



Texas Department of Insurance  
**State Fire Marshal's Office**

### **State Building Fire Reporting Requirements**

The following will be the requirements to report fires at any state owned or state leased property.

Reporting:

- All fire alarm activations, whether a false alarm or actual emergency
- Any discharge of fire extinguishing agent (portable or 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 accidental 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.

A fire investigator with the State Fire Marshal's Office may contact you to gather additional information for our reports if the information provided on the online report is not sufficient.

- Any damage done to state property by a fire or hazardous material release
- Any incident in which someone suffers injury/death related to a fire (smoke inhalation, burns, etc.) or exposure to hazardous material
- Any incident in which a person is suspected of starting/attempting to start a fire or intentionally releasing a hazardous material

The information provided in the online reporting is for statistical purposes to establish trends and determine the need and direction for educational information. The State Fire Marshal's Office is the authority having jurisdiction as established in the Texas Government Code 417.0082 and 417.007 to conduct the fire investigation of state-owned properties.

The link to submit a report is:

<https://www.tdi.texas.gov//fire/state-agency-fire-report.html>