



# POLICY AND PROCEDURE

# NO.461

## Report on Fires

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Effective immediately, when a fire occurs, a report will be made out by the route officer. These reports are to be made for all fires.

The report made by the route officer is to include all pertinent information including the time of the alarm, box number (if any), who the alarm was turned in by or how it was received. Also included should be the location of the fire (street and number), the part of the building that was involved (first, second, third floor or whole building), height of the building by stories, material with which the building is constructed (wood, brick, metal, stone) owner and occupants of the building, whether used as a dwelling or a business and if a business, the type which was carried on. Cause of the fire should be noted if possible as well as the extent of damage. Name of the Police and Fire Officials in charge at the scene and also numbers of fire apparatus (Ladder 1, Engine 2) responding should also be listed.

A Fire Watch will be established by the Police Department until the owner has been notified and responds to the scene to secure the building. This action is to prevent theft or injury to persons who may attempt to enter the building without proper permission.

Per:  
*Edward P. Gardella*  
Chief of Police

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