Communities and Local Government

Fire and Rescue Service
Circular

Circular number	**4/2008**	Date issued	**17 January 2008**
This circular is	**For action**	Respond by	**8 February 2008**
This circular is	**Not relevant to the National Framework**		
Status	**This circular informs fire and rescue services of the requirement to provide incident data for use in the Neighbourhood Statistics Service, which may also be useful in the Fire Service Emergency Cover toolkit**		
Replaces circular:			
Refers to circular:			

Incident data collection for Neighbourhood Statistics

Issued by:

Cath Reynolds, Divisional Manager
Fire Statistics

Addressed to:	Please forward 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**	**Officers responsible for data collection** **IT Managers**

Summary

This circular requests incident data covering the period 1st January 2006 - 31st December 2006 from fire and rescue services for publication on the Neighbourhood Statistics Service (NeSS) website, and details how and when it is to be collected.

For further information, contact:

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1.0 Overview

1.1 The Office for National Statistics (ONS) established and 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 to be included on the NeSS website.

1.2 In order to supply this data to the ONS, FRSs are requested to provide incident data for the period 1st January 2006 to 31st December 2006 inclusive to CLG so that it can be formatted and published on the NeSS website by the end of March 2008.

1.3 2001-2005 incident data in England and Wales supplied in earlier exercises have been published on the NeSS website.

1.4 This data may also be of use to Fire Rescue Authorities (FRAs) in pursuing discussions with partners about local issues in the context of Local Area Agreements and partnership working.

1.5 A brief explanation of the NeSS project and an outline of the proposed data collection are presented below.

2.0 Neighbourhood Statistics Service

2.1 NeSS, set up by the ONS and the Neighbourhood Renewal Unit (NRU) of CLG, is a joint initiative involving many public bodies. The NeSS website contains a wide range of geo-coded datasets, which meet the information needs of the National Strategy for Neighbourhood Renewal (NSNR). These data 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."

2.2 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.

2.3 CLG has signed data supply agreements with the ONS to supply calendar year datasets to be included in the “Crime and Safety Domain”. FRS incident data will provide a valuable source of information in addition to other datasets currently held on the NeSS website.

2.4 The NeSS website contains examples of data currently held for calendar years 2001-2005:

http://neighbourhood.statistics.gov.uk/dissemination

3.0 Previous Data Collection

3.1 In 2003, FRSs provided the Research and Statistics Division (RSD) of CLG with incident data for the period of 1st January 2000 to 30th September 2002. From February 2006 FRSs also provided data for the period 1st October 2002 to 31st December 2004. 2005 data was also provided and published in May 2007. The data provided were cleansed and geo-referenced to a format

suitable for NeSS and which was also suitable for the Fire Service Emergency Cover (FSEC) toolkit.

4.0 Current Data Collection

4.1 FRSs in England and Wales are now requested to supply a further year of incident data to RSD. Incident data between 1st January 2006 and 31st December 2006 are required by RSD by 8th February 2008.

4.2 The format of the data required is the same as that requested in the previous data collections, although some fields (Field numbers 10, 15, 38 and 39 in Appendix B) that were obligatory in previous years are no longer obligatory. The data specification is presented at Appendix A. The information specified at Appendix D should also be completed with the data.

4.3 In the dataset, we require a grid reference for each incident which should include both an easting and northing, both 6 figures long. All incidents with a Middle Super Output Area (MSOA) code will be delivered to ONS for the neighbourhood statistics website.

4.4 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 geo-codes 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.

4.5 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.

4.6 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.

4.7 ONS will require future incident data annually, on a basis to be agreed. In future years, it is expected that these data can be supplied direct from the new incident recording system (IRS) which will replace the FDR1 by the end of March 2009. The move to direct supply will, however, depend on the timing of take up of IRS by FRSs.

4.8 Once an FRS is using the IRS there will be a simple export facility to extract incident data, further details on how this will work will be available next year.

5.0 Publication by ONS

5.1 The incident data to be presented on the NeSS website will consist of information on the incident type i.e. primary and secondary fires, road traffic collisions, other special services, false alarms, and additionally, details of fatal and non-fatal casualties and rescues. This information can assist in the targeting of urban renewal programmes and may also be used to update the detailed information used by each FRS in the FSEC Toolkit.

5.2 For the NeSS website, FRS data will be presented as aggregated counts by geographic level (eg. MSOA) 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.

5.3 In addition, separate primary fire datasets for 2002, 2003, 2004 and 2005 based on FDR1 data were published on the NeSS website in December 2005, March 2006, May 2006 and May 2007 respectively. These datasets were compiled from FDR1 returns in England and Wales and provide more detail on the motive and location of these fires. Once an FRS is using the IRS, data for the NeSS datasets will also be available through the extract facility in the IRS.

6.0 Timescales

6.1 The major milestones for delivery of the data are as follows:

- **Incident data for 1st January 2006 to 31st December 2006 is required by RSD by 8th February 2008.**

- Each submission of data should be supplied with the information specified in Appendix D.

6.2 If any of these dates cannot be achieved please contact RSD on the following phone number 01923 892926.

6.3 RSD will cleanse and prepare the data for delivery to ONS from February 2008 onwards.

7.0 Contact Details

7.1 Queries and data should be directed to:

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Fire and Resilience Directorate

Appendix A: Data Required from Fire and Rescue Services

A.1 FRSs in England and Wales are requested to supply data that complies as closely as possible with the specification detailed in Appendix B and the requirements listed below.

A.2 Incident data is required from 1st January 2006 to 31st December 2006 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 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 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.5 Incident types should conform to DCOL 1/2001: http://www.communities.gov.uk/documents/fire/pdf/143765 and Appendix C. Any dwelling fires should be coded as type 1 in the ROITYPE column, RTCs should be coded as type 6 and so on.

A.6 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 in accordance with BVPI 143.

A.7 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.8 The required fields should be compiled into a flat file format.

A.9 Data to be supplied in electronic format and supplied on CD/DVD. Magnetic media should be avoided.

A.10 Data to be supplied in Microsoft Excel, Microsoft Access, CSV or ASCII text file formats. If these formats cannot be provided then RSD (Edward Nicols) should be contacted to agree alternative 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.11 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 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.12 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)	5	✔
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	3	✔
19	ROC	Number of non-FRS casualties	3	✔
20	RORFS	Number of FRS rescues	3	✔
21	ROR	Number of non-FRS rescues	3	✔
22	INCNO	Incident Number	15	✔
23	FDR1NO	FDR1 ref number (where applicable)	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	✔

Field Number	Field Name	Comment	Field Length	Obligatory
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 and Time[1]	18	✔
35	INCTIME	Incident time	10	✔
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	
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	Applicance 1 location at time of Mob.	10	

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

Field Number	Field Name	Comment	Field Length	Obligatory
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

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** A for Hospitals	See FDR1(94) Guidance Notes
		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** 1 Aircraft	See FDR1(94) Guidance Notes Includes fires in vehicles, railway rolling stock and 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	

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 year 1	e.g. 14012	
Date range for year 1 data if not as required by CLG	e.g. 01/01/2006 to 31/12/2006	
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	