



OFFICE OF THE STATE FIRE MARSHAL

Automatic Fire Alarm (AFA) Activation Report



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

NATURE OF COMPLAINT

INTENTIONAL FALSE ALARM
 PULLED/DAMAGED PULL STATION
 BREAKING/DAMAGED SMOKE DETECTION OR SPRINKLER
 FAILURE TO NOTIFY MONITORING COMPANY FOR TESTING OR FIRE DRILL
 SMOKING
 OTHER REASON *(LEAVE DETAILS BELOW)*

MALFUNCTIONING ALARM
 UNKNOWN REASON
 LACK OF MAINTENANCE
 DEVICE WAS ACTIVATED BY ATMOSPHERE/ENVIRONMENT
 OTHER REASON *(LEAVE DETAILS BELOW)*

ACCIDENTAL ALARM
 COOKING
 STEAM
 DUST FROM CONSTRUCTION
 OTHER REASON *(LEAVE DETAILS BELOW)*

FIRE ALARM PANEL WAS RESET PRIOR TO FIRE DEPARTMENT ARRIVAL

WAS FIRE WATCH IMPLEMENTED? YES NO PUT ON OFFICER'S CALL? YES NO
 FIRE DEPARTMENT PERSONNEL RESPONDED & CONTACTED FACILITY? YES NO

FULL EXPLANATION OF ALARM ACTIVATION AND/OR COMPLAINT

RETURN FORM TO HEADQUARTERS

FAX: (302) 739-3696

EMAIL: FM_FFA@DELAWARE.GOV



DIRECTIONS FOR COMPLETING AN ALARM ACTIVATION REPORT

1. Go on the web site to www.statefiremarshal.delaware.gov. Then click on “Fire Department Resources”.
2. On the next window click on “False Fire Alarm Program.”
3. You have two options to submit your report.

Option 1: would allow you to complete the form than download and/or print the form. The completed form can be electronically filled out and sent to us at FM_FFA@delaware.gov as an e-mail attachment. You would need to download the report to your computer. The document needs to be saved as something other than “alarmreport.doc”. Remember to forward your **saved** version.

Option 2: would allow you to complete the form electronically and submit right to FM_FFA@delaware.gov without having to download or print the form.

- Alarm Activation Report must be **submitted within 24 hours** of the incident. 1 alarm activation report per incident number.
- A member of the fire company must arrive on-site prior to submitting an Alarm Activation Report.

FIRE WATCH GUIDELINES

Fire Watch should be provided immediately when a building fire protection system is impaired.

There should be a process in place that will inform all building occupants that the fire protection system is impaired.

Who shall be responsible for conducting a fire watch?

- They shall be mature individuals at least 18 years of age.
- They must have access to a phone to notify the fire department and have the correct phone number written and in a readily available place at the location.
- Must be knowledgeable as to how to sound an alarm to notify all occupants
- Trained in the use of fire extinguishers
- The Fire Watch should make hourly rounds of all areas
- A permanent record of each round must be produced. This record, as a minimum, must identify the person making the round, refer to each area observed, note the approximate time of the observations, and log any comments worth noting.