



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/>

<b>Public School Fire Incident Report Form</b> (Revised 06/28/19) <b>(please print)</b>	
<b>Name of School District:</b>	<b>Building Name:</b>
<b>County:</b>	
<b>Location Where Fire Started:</b>	
<b>Fire Type: (please circle all that apply to this event)</b> Arson      Construction-Related      Electrical      Other ( <u>please explain</u> )	
<b>How Was Local Fire Department Notified: (please circle all that apply to this event)</b> Call to 911      Fire-Pull Station      Other ( <u>please explain</u> )	
<b>Date of Incident:</b>	<b>Time of Incident:</b>
<b>School District Contact Person:</b>	<b>Contact Person Phone #:</b>
<b>Description of Incident:</b>	
<b>Name of Fire Department Called:</b>	<b>Fire Department Contact Person &amp; Phone #:</b>
<b>Actions Taken by School District in Response to Incident:</b>	
<b>Attach Additional Sheets As Needed</b>	

Please return the completed report form to:  
[firesafety@nysed.gov](mailto:firesafety@nysed.gov)