



CAL FIRE - OFFICE OF THE STATE FIRE MARSHAL

Information Bulletin 25-005

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Incident Reporting Requirements for State Owned, Specified State- Occupied Buildings, and State Institutions: Fires, Explosions, and Critical Events

OSFM Duty Officer (916) 323-7390

OVERVIEW:

The purpose of this Information Bulletin is to identify the specific types of fires, explosions, and critical events that shall be reported to the CAL FIRE – Office of the State Fire Marshal (OSFM) Duty Officer.

Notification shall be initiated **immediately** when major or significant incidents occur in all state-owned buildings, specified state-occupied buildings, and state institutions throughout the State.

Major or significant incidents are defined as events requiring a response beyond routine circumstances and includes, but is not limited to, fires, explosions, disasters, incidents involving significant fire or panic-related injuries or deaths, significant media events related to public safety, bomb threats, threats of violence received, and unintentional activation of fire suppression systems due to malfunctions or failures. In accordance with California Health & Safety Code Section [13107](#) timely reporting of such incidents is crucial for maintaining public safety, ensuring proper investigation, and enhancing our collective understanding of fire and explosion risks.

FIRE INCIDENTS:

Fire can be defined as any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner. This includes fires on the roof or outside walls of a building, even if the fire doesn't reach the inside of the building. Incidents where there is evidence of burning, such as a singed electrical cord, must also be reported.

Any fire incident as defined herein regardless of size or cause shall be **immediately** reported to the OSFM, unless a reporting exception applies.

- Fatalities or Injuries: All fires resulting in death, injury, or hospitalization.
- Structural Loss: All fires causing damage to any structure.
- Hazardous Materials: All fires involving hazardous materials.



CAL FIRE - OFFICE OF THE STATE FIRE MARSHAL

Information Bulletin 25-005

- Vegetation/Wildfires: Any fire threatening state-owned buildings, specified state-occupied buildings, and state institutions.
- Other Fires: Vehicle fires, solar photovoltaic systems, battery systems, electric micro-mobility fires, and e-cigarettes.

Reporting Exceptions:

Non-Emergent Issues: Minor issues that do not require urgent attention, such as sparks or smoke where there is no open flame or other burning (i.e., light ballast). Examples include:

- Incidents of burnt microwave popcorn that trigger the fire alarms or smoke detectors but where there is no flame or other burning.
- Smoking or vaping use resulting in activation of an alarm.

EXPLOSION INCIDENTS:

All explosion incidents occurring within state-owned buildings, specified state-occupied buildings, state institutions, or on state property shall be **immediately** reported to the OSFM. Examples include:

- Fatalities or Injuries: Explosions resulting in death, serious injuries, or requiring hospitalization.
- Explosions causing damage to buildings, infrastructure, or vehicles.
- Hazardous Materials: Explosions involving hazardous materials, chemicals, or explosive substances.
- Criminal Intent: Explosions suspected to be intentional, criminal, or deliberate acts.
- Industrial Accidents: Explosions occurring within industrial facilities causing significant damage or risk.
- Unauthorized possession or use of pyrotechnics, explosives, or incendiary devices occurring in or on state-owned buildings, specified state-occupied buildings, state institutions, or on state property.

CRITICAL EVENTS:

Certain types of critical events, even if they do not involve fires or explosions, shall be **immediately** reported if they pose a significant threat to public safety or the environment.

These include, but are not limited to:

- Gas Leaks (natural gas, liquefied petroleum gas, liquefied natural gas, etc.) endangering or displacing occupants or prevents State operations to continue.
- Chemical Spills: Spills of hazardous chemicals or substances with potential to displace occupants or prevents State operations to continue.
- Evacuation of any building or structure or spaces within, for any reason including fire suppression system activation.



CAL FIRE - OFFICE OF THE STATE FIRE MARSHAL

Information Bulletin 25-005

- Structural Collapses: Sudden structural failures, such as building collapses or infrastructure failures.
- Bomb threats or threats of violence received by all state-owned buildings, specified state-occupied buildings, and state institutions throughout the State.
- Active Shooter event: Incidents involving an active shooter.
- Violent civil unrest event: Incidents involving violent civil unrest displaces students and/or faculty or prevents State operations to continue.

REPORTING PROCEDURE:

The steps below outline the process to report a fire, explosion, or critical event to the OSFM:

- All fires, explosions, or critical events, meeting the criteria listed herein, within state-owned buildings, specified state-occupied buildings, state institutions, or on state property shall be reported **immediately** to the OSFM Duty Officer at (916) 323-7390.
- "Immediately" means without delay or hesitation, happening or occurring right away, and without any significant lapse of time. It indicates that something is happening or should happen promptly, almost instantly, or in a very short span after a given moment or trigger.
- Essential details for reporting include incident location, facility and or building name, date, time, extent of damage or injuries, suspected cause, whether the Fire Department and/or Police Department and/or other agencies have been dispatched or have responded to the incident, incident number (if available), name and phone number for a callback and other pertinent information.