

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

(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 / FRW
4. All Officer Incharge- for strict compliance.

Pls upload in offc. Circ.

*Oyc
27/6/16*

PERFORMA FOR FIRE REPORT REGISTER

Date of incident	Area Jurisdiction	Time of incident / Departure	Caller name / telephone No.	Address of the incident	Type of Call (Fire / rescue / other) and category of Call	Time of reaching at site O.B. entry at --- Hrs	Fire Units responded Station wise	Under control / Stop Message	Time of leaving the incident site	Time of reaching at the station	Details of the affected area	Crew	Fatal / Non fatal	Pumping	Remarks	Signatures of O/C	

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