



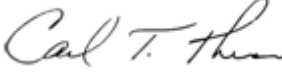
**THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK**

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April 2015

TO: District Superintendents  
Superintendents of Schools

FROM: Carl T. Thurnau, P.E. 

SUBJECT: Updated Annual Fire Inspection Report Process

The existing SED fire safety system is in the process of being updated to reflect on-line technologies. The updated system is scheduled to be launched during July 2015. The updated system will save school districts and BOCES significant time mailing large quantities of paper to the SED Office of Facilities Planning.

Effective July 1, 2015, fire inspection data will be entered into SED's Application Business Portal; after which school districts and BOCES will print 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.

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.

**Some other significant changes in the process include the following:**

- Effective July 1, 2015 annual Fire Safety Reports must be submitted to the Office of Facilities Planning electronically via the NYSED Application Business Portal. The Portal is protected from unauthorized use through the use of secure user IDs and passwords.
- Superintendents will be required to certify the information submitted electronically – similar to the handwritten signature currently required on the paper report.
- The updated process also includes an annual requirement that all school districts and BOCES verify the ownership and use for all buildings that are on the Fire Safety System prior to entering Fire Safety Report data.
- The Office of Facilities Planning will no longer be mailing labels, Certificates of Occupancy, or inspection reminder letters to public schools.

To prepare for the on-line fire inspection report process, please ensure that all buildings (instructional and non-instructional, including sheds) have certificates of occupancy. If there are existing buildings that were never reviewed by the Office of Facilities Planning, please initiate the "discovered building" process. See the article on "discovered" buildings at: [www.p12.nysed.gov/facplan/Newsletter/Newsletter\\_108.htm](http://www.p12.nysed.gov/facplan/Newsletter/Newsletter_108.htm).

## NYSED Fire Inspection Regions

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		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