

Alarm Incident Report

Operations Ph. 250-354-4871

Name: _____		Date: _____	
Time Called: _____		Time Arrived: _____	
School Facility: _____			
Nature of Call: Fire <input type="checkbox"/> Intrusion <input type="checkbox"/>			
1 - Review Site			
Vehicles Present Yes <input type="checkbox"/> No <input type="checkbox"/>			
License #'s: _____		Make/Model: _____	
Activity in building: _____			
<i>Do Not Enter or Attempt to Apprehend if Persons in Building - Wait for Police</i>			
2 - Circle Building - check for open/forced doors, broken windows, note location. If broken windows/forced doors that cannot be secured - call Foreman.			
3 - Security Status Upon arrival: Ready/Disarmed <input type="checkbox"/> Armed <input type="checkbox"/> Trouble <input type="checkbox"/>			
Zones Reported: _____			
Re-armed upon leaving: Yes <input type="checkbox"/> Unable to arm <input type="checkbox"/> Rearming not required <input type="checkbox"/>			
If unable to arm call: Jeff Faulks - Cell: 250-402-3521 Shaun Placsko - Cell: 250-354-2961			
4 - Comments/Assessment			
Emergency Contacts: Foreman Cell: 505-4544 Bruce MacLean Cell: 354-9331			
Office Use Only:			
Is this call billable to School		Yes <input type="checkbox"/>	No <input type="checkbox"/>
School Advised		Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Report # _____	
		Signature _____	Date _____