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This circular is	<b>For action</b>	Respond by	<b>30 November 2006</b>
This circular is	<b>Not Relevant to the National Framework</b>		
Status	<b>This circular informs fire and rescue services of the requirement to provide incident data for use in the Neighbourhood Statistics Service and the Fire Service Emergency Cover toolkit</b>		

# *Incident data collection for Neighbourhood Statistics*

## Issued by:

**Cath Reynolds, Divisional Manager**  
**Research, Statistics and Professional Advice Division (RSPAD)**

## 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 period 1st January 2005 - 31st December 2005 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:

**FSEC Helpdesk**  
**Fire Experimental Unit**  
**c/o Fire Service College**  
**Moreton-in Marsh**  
**Glos. GL56 0RH**

Direct line **01608 650062**  
Fax **01608 651281**  
E-mail [FSEC.Helpdesk@communities.gsi.gov.uk](mailto:FSEC.Helpdesk@communities.gsi.gov.uk)

General helpline **020 7944 8194**

Website [www.communities.gov.uk](http://www.communities.gov.uk)

## Incident data collection for Neighbourhood Statistics

### 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 2005 to 31st December 2005 inclusive to DCLG so that it can be formatted and published on the NeSS website.
- 1.3 2001 incident data for FRSs in England and Wales supplied in an earlier exercise was published on the NeSS website early in May 2006, with 2002 data scheduled for publication in the autumn of 2006.
- 1.4 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 DCLG, 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 DCLG has signed Service Level 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, including the 2001 Incident dataset released on 1<sup>st</sup> June 2006:

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

### 3.0 Previous Data Collection

- 3.1 In 2003, FRSs provided the Research, Statistics and Professional Advice Division (RSPAD) of DCLG 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. These data are being cleansed and geo-referenced to a format suitable for NeSS and the Fire Service Emergency Cover (FSEC) toolkit.

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3.2 The 2001 annual datasets were published on the NeSS website in May 2006, and further datasets will follow once they have been processed by DCLG.

### 4.0 Current Data Collection

4.1 FRSs in England and Wales are now requested to supply further years of incident data to RSPAD. Incident data between 1st January 2005 and 31st December 2005 are required.

4.2 The format of the data required by RSPAD is broadly the same as that requested in the previous data collection. 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. For cases without a grid reference RSPAD will geo-code the incidents, using postcodes and addresses, to the small area levels required. 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 so that they do not want its address data cleansed by the DCLG system with the risk of changing their grid references, i.e. the grid references provided are to be used, **this should 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.

4.5 RSPAD will return incident data to FRS, 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 inaccurate geo-coding.

4.6 ONS may require future incident data annually, on a basis to be agreed. In coming years, it is expected that these data can be supplied direct from the new incident recording system (IRS) which will replace the FDR1 from mid 2007. The completion of the transfer will, however, depend on the timing of take up of IRS by FRSs.

### 5.0 Publication by ONS

5.1 The incident data to be presented on the 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 and 2004 based on FDR1 data were published on the NeSS website in December 2005, March 2006 and May 2006 respectively. This dataset was compiled from FDR1 returns in England and Wales and provides more detail on the motive and location of these fires. The circular sent out on 1 July 2005 provides further details:

<http://www.communities.gov.uk/index.asp?id=1163104>

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## 6.0 Timescales

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

- **Incident data for 1st January 2005 to 31st December 2005 is required by RSPAD by 30th November 2006.**

- 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 RSPAD on the following phone number 01923 892923.

6.3 RSPAD will cleanse and prepare the data for delivery to ONS from December 2006 onwards.

## 7.0 Contact Details

7.1 For data format queries contact:

Preetam Bhoobun  
Research, Statistics and Professional Advice Division  
Bucknalls Lane  
Garston, Watford  
Hertfordshire, WD25 9XX  
Phone 01923 892923

e-mail: [Preetam.Bhoobun@communities.gsi.gov.uk](mailto:Preetam.Bhoobun@communities.gsi.gov.uk)

7.2 Any technical/FRS queries should be addressed to:

FSEC Helpdesk  
Research, Statistics and Professional Advice Division  
Fire Experimental Unit  
C/o Fire Service College  
Moreton-in-Marsh  
Gloucestershire, GL56 0RH  
Phone 01608 650062

e-mail: [FSEC.Helpdesk@communities.gsi.gov.uk](mailto:FSEC.Helpdesk@communities.gsi.gov.uk)

7.3 Data should be submitted to:

Preetam Bhoobun  
Research, Statistics and Professional Advice Division  
Bucknalls Lane,  
Garston, Watford,  
Hertfordshire, WD25 9XX  
Phone 01923 892923

e-mail: [Preetam.Bhoobun@communities.gsi.gov.uk](mailto:Preetam.Bhoobun@communities.gsi.gov.uk)

**Cath Reynolds,**

**Fire 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 2005 to 31st December 2005 inclusive. This includes all primary and secondary fires, road traffic collisions, false alarms 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 will 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 minor 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. Where geo-coded data is provided, please indicate how accurate the geo-codes are. **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. Any dwelling fires should be coded as type 1 in the ROITYPE column, RTAs (RTI/RTC) should be coded as type 6 and so on.
- A.6 Casualty data should be included by providing a count of the casualties, fatalities and rescues associated with each incident. There are separate columns for casualties, fatalities 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, fatalities 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 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. Incident data should be processed accordingly.
- 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.

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- A.10 Data to be supplied in Microsoft Excel, Microsoft Access, CSV or ASCII text file formats. If these formats cannot be provided then FSRD (Preetam Bhoobun) should be contacted to agree alternative formats.
- 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 and the data will be returned on request.
- 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 (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	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	✓

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30	Address4	Town (if necessary)	39	✓
<b>Field Number</b>	<b>Field Name</b>	<b>Comment</b>	<b>Field Length</b>	<b>Obligatory</b>
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 <sup>1</sup>	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	

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

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65	AppLocat_1	Appliance 1 location at time of Mob.	10	
<b>Field Number</b>	<b>Field Name</b>	<b>Comment</b>	<b>Field Length</b>	<b>Obligatory</b>
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	<b>ROSUB is not obligatory for incident type 2</b>	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	<b>ROSUB is not obligatory for incident type 3</b>	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	

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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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<b>Incident type</b>	<b>Description</b>	<b>Incident Sub-type (ROSUB field) for special services and other buildings</b>	<b>Further Details</b>
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” where there has been a fatality or casualty.

**Appendix D – Information Required with Fire Service Incident Data**

<b>Information Required</b>	<b>Notes and Examples</b>	<b>Response</b>
Name of Fire and Rescue Service	e.g. Blankshire Fire and Rescue Service	
Date information collated	e.g. 20/11/2006	
Date information sent to DCLG	e.g. 21/11/2006	
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 3 year 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 01/04/2005. Handheld GPS used to capture co-ordinates from 20/12/2005	
Total number of incidents for year 1	e.g. 14012	
Date range for year 1 data if not as required by DCLG	e.g. 01/01/2005 to 31/12/2005	
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	