

Circular number	26/2009	Date issued	20 April 2009
This circular is	For action	By	15 May 2009
This circular is	Relevant to the National Framework		
Status	This circular informs fire and rescue services of the requirement to provide incident data for the production of figures for fire National Indicators and for the Neighbourhood Statistics Service.		

Incident database return for 1 January 2007 to 31 March 2008

Issued by:

Cath Reynolds
Research and Statistics Division

Addressed to:

**The Chair of the Fire and Rescue Authority
The Chief Executive of the County Council
The Clerk to the Fire and Rescue Authority
The Clerk to the Combined Fire and Rescue Authority
The Commissioner of the London Fire and Emergency Planning Authority
The Chief Fire Officer**

Please forward to:

**Officers responsible for data collection
IT Managers**

Summary

This circular requests incident data covering the fifteen month period 1 January 2007 - 31 March 2008 from Fire and Rescue Services. The deadline for submission is Friday 15 May 2009.

For further information, contact:

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Incident database return for 1 January 2007 to 31 March 2008

1.0 Overview

- 1.1 Fire and Rescue Services in England are requested to provide incident data for the fifteen month period 1 January 2007 to 31 March 2008 inclusive. Please submit the data by Friday 15 May 2009.
- 1.2 The format of the data required is the same as that requested in the previous data collections, although some fields (Field numbers 15 and 23 in Appendix B) that were not obligatory in previous years are now obligatory. The data specification is presented at Appendix A. The information specified at Appendix D should also be completed with the data.

2.0 Purpose

Local Area Agreement National Indicators Set – Indicators 33 and 49

- 2.1 CLG will carry out quality assurance checks and derive National Indicators 33 i) and ii) and 49 i), ii), and iii) from this 'All Incidents' database extracts for 2007-08. The National Indicators are defined at:

<http://www.communities.gov.uk/publications/localgovernment/finalnationalindicators> (NI 33)

<http://www.communities.gov.uk/documents/localgovernment/pdf/11471951.pdf> (NI49)

- 2.2 This data request will be made only one further time (for 2008-09 data) in Autumn 2009. Thereafter this requirement should be met by the Incident Recording System for all Fire and Rescue Services.
- 2.3 This data may also be of use to FRAs in pursuing discussions with partners about local issues in the context of Local Area Agreements and partnership working.

Neighbourhood Statistics (NeSS)

- 2.4 The Office for National Statistics (ONS) maintains an online Neighbourhood Statistics Service (NeSS), offering access to a wide range of social and economic data at the level of small areas (typically smaller than local authority districts). Details of incidents attended by Fire and Rescue Services (FRSs) are included on the NeSS website.
- 2.5 The NeSS website contains a wide range of geo-coded datasets, which meet the information needs of the National Strategy for Neighbourhood Renewal. These datasets help and enable the urban renewal policy makers "to develop integrated and sustainable approaches to the problems of the worst housing estates, including crime, drugs, unemployment, community breakdown and bad schools."
- 2.6 Tackling these issues requires comprehensive, good quality information at a small area level, typically Output Areas (formerly enumeration districts) and Super Output Areas (formerly ward areas). Small-scale geographies enable a better understanding of local problems and facilitate effective targeting of solutions.

- 2.7 The NeSS website contains incident data for calendar years 2001-2006:
<http://neighbourhood.statistics.gov.uk/dissemination>.

Fire Service Emergency Cover Toolkit

- 2.8 The obligatory fields specified in Appendix B are the minimum amount of data you will need to supply. However, as the data can also be used in the FSEC Toolkit, it may be of benefit to complete as many fields as possible so that this can be imported into the Toolkit locally.

3.0 Data protection

- 3.1 The data provided will be presented as aggregated counts by geographic level that will satisfy ONS purposes and Data Protection legislation. Stringent procedures, using a specialist disclosure tool to process the data, will ensure that personal information cannot be derived from the statistics.

4.0 Contact Details

- 4.1 Queries and data should be directed to: Cemil Bellikli, phone 020 7944 5263, e-mail: fti@communities.gsi.gov.uk

Cath Reynolds
Research and Statistics Division

Appendix A: Data Required from Fire and Rescue Services

- A.1 FRSs in England and Wales are requested to supply data that complies with the specification detailed in Appendix B and the requirements listed below. RSD will cleanse and prepare the data for delivery to ONS from April 2009 onwards.
- A.2 Incident data is required from 1st January 2007 to 31st March 2008 inclusive. This includes all primary, secondary and chimney fires, false fire alarms, road traffic collisions and other special service incidents, and details of fatal and non-fatal casualties and rescues.
- A.3 The incident data are primarily required for National Indicators and NeSS purposes and as such, the obligatory fields specified in Appendix B are the minimum amount of data you will need to supply. However, as the data can also be used in the FSEC Toolkit, it may be of benefit to complete as many fields as possible. Although not all fields are obligatory, the record format is fixed with supplied fields being in their appropriate positions. Each field in the table should be labelled as stated at Appendix B. There are some changes to this specification so please make sure you read the appendices before starting work.
- A.4 In the dataset, we require a grid reference for each incident. If an FRS is sufficiently confident in its geocodes that they do not want its address data cleansed by the CLG system with the risk of changing their grid references, i.e. the grid references provided are to be used, **this must be stated on the covering document**. Note that any grid references provided by the FRS will be retained in the completed data so that they can be reinstated by the FRS if desired. Only record the known grid reference of the incident – do not use a default if this is not known.
- A.5 For incidents without a grid reference, or where the FRS is not confident in their own grid references, RSD will geo-code the incidents, using postcodes and addresses, to the small area levels required.
- A.6 RSD will return incident data to FRSs, upon request. **The quality of the raw incident data will determine the accuracy of the output “cleansed data”**. Poor quality incident data will result in poor quality grid references.
- A.7 The geographic information should be as full as possible. For each incident we require a grid reference which should include both an easting and northing, both 6 figures long. Complete postcodes and address information should also be provided. **Abbreviations of street or town names should be avoided as should descriptive addresses**. Please avoid using double quotes and inserting descriptions in the address field.
- A.8 Incident types should conform to Appendix C. This is the same as the guidance for FSEC incident types issues in 2001. Any dwelling fires should be coded as type 1 in the ROITYPE column, RTCs should be coded as type 6 and so on.

- A.9 Casualty data should be included by providing a count of the fatal and non-fatal casualties and rescues associated with each incident. There are separate columns for fatal and non-fatal casualties and rescues of the public and of members of the FRS. Note that for lockins, lockouts and lift rescues you should not count the release of a person as a rescue. Care should be taken not to 'double count' casualties (fatal or non-fatal) and rescues. If someone is rescued from an incident and they have also been injured then they should not be classified as being both a rescue *and* a casualty (non-fatal) by the FRS. A person is classified as either a rescue or a casualty (fatal or non-fatal) and not both. Rescues are uninjured for these purposes. Casualties should not include precautionary check-up cases (or first aid only cases) in accordance with NI 49.
- A.10 Special service incidents will be allocated a sub category (ROSUB) depending on whether they have a fatality, casualty or rescue associated with them. FRSs should include the sub types which will equal 0 if there are no fatalities, casualties or rescues, or 1 if there is one or more.
- A.11 The required fields should be compiled into a flat file format.
- A.12 Data to be supplied in electronic format and supplied on CD/DVD. Magnetic media should be avoided.
- A.13 Data to be supplied in Microsoft Excel, Microsoft Access or CSV file formats. Appendix E is an electronic version (Excel) with all the field headings specified in Appendix B, which you can use if you find it useful.
- A.14 You should provide your FRS incident type codes or descriptions in column 38 (INCDESC) and column 39 (INDESC2). The FSEC codes representing your local FRS incident types should be recorded in column 13 (ROITYPE), the main incident type – see Appendix C - and column 14 (ROSUB). Please check all incidents are categorised in column 13, leaving blank cells in this column will only delay the process.
- A.15 In addition to the data, information that describes the data for example FRS name, first and last incident dates and data size, should also be supplied in electronic format. The specification for this additional information is at Appendix D. If data covers periods when different systems or different data entry processes have been introduced then separate information should be given for these cases. Changes to data systems/processes and the time periods that these cover should be clearly identified.

Appendix B – Data Structure Required

Field Number	Field Name	Comment	Field Length	Obligatory
1	Feature Type	The word "Incident" is placed in this field for all records in the table	8	
2	Easting	6 figure easting. Fire and Rescue Services should enter any map reference information they collect even if it is less than 6 figures.	6	✓
3	Northing	6 figure northing. Fire and Rescue Services should enter any map reference information they collect even if it is less than 6 figures.	6	✓
4	Blank	Used internally	1	
5	Blank	Used internally	1	
6	Blank	Used internally	1	
7	Blank	Used internally	1	
8	Blank	Used internally	1	
9	BrigID	FRS Number (The number used for FDR1 reporting)	2	✓
10	INCCODE	FRS Incident Code used to classify incidents e.g. dwelling fires or car fires. If codes are used appropriate lookup tables will be required.	2	
11	Roitypes	Assumed incident type at time of call	50	
12	Rosubs	Assumed sub type at time of call	80	
13	ROITYPE	See Appendix C, FSEC Incident Type derived from FRS incident type and incident code entered in fields 10, 38 and 39.	2	✓
14	ROSUB	Sub type code derived from fields 17, 19 and 21.	3	✓
15	ROMAL	Insert "Y" if Deliberate fire	1	✓
16	ROFFS	Number of FRS fatalities	3	✓
17	ROF	Number of non-FRS fatalities	3	✓
18	ROCFS	Number of FRS casualties – Persons requiring medical treatment excluding both: i) first aid given at the scene of the fire. ii) Precautionary checks – Persons sent to hospital or advised to see a doctor as a precaution, having no obvious injury or distress.	3	✓
19	ROC	Number of non-FRS casualties – Persons requiring medical treatment excluding both: i) first aid given at the scene of the fire. ii) Precautionary checks – Persons sent to hospital or advised to see a doctor as a precaution, having no obvious injury or distress.	3	✓
20	RORFS	Number of FRS rescues	3	✓
21	ROR	Number of non-FRS rescues	3	✓
22	INCNO	Incident Number	15	✓

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Field Number	Field Name	Comment	Field Length	Obligatory
23	FDR1NO	FDR1 ref number (where applicable) (Brigld then 5 digit call number)	7	✓
24	Address5	Flat or part of building (if applicable)	30	✓
25	Address6	Organisational Name (if applicable)	30	✓
26	Address7	Building Name (if applicable)	30	✓
27	Address1	Street number (if applicable)	15	✓
28	Address2	Street Name	50	✓
29	Address3	Town or Village Name	50	✓
30	Address4	Town (if applicable)	39	✓
31	Pcode1	Post Code part 1 e.g. NE21	4	✓
32	Pcode2	Post Code part 2 e.g. 3TB	4	✓
33	Address8	Proximity e.g. garden shed 25 meters southeast	40	✓
34	INCDATE	Incident Date ¹	10	✓
35	INCTIME	Incident time	8	✓
36	Sname	Station ground name in which the incident occurred	25	
37	SNO	Station Ground number in which the incident occurred	5	
38	INCDESC	FRS Description of Incident e.g. Special Services Emergency	40	
39	INCDESC2	FRS Second Incident Description e.g. RTC 2 Persons Extricated	40	
40	PDA1	PDA from Mob Station1 e.g. 1 x WrL 1 x TL	40	
41	ToStop	Time of Stop message	10	
42	DoStop	Date of Stop Message	10	
43	ToClose	Time the incident was closed	10	
44	DoClose	Date the incident was closed	10	
45	RiskCat	Current Risk Category A-D, Remote Rural	3	
46	SDF	Smoke detector fitted	1	
47	SDIO	Smoke detector was inoperable	1	
48	Uphol	Fire involving mainly upholstery	1	
49	CPM	Children playing with matches etc.	1	
50	FIC	Fire involving candles	1	
51	FISM	Fire involving smoking materials	1	
52	FIMUA	Fire involving misuse of appliances	1	
53	FIFE	Fire involving faulty electrical appliances or leads	1	
54	FICH	Fire involving careless handling	1	
55	FIATC	Fire involving articles too close	1	
56	FICP	Fire involving a chip pan	1	
57	ADI	Alcohol/drugs suspected to be involved	1	
58	FFAT	Fire fighting action taken	40	
59	EERoutes	Evacuation by escape routes	40	
60	Reentered	Re-entered building	40	

¹ The 24 hour clock hh:mm:ss shall be used for all times.
Date format shall be dd/mm/yyyy

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Field Number	Field Name	Comment	Field Length	Obligatory
61	Escape	Planned escape route	40	
62	Ebeforeres	Escaped before rescue	40	
63	AppCode_1	Appliance 1 call sign	10	
64	AppType_1	Appliance type 1	10	
65	AppLocat_1	Appliance 1 location at time of Mob.	10	
66	AppTimeMob_1	Time appliance 1 mobilised	10	
67	AppDateMob_1	Date appliance 1 mobilised	10	
68	AppTimeAck_1	Time Acknowledged appliance 1	10	
69	AppDateAck_1	Date Acknowledged appliance 1	10	
70	AppTMobile_1	Time mobile appliance 1	10	
71	AppDmobile_1	Date mobile appliance 1	10	
72	AppTAtt_1	Time in attendance appliance 1	10	
73	AppDAtt_1	Date in attendance appliance 1	10	
74	AppTAvail_1	Time available appliance 1	10	
75	AppDAvail_1	Date available appliance 1	10	
76	AppCode_2	Fields 76 to 192 require the same information as above (fields 63 to 75) but for appliances 2 to 10	10	

Notes

If incident address information is held by the FRS as only one field then they should enter the complete details in field number 28 (Address2).

Appendix C - Incident Types ROITYPE

The current list of incident types used in the Fire Service Emergency Cover Review is given below.

Incident type	Description	Incident Sub-type (ROSUB field) for special services and other buildings	Further Details
1	FDR1 Dwellings		See FDR1(94) Guidance Notes
2	FDR1 Other buildings	ROSUB is not obligatory for incident type 2	See FDR1(94) Guidance Notes
		A for Hospitals	
		B for Care Homes	
		C for HMOs	
		D for High Rise Flats	
		E for Hostels	
		F for Hotels	
		G for Houses Converted To Flats	
		H for Other Sleeping Accommodation	
		J for Further Education	
		K for Public Buildings	
		L for Licensed Premises	
		M for Schools	
		N for Shops	
P for Other Premises Open to the Public			
R for Factories/Warehouses			
S for Offices			
T for Other Workplaces			
3	FDR1 Other (Properties other than Buildings) including vehicles	ROSUB is not obligatory for incident type 3	See FDR1(94) Guidance Notes Includes fires in vehicles, railway rolling stock and aircraft
		1 Aircraft	
		2 Caravans and trailers not used as permanent dwellings	
		3 Caravans and trailers used as permanent dwellings	
		4 Mobile machinery and equipment	
		5 Railway rolling stock etc. motor vehicles, water craft not used as permanent dwellings	
		6 Railway rolling stock etc. motor vehicles, water craft used as permanent dwellings	
		7 Fixed outdoor structures	
		8 Non-mobile outdoor plant, machinery and other equipment	
		9 Outdoor storage	
10 Temporary outdoor structures			
4	FDR3 Secondary Fires	1 Derelict building	See FDR3(95) Guidance for Completion of Form
		2 Grassland	
		3 Intentional straw/stubble burning	
		4 Outdoor structure	
		5 Refuse, refuse container	
		6 Derelict vehicle	

Incident type	Description	Incident Sub-type (ROSUB field) for special services and other buildings	Further Details
5	FDR3 Chimney fires		See FDR3(95) Guidance for Completion of Form
6	RTC (not to include fires in vehicles)	0 No life risk	As paragraph A6
		1 Life risk	As paragraph A6
7	Extrications		Extrications without a fire, including railway and aircraft accidents
		0 No life risk	As para. A6 and A7
		1 Life risk	As para. A6 and A7
8	Lift rescues (see * below)	0 No life risk	As para. A6 and A7
		1 Life risk	As para. A6 and A7
9	Lockins/outs (see * below)	0 No life risk	As para. A6 and A7
		1 Life risk	As para. A6 and A7
10	Hazchem	0 No life risk	As para. A6 and A7
		1 Life risk	As para. A6 and A7
11	Line rescues	0 No life risk	As para. A6 and A7
		1 Life risk	As para. A6 and A7
12	Ladder releases	0 No life risk	As para. A6 and A7
		1 Life risk	As para. A6 and A7
13	Water rescues	0 No life risk	As para. A6 and A7
		1 Life risk	As para. A6 and A7
14	Other special services	0 No life risk	As para. A6 and A7
		1 Life risk	As para. A6 and A7
15	False alarm malicious	Give ref. for incident type and sub-type for which response was made	e.g. for malicious false alarm to hospital use Type 15, subtype 2.1
16	False alarm good intent	Give ref. for incident type and sub-type for which response was made	e.g. for false alarm, good intent to hospital use Type 16, subtype 2.1
17	False alarm equipment	Give ref. for incident type and sub-type for which response was made	e.g. for false alarm, equipment to hospital use Type 17, subtype 2.1
18	Major Incident	1 for major vehicle	
		2 for railway	
		3 for aircraft	
		4 for shipping	
		5 for HAZCHEM	
		6 for bombs	
		7 for floods	

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Incident type	Description	Incident Sub-type (ROSUB field) for special services and other buildings	Further Details
19	Standby		
20	Over the border		
21	Other with mobilisation		
22	Other without mobilisation		
23	Late Call	Give ref. for incident type and sub-type for incident.	

* Lift Releases and Lockins are only classed as "Life risk", ie. ROSUB=1, where there has been a fatality or casualty.

Appendix D – Information Required with Fire Service Incident Data

Information Required	Notes and Examples	Response
Name of Fire and Rescue Service	e.g. Blankshire Fire and Rescue Service	
Date information collated	e.g. 01/02/2008	
Date information sent to CLG	e.g. 01/02/2008	
In your opinion, how robust is the map referencing, (geo-coding), of your data	e.g. 8 figure or 12 figure geo-codes. Matched against a proprietary gazetteer such as OS Addresspoint and/or obtained using AVLS or hand held GPS.	
Dataset file name		
Dataset file format	e.g. CSV, MDB, XLS, TXT	
Dataset size	e.g. 64mb	
During the period to which this incident data relates, have you installed a new mobilising system, introduced new methods of data capture such as AVLS or automated address matching or made other changes to data entry processes? If so please enter the dates these 'went live'	e.g. New mobs gazetteer installed 01/04/2006. Handheld GPS used to capture co-ordinates from 20/12/2006	
Total number of incidents for period	e.g. 14012	
Date range for year	e.g. 01/01/2007 to 31/3/2008	
For special service incidents, where people are removed from the incident without any action by the FRS, please state whether you count these as casualties, rescues or fatalities in your data.	e.g. Self rescues and casualties rescued by people other than the fire service are not included in the casualty figures of the data	
Contact details for the person to whom enquiries relating to this data should be addressed.	Name, phone number, address and email address	
CLG to use address and postcode to calculate grid references?	Note that this may result in the provided grid references being overwritten – a good grid reference could be changed by an inadequate address. e.g. Yes or No	