

# MANDATORY SCHOOL FIRE REPORTING & REFERRAL PROCESS

By law (International Fire Code), all fires, ignitions or explosions shall be reported, even when the fire was put out by a school employee or student. Mandatory fire reporting is the law and **NOT** the exception in every situation, under all circumstances.

For active fires, call 911 and initiate emergency plans. After any immediate danger has passed you **MUST** report **ANY** fire regardless of size or time since the incident as stated by law by contacting the Colorado Springs Fire Department by:

- Calling 719-385-7376
- Email [schoolfirereport@coloradosprings.gov](mailto:schoolfirereport@coloradosprings.gov)

When making a school fire report, be prepared to provide the following information:

- Your name
- Position
- Contact information
- Location and time of fire
- Description of damage
- Any injuries

Potential school fire scenarios in or near a school campus include but are not limited to:

- Using matches & lighters, a heated light bulb or magnifying glass to ignite paper, vegetation or combustibles.
- Making, possessing and/or activating any kind of bomb-like device.
- Using chemicals to cause a fire in a chemistry, science laboratory or other classroom or on other school property.
- Possession of, selling, and/or lighting of firecrackers, smoke bombs or other types of fireworks.



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After any immediate danger has passed and you have found out the name(s) of the youth involved, follow this process as soon as possible:

**STEP 1:** Ensure all the steps for mandatory fire reporting have been completed.

**STEP 2:** Contact the Colorado Springs Fire Department Community Education & Outreach team at 719-385-7376 or email [firefactor@coloradosprings.gov](mailto:firefactor@coloradosprings.gov) with the following information (if available):

- Your name, position and contact information
- Name of the person(s) that set the fire
- Type of ignition source
- Location and time of fire
- Description of damage
- Any injuries
- Primary caregiver name and contact information



**STEP 3:** Contact the primary caregiver of the student and have them respond to the school to meet with school administrators, and in some cases a fire investigator. If your school has a School Resource Officer (SRO) they should be contacted too.

**STEP 4:** As part of your school discipline policy, incorporate mandatory attendance in the Colorado Springs Fire Department's FireFactor<sup>2</sup> program. Inform the primary caregiver that a referral has been made to this free educational program. Inform them that a representative from the CSFD will be contacting them to schedule the initial Firesetting Risk Assessment. CSFD staff are always willing and available to participate in the student discipline process/plan as necessary.

**For More Information:**

Colorado Springs Fire Department  
719-385-5950  
[coloradosprings.gov/schoollink](http://coloradosprings.gov/schoollink)