4 Confined to Floor Level of Origin
5 Confined to Building of Origin
6 Extended Beyond Building of Origin
7 Confined to Roof
8 Not applicable - vehicle or outside area
9 Extent of Fire - unclassified
0 Extent of Fire - unknown

EXTENT OF DAMAGE

Extent of Damage is the total extent of damage caused by actual burning or charring and includes damage caused by heat (browning, blistering, etc.), smoke, water and other extinguishing agents. It should be coded according to one of the classifications listed below.

Extent of Damage is only coded where the property involved is a building. If the property involved is other than a building (example: vehicle, outside area), code under 8.

CODES:
1 Confined to Object of Origin
2 Confined to Part of Room/Area of Origin
3 Confined to Room of Origin
4 Confined to Floor Level of Origin
5 Confined to Building of Origin
6 Extended Beyond Building of Origin
7 Confined to Roof
8 Not Applicable - includes vehicle, outside area
9 Extent of Damage - unclassified
0 Extent of Damage - unknown
**PERSON(S) STARTING FIRE INCIDENT**

Person(s) starting fire incident refers to one or more persons who initiated the fire. The person(s) starting a fire would be directly involved in bringing together a source of ignition and material first ignited to start a fire, either deliberately, accidentally, or through a lack of knowledge of the hazards. This is a new variable in the manual.

For a single person, the coding as shown below would be straightforward. For two or more people involved in starting the fire, use the codes suggested for "Two or more persons". If necessary, please make additional comments in the "Brief Description of the Fire" section.

Here's how the new variable appears on the fire report:

Person(s) starting fire: Select only one category

<table>
<thead>
<tr>
<th>Age Range</th>
<th>Gender</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**CODES:**

**One person started the fire:**

Age range (in years): (please select one code)

1. 5 and under
2. 6-11
3. 12-17
4. 18-23
5. 24-29
6. 30-39
7. 40-49
8. 50-59
9. 60-69
10. 70-79
11. 80-89
12. 90+

Gender: (please select one code)

1. Male
2. Female

*Example*  A senior citizen (age=71, gender=male) started a fire while smoking in bed.

**Two or more persons started the fire:**

Age range: (please enter the range of ages, for example 19 to 48)

Gender: (please select one code)

1. All male
2. All female
3. Both male and female

*Example*  An adult (age=51, gender=female) started a cooking related fire while showing a child (age=15, gender=male) how to cook.

**Person(s) starting the fire are Unknown or Not Applicable (N/A):** (Please check ✓ the box)

*Example*  Person who started fire is unknown/undetermined or coding is not applicable.

✓ Unknown or N/A
**ACT OR OMISSION**

It is not only the Igniting Object, the Fuel or Energy in conjunction with it, or the Form of Heat, which result in a fire; there is also a set of circumstances precipitated by human acts (something is done) or human omissions to act (something which has not been done).

The purpose of this classification is to indicate these acts or omissions, be they deliberate or negligent. It includes such actions as incendiary acts and negligent use of fuel sources, equipment or materials. It also includes such factors as mechanical failures which may have resulted from human omissions through lack of maintenance, or through design, construction or installation deficiencies.

Code 008 Act or Omission – Not Applicable may be used where no specific indication of a deliberate or negligent human act or omission has been found. (i.e. Urban-Wildland Interface exposure fire due to lightning strike)

Act or Omission should be coded according to one of the classifications listed below.

**CODES:**

**ARSON OR “SET FIRES”**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>020</td>
<td>Arson – For Fraudulent Purposes</td>
</tr>
<tr>
<td>030</td>
<td>Arson – For Vengeful/Spiteful Purposes</td>
</tr>
<tr>
<td>040</td>
<td>Arson – For Obscuring Other Crimes</td>
</tr>
<tr>
<td>050</td>
<td>Arson – To Satisfy Compulsive Desires (Pyromania)</td>
</tr>
<tr>
<td>060</td>
<td>Suspected Arson</td>
</tr>
<tr>
<td>110</td>
<td>Riot, Civil Commotion – Charges Laid</td>
</tr>
<tr>
<td>120</td>
<td>Riot, Civil Commotion – No Charges Laid</td>
</tr>
<tr>
<td>130</td>
<td>Vandalism, Mischief – Charges Laid</td>
</tr>
<tr>
<td>140</td>
<td>Vandalism, Mischief – No Charges Laid</td>
</tr>
<tr>
<td>150</td>
<td>Kids under 12 set fire</td>
</tr>
<tr>
<td>160</td>
<td>Kids 12-17 set fire</td>
</tr>
<tr>
<td>190</td>
<td>Arson or Other Set Fires – unclassified</td>
</tr>
<tr>
<td>100</td>
<td>Arson or Other Set Fires – motivation or reason cannot be determined</td>
</tr>
</tbody>
</table>

**MISUSE OF SOURCE OF IGNITION**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>210</td>
<td>Smokers’ Material</td>
</tr>
<tr>
<td>220</td>
<td>Thawing</td>
</tr>
<tr>
<td>230</td>
<td>Inadequate Control of &quot;Open&quot; Fire</td>
</tr>
<tr>
<td>240</td>
<td>Playing With Source of Ignition (Child - age unknown)</td>
</tr>
<tr>
<td>241</td>
<td>Playing With Source of Ignition – Child - 11 years of age or younger</td>
</tr>
<tr>
<td>242</td>
<td>Playing With Source of Ignition – Youth - 12 to 17 years of age</td>
</tr>
<tr>
<td>243</td>
<td>Playing With Source of Ignition – Adult - 18 years of age and older</td>
</tr>
<tr>
<td>250</td>
<td>Welding or Cutting too Close</td>
</tr>
<tr>
<td>260</td>
<td>Torch too Close</td>
</tr>
<tr>
<td>290</td>
<td>Misuse of Source of Ignition – unclassified</td>
</tr>
<tr>
<td>200</td>
<td>Misuse of Source of Ignition – cannot be determined</td>
</tr>
</tbody>
</table>

**MISUSE OF MATERIAL IGNITED**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>310</td>
<td>Fuel Spilled Accidentally</td>
</tr>
<tr>
<td>320</td>
<td>Improper Fuelling Technique</td>
</tr>
<tr>
<td>330</td>
<td>Flammable Liquid to Kindle Fire</td>
</tr>
<tr>
<td>340</td>
<td>Cleaning, Washing Parts</td>
</tr>
<tr>
<td>350</td>
<td>Improper Container</td>
</tr>
<tr>
<td>360</td>
<td>Overheated Cooking Oil, Grease, Wax</td>
</tr>
<tr>
<td>370</td>
<td>Combustible Placed Too Close to Heat</td>
</tr>
<tr>
<td>380</td>
<td>Improper Storage</td>
</tr>
<tr>
<td>390</td>
<td>Misuse of Material Ignited – unclassified</td>
</tr>
<tr>
<td>300</td>
<td>Misuse of Material Ignited – cannot be determined</td>
</tr>
</tbody>
</table>
MECHANICAL/ELECTRICAL FAILURE/MALFUNCTION

410 Part Failure, Leak, Break
420 Automatic Control Failure
430 Manual Control Failure
440 Electrical Short Circuit
460 Part Worn Out
470 Backfire (engine)
490 Mechanical/Electrical Failure/Malfunction – unclassified
400 Mechanical/Electrical Failure/Malfunction – cannot be determined

CONSTRUCTION, DESIGN OR INSTALLATION DEFICIENCY

510 Design Deficiency
520 Construction Deficiency
530 Installed Too Close to Combustible
540 Other Installation Deficiency
550 Over Fusing
560 Suspected Faulty Connection Involving Aluminum Wiring
570 Suspected Faulty Connection Involving Copper Wiring
590 Construction, Design or Installation Deficiency – unclassified
500 Construction, Design or Installation Deficiency – cannot be determined

MISUSE OF EQUIPMENT

610 Overfuelling
620 Woodburning Appliance
621 Log Rolled Out
622 Screen Not Closed
623 Glass Doors Exploded, Shattered
624 Paper Fell Out
625 Flying Embers
690 Misuse of Equipment – unclassified
600 Misuse of Equipment – cannot be determined

HUMAN FAILING

710 Asleep
720 Temporary Loss of Judgement Suspected - includes panic
730 Physical or Mental Disability
740 Accident*
750 Suspected Impairment – use of alcohol, drugs or medication
760 Asleep - suspected use of alcohol, drugs or medication
761 Fatigued
770 Ignorance of hazard
780 Distracted, Preoccupied
790 Human Failing – unclassified
700 Human Failing – cannot be determined

* The word accident is being phased out of injury prevention literature as it conveys the meaning of an unpredictable event that cannot be prevented. The Fire Commissioner’s Statistics Reporting Manual (2002 edition) continues to use this word for coding purposes only. Reporting agencies are encouraged to describe the events leading to the fire incident in the “Brief Description of the Fire” section.
VEHICLE ACCIDENT

810  Automobile
820  Industrial Truck
830  Other Road Vehicle
840  Rail Vehicle
850  Watercraft
860  Aircraft
890  Vehicle Accident – unclassified
800  Vehicle Accident – cannot be determined

MISCELLANEOUS ACT OR OMISSION

910  Tampering with safety devices
990  Miscellaneous Act or Omission – unclassified
991  Hot exhaust/catalytic converter
008  Act or Omission – not applicable
000  Act or Omission – cannot be determined
### CIRCUMSTANCES CONTRIBUTING TO THE OUTBREAK OF FIRE

Examples of Coding for:
- Igniting Object (Source of Ignition)
- Fuel or Energy Associated with Igniting Object
- Energy Causing Ignition (Form of Heat)
- Material First Ignited

<table>
<thead>
<tr>
<th>Example Description:</th>
<th>Igniting Object (Source of Ignition)</th>
<th>Fuel or Energy Associated with Igniting Object</th>
<th>Energy Causing Ignition (Form of Heat)</th>
<th>Material First Ignited</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) A cooking oil fire starts in a deep fat fryer on top of a hot electric stove.</td>
<td>030</td>
<td>60</td>
<td>6</td>
<td>560</td>
</tr>
<tr>
<td>b) A lighted cigarette is dropped into a waste basket igniting the paper</td>
<td>711</td>
<td>50</td>
<td>8</td>
<td>460</td>
</tr>
<tr>
<td>c) Lightning sets fire to a roof covered with asphalt shingles.</td>
<td>010</td>
<td>70</td>
<td>3</td>
<td>020</td>
</tr>
<tr>
<td>d) Gasoline is used to accelerate a fire in a wood stove/range.</td>
<td>231</td>
<td>10</td>
<td>4</td>
<td>510</td>
</tr>
</tbody>
</table>

### NOTE:
In the last example the gasoline is the Material First Ignited with the direct flame in the wood-burning stove being the Fuel or Energy Causing Ignition.
IGNITING OBJECT (SOURCE OF IGNITION)

The Igniting Object is the actual equipment, device or item which brings about ignition. The actual classification system is contained herein.

If there is no Igniting Object, code under 010. For example, if an electrical discharge from a transformer ignited the roof of a house, the igniting object would be the transformer, use code 520. Alternatively, if an electrical discharge in the form of lightning ignited the roof of a house, there would be no igniting object and Code 010 would apply.

NOTES:

a) Igniting Object refers to the complete equipment and not to component parts
b) In the case of an exposure fire, code under 810-890.

CODES:

GENERAL

010 No Igniting Object (i.e. lightning)

COOKING EQUIPMENT

020 Stove, Range, Top Burner Area - involving fire in pan
030 Stove, Range, Top Burner Area - involving fire in pot used as a deep fat fryer
040 Stove, Range, Top Burner Area - involving other circumstances
050 Oven of Stove, Range
060 Chafing Dish, Fondue
070 Deep Fat Fryer - separate appliance
071 Commercial - Non-Turbulent Medium (Older Units)
072 Commercial - Turbulent Medium (New-High Efficiency Units)
073 Domestic/Household Temperature Controlled Deep Fat Fryer
080 Smoker (meat, fish, etc.)
110 Fry Pans, Grill Not On Stove
120 Other Portable Cooking Unit - includes hot plate, camp stove
130 Open Fired Broiler, Fixed Type
140 Open Fired Broiler, Portable Type - includes barbecue
150 Portable Food Warming Appliance - includes steam table, warming drawer, warming table
160 Toaster, Waffle Iron
170 Electric Kettle, Coffee Maker/Urn
180 Microwave Oven
190 Cooking Equipment - unclassified or unknown

HEATING EQUIPMENT

210 Central Heating Unit - includes furnace, boiler, stoker
220 Water Heater
230 Stationary Space Heater
   Includes wall furnace, unit heater, room heater, heating stove, baseboard heater.
231 Wood stove
240 Portable Space Heater - includes room heater, salamander
250 Fireplace
251 Zero Clearance Fireplace
252 Fireplace Insert
253 Free-standing Fireplace
254 Masonary, Brick Fireplace
260 Chimney
261 Factory Built Chimney
262 Masonary Chimney
263 Metal Chimney
270 Flue Pipe, Vent Connector
280 Radiant Heating Systems
281 Ceiling
282 Floor
Heating Equipment - unclassified or unknown

APPLIANCES & EQUIPMENT

310  Television, Computer Monitor
320  Radio, Stereo, Phonograph, Tape Recorder, Video Cassette Recorder
330  Clothes Dryer
340  Washing Machine
350  Central Air Conditioning & Refrigeration Equipment
360  Individual Air Conditioner or Dehumidifier
370  Individual Refrigeration Unit - includes refrigerator, freezer
       Includes refrigerator, freezer, refrigerated vending machine.
380  Pressing Iron - includes ironing machine
390  Portable Generator
410  Lawnmower
420  Snow Blower
430  Electric Blanket, Heating Pad
440  Incinerator
450  Heat tape/trace
460  Vehicle Related Heaters
461  Interior Heaters
462  Block Heaters
463  Vehicle Battery Blanket
490  Appliances & Equipment - unclassified or unknown
491  Bar-b-q Starter (Electric)
492  Sauna Heater
493  Waterbed Heater
494  Vacuum Cleaner
495  Electric Can Opener
496  Paint Sprayer

ELECTRICAL DISTRIBUTION EQUIPMENT

510  Permanent Electric Wiring, Cable - includes junction box
       Includes power line, junction box.
511  Copper Conductors
512  Aluminum Conductors
520  Transformer
530  Switchgear - includes power switchgear only
540  Panelboard, Switchboard - includes fuse, circuit breaker
550  Switch, Outlet - includes receptacle, socket
560  Temporary Electric Wiring
561  Extension Cord
562  Construction Site Wiring/Field Wiring
563  Power Bars
570  Low voltage wiring - includes signal, communication, telephone, computer wiring (commonly below
       30 volts).
580  Battery, Rectifier - includes charger, rotary converter
590  Electrical Distribution Equipment - unclassified or unknown

OTHER ELECTRICAL EQUIPMENT

610  Motor, 1HP & Over
       Includes motor forming an integral part of an appliance or separated by a belt, chain or
       connecting shaft, generator motor. Excludes air conditioning and refrigeration equipment
       classified under 350, 360, or 370, dryer classified under 330, washing machine classified
       under 340, central heating unit classified under 210, lawnmowers classified under 410,
       snow blowers classified under 420.
620  Motor Under 1HP
       Includes motor forming an integral part of an appliance or separated by a belt, chain or
       connecting shaft, generator motor. Excludes air conditioning and refrigeration equipment
       classified under 350, 360, or 370, dryer classified under 330, washing machine classified
under 340, central heating unit classified under 210, lawnmowers classified under 410, snow blowers classified under 420.

630  Electronic Communications Equipment

640  Electronic Data Processing Equipment
      Includes digital and analog computers, electronic sorting equipment, electronic data processing equipment. Excludes communications equipment classified under 570 and 630.

650  Incandescent Lamp, Light bulb - includes lantern, flashlight

651  Halogen Lamp - includes fixture

655  Grow Lamps/Lights – Commonly associated with hydroponics operations

660  Fluorescent Lamp - includes ballast

670  Video game equipment
      Includes video lottery machines and electrical/electronic arcade games

680  Photocopier, facsimile (fax) or computer printer

690  Electrical Equipment - unclassified or unknown

SMOKER'S MATERIAL & "OPEN" FLAME

710  Smoker’s Material
      Includes cigarette, pipe, cigar and/or matches, lighter when used in conjunction with smoking. Excludes match, lighter when not associated with smoker’s material classified under 720.

711  Smoker's Material - Cigarette

712  Smoker's Material - Pipe (Contents)

713  Smoker's Material - Cigar

714  Smoker's Material - Ashtray (Contents)

715  Smoker's Material - Match

716  Smoker's Material - Cannot be determined

717  Smoker's Material - Lighter

720  Match, lighter - not used in conjunction with smoking

721  Match

722  Lighter

723  Match or lighter - cannot be determined

730  Lamp, Lantern - excludes electric lamp, lanterns coded under 650

740  Candle, Taper

750  Cutting Torch

760  Welding Equipment

770  Torch - other than cutting, welding
      Includes plumber's furnace, blow torch, plumber's torch, burner, soldering iron, paint stripping torch.

780  Hot Ashes, Embers - not associated with smoker’s material

790  Smoker's Material & "Open" Flames - unclassified or unknown

EXPOSURE

810  Exposure, Structure Attached

820  Exposure, Structure Detached

830  Exposure, Lumber Yard

840  Exposure, Outside Storage Container, Tank

850  Exposure to "Open" Fire
      Includes campfire, bonfire, warning flare, rubbish fire, "open" incinerator.

860  Exposure, Forest, Trees

870  Exposure, Grass, Shrub, Brush, Scrub

880  Exposure, Vehicle (As described in Section B - property classifications 8400-8890)

890  Exposure - unclassified or unknown

MISCELLANEOUS

900  Internal Combustion Engine - includes exhaust system

910  Heat Treatment Equipment
      Includes furnace, oven, quench tank, casting, molding, forging equipment.

920  Industrial Oven - includes kiln
Excludes oven used for food preparation classified under 050, heat treatment oven classified under 910.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>930</td>
<td>Tar Pot</td>
<td></td>
</tr>
<tr>
<td>940</td>
<td>Explosive - includes blasting agent</td>
<td>Includes blasting agent and all material so defined under the &quot;Explosives Act&quot;.</td>
</tr>
<tr>
<td>950</td>
<td>Fireworks - includes sparklers and flares</td>
<td></td>
</tr>
<tr>
<td>951</td>
<td>Display or High Hazard Fireworks</td>
<td></td>
</tr>
<tr>
<td>952</td>
<td>Shop Goods/Family Fireworks</td>
<td></td>
</tr>
<tr>
<td>953</td>
<td>Sparklers</td>
<td></td>
</tr>
<tr>
<td>954</td>
<td>Flares</td>
<td></td>
</tr>
<tr>
<td>960</td>
<td>Bearing, Belting, Conveyor, Brake</td>
<td></td>
</tr>
<tr>
<td>970</td>
<td>Commercial &amp; Industrial Machinery, Equipment</td>
<td>Includes sawing, planing, grinding, forming, opening, picking, carding, garneting, weaving machinery, printing equipment, photographic equipment. Excludes appliances and equipment classified under 310 to 490, other electrical equipment classified under 510 to 590.</td>
</tr>
<tr>
<td>980</td>
<td>Chemical Reaction, Spontaneous Combustion</td>
<td></td>
</tr>
<tr>
<td>990</td>
<td>Miscellaneous Igniting Object – Unclassified</td>
<td></td>
</tr>
<tr>
<td>991</td>
<td>Molotov Cocktail</td>
<td></td>
</tr>
<tr>
<td>000</td>
<td>Igniting Object - Cannot Be Determined</td>
<td></td>
</tr>
</tbody>
</table>
FUEL OR ENERGY ASSOCIATED WITH IGNITING OBJECT

Fuel or Energy denotes the fuel or energy normally used in conjunction with the Igniting Object, and should be coded according to one of the classifications listed below.

NOTES:

a) If lightning is involved, code under 70, whether or not an igniting object is also involved.

b) In the case of an exposure fire, code under 80.

EXAMPLE:

If a fire results from gasoline being used to accelerate a coal fired stove, the fuel or energy used in conjunction with the stove (igniting object) is the coal and should be classified under 10.

CODES:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Coal, Wood</td>
</tr>
<tr>
<td></td>
<td>Includes coke, paper or waste used for lighting or incidental burning.</td>
</tr>
<tr>
<td>20</td>
<td>Fuel Oil</td>
</tr>
<tr>
<td></td>
<td>Includes diesel and kerosene</td>
</tr>
<tr>
<td>30</td>
<td>Gasoline</td>
</tr>
<tr>
<td>40</td>
<td>Natural Gas or Other Fuel Gases</td>
</tr>
<tr>
<td></td>
<td>Includes materials composed predominantly of propane, propylene, acetylene, butane or mixtures of them.</td>
</tr>
<tr>
<td>41</td>
<td>Fuel Gas - Natural Gas</td>
</tr>
<tr>
<td>42</td>
<td>Fuel Gas - Propane</td>
</tr>
<tr>
<td>43</td>
<td>Fuel Gas - Other</td>
</tr>
<tr>
<td>44</td>
<td>Fuel Gas - Unknown</td>
</tr>
<tr>
<td>50</td>
<td>Smoker's material - includes cigarette, cigar, pipe, match or lighter</td>
</tr>
<tr>
<td>51</td>
<td>Match or Lighter Not Used In Conjunction With Smoking</td>
</tr>
<tr>
<td>60</td>
<td>Electricity</td>
</tr>
<tr>
<td>70</td>
<td>Lightning</td>
</tr>
<tr>
<td>80</td>
<td>Exposure Fire</td>
</tr>
<tr>
<td>90</td>
<td>Fuel or Energy - unclassified</td>
</tr>
<tr>
<td>00</td>
<td>Fuel or Energy - cannot be determined</td>
</tr>
</tbody>
</table>
MATERIAL FIRST IGNITED

Material First Ignited is the actual material ignited which brings about the fire condition. It does not include the fuel or energy associated with the Igniting Object, except where the ignition of the fuel itself creates the fire condition. The actual classification system appears on the following pages.

CODES:

BUILDING COMPONENTS

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>010</td>
<td>Roof Covering - wood</td>
</tr>
<tr>
<td>020</td>
<td>Roof Covering - other than wood</td>
</tr>
<tr>
<td>030</td>
<td>Exterior Wall Covering, Surface, Finish - includes eave</td>
</tr>
<tr>
<td>040</td>
<td>Exterior Trim &amp; Appurtenance</td>
</tr>
<tr>
<td>050</td>
<td>Floor Covering - wood</td>
</tr>
<tr>
<td>060</td>
<td>Floor Covering - linoleum, tile, plastic</td>
</tr>
<tr>
<td>070</td>
<td>Floor Covering - carpet, rug</td>
</tr>
<tr>
<td>080</td>
<td>Building Component - floor, ceiling, roof</td>
</tr>
<tr>
<td></td>
<td>Excludes floor covering classified under 50, ceiling covering classified under 130, 140, or 150.</td>
</tr>
<tr>
<td>090</td>
<td>Building Component - wall</td>
</tr>
<tr>
<td></td>
<td>Excludes exterior wall classified under 030 or 040, interior wall covering classified under 110 or 120.</td>
</tr>
<tr>
<td>110</td>
<td>Interior Wall Covering - excludes plastic classified under 120</td>
</tr>
<tr>
<td>120</td>
<td>Interior Wall Covering, Surface Material - plastic</td>
</tr>
<tr>
<td>130</td>
<td>Ceiling Covering, Surface Material - wood, high density fibreboard</td>
</tr>
<tr>
<td></td>
<td>Includes plywood, hardboard, chipboard.</td>
</tr>
<tr>
<td>140</td>
<td>Ceiling Covering, Surface Material - low density fibreboard</td>
</tr>
<tr>
<td></td>
<td>Includes softboard, pulpboard, paperboard.</td>
</tr>
<tr>
<td>150</td>
<td>Ceiling Covering, Surface Material - plastic</td>
</tr>
<tr>
<td>160</td>
<td>Insulation - wood, wood product (rigid)</td>
</tr>
<tr>
<td></td>
<td>Includes cellulose insulation. Excludes wood shavings, sawdust classified under 420.</td>
</tr>
<tr>
<td>170</td>
<td>Insulation - plastic - excludes electric insulation (950)</td>
</tr>
<tr>
<td>180</td>
<td>Insulation - mineral - includes binder, envelope</td>
</tr>
<tr>
<td>190</td>
<td>Building Components - unclassified</td>
</tr>
<tr>
<td>200</td>
<td>Building Components - cannot be determined</td>
</tr>
</tbody>
</table>

FURNITURE, FURNISHINGS

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>210</td>
<td>Furniture - upholstered</td>
</tr>
<tr>
<td></td>
<td>Includes chesterfield, sofa, davenport, couch.</td>
</tr>
<tr>
<td>220</td>
<td>Furniture - wood (not upholstered)</td>
</tr>
<tr>
<td></td>
<td>Includes table, bookcase, desk, chest of drawers, cabinet, dresser, filing cabinet, piano, organ, not upholstered chair.</td>
</tr>
<tr>
<td>230</td>
<td>Furniture - plastic (not upholstered)</td>
</tr>
<tr>
<td>240</td>
<td>Ironing Board</td>
</tr>
<tr>
<td>250</td>
<td>Mattress - includes hide-a-bed mattress, box spring</td>
</tr>
<tr>
<td>260</td>
<td>Bedding - includes blanket, sheet, comforter, eiderdown, heating pad, pillow</td>
</tr>
<tr>
<td>270</td>
<td>Drapery - includes curtain, blind, tapestry</td>
</tr>
<tr>
<td>280</td>
<td>Broom, Mop, Brush</td>
</tr>
<tr>
<td>290</td>
<td>Furniture, Furnishings - unclassified</td>
</tr>
<tr>
<td>300</td>
<td>Furniture, Furnishings - cannot be determined</td>
</tr>
</tbody>
</table>

CLOTHING, TEXTILES

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>310</td>
<td>Clothing - cotton</td>
</tr>
<tr>
<td>320</td>
<td>Clothing - wool</td>
</tr>
<tr>
<td>330</td>
<td>Clothing - synthetic fibre - includes mixed fibres</td>
</tr>
<tr>
<td>340</td>
<td>Fabric - cotton</td>
</tr>
<tr>
<td></td>
<td>Includes finished goods. Excludes fibre, yarn classified under 810, clothing classified under 310, bedding classified under 260, drapery classified under 270.</td>
</tr>
</tbody>
</table>
350 Fabric - wool
   Includes finished goods. Excludes fibre, yarn classified under 810, clothing classified under 320, bedding classified under 260, drapery classified under 270.

360 Fabric - synthetic fibre
   Includes finished goods. Excludes fibre, yarn classified under 810, clothing classified under 330, bedding classified under 260, drapery classified under 270.

370 Fur - includes finished goods

380 Tarpaulin - includes plastic sheeting used as tarpaulin

390 Clothing, Textiles - unclassified - excludes paper clothing (450)

300 Clothing, Textiles - cannot be determined

WOOD, PAPER PRODUCTS

410 Wood
   Includes box, barrel, case, finished lumber, plywood. Excludes structural component classified under the 100 series, furniture, furnishings classified under the 200 series and felled timber classified under 850.

420 Wood Shavings
   Includes chippings, sawdust, excelsior, wood wool, wood flour.

440 Paper, Packing Material - includes shredded paper

450 Paper Decoration - includes napkin, tablecloth, clothing, costume

460 Wastepaper - excludes garbage, trash classified under 960

470 Cardboard - includes carton, box

480 Paper Stock
   Includes stationery supplies, files, book, magazine, newspaper, writing paper.

490 Wood, Paper Products - unclassified

400 Wood, Paper Products - cannot be determined

FLAMMABLE LIQUIDS, COMBUSTIBLE LIQUIDS

510 Gasoline

520 Fuel Oil - includes Grades #1 to #6, kerosene

521 Diesel

522 Kerosene

523 Fondue Fuel

524 Lighter Fluid

530 Combustible Liquid (not otherwise specified) - flashpoint 37.8°C (100°F) and over. Includes varsol, shellsol, lubricating oils. Excludes fuel oil classified under 520, 521, 522.

531 Power steering fluid

532 Transmission fluid

533 Brake or hydraulic fluid

534 Motor grease, etc.

535 Crude oil

536 Motor oil

537 Contact cement

538 Glue

540 Flammable Liquid (not otherwise specified) - flashpoint under 37.8°C (100°F).
   Includes solvent, thinner, lacquer. Excludes gasoline classified under 510.

550 Paint, Varnish

560 Cooking Oil, Fat

561 Vegetable Oil – includes margarine

562 Animal Fat – includes butter and lard

563 Deep Fat Synthetic Frying Oil (not animal based)

570 Tar, Asphalt - includes pitch, bitumen

580 Polish, Wax

590 Flammable Liquids, Combustible Liquids - unclassified

500 Flammable Liquids, Combustible Liquids - cannot be determined

FLAMMABLE GASES

610 Natural Gas

630 Propane - includes butane, liquefied petroleum gases
640 Anaesthetic Gas
650 Acetylene
660 Hydrogen
690 Flammable Gases - unclassified
600 Flammable Gases - cannot be determined

CHEMICALS, PLASTICS, METALS

720 Cellulose Nitrate - includes celluloid, pyroxylin plastic materials
730 Plastics - excludes cellulose nitrate classified under 720
740 Oxidizing Material - includes bleach, hydrogen peroxide
750 Magnesium & Alloys
760 Titanium, Zirconium & Alloys
770 Rubber, Natural & Synthetic - includes tire, belting
780 Ammonium Nitrate
790 Chemicals, Plastics, Metals - unclassified
700 Chemicals, Plastics, Metals - cannot be determined

AGRICULTURAL, FORESTRY PRODUCTS

810 Fibres. Includes all natural and synthetic fibres, either raw or in process, natural and synthetic yarn, rope, twine, string, lint.
820 Grain, Flour, Starch and associated dusts
821 Food, starch (potato, rice, pasta)
822 Food, protein (vegetable or animal protein)
823 Food, fruit – vegetables (not otherwise specified)
830 Hay
840 Tree, Shrub
850 Felled Timber - excludes sawn lumber classified under 410
860 Grass, Brush, Leaves
870 Manure
880 Christmas Tree – natural. Excludes artificial classified under 980.
890 Agricultural, Forestry Products - unclassified
800 Agricultural, Forestry Products - cannot be determined

MISCELLANEOUS

911 Coke, coal
912 Barbecue starter sticks
913 Fire logs
914 Barbecue starter briquettes
915 Peat
920 Creosote - including in chimney
930 Sulphur, gunpowder
940 Wood treatment oil
950 Insulation, Electric - confined to electrical equipment
960 Garbage, Trash, Rubbish
970 Oily Rags. Includes paint rags, waste impregnated with petroleum distillates.
980 Artificial Tree
990 Material First Ignited - Miscellaneous - unclassified
000 Material First Ignited - Miscellaneous - cannot be determined
ENERGY CAUSING IGNITION (FORM OF HEAT)

Energy Causing Ignition refers to the energy which associates the Igniting Object with the Material First Ignited and should be coded to one of the classifications listed below.

NOTES:

a) If lightning is involved in a fire, code under 3.
b) In the case of an exposure fire, code under 1, 4 or 6 as applicable.

CODES:

1  Spark, ember - includes flying brand
2  Spark, electrical
    Includes arc, discharge. Excludes static electrical spark classified under 3.
3  Spark, static electrical
4  Direct flame
5  Friction heat
6  Hot object
    Direct heat by conduction or radiation, no direct contact with flames or embers.
7  Spontaneous
    Excludes spontaneous ignition of incompatible chemicals.
8  Heat from smoker's material
    Excludes match, lighter, classified under 4 when such are used other than in conjunction
    with smoker's material.
9  Energy causing ignition - unclassified
0  Energy causing ignition - cannot be determined
OUTSIDE FIRE PROTECTION

Outside Fire Protection refers to the outside fire protection facilities available to combat a fire and should be coded according to one of the classifications listed below. It includes the provision of such facilities as water mains, hydrants and fire departments.

Outside Fire Protection refers to the provision of such facilities as fire department, water mains, hydrants, or combinations thereof.

CODES:

1  Municipal Hydrant Protection & Fire Department
2  Municipal Hydrant Protection & No Fire Department
3  Municipal Fire Department Only
5  Private Hydrant Protection & Fire Department
6  Private Hydrant Protection & No Private Fire Department
7  Private Fire Department Only
8  Not Applicable – no outside fire protection
9  Outside Fire Protection – unclassified
0  Outside Fire Protection – cannot be determined
FLAME SPREAD – INTERIOR FINISH

This classification denotes routes by which flames (char) spread beyond the room or area of origin.

CODES:

1  Spread on Ceiling Finish
2  Spread on Wall Finish
3  Spread on Floor Finish
4  Spread on Ceiling & Wall Finish
5  Spread on Ceiling & Floor Finish
6  Spread on Wall & Floor Finish
7  Spread on Ceiling, Wall & Floor Finish
8  Not a Factor
9  Flame Spread Interior Finish - unclassified
0  Flame Spread Interior Finish - unknown

FLAME SPREAD – VERTICAL OPENINGS

This classification denotes routes by which flames (char) spread beyond the room or area of origin of the fire.

CODES:

1  Through Unenclosed Stairwell or Elevator Shaft
2  Through Inadequate Firestopping - includes around pipes
   Includes inside of walls, around pipes, poke-throughs, etc.
3  Through Air-Handling Ducts
4  Through Utility Shaft
5  Through Failure of a Rated Assembly
6  By Way of the Exterior of the Building
8  Not a Factor
9  Flame Spread Vertical Openings - unclassified
0  Flame Spread Vertical Openings - unknown
FLAME SPREAD—HORIZONTAL OPENINGS

This classification denotes routes by which flames (char) spread beyond the room or area of origin of the fire.

CODES:

1. Through Air-Handling Ducts
2. Through Attic Spaces, Ceilings or Concealed Spaces
3. Doors Burned Through in Rated Assembly
4. Doors Open in Rated Assembly
5. Through Corridor
6. Through Utility Openings
7. Through Windows
8. Not a Factor
9. Flame Spread Horizontal Openings – unclassified
0. Flame Spread Horizontal Openings – unknown

SMOKE-SPREAD AVENUES

Smoke-spread Avenues denotes the routes by which smoke spread beyond the room or area of origin, and should be coded according to one of the classifications below.

CODES:

1. Through Air-Handling Ducts
2. Through the Corridor
3. Through the Elevator Shaft
4. Through the Stairwell
5. Through Openings in Construction - includes gaps between walls
   Includes gaps between slabs and walls, over doors, etc.
6. Through Utility Openings - horizontal walls
7. Through Utility Openings - in floors
8. Not a Factor
9. Smoke Spread Avenues – unclassified
0. Smoke Spread Avenues – unknown
GENERAL CONSTRUCTION (AS RELATED TO PROPERTY CLASSIFICATION)

General construction describes the type of construction and should be coded in accordance with one of the following classifications.

NOTES:

a) If more than one type of construction is involved, code under that type of construction which constitutes the major portion.

b) If general construction is not applicable as in the case of a vehicle, or outside area, code under 8.

CODES:

1 Combustible Construction – open wood joist
2 Protected Combustible Construction – wood protected by plaster
3 Heavy Timber Construction
4 Non-Combustible Construction – exposed steel
5 Protected Non-Combustible Construction – protected steel or concrete
8 General Construction – not applicable
9 General Construction – unclassified
0 General Construction – unknown

METHOD OF CONSTRUCTION

CODES:

1 Stick Built – Constructed On Site
2 Manufactured – Assembled/Placed On Site
8 Not applicable – vehicle, outside area, etc.
0 Method of Construction – Unknown

YEAR OF CONSTRUCTION

Year of construction should be coded under one of the classifications listed below. In many cases the figure will have to be an estimate. If the property involved has undergone renovation, code the original year of construction.

If the property involved is other than a building or structure (vehicle, outside area), code under 0008.

If the year of construction is completely unknown, code under 0000.

CODES: (based on 1976 Census of Canada groupings)

<table>
<thead>
<tr>
<th>Year</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1920</td>
<td>1920 or before</td>
</tr>
<tr>
<td>1921</td>
<td>1921 to 1945</td>
</tr>
<tr>
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<td>1951 to 1960</td>
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<td>1961 to 1965</td>
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<td>1966</td>
<td>1966 to 1968</td>
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<td>1969</td>
<td>1969</td>
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<td>1970</td>
<td>1970</td>
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<td>1971</td>
<td>1971</td>
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<tr>
<td>1972</td>
<td>1972</td>
</tr>
<tr>
<td></td>
<td>- Etc. -</td>
</tr>
<tr>
<td>0008</td>
<td>Not applicable</td>
</tr>
<tr>
<td>0000</td>
<td>Year of Construction – unknown</td>
</tr>
</tbody>
</table>
NUMBER OF OCCUPANTS

Number of Occupants refers to the estimated number of people in the building at the time of the fire. Number of Occupants should be coded under one of the classifications listed below.

CODES:

1  1 to 10 Occupants
2  11 to 60 Occupants
3  61 to 100 Occupants
4  101 to 300 Occupants
5  301 to 500 Occupants
6  501 to 1000 Occupants
7  Over 1000 Occupants
8  Not Applicable – vehicle, outside area, etc.
9  Unoccupied
0  Cannot Be Determined
MANUAL FIRE PROTECTION FACILITIES

Manual Fire Protection Facilities refers to the provision of hand fire extinguishers or standpipe and hose systems and should be coded according to one of the classifications listed below.

CODES:
2 Extinguishers & Standpipe System
4 Extinguishers
6 Standpipe System
7 No Manual Fire Protection
8 Not Applicable - outside area, etc.
9 Manual Fire Protection Facilities – unclassified
0 Cannot Be Determined

SPRINKLER PROTECTION

Sprinkler Protection is only coded in the case of buildings and should be coded according to one of the classifications listed below. Sprinkler Protection may be installed throughout the building in which case the system should be classified as "complete", or in part of the building only. If there are less than 10 sprinklers, the building is considered to be not sprinklered.

(Exception: some properties may be completely protected by a sprinkler system with less than 10 sprinkler heads. Where a structure has been sprinklered in conformance with NFPA 13 it will be considered to be fully protected by a sprinkler system.)

In addition, the sprinkler system could be central station supervised or the building could be provided with standard watchman service consisting of regular recorded rounds, the alarms from the sprinkler system could be directly transmitted to fire alarm headquarters, or the alarms could be local only, which fact should be indicated by using the appropriate classification.

CODES:
1 Complete Sprinkler Protection – supervised or watchman service
2 Complete Sprinkler Protection – alarm to fire department
3 Complete Sprinkler Protection – unsupervised, local alarms only
4 Partial Sprinkler Protection – supervised or watchman service
5 Partial Sprinkler Protection – alarm to fire department
6 Partial Sprinkler Protection – unsupervised, local alarms only
7 No Sprinkler Protection
8 Not Applicable – vehicle, outside area, etc.
9 Sprinkler Protection – unclassified
0 Cannot Be Determined
INITIAL DETECTION

Initial Detection refers to the means by which the fire incident was first detected and should be coded according to the classifications listed below. If the method of initial detection is known but is not included in the classifications listed below, code under 9.

CODES:
1. Smoke Alarm Device – single station - **NOT** connected to a fire alarm system
2. Smoke Detector Device – connected directly to a fire alarm system
3. Heat Alarm Device – single station - **NOT** connected to a fire alarm system
4. Heat Detector Device – connected directly to a fire alarm system
5. Automatic Sprinkler System
6. Automatic System Other Than Sprinkler
7. Visual Sighting or Other Means of Personal Detection
8. No initial detection (burned out before detection)
9. Initial Detection – unclassified
0. Initial Detection – unknown

FIXED SYSTEM OTHER THAN SPRINKLERS

Fixed System Other Than Sprinklers is only coded in the case of buildings and should be coded according to one of the classifications listed below. If the property involved is other than a building, e.g., vehicle or outside area, code under 8. If the Fixed System Other Than Sprinklers is known but the description is not included in the classification system, code under 9.

In addition, the system could be central station supervised or the building could be provided with standard watchman service consisting of regular recorded rounds, the alarms from this type of system could be directly transmitted to fire alarm headquarters, or the alarms could be local only, which fact should be indicated by using the appropriate classification.

CODES:
1. Fixed System Other Than Sprinkler – supervised or watchman service
2. Fixed System Other Than Sprinkler – alarm to fire departments
3. Fixed System Other Than Sprinkler – unsupervised, local alarms only
4. No Fixed System
8. Not Applicable – vehicle, outside area, etc.
9. Fixed System Other Than Sprinkler – unclassified
0. Cannot Be Determined

PERFORMANCE OF AUTOMATIC EXTINGUISHING EQUIPMENT

Performance of Automatic Extinguishing Equipment refers to whether the automatic extinguishing equipment operated in the room or area of origin of the fire, and should be classified according to one of the classifications listed below. If there is no automatic extinguishing equipment present in the room or area of origin of the fire, code under 8.

CODES:
1. Equipment Operated
2. Equipment Should Have Operated But Did Not
3. Equipment Present but Fire Too Small to Require Operation
8. No Equipment Present in Room or Area of Origin of Fire
0. Performance of Automatic Extinguishing Equipment – unknown
AUTOMATIC FIRE DETECTION SYSTEM

Automatic Fire Detection System is only coded in the case of buildings and should be coded according to one of the classifications listed below.

Automatic Fire Detection System may be central station supervised or directly connected to fire alarm headquarters or provided with local alarms only, which fact should be indicated by using the appropriate classification.

In addition, Automatic Fire Detection System may operate on the heat detection principle, either fixed temperature or rate-of-rise, or on the detection of products of combustion or smoke principle, which fact should also be indicated by using the appropriate classification.

CODES:

01  No central alarm
02  Single stage central alarm
03  Single stage central alarm, connection to remote monitoring agency
04  Two stage central alarm
05  Two stage central alarm, connection to remote monitoring agency
06  Central alarm with voice
07  Central alarm with voice, connection to remote monitoring agency
08  Not applicable (vehicle, outside area, etc.)
00  Cannot be determined

Note: Installation of smoke alarms in a dwelling unit is not the same as the installation a fire alarm system.

FIRE DETECTION DEVICES

CODES:

01  No detection devices
02  Smoke detectors/alarms
03  Smoke detectors/alarms, heat detectors and smoke detectors/alarms in return air ducts
04  Heat detectors and smoke detectors/alarms in return air ducts
05  Heat detectors
06  Smoke detectors/alarms and specialty detectors
07  Heat detectors and specialty detectors
08  Not applicable (vehicle, outside area, etc.)
09  Heat detectors, smoke detectors/alarms and specialty detectors
00  Cannot be determined

Note: Specialty detectors include flame detectors, beam detectors and line detectors.

NOTE:

1. Smoke alarms conforming to the requirements of the Alberta Building and Fire Codes shall be installed in each dwelling unit and, except for care or detention occupancies required to have a fire alarm system, in each sleeping room not within a dwelling unit.

2. Smoke alarms within dwelling units shall be installed between each sleeping area and the remainder of the dwelling unit, and where the sleeping areas are served by hallways, the smoke alarms shall be installed in the hallways.

3. Except as permitted by Sentence (4), smoke alarms shall be installed, inspected, tested and maintained in conformance with the manufacturer’s instructions and the Alberta Building Code.

4. Smoke alarms are permitted to be battery operated in houses, including semi-detached houses, duplexes, triplexes, town houses, row houses and boarding houses constructed prior to July 5, 1977.

5. Smoke alarms have their own audible device.

6. Smoke detectors are associated with fire alarm systems.
FIRE SERVICE

Fire service describes the organization of the fire service in the municipality where the property is located and should be coded according to one of the classifications listed below.

**CODES:**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Full Time Fire Department</td>
</tr>
<tr>
<td>20</td>
<td>Volunteer/Paid-On-Call Fire Department</td>
</tr>
<tr>
<td>30</td>
<td>Combined/Composite Full Time &amp; Volunteer Fire Department</td>
</tr>
<tr>
<td>40</td>
<td>Police/Fire</td>
</tr>
<tr>
<td>41</td>
<td>Police Acting as Full Time Firefighters</td>
</tr>
<tr>
<td>42</td>
<td>Combined Police &amp; Fire Department – Full Time</td>
</tr>
<tr>
<td>43</td>
<td>Combined Police &amp; Volunteer Firefighters</td>
</tr>
<tr>
<td>50</td>
<td>Fire/Medical</td>
</tr>
<tr>
<td>51</td>
<td>Fire/Medical Full Time</td>
</tr>
<tr>
<td>52</td>
<td>Fire/Medical Volunteer</td>
</tr>
<tr>
<td>53</td>
<td>Fire/Medical Composite/Combined Full Time-Volunteer</td>
</tr>
<tr>
<td>60</td>
<td>Fire Service – Other</td>
</tr>
<tr>
<td>61</td>
<td>Aircraft (Emergency Response Services)</td>
</tr>
<tr>
<td>62</td>
<td>Forestry/Renewable Resources/Wildland</td>
</tr>
<tr>
<td>63</td>
<td>Industrial Volunteer/Paid-On-Call Brigade</td>
</tr>
<tr>
<td>64</td>
<td>Industrial Full Time Department</td>
</tr>
<tr>
<td>70</td>
<td>Fire Service – contract to others</td>
</tr>
<tr>
<td>80</td>
<td>Not Applicable – no fire service</td>
</tr>
<tr>
<td>90</td>
<td>Fire Service – unclassified</td>
</tr>
<tr>
<td>00</td>
<td>Fire Service – cannot be determined</td>
</tr>
</tbody>
</table>

Note: Fire/Medical refers to a combined Department function of providing structural fire response as well as pre-hospital emergency care.
TRANSMISSION OF ALARM TO FIRE DEPARTMENT

Transmission of Alarm to Fire Department is the means by which the fire department was first notified, and should be coded according to one of the classifications listed below. If the method of transmission of the alarm to the fire department is known but is not included in the classifications listed below, code under 9. If the fire department was not notified or if there was such a delay that the fire department was unable to effectively combat the fire, code under 6.

CODES:
1 Telephone Direct to the Fire Department – includes fire department operating their own 911 dispatch facility. The reporting person direct dials the fire alarm centre.
2 Coded Signal Municipal Fire Alarm System. Included are telegraph or telephone systems, radio systems, and auxiliary connection to them.
3 Private Fire Alarm System. Included are signals received from central stations and remote stations.
4 Radio
5 Direct Verbal Report to a Fire Station
6 No Alarm Received - includes alarms when delayed appreciably. Includes alarms when delayed appreciably resulting in late or no response.
7 Telephone Tie-Line to Fire Department – includes calls forwarded to fire department by outside 911 dispatch facility or central alarm and monitoring facility. The reporting person direct dials another emergency agency. Included are all calls received over a direct telephone tie-line from another emergency call centre or facility tied directly to the fire department.
8 Siren, Horn, or Other Alerting Device
9 Transmission of Alarm to Fire Department – unclassified
0 Transmission of Alarm to Fire Department – unknown

RESPONSE TIME OF FIRST VEHICLE

Response time is the period of time from the receipt of the alarm by the Fire Department to the arrival of the first fire vehicle at the scene of the incident. Confirmation of arrival time should be by radio or recording wherever possible.

CODES:
XXX Enter Actual Response Time in Minutes (e.g. 005, 015, 110)
997 No Fire Department Response
998 Not Reported
999 Unknown

ACTION TAKEN

Action Taken refers to the action taken to combat the fire and should be coded according to one of the classifications listed below.

CODES:
1 Extinguished by Occupant
2 No Extinguishment (Burned itself out – cold fire)
3 Extinguished by Fire Department
4 Extinguished by Automatic System
5 No Action Taken (i.e. exposure damage, blistering)
9 Action Taken – unclassified
0 Action Taken – unknown
METHOD OF FIRE CONTROL & EXTINGUISHMENT

Method of Fire Control and Extinguishment refers to the method whereby the fire was controlled and extinguished and should be coded according to one of the classifications listed below. If this involves several methods, only code that method which essentially controlled or extinguished the fire.

CODES:

HAND HELD EXTINGUISHER

11 Water Pump Tank
12 Water Pressurized
13 Wet Chemical
14 Foam
15 Vapourizing Liquid/Halon
16 Carbon Dioxide
17 Dry Chemical
18 Multi-Purpose Dry Chemical
19 Hand Fire Extinguisher – unclassified

STANDPIPE and HOSE SYSTEMS (Building Systems)

21 Small Hose – 38mm nominal size, straight stream nozzle
22 Small Hose – 38mm nominal size, combination nozzle
23 Large Hose – 65mm nominal size, straight stream nozzle
24 Large Hose – 65mm nominal size, combination nozzle
25 Continuous Flow Hose – less than 38mm, straight stream nozzle
26 Continuous Flow Hose – less than 38mm, combination nozzle
29 Standpipe System – unclassified

“MAKESHIFT” FIRE FIGHTING AIDS

31 Garden Hose
32 Water Bucket
33 Small Water Container
34 Sand Bucket
35 Dry Chemical & Scoop
36 Baking Soda
37 Smothering by Covering
38 Snow
39 “Makeshift” Fire Fighting Aid – unclassified

FIRE DEPARTMENT – WATER

41 Booster Hose – 25mm or less
42 38mm/44mm Hose – 1 hoseline
43 38mm/44mm Hose – 2 or more hoselines
44 65mm/77mm Hose – 1 hoseline
45 65mm/77mm Hose – 2 or more hoselines
47 Combinations of 38/44mm, 65mm, 77mm or larger hoselines
48 Portable/Fixed Water Deluge/Master Stream Set
49 Fire Department – Water – unclassified

FIRE DEPARTMENT – OTHER THAN WATER

51 Crash-Fire Foam Vehicle – using monitor
52 Crash-Fire Foam Vehicle – using handlines
53 Pumper – foam handlines only, via eductor/injector
54 Vehicle, Combination Foam-Dry Chemical
55 Vehicle, Dry Chemical – under 450Kg
56 Vehicle, Dry Chemical – 450Kg & over
57 Compressed Air Foam Systems
59 Fire Department - Other Than Water – unclassified
## SPRINKLER SYSTEM

<table>
<thead>
<tr>
<th>Code</th>
<th>System</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>61</td>
<td>Wet Pipe System</td>
<td>Includes central station supervised, standard watchman service, or alarm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>connection to fire department</td>
</tr>
<tr>
<td>62</td>
<td>Wet Pipe System</td>
<td>Local alarm only</td>
</tr>
<tr>
<td>63</td>
<td>Dry Pipe System</td>
<td>Includes central station supervised, standard watchman service, or alarm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>connection to fire department</td>
</tr>
<tr>
<td>64</td>
<td>Dry Pipe System</td>
<td>Local alarm only</td>
</tr>
<tr>
<td>65</td>
<td>Pre-Action System</td>
<td>Includes central station supervised, standard watchman service, or alarm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>connection to fire department</td>
</tr>
<tr>
<td>66</td>
<td>Pre-Action System</td>
<td>Local alarm only</td>
</tr>
<tr>
<td>67</td>
<td>Deluge System</td>
<td>Includes central station supervised, standard watchman service, or alarm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>connection to fire department</td>
</tr>
<tr>
<td>68</td>
<td>Deluge System</td>
<td>Local alarm only</td>
</tr>
<tr>
<td>69</td>
<td>Sprinkler System</td>
<td>Unclassified</td>
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</table>

## FIXED SYSTEM OTHER THAN SPRINKLERS

<table>
<thead>
<tr>
<th>Code</th>
<th>System</th>
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<tbody>
<tr>
<td>71</td>
<td>Carbon Dioxide System</td>
</tr>
<tr>
<td>72</td>
<td>Dry Chemical System</td>
</tr>
<tr>
<td>73</td>
<td>Halon System</td>
</tr>
<tr>
<td>74</td>
<td>Conventional (Protein) Foam System</td>
</tr>
<tr>
<td>75</td>
<td>High Expansion Foam System</td>
</tr>
<tr>
<td>76</td>
<td>Foam-Water System</td>
</tr>
<tr>
<td>77</td>
<td>Water Spray System</td>
</tr>
<tr>
<td>78</td>
<td>Wet Chemical System</td>
</tr>
<tr>
<td>79</td>
<td>Fixed System Other Than Sprinklers</td>
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<tr>
<td></td>
<td>Unclassified</td>
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</table>

## BURNED OUT

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>81</td>
<td>Completely Burned Out Before Arrival of Fire Department</td>
</tr>
<tr>
<td>82</td>
<td>Incapable of Control by Fire Department on Arrival</td>
</tr>
<tr>
<td>83</td>
<td>Burned Out, No Extinguishment – Outside Fire Protection Area</td>
</tr>
<tr>
<td>84</td>
<td>Burned Out, Self-extinguished – Fire Department Not Called</td>
</tr>
<tr>
<td>89</td>
<td>Burned Out – Unclassified</td>
</tr>
</tbody>
</table>

## METHOD OF FIRE CONTROL & EXTINGUISHMENT – MISCELLANEOUS

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>91</td>
<td>Portable High Expansion Foam Generator</td>
</tr>
<tr>
<td>92</td>
<td>Carbon Dioxide Handhose System – 25 kg or more</td>
</tr>
<tr>
<td>93</td>
<td>Dry Chemical System – Handhose System, 25 kg or more</td>
</tr>
<tr>
<td>94</td>
<td>Dry Powder – Scoop or Extinguisher (Class D)</td>
</tr>
<tr>
<td>99</td>
<td>Method of Fire Control &amp; Extinguishment – Unclassified</td>
</tr>
<tr>
<td>00</td>
<td>Method of Fire Control &amp; Extinguishment - Unknown</td>
</tr>
</tbody>
</table>

## MUTUAL AID

Mutual Aid should be coded if fire department has any mutual aid agreements (may be formal or informal agreements).

### CODES:

1. Requested And Received
2. Requested & Not Received
3. Not Requested
4. Given
8. Not Applicable
TEMPERATURE (DEGREES CELSIUS)

CODES:
1  Over 38º C
2  32º C to 38º C
3  26º C to 31º C
4  10º C to 25º C
5  0º C to 9º C
6  -1º C to -12º C
7  -13º C to -23º C
8  -24º C to -40º C
9  Lower than -40º C
0  Undetermined
FIRE DEPARTMENT INFORMATION

Complete the “Time of Alarm”, “Time Arrived at Fire”, “Officer in Charge”, “Fire Department Incident Number” (if applicable) and “Fire Department Location” fields.

NOTE: For the “Time of Alarm” and “Time Arrived at Fire” fields, use the 24-hour clock: 0001-2400. For example: an alarm at 1:15 p.m. will be coded 1315.

GENERAL INFORMATION

Claims Adjuster and Insurance Company:

Indicate the adjuster’s name and the name of the adjusting firm where available. The major insurance company involved in the claim should be indicated. Provision is made for the claim and policy numbers if known and is of assistance for follow-up purposes.

Brief Description of the Fire:

Include any description or comments that help establish type of property, cause, origin, circumstances, etc. of this fire or any other pertinent information.

Signature, Telephone Number, SCO Number, Designation Number and Date of Report:

The person submitting the report should sign it (and print their name as well), enter a telephone number where they can usually be reached during normal business hours. This will be useful should any clarification or additional information be required. The person submitting the report should enter the SCO number as well as their Designation number. The Date of Report is the actual date the report is being submitted.

REPORTING PROCEDURES

- The OFC will accept fire incident and related reports either in hard copy format or in electronic format. The reporting procedures below apply to both these formats.

- The Fire Commissioner recommends that the safety codes officer submit a fire report (OFC 1244) and any related reports to the OFC within 30 days after the date of the fire. If it appears that a report will not be submitted within 30 days after the date of the fire, please prepare and submit to the OFC an interim Fire Report (OFC 1244) within that 30-day period, with a final report being submitted once the investigation has been completed.

- The following sections of the Administrative Items Regulation (consolidated up to 251/2001) under the Safety Codes Act, apply to the reporting procedures:

9(1) A fire department that is aware of a fire within its jurisdiction, in which a person loses his life or suffers injury requiring medical attention or in which property is damaged or destroyed shall report the fire to a safety codes officer in the fire discipline.

9(2) A fire safety codes officer in the fire discipline shall investigate the cause, origin and circumstances of every fire within his jurisdiction in which a person loses his life or suffers injury requiring medical attention or in which property is damaged or destroyed.

(3) This section does not apply to forest fires.

10 The safety codes officer described in section 9 shall,

(a) as soon as practicable after the completion of the investigation, prepare and submit to the Fire Commissioner a report in the form prescribed by this Regulation,

(b) if the safety codes officer has information that indicates the fire

   i. is or may be of incendiary origin, or

   ii. has resulted in loss of life,
immediately notify the Fire Commissioner, and

(c) provide to the Fire Commissioner any further information respecting the investigation that the Fire Commissioner requests.

11(1) Every insurance company licensed to undertake contracts of fire insurance in Alberta shall, within 7 days after the end of every month, furnish a report to the Fire Commissioner in the form described in section 12 showing, with respect to every fire that occurred in Alberta in the previous month and in which that company is interested as insurer, the information requested by the form.

(2) A person, firm or corporation who sustains a loss by fire on property in Alberta on which no insurance is in effect shall furnish a report to the Fire Commissioner in the form described in section 12 within 10 days after the occurrence of the fire.

(3) A person who sustains loss by fire on property in Alberta that is insured wholly or partially with an insurance company not licensed or registered under the Insurance Act shall, within 10 days after the complete proofs of loss are furnished to the company with which the insurance is placed, furnish to the Fire Commissioner a report in the form described in section 12.

(4) A person engaged in making adjustments of a loss or damage by fire in Alberta shall, within 7 days after the end of every month, furnish a report to the Fire Commissioner in the form required by this Regulation showing the adjustments made by the adjuster in the previous month.

(5) If a person engaged in

(a) making adjustments of a loss or damage by fire, or

(b) investigating a fire, other than a peace officer or a person making an investigation under section 34 of the Act,

has information that indicates that the fire is or may be of incendiary origin, the person shall forthwith report that information to the Fire Commissioner.

12 Forms to be used for the reporting of fires pursuant to sections 10 and 11 are those prescribed in the most recent edition of the Fire Statistics Reporting Manual issued by the OFC, Ministry of Municipal Affairs of the Government of Alberta.

- Fire reports are required on all fires (as described in the “Definitions” on page vii of this manual). Safety codes officers, and whenever practical, individuals or corporations, shall make use of the Fire Report Form – OFC 1244. Insurance companies and independent insurance adjusters shall use the Insurance Report – OFC 1243.

- Additional report forms may also be required. Refer to page 74 for instructions on completing the Occupant Report OFC 1295. Refer to page 76 for instructions on completing the Fire Casualty Report – OFC 1242. Refer to page 78 for instructions on completing the Smoke Detector / Alarm Report – OFC 1245.

- Samples of the above forms appear on pages 72, 73, 75, 78 and 80.

- Mail, fax or email:

  Office of the Fire Commissioner
  16th floor, Commerce Place
  10155-102 St.
  Edmonton, AB T5J 4L4
  Fax: 780-415-8663
  Email: firecomm@gov.ab.ca
### Fire Report

**FOR OFFICE USE ONLY**

<table>
<thead>
<tr>
<th>Fire Number</th>
<th>Municipal Code</th>
</tr>
</thead>
</table>

**COMPLETE THIS FORM USING THE FIRE REPORT MANUAL**

<table>
<thead>
<tr>
<th>Day</th>
<th>Month</th>
<th>Year</th>
<th>Day of Week</th>
<th>Time</th>
<th>Municipality Where Incident Occurred</th>
<th>Incident Code</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Location of Fire Incident - Full Address ( Apt, Street, City/Town) OR Sec. Twp. Rge. Mer.</th>
<th>Postal Code</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name of Occupant (Last, First, Initial)</th>
<th>Insured</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Owner (Last, First, Initial)</th>
<th>Insured</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

### VEHICLES, APPLIANCES OR OTHER EQUIPMENT LIST (if applicable)

<table>
<thead>
<tr>
<th>Description of Item</th>
<th>Make</th>
<th>Year</th>
<th>Model</th>
<th>Serial Number</th>
<th>Licence No</th>
<th>Prov./State</th>
</tr>
</thead>
</table>

### ENTER AMOUNTS BELOW TO THE NEAREST DOLLAR

<table>
<thead>
<tr>
<th>Building or Vehicle Value</th>
<th>Building or Vehicle Loss Estimate</th>
<th>Uninsured Loss to Building or Vehicle</th>
<th>Building or Vehicle Claim Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td></td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contents Value</th>
<th>Contents Loss Estimate</th>
<th>Uninsured Loss to Building or Vehicle</th>
<th>Contents Claim Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Value</th>
<th>Total Loss Estimate</th>
<th>Total Uninsured Loss</th>
<th>Total Claim Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

### IF INJURIES OR DEATHS OCCURRED COMPLETE A FIRE CASUALTY REPORT

<table>
<thead>
<tr>
<th>PERSON(S) STARTING FIRE</th>
<th>(Select only one)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>INJURIES</th>
<th>DEATHS</th>
</tr>
</thead>
<tbody>
<tr>
<td>F.F.</td>
<td>Men</td>
</tr>
<tr>
<td>F.F.</td>
<td>Men</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>One Person</th>
<th>Two or More</th>
</tr>
</thead>
</table>

### RED NUMBERS REFER TO PAGES IN THE FIRE REPORT MANUAL

<table>
<thead>
<tr>
<th>Property Class</th>
<th>Major Occupancy</th>
<th>Area and Level of Origin</th>
<th>Height and Ground Floor Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>36</td>
<td>384</td>
<td>41</td>
</tr>
<tr>
<td>42</td>
<td>44</td>
<td>48</td>
<td>52</td>
</tr>
<tr>
<td>55</td>
<td>60</td>
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<tr>
<td>67</td>
<td>67</td>
<td>67</td>
<td>67</td>
</tr>
<tr>
<td>68</td>
<td>68</td>
<td>68</td>
<td>68</td>
</tr>
</tbody>
</table>

### INSURANCE INFORMATION

<table>
<thead>
<tr>
<th>Name of Claims Adjuster</th>
<th>Name of Claims Company</th>
<th>Name of Insurance Company</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Adjuster Code</th>
<th>Claim Number</th>
<th>Policy Number</th>
</tr>
</thead>
</table>

**Give a Brief Description of the Fire (Attach a separate sheet if additional space is required)**

---

<table>
<thead>
<tr>
<th>Signature of Person Making Report</th>
<th>Print Name</th>
<th>Email Address</th>
<th>Phone Number</th>
</tr>
</thead>
</table>

**OFC1244 (2012/01)**

**Date of Report (yyyy-mm-dd)**
**Insurance Report**

**FOR OFFICE USE ONLY**

- **Fire Number**: [Blank]
- **Municipal Code**: [Blank]

**COMPLETE THIS FORM USING THE FIRE REPORT MANUAL**

- **Incident Code**: 1
- **Postal Code**: [Blank]
- **Telephone Number**: [Blank]

**Name of Occupant (Last, First, Initial)**

- Insured: [ ] Yes [ ] No
- Address: [Blank]

**Name of Owner (Last, First, Initial)**

- Insured: [ ] Yes [ ] No
- Address: [Blank]

**VEHICLES, APPLIANCES OR OTHER EQUIPMENT LIST** (if applicable)

<table>
<thead>
<tr>
<th>Description of Item</th>
<th>Make</th>
<th>Year</th>
<th>Model</th>
<th>Serial Number</th>
<th>Licence No.</th>
<th>Prov./State</th>
</tr>
</thead>
</table>

**ENTER AMOUNTS BELOW TO THE NEAREST DOLLAR**

<table>
<thead>
<tr>
<th>Building or Vehicle Value</th>
<th>Building or Vehicle Loss Estimate</th>
<th>Uninsured Loss to Building or Vehicle</th>
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</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contents Value</th>
<th>Contents Loss Estimate</th>
<th>Uninsured Loss to Building or Vehicle</th>
<th>Contents Claim Paid</th>
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</thead>
<tbody>
<tr>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Value</th>
<th>Total Loss Estimate</th>
<th>Total Uninsured Loss</th>
<th>Total Claim Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

**IF INJURIES OR DEATHS OCCURRED COMPLETE A FIRE CASUALTY REPORT**

<table>
<thead>
<tr>
<th>INJURIES</th>
<th>DEATHS</th>
</tr>
</thead>
<tbody>
<tr>
<td>F.F.</td>
<td>Men</td>
</tr>
<tr>
<td>Men</td>
<td>Women</td>
</tr>
<tr>
<td>Women</td>
<td>Youth</td>
</tr>
<tr>
<td>Youth</td>
<td>Children</td>
</tr>
<tr>
<td>Children</td>
<td>F.F.</td>
</tr>
<tr>
<td>Men</td>
<td>Women</td>
</tr>
<tr>
<td>Women</td>
<td>Youth</td>
</tr>
<tr>
<td>Youth</td>
<td>Children</td>
</tr>
</tbody>
</table>

**PERSON(S) STARTING FIRE: (Select only one)**

- Age Range: [Blank]
- Gender: [Blank]
- One Person: [ ]
- Two or More to: [ ]
- Unknown or N/A: [ ]

**RED NUMBERS REFER TO PAGES IN THE FIRE REPORT MANUAL**

<table>
<thead>
<tr>
<th>Property Class</th>
<th>Major Occupancy</th>
<th>Area and Level of Origin</th>
<th>Height and Ground Floor Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>36</td>
<td>38/4</td>
<td>41</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Extent of Fire / Extent of Damage</th>
<th>Act or Omission</th>
<th>Source of Ignition</th>
<th>Fast or Energy Associated With Source of Ignition</th>
</tr>
</thead>
<tbody>
<tr>
<td>43</td>
<td>44</td>
<td>48</td>
<td>56</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Material First Ignited</th>
<th>Form of Heat</th>
<th>Outside Fire Protection</th>
<th>Flame Spread Interoor</th>
<th>Flame Spread Vertical</th>
</tr>
</thead>
<tbody>
<tr>
<td>53</td>
<td>56</td>
<td>57</td>
<td>58</td>
<td>59</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Flame Spread Horizontal/Smoke Spread Avenue</th>
<th>General Construction</th>
<th>Method of Construction</th>
<th>Year of Construction</th>
</tr>
</thead>
<tbody>
<tr>
<td>60</td>
<td>60</td>
<td>60</td>
<td>60</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number of Occupants</th>
<th>Manual Fire Protection</th>
<th>Sprinkler Protection</th>
<th>Initial Detection</th>
<th>Fire Detection Devices</th>
</tr>
</thead>
<tbody>
<tr>
<td>61</td>
<td>62</td>
<td>62</td>
<td>62</td>
<td>62</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fixed System Other Than Sprinklers</th>
<th>Performance of Automatic Extinguishing Equipment</th>
<th>Automatic Fire Detection System</th>
<th>Fire Detection Devices</th>
</tr>
</thead>
<tbody>
<tr>
<td>63</td>
<td>63</td>
<td>64</td>
<td>64</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fire Services</th>
<th>Method Fire Control</th>
<th>Was the fire reported to the Municipal Fire Department?</th>
</tr>
</thead>
<tbody>
<tr>
<td>65</td>
<td>67</td>
<td>[ ] Yes [ ] No</td>
</tr>
</tbody>
</table>

**INSURANCE INFORMATION**

- **Name of Claims Adjuster**: [Blank]
- **Name of Claims Company**: [Blank]
- **Name of Insurance Company**: [Blank]
- **Adjuster Code**: [Blank]
- **Claim Number**: [Blank]
- **Policy Number**: [Blank]

**Give a Brief Description of the Fire (Attach a separate sheet if additional space is required)**

---

**Signature of Person Making Report**: [Blank]

**Print Name**: [Blank]

**Email Address**: [Blank]

**Phone Number**: [Blank]
OCCUPANT REPORT

Use this heading for recording:

1. Occupants other than the owner.

   In the case of a fire in any multiple-occupancy building (i.e. apartment building or strip mall), the owner of the building would go on the Fire Report – OFC 1244 and information on occupants other than the owner would go in on a separate Occupant Report – OFC 1295.

2. Personal property/content loss, even though the premises are not occupied by the “occupant”.

   Example: a person may have personal property lost in a fire involving premises that are not occupied by insured. (e.g., a fur coat stored in a fur vault or a camera destroyed in a fire while in a repair shop.)

Enter occupant’s surname and given name. Indicate in the box provided whether or not property lost by occupant is insured. Enter “same address” if occupant lives at location of fire. If this is the occupant’s business place, enter the occupant’s home address.

If there are additional person(s) with losses, an Occupant Report must be completed for each person.

**NOTE:** Do not include the $ figures from the Occupant Reports in the $ figures on the Fire Report, otherwise the totals will be duplicated.

Office of the Fire Commissioner
16th floor, Commerce Place
10155-102 St.
Edmonton, AB T5J 4L4
Fax: 780-415-8663
Email: firecomm@gov.ab.ca
This personal information is being collected under the authority of the Safety Codes Act and will be managed in compliance with the Freedom of Information and Protection of Privacy Act. Questions about the collection of this information may be directed to the Freedom of Information and Protection of Privacy Commissioner.

FOR OFFICE USE ONLY

<table>
<thead>
<tr>
<th>Fire Number</th>
<th>Municipal Code</th>
</tr>
</thead>
</table>

COMPLETE THIS FORM USING THE FIRE REPORT MANUAL

<table>
<thead>
<tr>
<th>Day</th>
<th>Month</th>
<th>Year</th>
<th>Day of the Week</th>
<th>Time</th>
<th>Municipality Where Incident Occurred</th>
<th>REPORT (Check one)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>First</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Change</td>
</tr>
</tbody>
</table>

Location of Fire Incident - Full Address (Apt., Street, City/Town) OR Sec. Twp. Rge. Mer. Postal Code

Name of Occupant (Last, First, Initial) Insured | Yes | No | Address | Telephone Number

Name of Owner (Last, First, Initial) Insured | Yes | No | Address | Telephone Number

ENTER AMOUNTS BELOW TO THE NEAREST DOLLAR

<table>
<thead>
<tr>
<th>Contents Value</th>
<th>Contents Loss Estimate</th>
<th>Uninsured Loss of Contents</th>
<th>Contents Claim Paid</th>
</tr>
</thead>
</table>

INSURANCE INFORMATION

<table>
<thead>
<tr>
<th>Name of Claims Adjuster</th>
<th>Name of Claims Company</th>
<th>Name of Insurance Company</th>
</tr>
</thead>
</table>

Adjuster Code | Claim Number: | Policy Number:

Signature of Person Making Report

Print Name

Email Address

Phone Number

SCO Number

Designation Number

Date (yyyy-mm-dd)

OFC1235 (2012/01)
FIRE CASUALTIES – FIRE CASUALTY REPORT

Where fires result in human deaths or injuries, the additional information below is required for each fire death or injury.

AGE OF VICTIM

XXX  If exact age is not known, give an estimate to the nearest 10 years. (Enter actual number)

SEX OF VICTIM

CODES:

1  Male
2  Female
3  Unknown

STATUS OF VICTIM

CODES:

1  Firefighter
2  Civilian

NATURE OF CASUALTIES

CODES:

1  Death
2  Minor Injury (Less Than 1 Day Hospital or Off Work)
3  Light Injury (Hosp. 1-2 Days and/or Off Work 1-15 Days)
4  Serious Injury (Hosp. 3+ Days and/or Off Work 16+ Days)

PROBABLE/POSSIBLE CAUSE

CODES:

1  Smoke Inhalation
2  Burn
3  Physical Injury
4  Other

CLASS OF VICTIM

CODES:

1  Senior Citizens (65 Years of Age and Older)
2  Adults (18 – 64 Years)
3  Youth (12 to 17 years of age)
4  Children (11 and Under)

CONDITION OF CASUALTY (Select the one most appropriate condition which contributed to the casualty)

CODES:

11  Asleep at Time of Fire
12  Bedridden or Other Physical Handicap
13  Impairment by Alcohol, Drugs or Medication
14  Awake & No Physical or Mental Impairment at the Time of Fire
15  Under Restraint or Detention
16  Too Young to React to Fire Emergency
17  Mental Handicap - includes senility
18  Child Left Unattended
19  Condition of Casualty – unclassified
10  Condition of Casualty – unknown
### ACTION OF CASUALTY

**CODES:**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td>Injured While Attempting to Escape</td>
</tr>
<tr>
<td>22</td>
<td>Over-Exertion, Heart Attack</td>
</tr>
<tr>
<td>23</td>
<td>Entered or Remained for Rescue Purposes</td>
</tr>
<tr>
<td>24</td>
<td>Entered or Remained for Fire Fighting</td>
</tr>
<tr>
<td>25</td>
<td>Entered or Remained to Save Personal Property</td>
</tr>
<tr>
<td>26</td>
<td>Loss of Judgement or Panic</td>
</tr>
<tr>
<td>27</td>
<td>Received Delayed Warning</td>
</tr>
<tr>
<td>28</td>
<td>Did Not Act</td>
</tr>
<tr>
<td>29</td>
<td>Action of Casualty – unclassified</td>
</tr>
<tr>
<td>20</td>
<td>Action of Casualty – unknown</td>
</tr>
</tbody>
</table>

### IGNITION OF CLOTHING OR OTHER FABRICS

If casualty asphyxiated, use code 30, "not applicable".

**CODES:**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>31</td>
<td>Outer Clothing</td>
</tr>
<tr>
<td>32</td>
<td>Sleepwear</td>
</tr>
<tr>
<td>33</td>
<td>Underclothing</td>
</tr>
<tr>
<td>34</td>
<td>Costume</td>
</tr>
<tr>
<td>35</td>
<td>Bedding or Bed Linen (includes pillow)</td>
</tr>
<tr>
<td>36</td>
<td>Mattress</td>
</tr>
<tr>
<td>37</td>
<td>Upholstered Furniture</td>
</tr>
<tr>
<td>38</td>
<td>Rugs</td>
</tr>
<tr>
<td>39</td>
<td>Ignition of Clothing or Other Fabrics – unclassified</td>
</tr>
<tr>
<td>30</td>
<td>Ignition of Clothing or Other Fabrics – not applicable</td>
</tr>
</tbody>
</table>

### TYPE OF FABRIC OR MATERIAL IGNITED

If casualty asphyxiated, use code 40, "not applicable".

**CODES:**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>41</td>
<td>Cotton</td>
</tr>
<tr>
<td>42</td>
<td>Wool</td>
</tr>
<tr>
<td>43</td>
<td>Other Natural Fibre</td>
</tr>
<tr>
<td>45</td>
<td>Other Synthetic Fibre</td>
</tr>
<tr>
<td>46</td>
<td>Mixture of Fibres</td>
</tr>
<tr>
<td>47</td>
<td>Rubber</td>
</tr>
<tr>
<td>48</td>
<td>Plastics or Plastic Foam</td>
</tr>
<tr>
<td>49</td>
<td>Type of Fabric or Material Ignited – unclassified</td>
</tr>
<tr>
<td>40</td>
<td>Type of Fabric or Material Ignited – not applicable</td>
</tr>
</tbody>
</table>

### CAUSE OF FAILURE TO ESCAPE

**CODES:**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>51</td>
<td>Trapped by Rapid Spreading of Fire/Smoke – through vertical openings, stairways, elevators.</td>
</tr>
<tr>
<td>52</td>
<td>Trapped by Rapid Spreading of Fire/Smoke – through horizontal openings</td>
</tr>
<tr>
<td>53</td>
<td>High Flame Spread of Combustible Interior Finish</td>
</tr>
<tr>
<td>54</td>
<td>Building Collapse</td>
</tr>
<tr>
<td>55</td>
<td>Falling Debris</td>
</tr>
<tr>
<td>56</td>
<td>Explosion</td>
</tr>
<tr>
<td>57</td>
<td>Exit Blocked, Locked, or Obstructed</td>
</tr>
<tr>
<td>58</td>
<td>Outdoor Fire – includes forest/brush fires</td>
</tr>
<tr>
<td>59</td>
<td>Cause of Failure to Escape – unclassified</td>
</tr>
<tr>
<td>50</td>
<td>Cause of Failure to Escape – unknown</td>
</tr>
</tbody>
</table>
Government of Alberta

Fire Casualty Report

This personal information is being collected under the authority of the Public Safety Act and will be managed in accordance with the Freedom of Information and Protection of Privacy Act. Questions about the collection of this information can be directed to the Office of the Fire Commissioner, Email: fire@afnsns.ca or Phone: 780-415-4853.

Office of the Fire Commissioner
18th Floor, Commerce Place
10165 - 102 Street
Edmonton AB T5J 4L4
Fax to 780-415-4853

DATE OF FIRE TIME LOCATION OF FIRE
Day Month Year

NAME OF VICTIM AGE SEX
Last First Second

Nature of Casualty
1. Death
2. Minor Injury (Less than 1 day in hospital or off work)
3. Light Injury (1-2 days in hospital or off work)
4. Serious Injury (3 days or more in hospital or off work)

Probable / Possible Cause
1. Smoke Inhalation
2. Burn
3. Physical Injury
4. Other

Class of Victim
1. Senior Citizen
2. Adult
3. Child

Status
1. Firefighter
2. Civilian

Condition of Casualty
11. Asleep at time of fire
12. Bedridden or other physical handicap
13. Impairment by alcohol, drugs or medication
14. Awake and no physical or mental impairment
15. Under restraint or detention
16. Too young to resist fire emergency
17. Mental handicap (senile)
18. Left unattended (children)
19. Condition of casualty - unclassified
20. Condition of casualty - unknown

Ignition of Clothing or Other Fabrics
31. Outer clothing
32. Underwear
33. Underclothing
34. Costume
35. Bedding or bed linen or pillow
36. Mattress
37. Upholstered furniture
38. Rugs
39. Ignition of clothing or other fabrics - unclassified
40. Ignition of clothing or other fabrics - not applicable

Cause of Failure to Escape
51. Trapped by rapid spreading of fire or smoke through vertical openings, stairways, elevators
52. Trapped by rapid spreading of fire or smoke through horizontal openings
53. High flame spread of combustible interior finish of walls, ceilings or floors
54. Building collapse
55. Falling debris
56. Explosion
57. Exit blocked, locked, or obstructed
58. Outdoor fire includes forest / brush fires
59. Cause of failure to escape - unclassified
60. Cause of failure to escape - unknown

Type of Fabric or Material
41. Cotton
42. Wool
43. Other natural fibre
44. Other synthetic fibre
45. Mixture of fibres
46. Rubber
47. Plastic or plastic foam
48. Type of fabric or material ignited - unclassified
49. Type of fabric or material ignited - not applicable

Remarks:

Signature of Person Making Report

Print Name

Position of Person Making Report

Email

Phone Number

SCO Number

Designation Number

Date of Report

FOR OFFICE USE ONLY

File Number

MUNICIPAL CODE
SMOKE DETECTOR/ALARM REPORT

A smoke detector/alarm report is required for all residential or institutional property fires.

MANUFACTURER OF DETECTOR OR ALARM

Print name of the manufacturer.

MODEL NUMBER

Print model number of detector or alarm.

TYPE OF SMOKE DETECTOR

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Ionization</td>
</tr>
<tr>
<td>2</td>
<td>Photoelectric</td>
</tr>
<tr>
<td>3</td>
<td>Combination</td>
</tr>
<tr>
<td>4</td>
<td>Other</td>
</tr>
<tr>
<td>5</td>
<td>Unknown</td>
</tr>
<tr>
<td>6</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

POWER SOURCE OF SMOKE ALARM DEVICE

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Hardwired</td>
</tr>
<tr>
<td>2</td>
<td>Battery</td>
</tr>
<tr>
<td>3</td>
<td>Unknown</td>
</tr>
<tr>
<td>4</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

PERFORMANCE OF SMOKE ALARM DEVICE

CODES:

| 00 | No Smoke Alarm |
| 01 | Alarm in Room of Origin – Activated |
| 02 | Alarm Not in Room of Origin – Activated |
| 03 | Alarm in Room of Origin – Not Activated – Non-suitable Location |
| 04 | Alarm in Room of Origin – Not Activated – Battery Dead |
| 05 | Alarm in Room of Origin – Not Activated – No Battery |
| 06 | Alarm in Room of Origin – Not Activated – AC Not Connected/Disabled |
| 07 | Alarm in Room of Origin – Not Activated – Mechanical Failure |
| 08 | Alarm Not in Room of Origin – Not Activated – Battery Dead |
| 09 | Alarm Not in Room of Origin – Not Activated – No Battery |
| 10 | Alarm Not in Room of Origin – Not Activated – AC Not Connected/Disabled |
| 11 | Alarm Not in Room of Origin – Not Activated – Mechanical Failure |
| 12 | Not Enough Smoke to Activate Smoke Alarm |
| 99 | Smoke Alarm Activation – Unknown |

IMPACT OF SMOKE ALARM ACTIVATION ON OCCUPANT RESPONSE/EVACUATION

CODES:

| 00 | Not Applicable/No Occupants |
| 01 | Occupants Evacuated Safely |
| 02 | Occupants Did Not Evacuate – Alarm Inaudible |
| 03 | Occupants Did Not Evacuate – Physically/Mentally Challenged |
| 04 | Occupants Did Not Evacuate – Age Related (Infants/Aged) |
| 05 | Occupants Did Not Evacuate – Unnecessary to Evacuate |
| 06 | Occupants Did Not Evacuate – Suspected Influence of Drugs/Alcohol |
| 99 | Occupant Response/Evacuation – Unknown |

OCCUPANTS IN DWELLING UNIT AT TIME OF FIRE

(Use Estimated Number – For None or Not Determined, Enter “00”)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Citizens (65 Years of Age and Older)</td>
<td>Number</td>
</tr>
<tr>
<td>XX</td>
<td>Number</td>
</tr>
<tr>
<td>Number of Youth (12 – 17 Years)</td>
<td>Number</td>
</tr>
<tr>
<td>Number of Adults (18 – 64 Years)</td>
<td>Number</td>
</tr>
<tr>
<td>XX</td>
<td>Number</td>
</tr>
<tr>
<td>Number of Children (11 and Under)</td>
<td>Number</td>
</tr>
<tr>
<td>XX</td>
<td>Number</td>
</tr>
</tbody>
</table>
A Smoke Detector / Alarm Report must be submitted with the Fire Report for residential or institutional property fires.

<table>
<thead>
<tr>
<th>FOR OFFICE USE ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Number</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DATE OF FIRE</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day</td>
<td>Month</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MUNICIPALITY WHERE INCIDENT OCCURRED</th>
<th>MUNICIPAL CODE</th>
</tr>
</thead>
</table>

LOCATION OF FIRE INCIDENT - Full Address (Apt, Street, City/Town) OR Sec. Twp, Rge, Mer.

NAME OF OWNER / OCCUPANT

MANUFACTURER OF DETECTOR OR ALARM

MODEL NUMBER

<table>
<thead>
<tr>
<th></th>
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<tbody>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PERFORMANCE OF SMOKE ALARM DEVICE

00 No smoke alarm
01 Alarm in room of origin - activated
02 Alarm not in room of origin - activated
03 Alarm in room of origin - not activated - non-suitable location
04 Alarm in room of origin - not activated - battery dead
05 Alarm in room of origin - not activated - no battery
06 Alarm in room of origin - not activated - AC not connected/disabled
07 Alarm in room of origin - not activated - mechanical failure
08 Alarm not in room of origin - not activated - battery dead
09 Alarm not in room of origin - not activated - no battery
10 Alarm not in room of origin - not activated
11 Alert not in room of origin - not activated - mechanical failure
12 Not enough smoke to activate smoke alarm
13 Smoke alarm activation - unknown

IMPACT OF SMOKE ALARM ACTIVATION ON OCCUPANT RESPONSE/EVACUATION

00 Not applicable/no occupants
01 Occupants evacuated safely
02 Occupants did not evacuate - alarm inaudible
03 Occupants did not evacuate - physically/mentally challenged
04 Occupants did not evacuate - age related (Infants/Aged)
05 Occupants did not evacuate - unnecessary to evacuate
06 Occupants did not evacuate - suspected influence of drugs/alcohol
99 Occupant response/evacuation - unknown

<table>
<thead>
<tr>
<th>OCCUPANTS IN DWELLING UNIT AT TIME OF FIRE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

REMARKS

Signature of Person Making Report
Print Name
Email Address
Phone Number

OFC1245 (2012/01)
### EXAMPLES ILLUSTRATING USE OF THE CODING FOR:
PROPERTY CLASSIFICATION (PC)
MAJOR OCCUPANCY (MO)

#### EXAMPLE 1

<table>
<thead>
<tr>
<th>MO</th>
<th>PC</th>
</tr>
</thead>
<tbody>
<tr>
<td>33</td>
<td>1710</td>
</tr>
</tbody>
</table>

Fire in a restaurant which
(a) is in a hotel.
(b) is in an underground shopping plaza which is connected to office buildings, under separate management.
(c) completely occupies its own building.

#### EXAMPLE 2

<table>
<thead>
<tr>
<th>MO</th>
<th>PC</th>
</tr>
</thead>
<tbody>
<tr>
<td>91</td>
<td>9180</td>
</tr>
<tr>
<td>41</td>
<td>9180</td>
</tr>
</tbody>
</table>

Fire occurs in a medical laboratory where the laboratory:
(a) occupies its own building.
(b) is situated inside a medical office building.

#### EXAMPLE 3

<table>
<thead>
<tr>
<th>MO</th>
<th>PC</th>
</tr>
</thead>
<tbody>
<tr>
<td>34</td>
<td>3110</td>
</tr>
</tbody>
</table>

Fire in a single detached 1-family home.

#### EXAMPLE 4

<table>
<thead>
<tr>
<th>MO</th>
<th>PC</th>
</tr>
</thead>
<tbody>
<tr>
<td>32</td>
<td>3250</td>
</tr>
</tbody>
</table>

Fire in an apartment with 60 units.

#### EXAMPLE 5

<table>
<thead>
<tr>
<th>MO</th>
<th>PC</th>
</tr>
</thead>
<tbody>
<tr>
<td>31</td>
<td>3240</td>
</tr>
</tbody>
</table>

Fire in one 1-family unit of a six-unit row house in the same property area as apartment buildings – all buildings are under the same management.

#### EXAMPLE 6

<table>
<thead>
<tr>
<th>MO</th>
<th>PC</th>
</tr>
</thead>
<tbody>
<tr>
<td>69</td>
<td>6120</td>
</tr>
</tbody>
</table>

Fire in an explosives manufacturing plant

#### EXAMPLE 7

<table>
<thead>
<tr>
<th>MO</th>
<th>PC</th>
</tr>
</thead>
<tbody>
<tr>
<td>57</td>
<td>5210</td>
</tr>
</tbody>
</table>

Fire in ladies wear store, which spreads to a specialty food store in a shopping plaza.

#### EXAMPLE 8

Fire starts in a car which is:
(a) parked outside a single detached 1-family home
(b) parked inside a single attached garage causing structural damage to garage (vehicle is considered part of the contents of the garage).
(c) parked inside a single attached garage not causing structural damage to garage.

---

Office of the Fire Commissioner
16th floor, Commerce Place
10155-102 St.
Edmonton, AB T5J 4L4
Fax: 780-415-8663
Email: firecomm@gov.ab.ca
1. What are the minimum requirements for a fire to be reported to the OFC?

They must meet the appropriate definition of fire as defined in the Fire Statistics Reporting Manual. These components are listed below.

A Fire

Any instance of destructive and uncontrolled burning, including explosion of combustible solids, liquids or gases. Fire does not include the following, except where they cause fire or occur as a consequence of fire:

a. lightning or electrical discharge;
b. explosions of steam boilers, hot water tanks or other pressure vessels due to internal pressure and not due to internal combustion;
c. explosions of ammunition or other detonating material;
d. accidents involving ship, aircraft or other vehicle;
e. forest (that fall under the Forest & Prairie Protection Act & any Federal jurisdiction);
f. grass or brush or rubbish except for harvestable products; and
g. overheat condition.

Note: This definition restricts fire incidents to be reported nationally to those which cause deaths or injuries or which destroy or damage property having a value that may be expressed in terms of dollars. The system provides for the collection of information on losses such as brush fires, etc. that may be of use to local authorities. For the purpose of the exclusion in e. and f. above, forest, grass or brush fires are defined as free burning fires in wooded or open country where only natural elements are destroyed. Overheat is described as alteration of material by heat without self-sustained combustion. Removal of the heat source will stop the alteration process. It may also be described as the stage before ignition. Examples are: an overcooked roast in the oven, discoloration caused by hot metal on a kitchen counter, or a cigarette scar on a table or on a carpet.

B Exposure Fire

An exposure fire occurs as a direct consequence of a fire originating in either:

a. a completely detached segregated building, structure or facility; or
b. an outside open area.

Separate reports are required for the originating fire and all exposure fires.

Note: If a building fire ignites or damages a vehicle parked nearby, the vehicle fire becomes an exposure fire. If a building fire results from a vehicle collision, the building fire is classified as an exposure fire. If a vehicle is parked in the structure, it is not a separate fire but part of the contents. A fire in a garage attached to a residence is NOT a separate fire any more than the various stores in a shopping centre or various apartments in an apartment building. If a building fire results from the spread of a forest, brush or rubbish fire, the building fire is considered to be an exposure fire.

C Reporting Procedures

The OFC will accept fire incident and related reports either in hard copy format or in electronic format. The reporting procedures below apply to both these formats.

- The following sections of the Administrative Items Regulation 16/2004 under the Safety Codes Act, apply to the reporting procedures:

  8(1) Subject to subsection (2), if the responding officer of a fire department knows of a fire within the department’s jurisdiction in which a person dies or suffers an injury that requires professional medical attention or in which property is damaged or destroyed, the reporting officer must report the fire to a safety codes officer in the fire discipline.

  (2) A safety codes officer for the fire discipline must investigate the cause, origin and circumstances of every fire within the safety codes officer’s jurisdiction in which a person
dies or suffers injury that requires professional medical attention or in which property is
damaged or destroyed.

(3) This section does not apply to forest fires.

9 A safety codes officer for the fire discipline who investigates the causes and circumstances of a
fire must

(a) within 30 days after the date of the fire started prepare and submit to the Fire
Commissioner a report in a form satisfactory to the Fire Commissioner, and

(b) immediately notify the Fire Commissioner if the safety codes officer has information that
indicates the fire,

i. is or may be of incendiary origin, or

ii. has resulted in loss of life, and

(c) provide to the Fire Commissioner any further information respecting the investigation
that the Fire Commissioner requests.

2. If I don’t know the $ loss for a fire damaged property, can I submit the incomplete report to the OFC?

We require a $ loss estimate of some sort for each and every fire. The key word here is estimate. However,
your estimates are more likely to be closer than ours would be, as you’re more familiar with the area and the
structures in the area and what they might be worth. If we get a report from the Insurance Adjuster, the $ figures
from them will replace the fire department figures. Not all properties are insured, and therefore we will not get
reports from an Insurance Adjuster in all cases. In that case we rely on the fire departments for at least a
ballpark figure.

3. What are the common coding errors that fire departments make?

1. Coding motor homes, mobile homes, etc. as vehicles rather than structures, despite the fact that they’re
included in the residential section of the property class rather than the vehicle section.

2. Continually putting the Fuel Or Energy Associated with Source of Ignition (page 52 of manual) as the
Material First Ignited rather than associating it with the Source of Ignition as intended (i.e. Somebody
uses a match to start gasoline on fire, the Source of Ignition is a Match, the Fuel or Energy should be
Match or Lighter Not Used in Conjunction With Smoking, but is quite frequently coded as Gasoline,
which is actually the Material First Ignited).

3. Not being specific enough with the coding (for example, the fire department knows that the Source of
Ignition is a cigarette, however instead of coding the Source of Ignition as 711-Smoker’s Material-
Cigarette, they code it as the more generic 710-Smoker’s Material)

have fire extinguishers in the vehicles, therefore the only codes that will be allowed for Manual Fire
Protection in vehicles is 4, 7 or 0. If an 8 is entered it will come up with an error message.

5. Unknown (cannot be determined) is coded as 0 not 9.

6. If the Fire Detection Devices code (page 64 of manual) is either 02, 03, 04, 06 or 09, a Smoke
Detector/Alarm Report is required to be completed and submitted to the OFC.

7. Fire departments frequently submit only one report with all the information on it, including the combined
$ Loss Estimate in the case of exposures. We require a separate report for each property involved in
a fire (i.e. a garage fire damages the vehicle sitting in the driveway, we require 2 separate reports – one
for the garage and one for the vehicle).

8. If a casualty is marked off on the Fire Report, please make sure that any and all corresponding Casualty
Reports are submitted with the Fire Report.

4. Do all fire reports need to be signed by an SCO?

Yes, all fire reports and accompanying reports must be signed and approved by a SCO and have their Designation
Number included. If your municipality is non-accredited, and as such, does not have its own municipal Safety
Codes Officer, your municipality will have a pre-assigned regional Fire Safety Officer with this designation from the OFC. Contact the OFC to have your regional Fire Safety Officer arrange an approval process with you.

5. What are some differences between the fire reporting procedures of accredited and non-accredited municipalities under the Fire discipline?

Accredited municipalities are required to submit reports to the OFC after the investigation is complete. Non-accredited municipalities are only required to notify an SCO (usually one of the OFC’s FSOs) of the fire. The SCO is the one required to ensure there is an investigation done, and submit the completed report(s) to the OFC.

6. How is the OFC applying FOIP to fire report information it collects? How does it meet FOIP requests at present?

At the present time the OFC does not release any of the fire report information it collects. If we receive a request for information, we refer the client to the responding fire department or RCMP detachment for information. If we receive a formal FOIP request we submit the request, along with all applicable reports, to our FOIP Assistant and they review the request and the information and decide what can and cannot be released.

7. When is a Smoke Alarm report required/not required along with the fire report?

If the Fire Detection Devices code is either 02, 03, 04, 06 or 09, a Smoke Detector/Alarm Report is required to be completed and submitted to the OFC. If there is no smoke detector in the structure a report is not required. Smoke Detector/Alarm Reports are NOT required for vehicles or outside fires such as a garbage fire or fence fire.

8. Whom can I contact if I have questions or feedback on the fire reporting process?

- For instructions on fire reporting please call the Office of the Fire Commissioner at 780-415-9481 or email firecomm@gov.ab.ca

9. What do I do if my Internet connection is disconnected, disabled, or disrupted while I am entering in fire incident details on the Fire Electronic Reporting System (FERS)?

If your Internet connection goes down, is temporarily disconnected, or if your signal is disrupted, it may produce errors in your milenet or FERS connection. If you are in the process of entering fire incident data when one of these errors occur your current file may become corrupted. Please close and restart milenet.

- Once you have signed into FERS again, try to locate the report you were entering at the time of the error. If you can't locate the report with the Event Status set to "In-progress", try changing the Event Status to "Opened" to locate the report. If you locate this report, go back in and finish the report.
- If you cannot locate this report, do not enter the same report over again. A report may exist, but is unviewable to you. Please call and notify the FERS application administrator and follow her directions.

Office of the Fire Commissioner
16th floor, Commerce Place
10155-102 St.
Edmonton, AB T5J 4L4
Fax: 780-415-8663
Email: firecomm@gov.ab.ca
COMMON CODING ERRORS

- Mobile homes, motor homes etc. are to be coded as structures rather than vehicles, due to the fact that they are in the Residential section of the manual rather than the Vehicle section.

- Do not code Manual Fire Protection in vehicles as Not Applicable “8”. Fire extinguishers can be located in vehicles, therefore the ONLY codes that will be accepted for Manual Fire Protection for vehicles are codes 4, 7 or 0.

- A common error involves miscoding the Fuel or Energy Associated with the Source of Ignition (page 52 of the manual) as the Material First Ignited (i.e. if somebody uses a match to start gasoline on fire, the Source of Ignition is a Match, the Fuel or Energy should be Match or Lighter Not Used in Conjunction With Smoking, but is quite frequently coded as Gasoline, which is actually the Material First Ignited).

- Try to be as specific as possible (if you know it was a cigarette then code it as a cigarette – 711, rather than the broader “smoker’s material” code - 710).

- If the source is a match or lighter NOT used in conjunction with smokers’ material, then the Fuel or Energy is a 51 rather than a 50 and the Form of Heat is a 4 rather than an 8.

- You must enter EITHER the Company name or the name of the owner, not both. If the owner information is unknown, type the word ‘Unknown’ under the company name. If the owner is a company, put the name in under Company rather than under First and Last Name.

- A loss estimate for the building, contents, or both, is required. These fields require estimates from your fire department.
  - If the insurance adjuster provides the actual figures at a later date, these figures will replace your estimates. However, your estimates are still required in the event that an insurance report is not received for the fire incident.
  - If all the damage occurs to an Occupant’s contents only, you must enter a $1 uninsured loss for the Building to get the fire report into FERS.

- DO NOT include the totals from any accompanying Occupant Reports on the original Fire Report; otherwise the totals will be duplicated.

- Reports are required on all vehicle fires, whether they occur as a result of a vehicle accident or for some other reason.

- If you have exposure fires, record each exposure as a separate event. Ensure the Source of Ignition and Fuel or Energy codes identify that it is an exposure fire and detail the exposure information in the comments box. The Act or Omission is coded the same on all reports, as is the Person(s) Starting Fire variable. The Area of Origin on the exposure reports refers to the actual exposure and not the originating fire.
  - For instance, you have a grass fire that starts the outside wall of the house on fire. The Area of Origin for the house becomes the exterior wall (760), rather than outside area (910) that it was for the originating grass fire. The Source of Ignition for the house is Exposure, Grass, Shrub, Brush, Scrub (870).

- Smoke Detector/Alarm Reports are required for ALL BUILDINGS where the Fire Detection Devices field is coded as 02, 03, 04, 06 or 09. If the Manufacturer and/or Model Number of the smoke detector are unknown, enter “Unknown” in the applicable field(s).

- For those structures that do not have smoke alarms, or where the alarm particulars are unknown, please indicate Not Applicable or Unknown for Make and Model of Detector. Please note we have recently added this new coding to FERS under Type of Smoke Detector and Power Source (5 Unknown & 6 Not Applicable) indicative of these situations. Not Applicable also applies to those structures you submit an alarm report for that do not have smoke alarms. Smoke Detector/Alarm Reports are NOT required for vehicle or outdoor fires such as garbage bins or fence fires. They are also not required if there is no smoke detector in the building.

- ONLY vehicle and outdoor property fires are allowed the “Not Applicable” codes of 8, 08 or 0008 for Ground Floor Area, Extent of Fire/Extent of Damage, General Construction, Sprinkler Protection, Automatic Fire Detection System and Fire Detection Devices fields. 8 is also allowed for the Manual Fire Protection field in outdoor fires, but not in vehicle fires (see note 2 above).

- Each report requires a Safety Codes Officer’s NAME as well as the corresponding Designation Number.
- Buildings where the insurance information is unknown can be written off for $1000 and under, and vehicles for $3500 and under.
- Cars are to be coded as 8611 and light trucks, vans, single body units are to be coded as 8612 rather than the all-inclusive 8610.
- If the occupant is a member of the family that lives in the residence with the owner, a separate Occupant Report is NOT required. Occupant Reports are also not required for outside fires such as garbage or fence fires.
- Fire Reports are required on all explosions EXCEPT those that occur from a build-up of pressure rather than ignition of a flammable liquid or vapour. If a flash fire occurs, enter $1 under Building Loss Estimate and Uninsured Building Loss Estimate.
- If a casualty is entered on the Fire Report, please make sure that any and all corresponding Casualty Reports are submitted with the Fire Report.
FERS Data Entry Guidelines

General Rules

1. Do not enter fire reports into FERS after 9:30 pm on any given weekday. FERS is shut down for backup at 10 pm, and you will be closed out of the application.

2. Save your fire reports on a regular basis to ensure that you do not lose any unsaved information.

3. There is a 20-minute 'no-use' time limit. If there is no server activity within FERS for 20 minutes the application will time out and will log you out. This means that the reports must either be saved as a draft or submitted to the OFC within the 20-minute time frame. It does NOT mean filling in the report on FERS. It is advisable to save and save frequently, particularly since the Internet is an unstable environment. Any unsaved information will be lost upon log out.

4. Ensure any pop-up blocker you may have on your computer is set to allow pop-ups for the milenet website or turned off completely or you won’t be able to see things like the calendar or any error messages you may get.

5. Validation
   Once you have completed the report and selected the “Send to FCO” button it will submit the report and run a validation routine to check for errors. The validation routine ensures the accuracy of all reports submitted to the FCO for statistical purposes. The validation routine may produce three types of errors:
   a) Coding errors that you will need to resolve before the report can be sent to FCO
   b) Inconsistencies in the report, such as missing information or reports, that must be resolved before the report can be sent to the FCO
   c) False errors due to glitches in the validation program.
      - If you run into these false errors, please contact the FERS application administrator, as below, with the fire number of the fire report.

   Once all the reports for a fire event have been submitted/sent to the FCO successfully, please finalize the fire event. If you require a hard copy of your report, please print these before you finalize the report.

6. Locating your entered reports
   Under the “My Events” tab you may search, view, edit, and print your fire department’s reports. The event status button in this screen allows you to search for 2 types of un-finalized reports: Open or In-progress. It now also allows you to search for finalized reports under the search heading "View Finalized". Select the option that you require and enter in the search criterion to locate your requested report.
      a) “Open” reports are reports that contain only the Fire Event Detail Information.
      b) “In-progress” reports are reports that contain more than the Fire Event Detail Information. These reports may have been submitted but have not yet been finalized or they may still be in draft status.
      c) “View Finalized” reports shows the reports that have been submitted and finalized. This search criterion enables the user to view and print finalized reports.

   You will be unable to edit a finalized report. To edit or delete a finalized report, please contact the FERS application administrator, as below. Please note that the value and loss estimate fields that you provided may be replaced with the actual insurance adjuster figures.

7. Fire Event Details screen
   - Ensure you’ve entered the date as the actual fire date on the pop up calendar. This field defaults to a blank field. When you click on the calendar it defaults to the date the report is being entered.
   - If you can’t find the calendar after you’ve clicked on it, check the status bar at the bottom of the screen.
   - Under the ‘Location of Fire’ field, enter the complete address and municipality of the fire.
   - If you need to change the information in this section of the fire report, click on the edit button (it looks like a sheet of paper) and make the necessary changes.
   - If you have entered details in this section and need to delete the record, please contact the application administrator at the FCO.

8. Internet Connections
   milenet and the FERS application are a part of the worldwide web, and, therefore, are subject to the vulnerabilities of this service. If your Internet connection goes down, is temporarily disconnected, or if your signal is disrupted it may produce errors in your milenet or FERS connection. If you are in the process of entering fire incident data when one of these errors occurs, your current file may become corrupted. Please close and restart milenet.
Once you are signed into FERS again, try to locate the report (using the search field) you were entering at the time of the error. If you locate this report, go back in and finish the report.

9. If you cannot find this report, do not enter the same report again. A report may exist, but be un-viewable to you. Please call and notify the FERS application administrator and follow her directions.

10. If you have authorization to enter reports for more than one municipality (for instance the City of Camrose as well as Camrose County), be sure to select the organization that you are filling the reports out for.

11. Under the “Brief Description of Fire” section, please identify the type of property as well as where and how the fire started. This will help us determine whether the validation report is correct.

12. If your e-mail address changes, please update your user profile in milenet.
   From the main milenet menu, select ‘My User Profile’ under Administration and update your e-mail address there. Once you’ve clicked on the ‘next’ button, your profile will be updated. Updates and changes that may affect the functionality/availability of the milenet system are sent to your e-mail address. This information is important as it will ensure that you do not lose any data entered into FERS.

User Tips

13. On the Fire Event Details screen, when you click on the “Municipality of Fire” field, use the command CTRL+F in the drop-down menu and type in the first letters of the Municipality to quickly find the municipality you’re looking for (i.e. For City of, type in the letter C). The same principle applies for the “Adjusters Code” field. If you type in a partial name (i.e. Allstate) it will take you to the first one in the list. You can hit enter or scroll down until you get to the one you’re looking for.

14. On the “Select Organization” field, the municipalities are listed as “City of…”, “Town of…”, “Village of…”, etc. To speed up scrolling through the list, hit the first letter of the first word (i.e. T for Town of, V for Village of, etc.) and then hit page down until the municipality you’re looking for is listed. You can then click on the appropriate municipality.

15. To provide electronic comments, feedback or questions about the milenet or FERS sites, click on the “About Us” link on the milenet main page under the OFC application area and then on the e-mail hyperlink to send an e-mail to the OFC. Your feedback will be continually reviewed and changes will be made as necessary to ensure that FERS operates efficiently according to your fire department needs.

16. You may want to have the manual handy to make it easier for you to find which category you’re looking for on the multi-level drop-down menus. There are also a few fields that don’t have drop-down menus so you may want to refer to the manual for the correct format for these fields.

17. Support
   For fire reporting, FERS or milenet instructions please call the Office of the Fire Commissioner at 780-415-9481 or email firecomm@gov.ab.ca
   For user ID or password support, please contact your municipal stakeholder administrator.

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