

## Guidelines and Requested Data for Electrical Systems at Fire Scenes

Please spend a few minutes to document how you found the system and what you did. This information may be critical in forensically reconstructing what happened to cause the fire.

### Guidelines

1. **Safety First!** These guidelines are in addition to all applicable codes, standards, and company guidelines.
2. If you have a camera, take several photos of the system (such as the meter, panelboard, branch circuits, observed damage, etc. - before and after your work) as this can also be a great source of information.
3. Please do not turn off tripped circuit breakers, if you do not have to. If you want to, remove the wire(s) from the circuit breaker(s).
4. If wires are removed from circuit breakers, please mark the circuit breaker position number on a piece of light colored tape on the wire. Also, please tape the end of the wire so it does not short to an energized area.
5. If circuit breakers are removed, please mark them with the circuit breaker position number on a piece of light colored tape and leave them near the panel.
6. Please send this information to your client in case it is needed for the forensic investigation efforts.

### A. State of Electrical System as found (attach additional sheets with notes and diagrams, if needed):

**Meter:**             Meter was in                             Meter was out

Notes on meter and service equipment: \_\_\_\_\_

**Panelboard(s):** Notes: \_\_\_\_\_

### Circuit breaker positions (if desired, a full panel schedule can be filled out):

Tripped (please list): \_\_\_\_\_

On position: \_\_\_\_\_

Off position: \_\_\_\_\_

Branch circuits (describe what you observed): \_\_\_\_\_

### B. Work done at fire scene:

At meter: \_\_\_\_\_

At panelboard: \_\_\_\_\_

At branch circuit(s): \_\_\_\_\_

Your name: \_\_\_\_\_, Best phone # to reach you: \_\_\_\_\_

Your company: \_\_\_\_\_, Best time to call: \_\_\_\_\_

Address of work: \_\_\_\_\_, Date work done: \_\_\_\_\_