



Office of State Fire Marshal Alarm Activation Report



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?	Yes	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

Full explanation of alarm activation	

Return Form To: Delaware State Fire Marshal's Office

Fax to the Dover office: (302) 739 3696

or

E Mail to: FM_FFA@delaware.gov

For assistance contact any of our division offices



DIRECTIONS FOR COMPLETING AND SAVING AN ALARM ACTIVATION REPORT

1. Go on the web site to 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 FM_FFA@delaware.gov as an e-mail attachment. Remember to forward your **saved** version.