



FRANK MC DONNELL  
FIRE OFFICIAL

**JACKSON BUREAU OF FIRE SAFETY**  
**FIRE DISTRICT NO. 1 & 3**  
200 KIERYCH MEMORIAL DR. JACKSON NJ 08527  
PHONE (732) 928-1666x14 FAX (732) 928-6500  
[fmcdonnell@jacksonfiredist3.org](mailto:fmcdonnell@jacksonfiredist3.org) [www.jacksonfiredist3.org](http://www.jacksonfiredist3.org)



**NOTIFICATION - COMPLAINT FORM**

PROPERTY \_\_\_\_\_ ADDRESS \_\_\_\_\_

LOCATION \_\_\_\_\_ DATE/TIME \_\_\_\_\_ / \_\_\_\_\_

O.I.C./COMPLAINANT \_\_\_\_\_ TITLE \_\_\_\_\_

NOTIFICATION MADE TO:  FIRE OFFICIAL  FIRE MARSHAL  BUILDING DEPT  
 POLICE DEPT.  HEALTH  CODE ENFORCEMENT  FIRE WARDEN  OC PROSECUTOR  
 JUVENILE FIRE SETTER OFFICER  OTHER AGENCY \_\_\_\_\_

- |  |   |
|--|---|
| <input type="checkbox"/> FIRE WATCH                  | <input type="checkbox"/> SCHOOL FIRE                        |
| <input type="checkbox"/> FIRE SPRINLER- TROUBLE- OOS | <input type="checkbox"/> JUVENILE FIRE SETTER               |
| <input type="checkbox"/> FIRE ALARM – TROUBLE-OOS    | <input type="checkbox"/> FIRE VIOLATION/ HAZARD             |
| <input type="checkbox"/> FIRE LANE                   | <input type="checkbox"/> FIRE / INCIDENT / OPEN BURN        |
| <input type="checkbox"/> FOLLOW-UP                   | <input type="checkbox"/> MINOR FIRE / INCIDENT NOTIFICATION |
| <input type="checkbox"/> INJURY / FATALITY           | <input type="checkbox"/> INVESTIGATE COMPLAINT              |

NATURE OF COMPLAINT/ NOTIFICATION \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**PLEASE FAX THIS FORM TO THE FIRE BUREAU OFFICE (732) 928-6500**

(OFFICE USE ONLY)

ACTION TAKEN \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BUREAU RECEIVED DATE/TIME \_\_\_\_\_ / \_\_\_\_\_

COMPLAINT: RESOLVED ( ) ABATED ( ) FOLLOW-UP ( ) FINED ( ) VIOLATION ISSUED ( )

INSPECTOR \_\_\_\_\_ DATE \_\_\_\_\_

## **FIRE BUREAU RESPONSE AND COMPLAINT NOTIFICATION FORM**

Fire Official Frank McDonnell  
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1. It shall be the policy of the Jackson Bureau of Fire Safety and responsibility of the Fire Official to investigate or cause to be investigated, cause, origin and circumstances of each and every fire occurring within its jurisdiction of Fire District 1 & 3 involving fire loss of life, major personal injury, destruction or damage to property. The Fire Official shall be responsible for fire investigations when on duty. After duty hours the Incident Commanders shall jointly notify via OC Dispatch the Ocean County Fire Marshall office and the Fire Official who would respond when available.
2. It is the decision of the Incident Commander to conduct minor fire investigations with a clear cause of origin and shall be responsible for collecting all information necessary for input into NFIRS. Fires possibly not requiring the response of the Fire Investigator shall meet the following criteria:
  - a. Minor accidental fires with a clear cause of origin that can be determined and documented by the OIC.
  - b. No fire related serious injury or death occurred
  - c. No extensive property damage
  - d. Minor intentional set fires documented with a police report & written notification to Fire BureauNOTE: Fire Investigations can be initiated in any situation if the OIC believes immediate investigation is justified.
3. The Incident Commander (OIC) shall be responsible for determining and requesting a fire investigation that meets the following criteria:
  - a. Intentional set fires with major property damage (Also police notification)
  - b. Any fire deaths related to fire (Also police notification)
  - c. Serious fire related injuries where the extent may be life threatening (Also police notification)
  - d. Fires with substantial structural damage or loss
  - e. Major explosions (Also police notification)
  - f. Undetermined motor vehicle fires
  - g. Wildland fires with extensive property damage or multiple intentional set fires (Also Fire Warden notification)
  - h. Any situation not specifically mentioned when the OIC believes immediate investigation is justified
4. The Incident Commander shall be responsible for securing the fire scene until the arrival of the Fire Investigator. The fire scene shall be kept in original condition as much as possible (delaying overhaul), except for necessary extinguishment activity. The Fire Investigator shall take charge immediately of any physical evidence and or secure a fire scene to preserve evidence and prevent unauthorized persons from entering a preserved scene until the scene is properly investigated. It is the responsibility of all officers and members to be alert for any evidence of incendiaries and to preserve such evidence until it can be properly photographed and collected.
5. In a fire related death, make immediate notification and secure the scene, do not move the body unless the body would be further damaged by the spread of fire or possible building collapse. The Fire Investigator shall make further notifications as required.
6. Written notification shall be made if a Juvenile Firesetter is identified at the fire scene. If evidence at the fire scene indicates a juvenile started the fire, the OIC must immediately report this involvement in NFIRS with detailed information. Notification shall also be made to Jackson Police Dept for case number and in the case of wildfires, notification to the Fire Warden.
7. Fire Official/ Investigator shall notify the OC Prosecutors Office as required by the Arson Response Directive 2008-002.

### **Fire Safety Notifications & Complaints**

1. Written notification shall be made of any fire safety complaints, imminent hazards, minor school fires and hazardous materials incidents
2. Written notification shall be made of any out of service fire protection equipment and fire watch
3. Additional related information is found in SOG # 230.04 - Injuries, Fatalities & School Fire Notification.