



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

Office of Facilities Planning, 89 Washington Avenue, Room 1060 Education Building Annex, Albany, NY 12234

Tel. (518) 474-3906

Website: <http://www.p12.nysed.gov/facplan/>

Public School Fire Incident Report Form

(Revised 06/28/19)

(please print)

Name of School District:		Building Name:	
County:			
Location Where Fire Started:			
Fire Type: (please circle all that apply to this event)			
Arson Construction-Related Electrical Other (<u>please explain</u>)			
How Was Local Fire Department Notified: (please circle all that apply to this event)			
Call to 911 Fire-Pull Station Other (<u>please explain</u>)			
Date of Incident:		Time of Incident:	
School District Contact Person:		Contact Person Phone #:	
Description of Incident:			
Name of Fire Department Called:		Fire Department Contact Person & Phone #:	
Actions Taken by School District in Response to Incident:			
Attach Additional Sheets As Needed			

Please return the completed report form to:

firesafety@nysed.gov