



*The Commonwealth of Massachusetts*  
*Executive Office of Public Safety and Security*  
*Department of Fire Services*

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MARY ELIZABETH HEFFERNAN  
SECRETARY

**MEMORANDUM**

**TO:** Heads of Fire Departments

**FROM:** Stephen D. Coan  
State Fire Marshal

**DATE:** August 1, 2012

**SUBJECT:** Reporting of School Fires

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“An Act Relative to the Reporting of Fires in Schools” was signed into law by Governor Romney on May 12, 2006. The law (Chapter 80 of the Acts of 2006) became effective on August 10, 2006. I am re-issuing this information for your use as we approach the new school year.

This law **requires** that the principal of any public or private school of grades 1-12 shall **immediately report any incident involving the unauthorized ignition of any fire within the school building or on school grounds, to the local fire department.** The principal shall file a written report to the local fire department within 24 hours. The principal must file this report whether or not the fire department responded. The fire department shall report the incident to the Marshal pursuant to Chapter 148 § 2 (MFIRS).

The law was created to mandate that schools report fires that may have previously gone unreported. The effect will be greater protection of our children and the ability to identify possible juvenile fire setters to provide appropriate early intervention.

If you have any questions please contact our Public Education Unit at 978-567-3380 or Code Compliance and Enforcement Unit at 978-567-3375 or in Western MA 413-587-3181.

## Mandatory Report of Any School Fires

M.G.L. C 148. s. 2A

M.G.L. C 148, Section 2A. "The principal of any **public or private school** that provides instruction to pupils in any of grades 1 to 12, inclusive, shall **immediately** report any incident involving the unauthorized ignition of any fire within the school building or on school grounds to the local fire department. The principal shall submit a written report of the incident to the head of the fire department within 24 hours on a form furnished by the department of fire services. The report shall be filed without regard to the extent of the fire or whether there was a response by the fire department. The head of the fire department shall report such incident to the marshal in accordance with section 2."

This form is part of the mandatory reporting requirement under M.G.L. Chapter 71, Section 37L.

**Remember to call 9-1-1 for any fire not already extinguished upon discovery.**

Date: \_\_\_\_\_

Name of School: \_\_\_\_\_

Name of School District: \_\_\_\_\_

City/Town: \_\_\_\_\_

Name of Reporting Person: \_\_\_\_\_  
(principal or designee)

Signature of Reporting Person: \_\_\_\_\_

Telephone # of Reporting Person: \_\_\_\_\_

Date & Time of Fire (if known): \_\_\_\_\_

Date & Time Fire Discovered: \_\_\_\_\_  
(if different than when it occurred)

Who Discovered the Fire?: \_\_\_\_\_  
(Name and Function: teacher, administrator, custodian, or student)

Location of Fire:     Inside                       Outside

More Specific Location: \_\_\_\_\_  
(e.g. floor and function such as "in a trash container in the 2nd floor boys' lavatory")

<b>For Fire Department use</b>
Report received by: _____
Date: _____