



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK

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May 2015

TO: District Superintendents
Superintendents of Schools

FROM: Carl T. Thurnau, P.E. 

SUBJECT: Follow-Up -- Updated Annual Fire Inspection Report Process

This is to follow-up to my previous communication related to the updated annual fire inspection report process. The existing SED fire safety system has been updated to reflect on-line technologies, and the new on-line system is now “live”.

The new on-line fire safety system is only accessible via the secure SED Application Business Portal that is used for many other SED processes. Similar to the physical signature you previously signed on the bottom of the old fire inspection report, as the superintendent of schools or district superintendent you are now responsible for certifying the accuracy of fire inspection data provided via the Portal.

A critical aspect of the new system is the annual verification and certification of details related to the buildings in your school district or BOCES. The annual verification process must be completed prior to the entry of annual fire inspection data. Although the annual fire inspection cannot be conducted more than 45-days prior to the reports due date to SED, the annual building verification process may be conducted at any time throughout the year. Please note there is a feature in the on-line fire safety system whereby you can delegate access for data entry and/or viewing of the fire inspection data. This element of the process is at your local discretion.

As the new system rolls-out over the course of the next year, we are fully aware that some school districts may be required to have their annual fire inspection performed sooner than they would have anticipated under the old system. This cannot be avoided. Wherever possible, we've done our best to match the old zones with the new regions. **The updated fire inspection schedule is attached to this letter.**

School districts and BOCES whose annual fire inspection data is due to the Office of Facilities Planning on or after July 1, 2015 must enter that data into SED's Application Business Portal after which school districts and BOCES will be responsible for printing their own annual certificates of occupancy. Additionally, the “Big 4” city school districts (Buffalo, Rochester, Syracuse, and Yonkers) will be integrated into the geographic region where they are located. In other words, the fire inspections for the Yonkers Public School District will be scheduled during the same cycle as the rest of Westchester County.

Our office has already conducted several workshops/webinars detailing the new system and more will be scheduled during the summer. The slides for this presentation are available at: <http://www.p12.nysed.gov/facplan/documents/UpdatedFireSafetyProcessPresentation.pdf>

The next webinar is scheduled for Wednesday, May 27, 2015 at 9:30AM. No registration is required. To access the webinar, please see the instructions on the following page. Please feel free to contact my office with any questions or concerns at: 518-474-3906.

Fire Safety System Webinar Information

1. Go to:
<https://meetny.webex.com/meetny/j.php?MTID=mf5018722068e4794f946a27a0c77660a>
2. If requested, enter your name and email address.
3. If a password is required, enter the meeting password: fire2015
4. Click "Join".

To join the audio conference only

1. Provide your number when you join the meeting to receive a call back. Alternatively, you can call one of the following numbers:
Local: 1-518-549-0500 or Toll Free: 1-844-633-8697
Alternate Toll Free - (For callers not able to call the 844 Toll Free Number): 1-866-776-3553
2. Follow the instructions that you hear on the phone. Your Cisco Unified Meeting Place meeting ID: 648 535 678

NYSED Fire Inspection Regions

		Due Dates	
		2015	2016
Region	County and Big 4 School District		
Western	Niagara Erie Wyoming <u>Buffalo City</u>	11-1-2015	10-1-2016

		Due Dates	
		2015	2016
Region	County		
Southern Tier West	Allegany Cattaraugus Chautauqua	12-1-2015	11-1-2016

		Due Dates	
		2016	2016
Region	County and Big 4 School District		
Genesee Finger Lakes	Genesee Livingston Monroe Ontario Orleans Seneca Wayne Yates <u>Rochester City</u>	1-1-2016	12-1-2016

NYSED Fire Inspection Regions

		Due Dates	
		2016	2017
Region	County		
Southern Tier Central	Chemung Schuyler Steuben	2-1-2016	1-1-2017

		Due Dates	
		2016	2017
Region	County and Big 4 School District		
Central	Cayuga Cortland Madison Onondaga Oswego <u>Syracuse City</u>	3-1-2016	2-1-2017

		Due Dates	
		2016	2017
Region	County		
Upper Mohawk Valley	Herkimer Oneida	4-1-2016	3-1-2017

		Due Dates	
		2016	2017
Region	County		
Black River-St. Lawrence	Franklin Jefferson Lewis St. Lawrence	5-1-2016	4-1-2017

NYSED Fire Inspection Regions

		Due Dates	
		2016	2017
Region	County		
Southern Tier East	Broome Chenango Delaware Otsego Tioga Tompkins	6-1-2016	5-1-2017

		Due Dates	
		2015	2016
Region	County		
Lake George-Champlain	Clinton Essex Hamilton Warren Washington	7-1-2015	6-1-2016

		Due Dates	
		2015	2016
Region	County		
Upper Hudson	Albany Columbia Fulton Greene Montgomery Rensselaer Saratoga Schenectady Schoharie	8-1-2015	7-1-2016

NYSED Fire Inspection Regions

		Due Dates	
		2015	2016
Region	County and Big 4 School District		
Mid-Hudson	Dutchess Orange Putnam Rockland Sullivan Ulster Westchester <u>Yonkers City</u>	9-1-2015	8-1-2016

		Due Dates	
		2015	2016
Region	County		
Long Island	Nassau Suffolk	10-1-2015	9-1-2016