

JACKSON BUREAU OF FIRE SAFETY FIRE DISTRICT NO. 3

200 KIERYCH MEMORIAL DR. JACKSON NJ 08527

PHONE (732) 928-1666x14 FAX (732) 928-6500

e-mail – fmcdonnell@jacksonfiredist3.org web - www.jacksonfiredist3.org

FIRE BUREAU NOTIFICATION COMPLAINT FORM

PROPERTY:		ADDRESS:			
LOCATION:		DATE/ TIME:			
OIC/ COMPLAINTANT		RANK/TITLE:			
FIREWATCH		FIRE LANE		OPEN BURN	
FIRE ALARM OOS		INJURY		MINOR INCIDENT	JUVENILE FIRE SETTER
SPRINKLER OOS		SCHOOL FIRE			
NATURE OF COMPLAINT/ NOTIFICATION _____ _____ _____ _____ _____ _____ _____ _____					
SIGNATURE _____			DATE _____		
PLEASE FAX THIS FORM TO THE FIRE BUREAU OFFICE (732) 928-6500					

(OFFICE USE ONLY)					
ACTION TAKEN: _____					

NOTIFICATION MADE TO					
FIRE OFFICIAL	FIRE MARSHAL	CODE ENFOCEMENT			
FIRE WARDEN	OC PROSECUTOR	JFS COORIDINATOR			
POLCE DEPT					
COMPLAINT RESOLUTION					
RESOLVED	ABATED	FOLLOW-UP	FINE	VIOLATION ISSUED	
INSPECTOR _____				DATE _____	

FIRE DEPARTMENT NOTIFICATION TO THE FIRE BUREAU

POLICY

It shall be the policy of the Jackson Bureau of Fire Safety District 3, responsibility of the Fire Official to investigate fire safety complaints, imminent hazards or out of service fire protection systems in commercial structures or multi-family dwellings, with exceptions to one and two family homes.

In addition, it shall be the responsibility of the Fire Official to investigate or cause to have investigated with the assistance of the Ocean County Fire Marshal's office, the cause, origin and circumstances of fire involving loss of life, intentional fires/arson, major burn injury, substantial property damage or major explosions.

Notification procedure for fire investigations is made via OC Radio joint dispatch of the Fire Bureau and OCFM office. Fire Safety complaints can be made by e-mail fmcdonnell@jacksonfiredist3.org, faxed notification form to 928-6500 or phone contact with the Fire Official (18307) for imminent hazards at 848-207-6292.

RESPONSIBILITY

FIRE INVESTIGATION

1. The Incident Commander shall conclude obvious cause and origin of fires and document information necessary into the NFIRS database Fire investigators shall be notified if a clear cause and origin cannot be determined, intentional fire/arson, fires involving loss of life, major burn injury, substantial property damage or major explosions.
2. The Incident Commander shall be responsible for preserving and securing the fire scene until the arrival of the fire investigators. The fire scene shall be kept in original condition as much as possible (delaying overhaul, keeping out unnecessary people or personnel), except for necessary extinguishment activity. Firefighters should be alert and preserve any evidence of incendiaries. In fire related death's the scene should be secured and the body not moved unless further damage is determined due to the spread of fire or building collapse.
3. The Incident Commander shall make written detailed notification to the Fire Bureau, juvenile fire setters who are identified at fire scenes. The Incident Commander shall also make notification to Jackson Police and or Fire Warden if related to wildfires.

Notification Procedure

On Duty: Fire Bureau staff shall investigate fires occurring during normal working hours.

Off Duty: The Incident Commander shall make notification via OC Radio room for joint response of the Fire Bureau and the Ocean County Fire Marshall office. The OCFM office shall serve as lead agency if Fire Bureau staff is unavailable.

FIRE SAFETY COMPLAINTS

1. Fire Bureau shall receive written notification of any fire safety complaints, out of service fire protection equipment or imminent hazards of a commercial structure or multifamily dwelling within fire district 3. One and two family home hazard complaints shall be made to the Building Department.

Notification Procedure

On Duty: Fire Bureau staff shall investigate fire safety complaints during normal working hours. Written notification shall be submitted to the Fire Bureau preferably by e-mail or by a faxed notification form.

Off Duty: Most fire safety complaints can be submitted to the Fire Bureau by written notification preferably by e-mail or by faxed notification form. Immediate contact to the Fire Official may be required if imminent hazards are determined by the Incident Commander. If unable to make immediate contact, leave voicemail make contact to the Building Department and secure the hazard following up with written notification.