



Subject: **FIRE INCIDENT INVESTIGATIONS**

Policy No. 131

APPLICATION

All New York University academic, commercial and residential facilities.

PURPOSE

To ensure that all fire incidents are reported and investigated to determine causative factors involved and corrective actions required preventing reoccurrence of conditions, which led to the fire.

POLICY AND GENERAL INFORMATION

- 1.0 All fire incidents, regardless of severity, shall be reported to Public Safety, facility management, Environmental Services and the Public Affairs Department immediately.
- 2.0 Upon notification of a fire, the Environmental Services Department will be responsible for making appropriate notifications to the Insurance Department, etc. and conducting an investigation in a timely fashion.
- 3.0 Following the incident, Environmental Services Department will be responsible for completing a written report. This report will contain all pertinent data concerning the events of the incident as well as recommended corrective action to prevent occurrences of a similar nature in the future.
- 4.0 Following the completion of the written incident report, the Environmental Services Department will submit comments and recommendations developed to the appropriate department(s).
- 5.0 The Environmental Services Department will be responsible for follow up with the appropriate department(s) concerning corrective action items.

ISSUE DATE	REPLACES	ORIGINATOR	APPROVAL
11/05	01/02	ENVIRONMENTAL SERVICES	SR. VP OPERATIONS AND ADMINISTRATION