

# STATEMENT GUIDE

## VEHICLE FIRE - WITNESS

### Opening

This is (name of adjuster) conducting a recorded interview ("in person" or "by telephone") with (name of person being interviewed) on (date of interview) concerning an incident which took place on (date of incident) at (location of incident).

### Permission

1. Do you understand that this interview is being recorded?
2. Is it being recorded with your permission?

### Identification

1. Would you state your full name, and spell your last name, please?
2. What is your date of birth?
3. What is your social security number?
4. What is your home address?
5. What is your home, cell, and work telephone numbers?
6. What is your marital status?
  - What is your spouse's name?

### Employment

1. Where are you employed?
2. Who is your supervisor?
3. How long have you worked there?
4. What is the nature of your job?

### Driver's License Info

1. What is your driver's license number?
2. Are there any restrictions on your license?
  - If yes, what type?
3. Are you on any type of medication?
  - If yes, what type?
4. Were you wearing glasses at the time of the fire?
  - What type of glasses were they. (Prescription, reading, sunglasses, etc)

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### **Date of Loss, Location & Weather**

1. What was the date and time of the fire?
2. What were the weather conditions?
3. Exactly where did the fire occur?
4. On what street or road was the vehicle parked or being driven on?
  - Which direction was the vehicle headed?
  - Which lane was the vehicle in?
  - Was the road straight or curved?
  - Was it a two-lane, four-lane, or other type?
  - Was it a one-way or two-way road?
  - Was it concrete, brick, asphalt, dirt or gravel?
  - What was the posted speed limit for your lane of travel?
5. Were there any conditions or objects which may have obstructed your view of the fire?

### **Vehicle Owners / Drivers**

1. What kind of vehicle caught fire?
  - Year
  - Make
  - Model
2. Who is the titled owner of the vehicle?
  - What is their address and telephone number?
3. Do you know the owner(s) of the vehicle?
  - How long have you known them?
  - What is your relationship to the owner(s)?
  - Do you know of any problems the owner(s) have had with the vehicle?
4. Was the vehicle being driven when it caught fire?
  - If so, who was driving?
  - If being driven, how fast was it traveling at that time?
  - Was there anyone else in the vehicle at that time?

### **Accident Details**

1. Describe to me what happened prior to and during the fire.
2. Did you witness anything or anyone strange in the area prior to the fire occurring?
3. What effort was made to extinguish the fire?
4. What was the position of the vehicle after the fire?
5. Did anything strike the vehicle before, during or after the fire started?

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### **Vehicle Damage**

1. Describe the damage to the vehicle.

### **Alcohol**

1. Had you been drinking any alcoholic beverages prior to witnessing this fire?
  - Where did you drink the alcohol?
  - How much alcohol did you consume?

### **Passengers**

1. Were there any passengers in the vehicle?
  - Name
  - Ages
  - Address
  - Telephone Number
  - Where were they seated in the vehicle?

### **Witnesses**

1. Were there any other witnesses to this incident?
  - Names
  - Ages
  - Addresses
  - Telephone Numbers
2. Where were they located when they saw the fire?

### **Police Investigation / Post Incident Discussions**

1. Were the police called to the scene?
  - Who called them?
2. Who investigated the accident? (City police, sheriff, or state patrol)
3. Did you overhear any conversations between the police officer and anyone else?
  - What was said in each conversation?
4. Did the fire department arrive to investigate the fire?
  - What department arrived to investigate?
5. What did the investigators determine that started the fire?

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### **Injuries**

1. Was anyone injured in this incident?
  - Who was injured?
  - What type of injuries did they have?
  - Were they transported to a hospital?
    - Who transported them?

### **Other Fires**

1. Have you seen any other auto fires in the area lately?
  - Explain the details of the fires.
    - When did it occur?
    - Where did it occur?
    - What was the outcome of that fire?

### **Closing**

1. Is there anything you would like to add regarding this incident?
2. Have you understood all of the questions asked?
3. Is all of the information that you have given true to the best of your knowledge?
4. Do you understand that this interview has been recorded?
5. Was it recorded with your permission?

Thank you. This concludes our interview.