



Fire Prevention and Control

Request Form for Fire Safety House

Harriman State Office Campus
 1220 Washington Avenue • Bldg. 7A, 2nd Floor • Albany, NY 12226
 E-mail: fire@dhses.ny.gov • Phone: (518) 474-6746 • Fax: (518) 474-3240

INSTRUCTIONS:

1. Please type or print clearly 2. Please fill out as complete as possible 3. Return to the appropriate OFPC Office with signature

Department Name				Contact Person				Primary Phone					
Mailing Address				City		State		Zip		Other Phone			
Event Date(s)													
Start				Finish				Backup					
Month	Day	Year	Time	Month	Day	Year	Time	Month	Day	Year	Time		
Type of Event						Have you invited any of the following to participate?							
<input type="checkbox"/> County Fair		<input type="checkbox"/> F.D. Open House		Local EMS		<input type="checkbox"/> Yes		<input type="checkbox"/> No					
<input type="checkbox"/> Fire Prevention Week		<input type="checkbox"/> Safety Fair		Law Enforcement		<input type="checkbox"/> Yes		<input type="checkbox"/> No					
<input type="checkbox"/> City or Town Fair		<input type="checkbox"/> Other		Local Health Department		<input type="checkbox"/> Yes		<input type="checkbox"/> No					
				Safe Kids Coalition		<input type="checkbox"/> Yes		<input type="checkbox"/> No					
				Other Injury Prevention Groups		<input type="checkbox"/> Yes		<input type="checkbox"/> No					
Location/Address of Event:								Estimated Attendance:					
Describe the Event:													
Do you request sprinkler demos as part of the event?				<input type="checkbox"/> yes		<input type="checkbox"/> no		If yes, is a water supply available?				<input type="checkbox"/> yes <input type="checkbox"/> no	
Signature:								Date:					
Please submit to the closest OFPC Fire Prevention Bureau Office													
<u>ALBANY</u>				<u>SYRACUSE</u>				<u>BUFFALO</u>					
<input type="checkbox"/> State Office Campus 1220 Washington Ave, Bldg. 7A, 2nd Fl. Albany, NY 12226 (518) 474-6746 phone (518) 474-3240 fax				<input type="checkbox"/> 333 East Washington Street Syracuse, NY 13202 (315) 428-3261 phone (315) 428-3293 fax				<input type="checkbox"/> Electric Tower Suite 106 535 Washington Street Buffalo, NY 14203 (716) 847-3320 phone (716) 847-3494 fax					
For Office of Fire Prevention & Control Use Only													
Approved:				<input type="checkbox"/> yes		<input type="checkbox"/> no		Staff assigned:					
MTU Assigned				<input type="checkbox"/> yes		<input type="checkbox"/> no							
Signature of Deputy Chief:													