



Office of State Fire Marshal Alarm Activation Report



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|-------------------------------|--|------|-------------------------|---|-----|
| Date | | Time | | 911 Incident # | |
| Property Name | | | | Occupancy/Use | |
| Street Address | | | City | | Zip |
| County | | | Fire District Station # | | |
| FD OIC (Officer In Charge) | | | Phone Number | | |
| FD Member Making Report | | | Phone Number | | |
| Weather Conditions | | | Was Weather a Factor? | <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain below | |
| Name of Owner | | | Phone Number | | |
| Name of Fire Alarm Contractor | | | Phone Number | | |

Nature of Complaint

- Negligently or accidentally activated alarm signal (DFIRS codes 741 – 746)
- Faulty, malfunctioning, or improperly maintained equipment (DFIRS codes 731 – 736)
- Defective devices (DFIRS codes 731 - 736)
- Failure to notify fire dispatch center when testing the fire alarm signaling system (DFIRS codes 741, 742, 744)
- Fire alarm panel was reset prior to fire department arrival

Place information in remarks section of DFIRS report

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| Full explanation of alarm activation | |
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Return Form To: Delaware State Fire Marshal's Office
Fax to: New Castle County (302) 323-5366 Kent County (302) 739-3696 Sussex Country (302) 856-5800
E-Mail: david.r.wilson@state.de.us
For assistance contact the program specialist at (302) 323-5365 or the nearest division office



DIRECTIONS FOR FILLING OUT AND SAVING ALARM ACTIVATION REPORT

1. Reach web site at www.statefiremarshal.delaware.gov. Then click on Alarm Report.
2. On the menu bar click FILE, then SAVE AS.
3. Type in a new name that you would like the file to be called on your system. The document needs to be saved as something other than alarmreport.doc.
4. Click the SAVE button.
5. When you have finished filling in the form, you may close out of the internet or click the BACK button to go to the main page. It will prompt you to save your changes. Click YES.
6. If the file name that appears is the name you wish to choose, click SAVE. Otherwise, type in a new name and click SAVE button again.
7. Check your computer to ensure that document has been saved.
8. The completed form can be sent to us at david.r.wilson@state.de.us as an attachment to any e-mail. Just remember to forward your saved version.