

**The service heading: Operations of Extinguishing Fire**

**Management Name: Administrative Affairs**

**Addressee: in complete limits of the Fair area**

**The designing form of the processes of honoring the clients in accordance with the Par. A of the third article of the law of administrative system health and safety promotion and in opposition to corruption**

<b>Phases</b>	<b>Activity Description</b>	<b>The required timing of the activity performance</b>	<b>The name of unit and in charge deputy</b>	<b>Residence location and contact tel.</b>	<b>The required records</b>
1	Notifying the fire department	-	Fire Department Unit- Ayatollah Hazrati	Fire Department: numbers: 21912444 21012445	Contact the station through wireless telephone
2	Dispatching the fire squad team and operation of distinguishing fire	Three minutes arriving at the site			
3	Regulating the minutes of the incidence proceedings and sending it to management of administrative affairs	The same day			