School District No. 54
(Bulkley Valley)

INVESTIGATION OF INCIDENTS

APPENDIX 3

No. of Pages 1

INCIDENT SKETCH MAP FORM

School District No. 54
(Bulkley Valley)

INCIDENT SKETCH MAP

Claim Number					
On Street or Road Building					Show North by Arrow
At Intersection					○
In Location					Scale
Hour **Month**	**Day**	**20 ____**	**Reported by**		

Indicate on this diagram what happened:

Please see reverse side

SKETCHING CHECKLIST

By eliminating irrelevant details and adding measurements, you can often sketch a scene more clearly than you can photograph it.
The following points will make sketching for Incident maps easy without sacrificing accuracy:

1. Use squared paper. Let each square represent a fixed distance such as a foot and write the scale at the top of the sketch.
2. Use a strip of squared paper to measure diagonals on the sketch.
3. Locate each important object with a rough outline.
4. Label large objects inside their outline. Label small objects outside their outline with an arrow to the object; the arrow should just touch the object.
5. For maps with a lot of detail, use a sketch log. Use double letters to identify reference points and single letters to identify items of evidence.
6. Indicate distances of movable objects from at least two fixed points. Logs for detailed maps have columns for measurement data.
7. Include a north arrow in each sketch.
8. Mark camera positions by a letter inside a circle. Later the appropriate letter should be used on each print.
9. Identify the sketches with a label, data box or on the back just as you would a photograph