



**NEW YORK STATE  
FIRE SAFETY  
INSPECTION  
REPORTING  
FOR RELIGIOUS AND  
INDEPENDENT  
SCHOOLS  
2021**

**New York State Education  
Department**

**State Office of Religious  
and Independent Schools**

**KEY LEGAL CITATIONS: 8 NYCRR 155.8  
REGULATION OF THE COMMISSIONER OF  
EDUCATION AND EDUCATION LAW 807-A**

- **All school buildings containing classrooms, dormitory, laboratory, physical education, dining or recreational facilities for students use must be inspected annually for compliance**

**WHO NEEDS TO  
SUBMIT THE FIRE  
SAFETY REPORT  
TO THE STATE  
OFFICE OF  
RELIGIOUS AND  
INDEPENDENT  
SCHOOLS (SORIS)?**

- All Religious and Independent Schools that have 25 or more students enrolled and are located outside of NYC, Buffalo, Rochester, Syracuse, and Yonkers
- All Religious and Independent Schools that are located in NYC, Buffalo, Rochester, Syracuse, and Yonkers OR have less than 25 students enrolled must follow the local jurisdiction code enforcement authority and their requirements for annual safety inspections for nonpublic schools.

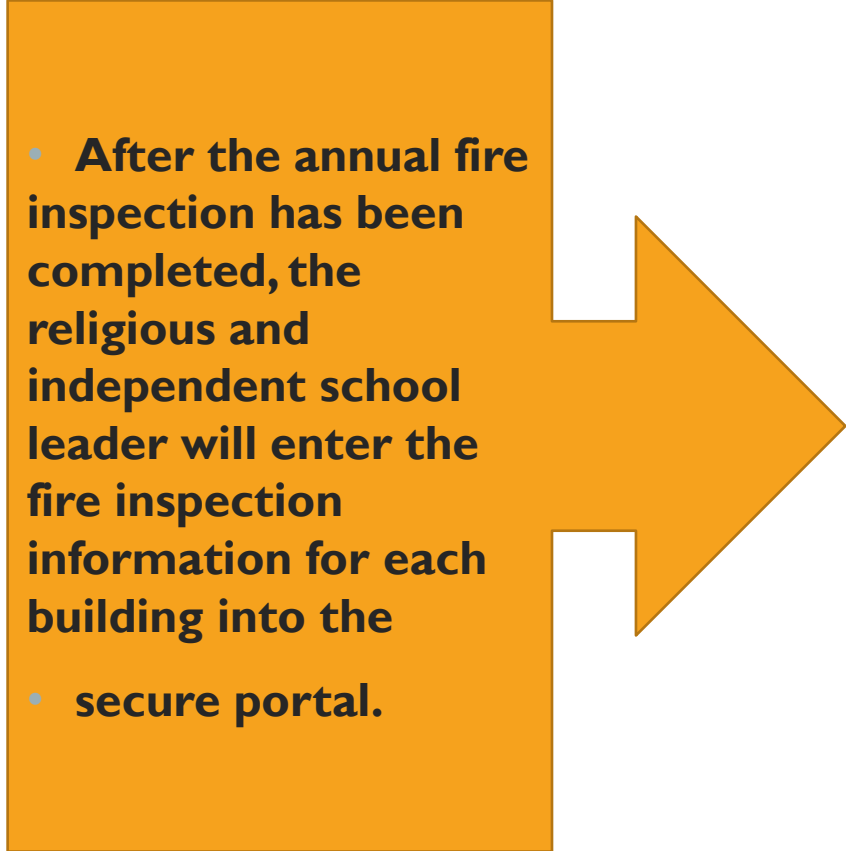


## NEW PROCESS

- Religious and Independent Schools that are required to submit their Annual Fire Inspection Reports can now do so electronically via the NYSED Application Business Portal.



## **NEW PROCESS STEPS**

- 
- **After the annual fire inspection has been completed, the religious and independent school leader will enter the fire inspection information for each building into the**
  - **secure portal.**

# NEW PROCESS STEPS

Log into the NYSED Application  
Business Portal

<https://portal.nysed.gov/abp>



Business Portal

FAQ's

Reset Password

Log On

## NOTE:

Each Religious and Independent school must enter their own building data into the secure portal.

# Your school building will Appear. Select “Enter Report”

**NYS ED** New York State  
EDUCATION DEPARTMENT  
Knowledge > Skill > Opportunity

Facilities Planning  
SEDREF Buildings

Dashboard  
SEDREF Buildings  
Forms & Manuals

Filtered By  
SEDREF Institution:  
ACADEMY OF HOLY  
NAMES-UPPER  
SCHOOL

SEDREF Buildings

Export Add New Building Filter List

ID	Building Name	Insp. Due Date	Insp. Status	Options
010100115724	ACADEMY OF HOLY NAMES-...	Dec 16, 2020	Incomplete	View Enter Report

One item found.

# ONLINE SECTIONS

Inspection Date

**Part I : General Information and Fire/Life Safety History (Q1-8)**

**Part II: Conformance Codes**

**Part III: NonPublic School Certifications**

Once all sections have been completed, click “Save and Review”



# Inspection Section I: General Info & Fire/Life Safety History

Admin Dashboard

Building Review

SEDRF Buildings

Building Change Log

Overdue District Report

Certificates

Forms & Manuals

Sections

## Inspection Date

### Inspection Date

The date the actual inspection took place. Inspections shall be performed between July 1st and December 1st of the current school year.

## Part I: General Information and Fire/Life Safety History

1. Please indicate the primary use of this facility:

- Student Instruction
- Other Student Use

# Inspection Section 2: Nonconformance Information

## Conformance Codes

PART II			PART II			PART II		
Item	Non-Conf	Date Corrected	Item	Non-Conf	Date Corrected	Item	Non-Conf	Date Corrected
08A-2	<input type="checkbox"/>	<input type="text"/>	13A-2	<input type="checkbox"/>	<input type="text"/>	19D-1	<input type="checkbox"/>	<input type="text"/>
08B-2	<input type="checkbox"/>	<input type="text"/>	13B-2	<input type="checkbox"/>	<input type="text"/>	19E-1	<input type="checkbox"/>	<input type="text"/>
08C-2	<input type="checkbox"/>	<input type="text"/>	14A-2	<input type="checkbox"/>	<input type="text"/>	19F-1	<input type="checkbox"/>	<input type="text"/>
08D-2	<input type="checkbox"/>	<input type="text"/>	14B-2	<input type="checkbox"/>	<input type="text"/>	19G-1	<input type="checkbox"/>	<input type="text"/>
08E-2	<input type="checkbox"/>	<input type="text"/>	14C-2	<input type="checkbox"/>	<input type="text"/>	19H-2	<input type="checkbox"/>	<input type="text"/>
09A-2	<input type="checkbox"/>	<input type="text"/>	14D-1	<input type="checkbox"/>	<input type="text"/>	20A-1	<input type="checkbox"/>	<input type="text"/>
09B-2	<input type="checkbox"/>	<input type="text"/>	14E-1	<input type="checkbox"/>	<input type="text"/>	20B-1	<input type="checkbox"/>	<input type="text"/>
09C-1	<input type="checkbox"/>	<input type="text"/>	15A-2	<input type="checkbox"/>	<input type="text"/>	20C-1	<input type="checkbox"/>	<input type="text"/>
09D-1	<input type="checkbox"/>	<input type="text"/>	15B-1	<input type="checkbox"/>	<input type="text"/>	21A-3	<input type="checkbox"/>	<input type="text"/>
09F-2	<input type="checkbox"/>	<input type="text"/>	15C-2	<input type="checkbox"/>	<input type="text"/>	22A-3	<input type="checkbox"/>	<input type="text"/>
09G-2	<input type="checkbox"/>	<input type="text"/>	15D-2	<input type="checkbox"/>	<input type="text"/>	22B-3	<input type="checkbox"/>	<input type="text"/>

# NONCONFORMANCE CORRECTION

File Edit View Favorites Tools Help

Advertisement fire testing login Vendor Search Report NYS ELMS » Department of Civ... Employee Parking System... Financial Queries NYS Home Page New York Sta... NYS Index A-Z New York State... NYS List

Facilities Planning Impersonate Building Search Anne Wolfgang Print

PART II			PART II			PART II		
Item	Non-Conf	Date Corrected	Item	Non-Conf	Date Corrected	Item	Non-Conf	Date Corrected
08A-2	<input type="checkbox"/>		13A-2	<input type="checkbox"/>		19D-1	<input type="checkbox"/>	
08B-2	<input type="checkbox"/>		13B-2	<input type="checkbox"/>		19E-1	<input type="checkbox"/>	
08C-2	<input type="checkbox"/>		14A-2	<input type="checkbox"/>		19F-1	<input type="checkbox"/>	
08D-2	<input type="checkbox"/>		14B-2	<input type="checkbox"/>		19G-1	<input type="checkbox"/>	
08E-2	<input type="checkbox"/>		14C-2	<input type="checkbox"/>		19H-2	<input type="checkbox"/>	
09A-2	<input checked="" type="checkbox"/>	11/10/20	14D-1	<input type="checkbox"/>		20A-1	<input type="checkbox"/>	
09B-2	<input type="checkbox"/>		14E-1	<input type="checkbox"/>		20B-1	<input type="checkbox"/>	
09C-1	<input type="checkbox"/>		15A-2	<input type="checkbox"/>		20C-1	<input type="checkbox"/>	
09D-1	<input type="checkbox"/>		15B-1	<input type="checkbox"/>		21A-3	<input type="checkbox"/>	
09F-2	<input type="checkbox"/>		15C-2	<input type="checkbox"/>		22A-3	<input type="checkbox"/>	
09G-2	<input type="checkbox"/>		15D-2	<input type="checkbox"/>		22B-3	<input type="checkbox"/>	
10A-2	<input type="checkbox"/>		15E-1	<input type="checkbox"/>		22C-3	<input type="checkbox"/>	
10B-2	<input type="checkbox"/>		16A-2	<input type="checkbox"/>		23A-1	<input type="checkbox"/>	
10C-1	<input type="checkbox"/>		16B-2	<input type="checkbox"/>		23B-1	<input type="checkbox"/>	
10D-1	<input type="checkbox"/>		16C-2	<input type="checkbox"/>		23C-1	<input type="checkbox"/>	
11A-2	<input type="checkbox"/>		16D-2	<input type="checkbox"/>		23D-2	<input type="checkbox"/>	
11B-1	<input type="checkbox"/>		17A-3	<input type="checkbox"/>		24A-3	<input type="checkbox"/>	

# Inspection Verification & Certification

11C-2	<input type="checkbox"/>	<input type="text"/>	17B-2	<input type="checkbox"/>	<input type="text"/>	25A-1	<input type="checkbox"/>	<input type="text"/>
11D-2	<input type="checkbox"/>	<input type="text"/>	17C-2	<input type="checkbox"/>	<input type="text"/>	25B-1	<input type="checkbox"/>	<input type="text"/>
11E-1	<input type="checkbox"/>	<input type="text"/>	17D-2	<input type="checkbox"/>	<input type="text"/>	25C-1	<input type="checkbox"/>	<input type="text"/>
12A-1	<input type="checkbox"/>	<input type="text"/>	17E-1	<input type="checkbox"/>	<input type="text"/>	26A-3	<input type="checkbox"/>	<input type="text"/>
12B-3	<input type="checkbox"/>	<input type="text"/>	17F-3	<input type="checkbox"/>	<input type="text"/>	<p>If any additional nonconformances are observed, check item <b>26A-3</b> and list Code section in notes section below.</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <p style="text-align: center;"><b>Inspector</b></p> <p>The inspector has been provided with a copy of the previous year's school fire safety report:</p> <div style="display: flex; justify-content: center; gap: 10px;"> <input type="button" value="Yes"/> <input type="button" value="No"/> </div>		
12C-2	<input type="checkbox"/>	<input type="text"/>	17G-1	<input type="checkbox"/>	<input type="text"/>			
12D-2	<input type="checkbox"/>	<input type="text"/>	17H-2	<input type="checkbox"/>	<input type="text"/>			
12E-1	<input type="checkbox"/>	<input type="text"/>	17I-2	<input type="checkbox"/>	<input type="text"/>			
12F-1	<input type="checkbox"/>	<input type="text"/>	17J-1	<input type="checkbox"/>	<input type="text"/>			
12G-1	<input type="checkbox"/>	<input type="text"/>	17K-1	<input type="checkbox"/>	<input type="text"/>			
12H-1	<input type="checkbox"/>	<input type="text"/>	17L-1	<input type="checkbox"/>	<input type="text"/>			
12I-1	<input type="checkbox"/>	<input type="text"/>	18A-2	<input type="checkbox"/>	<input type="text"/>			
12J-1	<input type="checkbox"/>	<input type="text"/>	18B-2	<input type="checkbox"/>	<input type="text"/>			
12K-1	<input type="checkbox"/>	<input type="text"/>	18C-2	<input type="checkbox"/>	<input type="text"/>			
12L-1	<input type="checkbox"/>	<input type="text"/>	18D-2	<input type="checkbox"/>	<input type="text"/>			
12M-1	<input type="checkbox"/>	<input type="text"/>	19A-3	<input type="checkbox"/>	<input type="text"/>			

# Inspection Section 3: Inspector & Building Administrator Information

## Part III : NonPublic School Certifications

### Section III-A Fire Inspection Method

Which method(s) did the school authorities use to complete the annual fire inspection for this building? **Check appropriate box(es)**

- Inspection by the **fire department** of the city, town, village or **fire district** in which the building is located
- Inspection by a **fire corporation** whose territory includes the school building
- Inspection by the **county fire coordinator**, or the officer performing the powers and duties of a county fire coordinator pursuant to a local law, of the county in which the building is located
- Inspection by a **fire inspector (Building Safety Inspector or Code Enforcement Official)** who holds a valid certification.

For additional information regarding these methods, please refer to <https://www.nysenate.gov/legislation/laws/EDN/807-A>

### Section III-B Fire Inspection by Local Fire Department, Fire District, Fire Corporation, or County Fire Coordinator or Fire Inspector (Building Safety Inspector or Code Enforcement Official) who holds a valid certification

The individual noted below inspected this building on the inspection date and the information in this report represents, to the best of their knowledge and belief, an accurate description of the building and conditions they observed. The individual that performed this inspection has maintained their certification requirements pursuant to 19 NYCRR 1208-3.1.

**Certification #**

After typing in the certification number, we will attempt to locate this inspector in our system, and populate the fields below automatically if an inspector is found with this certification #.

**First Name \***

**Last Name \***

**Title \***

**Organization \***

**Telephone # \***

**Email \***

**UPDATED FIRE  
REPORT  
MANUAL**

[HTTP://WWW.P1  
2.NYSED.GOV/N  
ONPUB/FIRE\\_SA  
FETY\\_REPORT.H  
TML](http://www.p12.nysed.gov/nonpub/fire_safety_report.html)

**Manual for  
Non-public School Facility  
Fire and Building Safety Inspections**



**The University of the State of New York  
The State Education Department  
Office of Facilities Planning  
Room 1060 - Education Building Annex  
Albany, New York 12234**

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[www.p12.nysed.gov/facplan](http://www.p12.nysed.gov/facplan)

**REVISED  
October 2020**

# ONLINE FIRE REPORT SYSTEM – FAQ NYS EDUCATION LAW 807-A

**Q. Which religious and nonpublic schools are required to submit a fire safety report (FSR) with NYSED?**

A. All schools are required to have an annual fire safety inspection completed;

the requirement to submit the FSR does not apply to religious and independent schools in the cities of NYC (five boroughs), Buffalo, Rochester, Syracuse, and Yonkers and for any school outside of these areas that have enrollment under 25 students

**Q. When are the annual FSR required to be submitted to NYSED?**

A. The annual FSR are required to be completed by between July 1 and December 1, annually and submit to NYSED by December 16, annually.

## ONLINE FIRE REPORT SYSTEM – FAQ

**Q. What changes are taking place with the annual fire inspection process itself?**

A. None. The new reporting system should have no impact on the actual fire inspection process. NYSED has updated and streamlined the paper form (to be retained at the local level ONLY), but the inspection process (aka – the NYS code items SED is requesting on the report) has not changed.

**Q. The fire inspection report includes a field for the name and license # for the code enforcement official, but his/her signature is no longer part of the official submission package to SED. Why has that changed?**

A. The school leader will legally certify the data's accuracy via the secure SED business portal. This is the same portal used for many other sensitive SED processes.



## ONLINE FIRE REPORT SYSTEM – FAQ

**Q. Who is the Fire Code and Building Code enforcement authority for nonpublic school facilities?**

A. The local building official and/or fire marshal where the nonpublic school facility is located is the authority having jurisdiction for code enforcement for non public school facilities.

**Q. If non-conformances were reported for the nonpublic school FSR, is the school required to remediate the reported non-conformances?**

A. Yes, the items found to be non-conformant are violations of the current building code, fire code and property maintenance code. The non-conformances must be corrected.

**Q. Is it permissible to mail in the paper copy of the fire inspection report instead of using the on-line system?**

A. Yes. However, it is encouraged to use the new on-line system. It is now “live” beginning with fire reports that are due by December 16,2021.

# ONLINE FIRE REPORT SYSTEM – FAQ

**Q. How can my nonpublic school obtain a copy of the updated paper fire inspection report (to be used and retained at the local level only) and the updated fire inspection manual?**

A. They can be found on SORIS website at:  
[http://www.p12.nysed.gov/nonpub/fire\\_safety\\_report.html](http://www.p12.nysed.gov/nonpub/fire_safety_report.html)

**Q. How can the Director of School Facilities obtain a password for the on-line fire report system?**

A. The school leader is the only person in the district with the secure password. The school leader is legally responsible for certifying the building verification process and the accuracy of the annual fire inspections.

# ONLINE FIRE REPORT SYSTEM – FAQ

**Q. Can school staff input data in the on-line system without certifying the data?**

A. Yes. School staff, with permission of the school leader, may enter the fire inspection data – however only the school leader is permitted to legally certify the data's accuracy.

**Q. The school leader at my school has designated me as the person to go through the new system enter fire safety inspection data. What does the school leader need to do in order for this to happen?**

A. The school leader is the only person at the school with the secure password. Therefore if they want you to perform the data entry, they first need to “entitle” (aka delegate) access to the “Religious and Independent School-Fire Safety” system through the SED Delegated Account System (SEDDAS). Instructions are available at: [www.p12.nysed.gov/seddas/seddashome.html](http://www.p12.nysed.gov/seddas/seddashome.html). Questions on this specific step should be directed to the SEDDAS Help Desk at: [seddas@nysed.gov](mailto:seddas@nysed.gov)

# ON-LINE FIRE REPORT SYSTEM – FAQ

## **Q.What is SEDREF?**

**A.** The State Education Department Reference File (SEDREF) is the central system that maintains vital information for school districts, nonpublic, charter schools, and BOCES. Additional guidance on SEDREF is available at: [www.oms.nysed.gov/sedref/home.html](http://www.oms.nysed.gov/sedref/home.html).

**Q. Our school is housed in multiple building. We have separate BEDS numbers for the K-8 and the 9-12 buildings. Does this mean that our K-12 school requires two separate Fire Safety Reports – one for the K-8 and the other for the 9-12?**

**A.** Yes. Each school building is required to have a Fire Safety Report.



**THANK  
YOU!**

**NYS Education Department  
State Office of Religious and  
Independent Schools**

**[SORIS@NYSED.gov](mailto:SORIS@NYSED.gov)**