

**PROCEDURE NO. 506: FC-16(A) & FC-30 Seven-Day Fire Record Forms (8100)**  
(May 1995)

**Responsibilities and Action**

**ECC**

1. Daily or weekly enter information gathered from fire incidents and false alarms and place on from FC-16 for state incidents and FC-16A for local incidents.
2. One copy of the forms will be sent to Region CC on the Monday following the end of the seven-day period.

**Region CC**

3. Summarize the information from the FC-16A forms on the FC-30 and FC-30A.
4. The following will be sent to Fire Protection Staffing and Statistics, Sacramento Headquarters, not more than eight days after the end of the seven-day period.
  - A. FC-16 - one copy
  - B. FC-16A - one copy
  - C. FC-30 - one copy
  - D. FC-30A - one copy

**END**

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