1. **Requirement**

The agency is required to report certain fire related activity in agency buildings (owned or leased) to the Texas State Fire Marshal’s Office (SFMO). The Environmental Health & Safety Officer (EHSO) is the agency point of contact with the SFMO. Each office is responsible for notifying the EHSO when reportable activity occurs.

1. **Reportable Activity**

The following are reportable activities:

* All fire alarm activations, whether a false alarm or actual emergency
* Any discharge of fire extinguishing agent (portable of fixed system) that was intended to suppress an actual fire whether the alarm sounded or not, but not including malicious or accidental discharges
* Discharge of a portable extinguisher or extinguishing system when a real fire threat is perceived even if no fire occurred, and it is neither accident nor malicious
* All fires which produce smoke or flames
* All hazardous materials releases that are reportable to any other state or federal agency
* An incident in which the fire department responds (excluding medical-only emergencies)
* Any fire injury/death or a building on fire, the agency shall immediately notify the SFMO via phone of the incident to allow a proper response to the scene

**III. Actions after Reportable Activity**

The following actions should be taken after reportable activity occurs:

* Notify chain of command
* Notify the EHSO at safety@tfs.tamu.edu or 979-458-6697
* Document all actions taken
* Prepare a summary of the event that includes the following information:
	+ Name of Building
	+ Occupancy type
	+ Construction type
	+ Number of floors in the building
	+ Date, time and location of event
	+ Type of Fire
	+ Injuries, deaths or damages
	+ Fire alarm and sprinkler activations
	+ Evacuation type and impairments to the evacuation
	+ Fire Department or Departments that responded
	+ How the Fire Department was notified
	+ Building Status
* Submit the summary to the EHSO within 48 hours
* The EHSO will review and submit the required report to SFMO