GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI HEAD QUARTERS: DELHI FIRE SERVICE: NEW DELHI – 110001 No.F6./DFS/MS/HQ/2016 //632 Dated. 27/6//6

OFFICE ORDER

It has been observed that fire report register is not been maintained / properly maintained at the stations. This is causing inconvenience in gathering information / data as and when required for various purposes such as audit replies, parliament questions, police queries, etc. Henceforth, it has been decided that the fire report register be maintained at each station for the incidents occurring in their jurisdiction as per the performa enclosed. Further, it is also directed that during station inspections by concerned Assistant Divisional Officer / Divisional Officer, the fire report register be also checked and any discrepancy found may be entered in the inspection register to ensure proper maintenance of the records in respect of fire / rescue incidents attended by each station.

All the officer incharges of fire stations may be directed to intimate the time of reaching the incident site to fire control room and entry of the same may be made at the station occurrence book accordingly.

(Vipin Kental) Chief Fire Officer Delhi Fire Service

Copy to:-

1. All C.F.O. / Dy. C.F.O.

for information please.

- 2. All Divisional Officers
- 3. All Assistant Divisional Officers / AKS / FPW
 - 4. All Officer Incharge- for strict compliance.

As upload in offe. Circ.

PERFORMA FOR FIRE REPORT REGISTER

| Crew Fatal Pumping Remarks Signatures // Non fatal | |
|---|---|
| Remarks | |
| Pumping | |
| Fatal / Non fatal | 3 |
| Crew | |
| Details of the affected area | |
| Time of Time of Details (leaving reaching of the the at the affected incident station area site | |
| Time of leaving the incident site | 1 |
| Under Time of T control leaving re Stop the a Message incident site | |
| Time of Fire Units Under 1 reaching responded control/ 1 at site Station Stop t O.B. wise Message i entry at Hrs | |
| Time of reaching at site O.B. entry at Hrs | |
| Type of Call (Fire / rescue/ other) and category | of Call |
| Address of the incident | |
| Caller name / telephone No. | , |
| Time of Caller Address Type of Tine of Incident the Departure telephone incident (Fire at No. Other) and and category | |
| Date of Area Time of noident Jurisdiction Departure | |
| Date of incident | |

PERFORMA FOR FIRE REPORT REGISTER

| Remarks Signatures of O/C | | | | | | |
|---------------------------|---|---------|------------|---|---|-----------------------|
| Remarks | | | | | | |
| Pumping | Stop the at the affected Non Aessage incident station area fatal | | | | | |
| Fatal / | Non fatal | | ţ. | | | |
| Crew | | | 9 | | | |
| Details of the | area | | | 3 | | |
| Time of | at the station | | 5 | | | |
| Time of | the incident site | | | | 1 | |
| Under | Stop Message | | | | | |
| Fire U | respon Statior wise | | 140 | | | |
| ime of | eaching t site J.B. entry at Hrs | | 20,000,000 | | | |
| Type of | of the Call rescue, Call other) a norident (Fire / a other) e other) and category | of Call | | | | |
| Address | of the incident | | × | | | |
| Caller | name / telephone No. | | | × | | e ge ^{co} |
| Time of | incident / Departure | | | | | |
| 7 10 2 | No. incident Jurisdiction incident/ name/ Departure telephone No. | | | | | |
| Date of | Date of incident | | | | | |
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