

Reviews & Investigations Submissions Guideline

The Reviews & Investigations database is a learning tool that will help us, as an interagency fire community, to learn from our past. Learning from past events is one of the [six critical tasks of a learning organization](#).

Current Year Reports

Agency serious accident reports and investigations should be reviewed by the national fire safety program manager or state fire representative before being sent to the Lessons Learned Center. Prescribed fire escape reviews should be reviewed by the appropriate national fuels committee representative before coming to the Lessons Learned Center. Unless informed otherwise, it will be assumed by the Lessons Learned Center that all investigation reports released by an agency to the public will have been deemed by that agency as suitable for inclusion in the database.

Previous Year Reports

All current and past factual accident reports, prescribed fire escape reviews and analysis reports are candidates for this database. If you come across one or more that are not listed, please contact the Lessons Learned Center at: <http://www.wildfirelessons.net/ContactLLC.aspx> **before sending the report**. Some reports have not been entered into the database yet due to staffing and time limitations.

How to Submit

Digital copies of documents are preferred. Files not larger than 16 MB per document may be submitted using the Lessons Learned Center online submission at: <http://myfirecommunity.net/KnowledgeExchange.aspx> after registering in the MyFireCommunity Community Directory.

Documents should be submitted using the following file name convention:
incidentname_dateofreport_reporttype.doc.

(For example: fuller_fire_01051949_final_appendix_a.doc)

CDs are better for large files and multiple documents using folders. Please create and include text files to describe the reports and their value to the wildland fire community.

Hard copy documents may be sent to the Wildland Fire Lessons Learned Center at 3265 E. Universal Way, Tucson, AZ. 85706. They will be scanned and digitized if their quality is good or retyped if the quality is marginal.

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