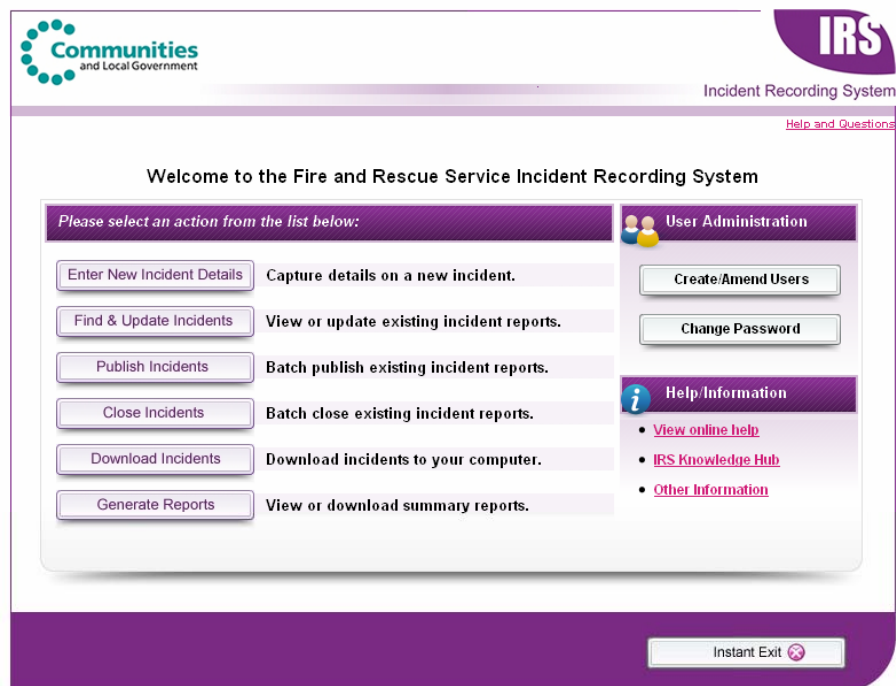


# IRS Help and Guidance

Version 2.4 (March 2012)

Produced by DCLG



The screenshot shows the main dashboard of the Incident Recording System. At the top left is the 'Communities and Local Government' logo, and at the top right is the 'IRS Incident Recording System' logo. A 'Help and Questions' link is visible in the top right corner. The main heading reads 'Welcome to the Fire and Rescue Service Incident Recording System'. Below this, a purple bar contains the instruction 'Please select an action from the list below:'. The central area features a list of actions, each with a button and a description:

Action	Description
Enter New Incident Details	Capture details on a new incident.
Find & Update Incidents	View or update existing incident reports.
Publish Incidents	Batch publish existing incident reports.
Close Incidents	Batch close existing incident reports.
Download Incidents	Download incidents to your computer.
Generate Reports	View or download summary reports.

On the right side, there are two sections: 'User Administration' with buttons for 'Create/Amend Users' and 'Change Password', and 'Help/Information' with links for 'View online help', 'IRS Knowledge Hub', and 'Other Information'. At the bottom right, there is an 'Instant Exit' button with a red 'X' icon.

# Version Control

<b>Author</b>	<b>Reviewer</b>	<b>Version No.</b>	<b>Date Released</b>
S. Wright	CLG	V1.2	October 2007
S. Wright	CLG	V1.3	January 2008
S. Wright	CLG	V1.4	May 2008
S. Wright	CLG	V1.5	September 2008
S. Wright	CLG	V1.6	January 2009
S. Wright	CLG	V1.7	February 2009
S. Wright	CLG	V1.8	March 2009
S. Wright	CLG	V1.9	June 2009
S. Wright	CLG	V2.0	September 2009
S. Wright	CLG	V2.1	July 2010
S. Wright	DCLG	V2.2	February 2011
S. Wright	DCLG	V2.3	September 2011
S. Wright	DCLG	V2.4	April 2012

# Changes to previous version

Section	Question Number	Change
Incident Identification	Incident Identification	Guidance amended
Full List of Mobilise Incident Types	2.3	New categories added and guidance added/amended
On Attendance	3.1	Clarified 'flame' in chimney fire description
On Attendance	3.2 intro	Guidance on selecting property if the property id derelict added.
On Attendance	3.2 intro	Guidance added to state that the property type should be highlighted before selection is made
Various	Various	Removed references to FiReControl Convergence Products
Various	5.6, 5.7, 7.17, 8.1, 8.3, 8.22, 9.4, 9.5, 8.10, 9.10, 9.11, 9.14, 9.25	Removal of 'not applicable' option from the webfoms.
On Attendance	3.9	Question title amended for clarity
Other details	5.19	Link to reference old document removed
Other details	5.20	Link to reference old document removed
Other details	5.19	Question title amended for clarity
Other details	5.19	Options added to list
Other details	5.21	Link to reference old document removed
Resources Used	6.2	Question title amended for clarity
Resources Used	6.5	Question title amended for clarity
Resources Used	6.16	PPV, RPE, CBA guidance added
Damage	8.6	Question title amended for clarity
Damage	8.15	Question title amended for clarity
Damage	8.20	Question title changed and guidance changed
Damage	8.22	Question title changed and guidance changed
Damage	8.30	Question title amended for clarity
Damage	8.30	Partial guidance removed due to new validation implemented

Victims	Q9.6 to Q9.26 (excl Q9.23)	Guidance added
Victims	Q9.7	Question title amended
Victims	Q9.24	Guidance added
Full List of Property Types	3.2	New categories added and guidance added/amended
Full List of Special Service Types	3.3	New categories added and guidance added/amended
Full List of Special Service Types	3.3	Added new special service type – Removal of people from objects
Full List of False Alarm Types	3.4	New categories added and guidance added/amended
Full List of False Alarm Types	3.4	Removed guidance on malicious break of call point as new category added
Error messages that may appear	Error messages that may appear	User friendly messages amended
Error messages that may appear	Error messages that may appear	New error messages 3501-3506 added
Glossary	Glossary	Minor corrections (E.g. CLG to DCLG)

If you have any comments on, or suggested additions to this IRS guidance please email them to [IRShelp@communities.gsi.gov.uk](mailto:IRShelp@communities.gsi.gov.uk) for consideration as we would like to share them with other FRSS

# Before You Start Using the IRS

This section provides key information that a user requires prior to using the Incident Recording System.

---

## Introduction to the IRS

The IRS has been created to provide the Fire and Rescue Service with a fully electronic data capture system for all incidents attended.

IRS replaces the paper FDR1(94), FDR2 amendment form and FDR3 return and collects further information on all incidents attended including Special Services and False Alarms.

## Benefits

The following benefits for FRSs will be delivered by the introduction of IRS:-

- Increased data collection, specifically in Special Service data will allow comparisons with other FRSs to improve operational performance.
- Improved access to data for FRSs – more data will be available and improved timeliness of data. In effect this means FRS staff will be in a better position to inform Chief Fire Officers on how to best deliver IRMPs in their area.
- IRS produces data required for FSEC and in the correct format.
- Electronic completion of forms will improve accuracy meaning fewer forms are returned.
- Electronic completion will be quicker and easier. Collection has been designed so that all questions are by selection from lists.
- IRS will mean common report formatting.

## Further information

For further information on the IRS project please visit the IRS Knowledge Hub website at <https://knowledgehub.local.gov.uk> (Please note, you will need to register on the website to access the IRS section).

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## IRS Data and Disclaimers

*<< This section will provide a statement on what the IRS data is used for, what the FRS Officer can use the data for, and any legal conditions of use for the IRS. >>*

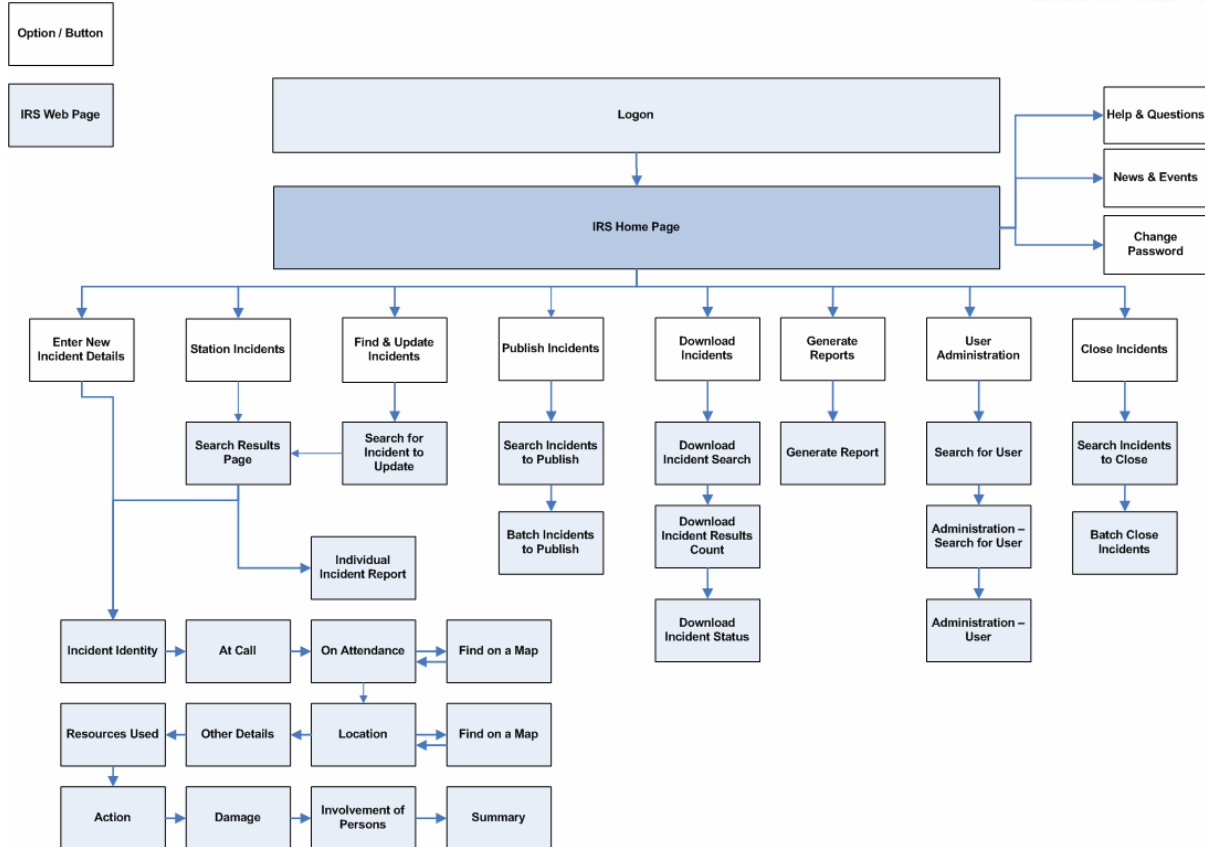
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## About the IRS website

This section provides details on how to use the website itself, a site map, and common elements of the site

### Site Map

The IRS site map shown below provides an overview of the relationships that exist between the various pages of the IRS website.



## Incident Lifecycle and Status

Incident data that is entered into the IRS website is not ‘sent’ directly to the Department for Communities and Local Government (DCLG) but goes through a ‘lifecycle’.

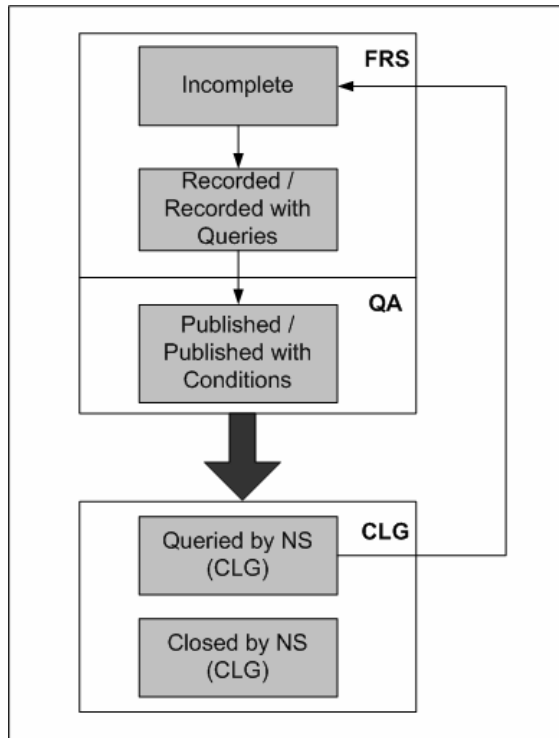
This ‘lifecycle’ is similar to the way FDR1 data was processed. The aim is to ensure that data is only ‘sent’ to DCLG once it has been validated and quality assured by the FRS.

The following key stages exist in the lifecycle of an incident:

- Incident recorded
- Incident validated by IRS and FRS quality assurance personnel
- Incident published to DCLG

The diagram below shows the lifecycle stages and workflow for incident records and the processes involved in moving from one stage to another.

The actual business processes for each FRS may be slightly different from those shown but will achieve the same outcome. Incident data can only be 'published' to DCLG by certain users (FRS Quality Assurance)

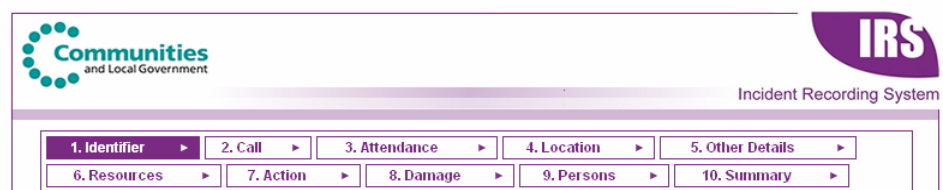


## Navigation Bar

Incident data is entered using IRS web forms.

For ease of use the web forms have been structured into logical groups.

Progress through each of the required stages is highlighted at the top of the forms in a navigation bar as shown below.





The navigation bar is available on all form entry screens and as well as displaying the current position within the set of forms can also be used to move directly to a specific form (e.g. Damage) when editing an incident.

The numbers against each option relate to the sequence of question numbers within the form e.g.

**'2. Call'** relates to questions **2.1, 2.2, 2.3....**  
or,

**'3. Attendance'** relates to questions **3.1, 3.2, 3.3....**  
and so on.

## Instant Exit Function

On all pages of the website there is an 'Instant Exit' button as shown below at the bottom of the page.



The purpose of this button is to allow the user to exit the system if they are called away to respond to an emergency.

The button performs the following functions:

- Saves the incident that you are currently working on, you can then find this on your return using the 'My current incidents' button.
- Logs the user out of the IRS website

**Please note that the button does NOT log you out of the PC you are working on, only the IRS website.**


If your FRS policy requires, you may also need to log off or shut down your PC.

## Saving of Incident data

When you are entering data for an incident a copy of the data is saved each time you change the page – by using the **Previous** and **Next** buttons.

This means that even if your PC or the browser you are using crashes you will only lose data for the page you are currently working on.

In this case you will be able to find the incident you are working on using the 'My current incidents' function.

The 'Save and Exit'  button shown on most pages also allows you to save your work up to the last fully completed page and exit the form. You will be returned to the IRS Homepage or the Incident Search screen, depending on how you accessed the record.

## Hierarchy controls

For some of the questions asked there are a large number of values that can be selected.

For these questions the number of answers is too large to display as a drop down list.

Examples of these questions are:

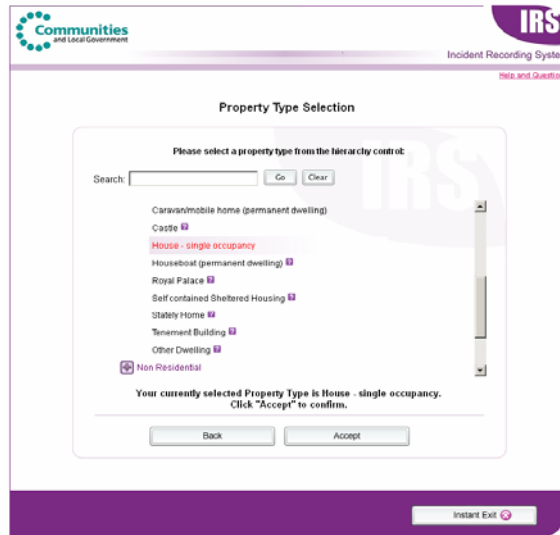
- Question 3.2 – What type of property was involved?
- Question 3.4 – False Alarm Reason

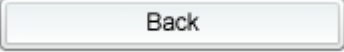
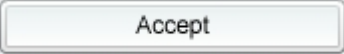
For each of these questions the possible answers have been grouped together and a special type of control has been used.

Each group of answers can be expanded using the + button and contracted using the – button (see below).

The values at the lowest level do not have a + or – button and it is these values that should be selected.

Alternatively, it is possible to search for a particular property type by entering a search string into the 'Search' field and clicking the 'Go' button.



Button	Description
	Return to the previous screen
	Confirms the selection and returns to the previous screen

## Online Help System

This section explains how to use the online help facilities provided within the IRS.

The IRS provides the user with the ability to use the online help system for assistance and information on how to use the system. There are three ways to access the IRS online help system:

- The first option is to click the 'view online help' panel of the IRS Home page shown below.



- The second option is to click the **'Help and Questions'** hyperlink located on the top right-hand corner of the IRS forms as below.

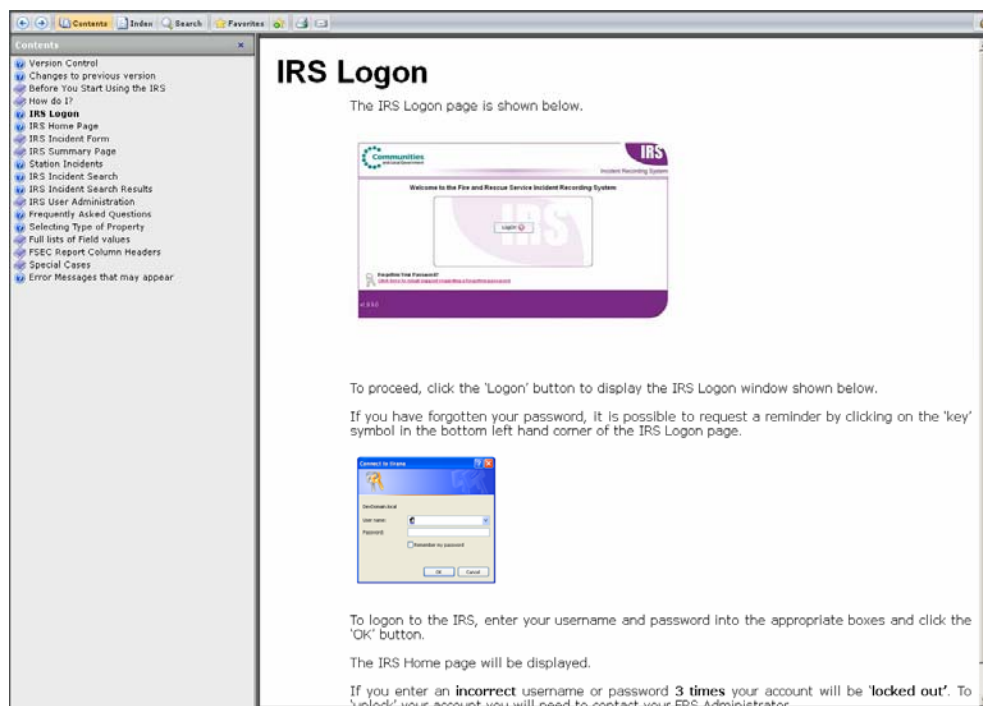
### Help and Questions

- The third option is to view the on-line help for a particular question by clicking the 'Question Help' button shown below.

You can also hover over listed options with this symbol to view pop up guidance bubbles.



Following selection of one of the above options, the IRS online help system will be displayed within a new browser window as shown below.



The left-hand panel of the online help window lists the help topics available within the online help system, while the right-hand panel displays the contents of the selected help topic.

To view a particular help topic, make a selection from the left hand panel and the description will be displayed on the right-hand panel

of the window. Selecting the **'Previous'** and **'Next'** buttons found on the top of the left-hand panel enables navigation through the available help topics.

**Please use the Help functions fully before calling the IRS Helpdesk as you will usually be able to find the answer to your questions there.**

# How do I?

The aim of this section is to describe how to perform some of the key tasks in the IRS.

---

## Requesting a User Account

To access the IRS system users must have a user account for their own FRS. There are different levels of user therefore you must contact your nominated FRS administrator to request an account or find out more.

If you are not sure who your FRS administrator is then please contact the **IRS helpdesk** on **08453 777888** or **[irshelp@communities.gsi.gov.uk](mailto:irshelp@communities.gsi.gov.uk)**

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## User Types and Privileges

Within the IRS the functions that you have access to are determined by the type of user you are.

For FRSs there are the following type of users:

- FRS User (View Only) – a user who can view incident data but not enter/edit data or create a new incident.
- FRS User (Update only) – this is a normal user who can enter data for incidents, but they cannot create a new incident they can only edit an existing incident. This type of

user is for FRSs which pre-populate the data from their Command and control system.

- FRS User – this is a normal user who can enter/edit data for incidents, including creating a new incident.
- FRS Quality Assurance – can edit and create incidents and can also publish incident to DCLG.
- FRS Administrator – can edit and create incidents, publish incidents and can also create new users on the system.
- FRS MIS – this is a special type of user that can use the IRS web services. This is used to allow pre-population of data. These users can only be created and updated by DCLG.

The full permissions for each type of user are given in the table below.

IRS Website Functions	FRS User (View Only)	FRS User (Update Only)	FRS User	FRS Quality Assurance	FRS Administrator	FRS MIS	Comments
Website Access	✓	✓	✓	✓	✓	x	
Enter New Incident	x	x	✓	✓	✓	x	
Find Incident(s)	✓	✓	✓	✓	✓	x	
View Incident	✓	✓	✓	✓	✓	x	
Edit Incident	x	✓	✓	✓	✓	x	FRS Users (both types) can only Edit incidents with a status <=80.
Publish Incident(s)	x	x	x	✓	✓	x	For Over The Border incidents the Territorial FRS are not permitted to Publish the incident.  These permissions apply to both publishing of individual incidents and batch publishing.
Create and update user accounts	x	x	x	x	✓	x	
Delete Incident	x	x	x	✓	✓	x	Sets the status of the report to 'deleted'
Copy Incident	x	x	x	x	x	x	
Print Incident	✓	✓	✓	✓	✓	x	

Download Incident(s)	x	x	x	✓	✓	x	
Generate Incident Status Report	x	x	x	✓	✓	x	Available though Generate Reports Option from IRS homepage.
Generate Incident Summary Report	✓	✓	✓	✓	✓	x	Available though Generate Reports Option from IRS homepage.
Change own Password	✓	✓	✓	✓	✓	x	
Use Audit Function	x	x	x	✓	✓	x	

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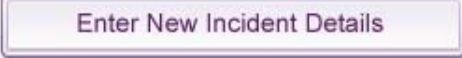
## Capture a New Incident

The IRS collects data on all incidents **attended** by a Local Authority Fire and Rescue Service.

The IRS enables several incident types to be recorded as follows:

- Fire Incidents
- False Alarms
- Special Service Incidents

You enter details on a new incident by using the 'Enter New Incident

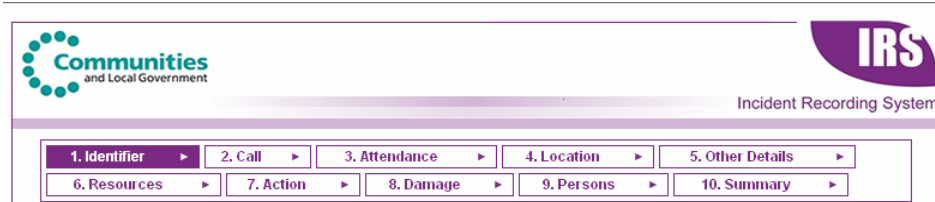
Details' button  on the home page

The high-level steps required to record a new incident are as follows:

- Record the incident identity and status
- Record the incident details 'At Call' as received by the Command and Control Mobilisation System
- Record information on the incident as observed on 'On Attendance'
- Record the incident location details
- Record additional incident information
- Record information on appliances, resources and crew deployed during the incident
- Record any action taken on attendance of the fire incident
- Record details of any resulting damage caused to the property on attendance of the fire incident

- Record details of any victims involved in the incident


Incident data is entered using IRS web forms. For ease of use the web forms have been structured into logical groups. Progress through each of the required stages is highlighted at the top of the forms in a navigation bar as shown below.



The screenshot shows the top navigation bar of the Incident Recording System. It features the 'Communities and Local Government' logo on the left and the 'IRS Incident Recording System' logo on the right. Below the logos is a horizontal navigation bar with ten numbered tabs, each with a right-pointing arrow: 1. Identifier, 2. Call, 3. Attendance, 4. Location, 5. Other Details, 6. Resources, 7. Action, 8. Damage, 9. Persons, and 10. Summary.

Where appropriate, questions in the website have associated drop-down lists containing the available answer options.

To ensure that the incident is recorded as accurately as possible, it is important to select the most relevant option. In cases where it is felt that more than one option is relevant to a particular incident, the user should select the most applicable option.

The IRS offers an on-line help system providing guidance for each question. Users can view information relating to a particular question by clicking on the 'Question Help'  found next to the question.

## Description of Incident Types:

The following definitions relate to the key incidents types that are recorded within the IRS.

### **Fire Incidents (Primary and Secondary)**

\*You do not need to know whether each property location is a primary fire location or a secondary fire location as the IRS system decides this for you based on your answers to previous questions.

Primary fires include all fires in buildings, vehicles and outdoor structures or any fire involving casualties, rescues or fires attended by five or more appliances.

Secondary Fires are fire incidents that did not occur at a primary location, was not a chimney fire in an occupied building, did not involve casualties (otherwise categorised as a Primary incident) and was attended by four or fewer appliances.



### **Special Service**

Non-fire incidents which require the attendance of an appliance or officer and include:

- (a) Local emergencies e.g. road traffic incidents, rescue of persons, 'making safe' etc
- (b) Major disasters
- (c) Domestic incidents e.g. water leaks, persons locked in or out etc
- (d) Prior arrangements to attend incidents, which may include some provision of advice and inspections

The training of individuals should not be recorded as a special service incident. In addition, some tasks that should not be included are performing dry riser tests, charging cylinders, loaning or testing equipment and interviewing or other fire safety activities.

### **False Alarms**

Fire False Alarm – Where the FRS attends a location believing there to be a fire incident, but on arrival discovers that no such incident exists, or existed.

If the appliances are 'Turned around' by Command & Control before arriving at the incident – then the incident is not classed as having been attended and does not need to be reported.

Malicious False Alarms - are calls made with the intention of getting the FRS to attend a non-existent incident, including deliberate and suspected malicious intentions.

There is an option to select 'service not required' in this category.

Good Intent False Alarms - are calls made in good faith in the belief that the FRS really would attend an incident.

False Alarm due to Apparatus - are calls initiated by fire alarm and fire-fighting equipment operating (including accidental initiation of alarm apparatus by persons or where an alarm operates and a person then routinely calls the FRS as part of a standing arrangement, i.e. with no 'judgement' involved, for example from a security call centre or a nominated person in an organisation).

Special Service False Alarm Good Intent - These are calls made in good faith in the belief that the FRS really would attend a special service incident.

There is an option to select 'service not required' in this category.

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## Update an Existing Incident

The high-level steps required to perform updates to an existing incident are as follows:

- Search for an existing incident [\[link\]](#)
- Select the incident to update [\[link\]](#)
- Update the incident details
- Save the amended incident

Once an incident has been found and selected the process for entering the information is the same as entering the information for a new incident.

Ownership of an incident is transferred to the user who last updated the incident.

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## View Audit Trail

Audit trail functionality is available within the IRS for Administrator and QA Users.

\* Please note this function is only available on new incidents entered after the IRS release on 16 September 2009.

It is updated each time an amendment is made on the IRS report.

An example of the Audit Report and information it contains is below and can be accessed from individual incidents on the Search Results page by selecting 'Audit' –

### Search for Incidents

Please select an incident and appropriate action from the below:

Status	Incident No.	Last Updated	Type	Location	Station Ground	Primary Fire	Persons Involved	
	- 2009-08-04-04	04/08/2009 14:05:27	Fire	Coordinates: 111111,111111	Burwell Fs Fgc07		-	Select >> View
	- 2009-08-04-03	04/08/2009 14:03:28	Fire	Coordinates: 111111,111111	Burwell Fs Fgc07		-	Select >> Print
	- 2009-08-04-02	04/08/2009 13:59:42	Fire	Coordinates: 111111,111111	Burwell Fs Fgc07		-	Select >> Audit
	- 2009-08-04-05	04/08/2009 14:15:35	Fire	Coordinates: 111111,111111	Burwell Fs Fgc07		-	Select >> Edit
								Select >> Copy
								Select >> Publish
								Select >> Delete

Example:

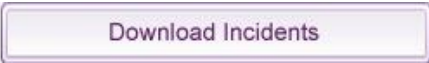
**FRS Incident Number:** IS\_AUDIT\_123 **Responsible Party FRS and Station Details:** Staffordshire - Burslem Fire Station

Audit Date and Time	Username	Operation	Incident Version	Incident Status	Validation Status	Schema Version
01/06/09 16:58:47	IS_MIS_ADMIN	INSERT	1	Incomplete	Full	v1-0
01/06/09 17:01:00	IS_MIS_ADMIN	AMEND	2	Incomplete	Full	v1-0
01/06/09 17:07:07	IS_MIS_ADMIN	AMEND	3	Incomplete	Full	v1-0
01/06/09 17:09:25	IS_MIS_ADMIN	AMEND	4	Incomplete	Full	v1-0
01/06/09 17:11:59	IS_MIS_ADMIN	AMEND	5	Incomplete	Full	v1-0
01/06/09 17:15:46	IS_MIS_ADMIN	AMEND	6	Incomplete	Full	v1-0
01/06/09 17:19:18	IS_MIS_ADMIN	AMEND	7	Incomplete	Full	v1-0
01/06/09 17:22:51	IS_MIS_ADMIN	AMEND	8	Incomplete	Full	v1-0
01/06/09 17:26:25	IS_MIS_ADMIN	AMEND	9	Incomplete	Full	v1-0
01/06/09 17:29:52	IS_MIS_ADMIN	AMEND	10	Incomplete	Full	v1-0
01/06/09 17:32:06	IS_MIS_ADMIN	AMEND	11	Incomplete	Full	v1-0
01/06/09 17:40:53	IS_MIS_ADMIN	AMEND	12	Incomplete	Full	v1-0
01/06/09 17:43:04	IS_MIS_ADMIN	AMEND	13	Incomplete	Full	v1-0
01/06/09 17:46:38	IS_MIS_ADMIN	AMEND	14	Incomplete	Full	v1-0
01/06/09 17:50:27	IS_MIS_ADMIN	AMEND	15	Incomplete	Full	v1-0

## Download Incidents

FRSs have the option of retrieving incident details that have been previously recorded using the '**Download Incidents**' button shown below.

Incidents may be downloaded in one of six formats, XML, CSV, FSEC-NeSS, FDRFire, FDRCasualties or FDR3. Incidents downloaded in XML format are a complete representation of the data as it was recorded within the IRS. Incidents downloaded in CSV format provided are summarised in a format suitable for import into spreadsheets such as MS Excel. Incidents downloaded in FDR format are used to extract data in old FDR1 and FDR3 format.

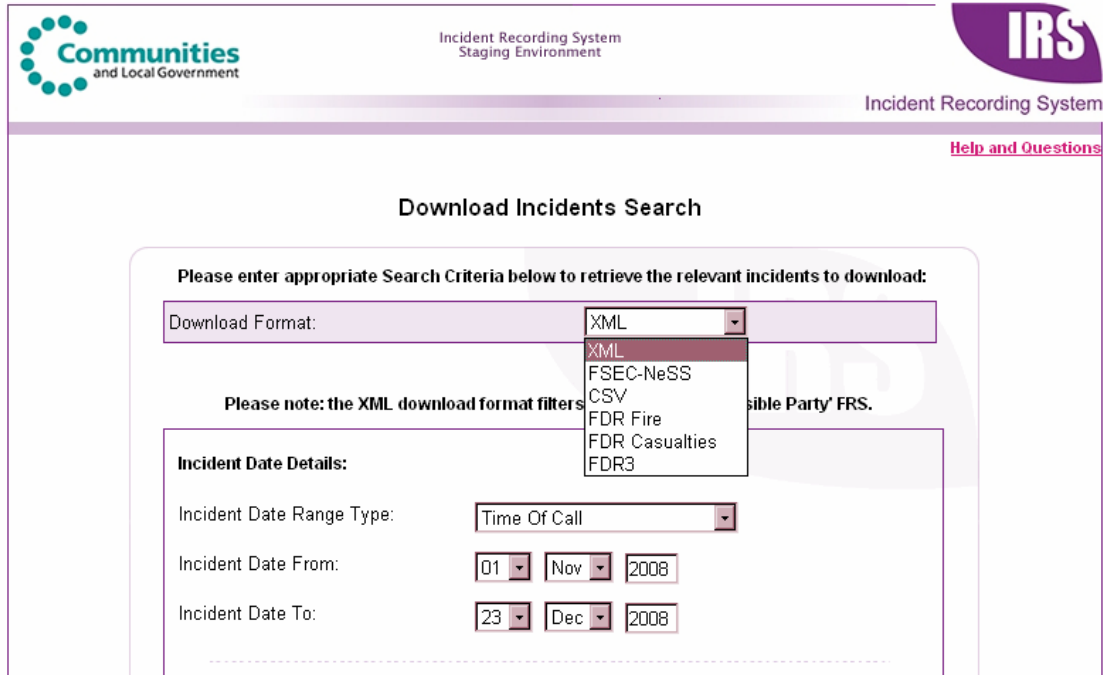
Button	Description
	Download incidents in XML or CSV or FSEC-NeSS format to your computer.

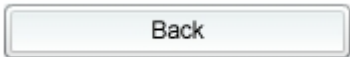
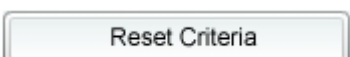

The high-level steps required to download incident details are as follows:

- Search for incidents to download
- Select incidents to download
- Select downloaded file format
- Retrieve incidents file

To initiate the download process, navigate to the IRS Home page and click the '**Download Incidents**' button shown above. The Extract Incident Search form will be displayed, as shown below.

**!** Please be aware that when clicking the 'Download' button, the download file may open in your current internet browser window. If this occurs, please click on the 'Back' button in your internet browser to return to the IRSWEB website.



Button	Description
	Return to the IRS Home page.
	Reset the search criteria to the default values.
	Submit the search request entered.

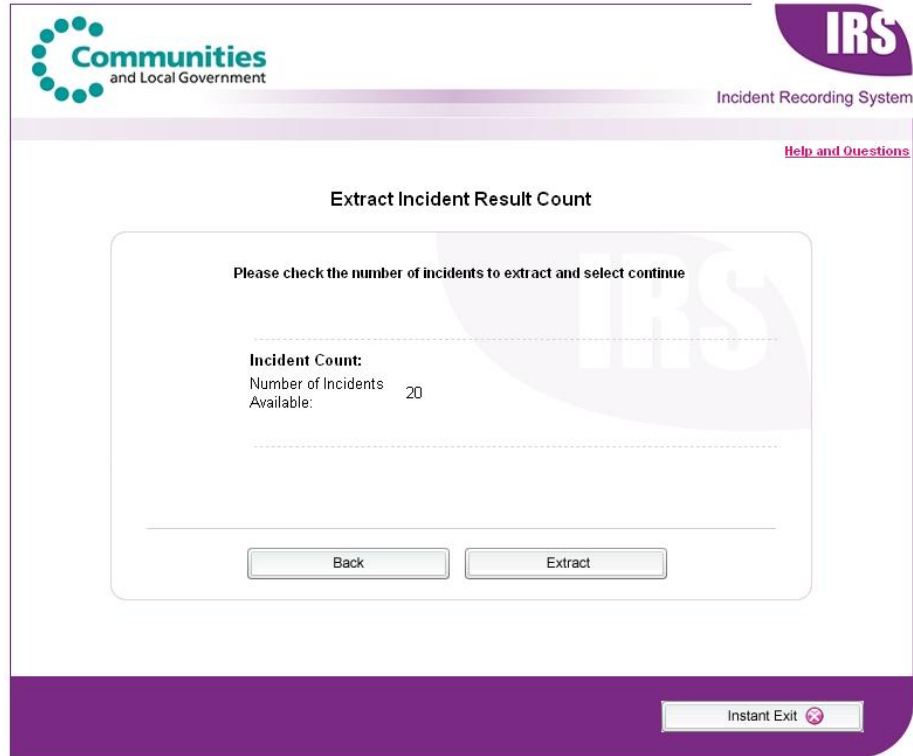
Specify the extract format (XML or CSV or FSEC-NeSS) by selecting an option from the '**Extract Format**' drop-down list. To select the incident data to download enter the appropriate search criteria to retrieve the incidents required for extract. The following categories of search criteria are available:

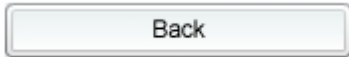

- Main incident details
- Incident date details

Click the '**Search**' button when completed to submit the search request.

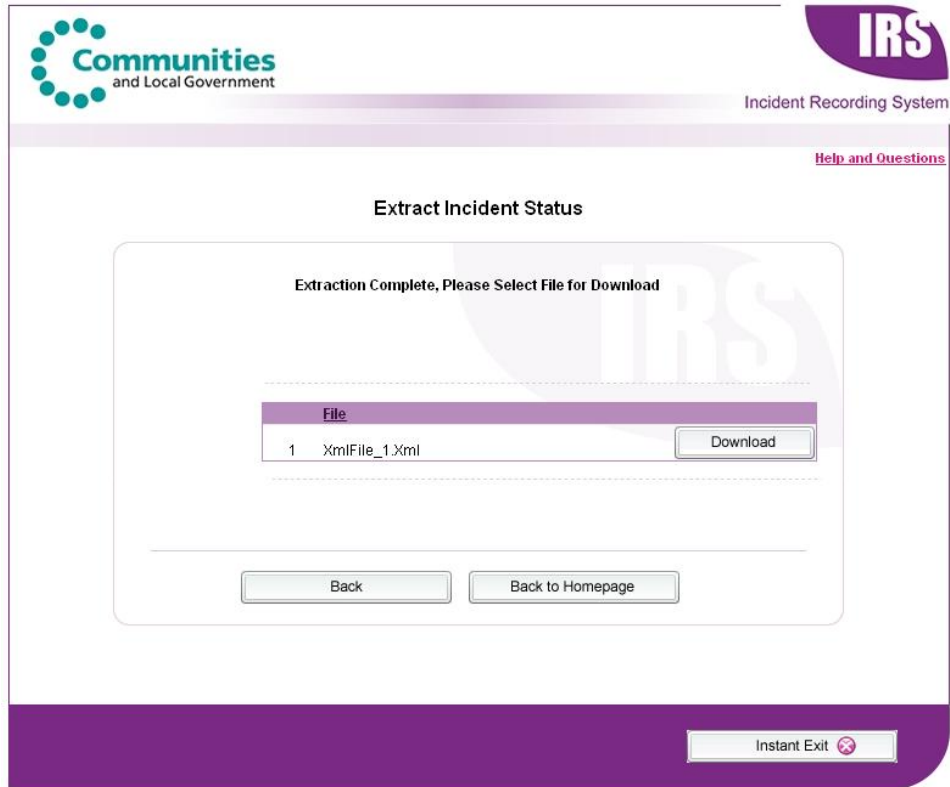
The Extract Incident Result Count page will be displayed indicating the total number of incidents that match the search criteria entered as shown below


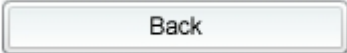

Please note that depending on the Internet connection speed available, it may be advisable to restrict the number of incidents downloaded at any one time. This will ensure that the request is completed in a timely manner.



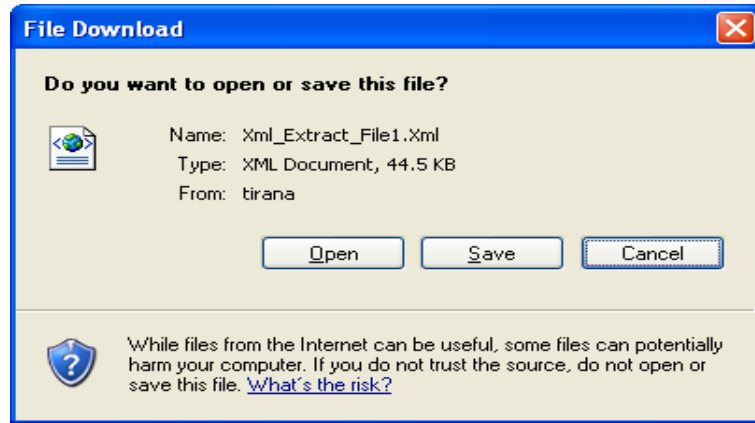
Button	Description
	Return to the Extract Incident Search form.
	Launch the extract process.

Click the **Extract** button to begin the extract, and wait for the extraction process to complete. The 'Extract Incident Status' page will be available for download as shown in below.



Button	Description
	View or save the extracted incidents onto your computer as shown below.
	Return to the Extract Incident Search form.
	Return to the IRS Home page.

Click the '**Download**' button to download the file from the Website to a suitable location as shown in below.



An example of an XML file extracted from the IRS is shown below.

```

- <Incidents xmlns="http://www.fire.gov.uk/schemas/Incident">
- <Incident xmlns="http://www.fire.gov.uk/schemas/Incident">
- <Identifier IncidentId="10662">
  <FRSIncidentNumber>mjr009788</FRSIncidentNumber>
  <NationalStatisticsNumber>
    <FRSId>01</FRSId>
    <SequenceNumber>10662</SequenceNumber>
  </NationalStatisticsNumber>
</Identifier>
- <AuditDetail>
  <IncidentStatus>10</IncidentStatus>
  <DateCreated>2006-08-29T10:43:00.157</DateCreated>
  <CreatedBy>test123</CreatedBy>
  <DateUpdated>2006-08-29T10:43:58.187</DateUpdated>
  <UpdatedBy>test123</UpdatedBy>
  <DataSection>1</DataSection>
</AuditDetail>
<IncidentLocation />
- <IncidentAtCall>
  <MobiliseIncidentType>6</MobiliseIncidentType>
  <PriorityAtCall />
  <LateCall />
  <TimeOfCall>2006-08-29T00:01:00.000</TimeOfCall>
  <OriginOfCall>6</OriginOfCall>
  <WasCallConfirmed>yes</WasCallConfirmed>
</IncidentAtCall>
- <IncidentOnAttendance>
  <IncidentCategory />
  <PriorityOnAttendance />
  <TimeStoppedMobilising />
  <TimeIncidentClosed />
  <OverTheBorder>no</OverTheBorder>
  <TerroristIncident>no</TerroristIncident>
  <MajorIncident>no</MajorIncident>
</IncidentOnAttendance>
  <ResourceUsage />
  <AdditionalContent />

```

---

## Publish Incidents

The **'Publish Incidents'** function is reached from the 'Publish Incidents' button on the Homepage. This function is only available to Quality Assurance users and Administrators.

The purpose of the Publish Incidents function is to allow the publishing of batches of records at a time. Individual records can be published using the 'Find and Update Incidents' function.



The functionality works in a similar way to many web-based e-mail applications.

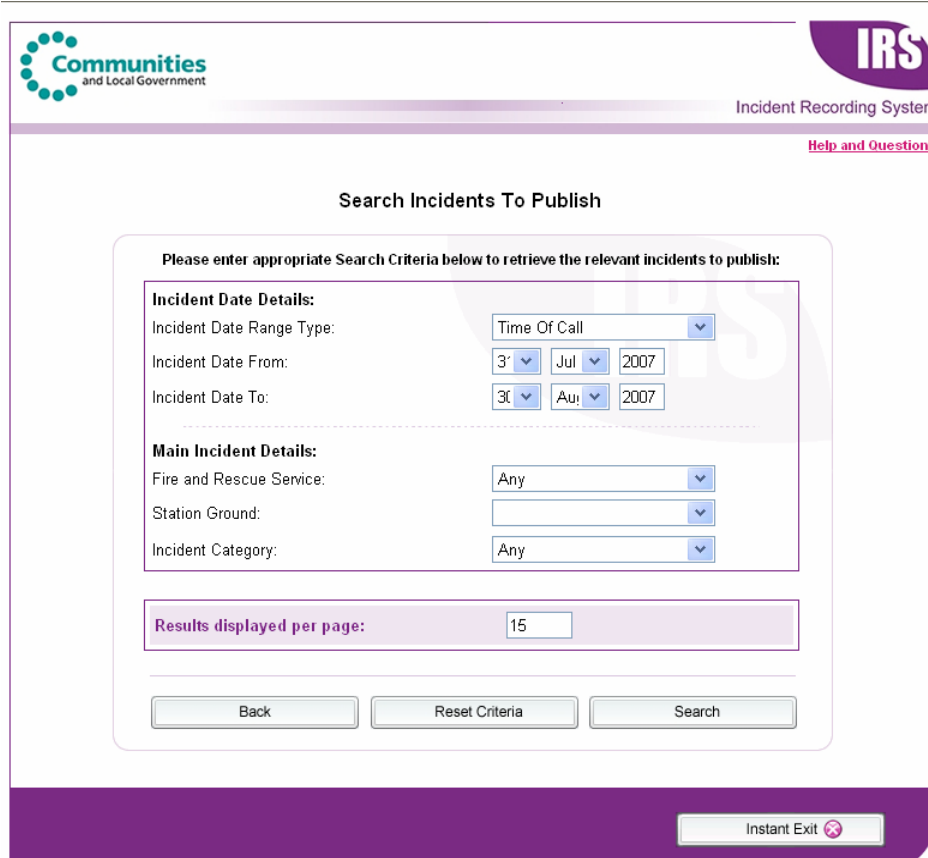
Enter the appropriate search criteria to retrieve the relevant incidents.

You need to complete a date range to search for as well as specifying the type – this allows you to search for incidents by the time of the call or when they were last updated.

You can also provide some other criteria. The following categories of search criteria are available:

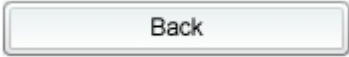

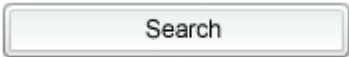
- Fire and Rescue Service (this will be set to your FRS)
- Station Ground
- Incident Category

Having selected the search criteria, click the '**Search**' button to submit the request. The IRS will display a list of incidents that match the search criteria entered as shown in the IRS Incident Search Results.



The screenshot shows the 'Search Incidents To Publish' form within the Incident Recording System. The form is titled 'Search Incidents To Publish' and includes a 'Help and Questions' link. The main content area is titled 'Please enter appropriate Search Criteria below to retrieve the relevant incidents to publish:'. It is divided into two sections: 'Incident Date Details' and 'Main Incident Details'. The 'Incident Date Details' section includes 'Incident Date Range Type' (set to 'Time Of Call'), 'Incident Date From' (3<sup>rd</sup> Jul 2007), and 'Incident Date To' (30<sup>th</sup> Aug 2007). The 'Main Incident Details' section includes 'Fire and Rescue Service' (set to 'Any'), 'Station Ground' (empty), and 'Incident Category' (set to 'Any'). Below these sections is a 'Results displayed per page' field set to '15'. At the bottom of the form are three buttons: 'Back', 'Reset Criteria', and 'Search'. The footer of the page contains an 'Instant Exit' button.

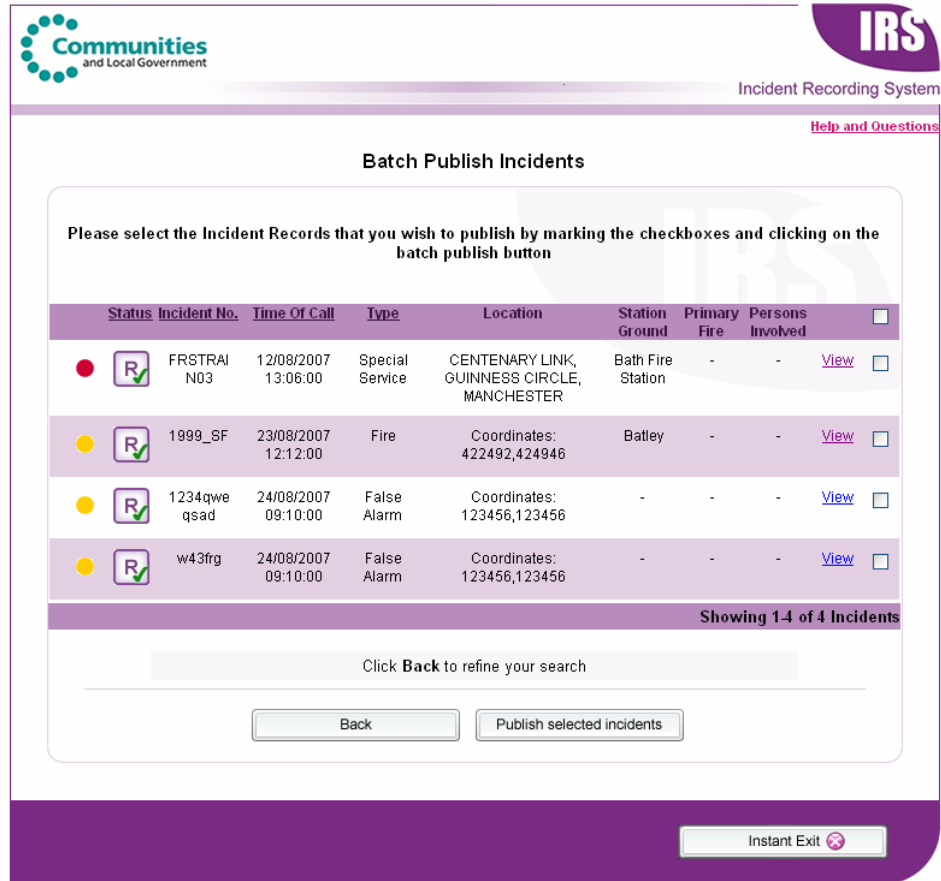
*Search Incidents to Publish form*

Button	Description
	Return to the previous screen, in this case the IRS Home page.
	Reset the search criteria to the default values.
	Submit the request to search for incidents that match the criteria entered.

If your search returns results you will be presented with the results screen below, if not you will be shown a 'No incidents were found' message.

Only incidents with a status of 'recorded' or 'recorded with queries' will be displayed.

On the results screen you can select the incidents you want to publish by clicking on the check boxes in the left hand column. If you want to select all the incidents you can select the checkbox at the top of the column.



**Batch Publish Incidents**

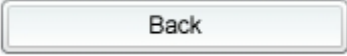

Please select the Incident Records that you wish to publish by marking the checkboxes and clicking on the batch publish button

Status	Incident No.	Time Of Call	Type	Location	Station Ground	Primary Fire	Persons Involved	
●	FRSTRAI N03	12/08/2007 13:06:00	Special Service	CENTENARY LINK, GUINNESS CIRCLE, MANCHESTER	Bath Fire Station	-	-	<a href="#">View</a> <input type="checkbox"/>
●	1999_SF	23/08/2007 12:12:00	Fire	Coordinates: 422492,424946	Batley	-	-	<a href="#">View</a> <input type="checkbox"/>
●	1234qwe qsad	24/08/2007 09:10:00	False Alarm	Coordinates: 123456,123456	-	-	-	<a href="#">View</a> <input type="checkbox"/>
●	w43frg	24/08/2007 09:10:00	False Alarm	Coordinates: 123456,123456	-	-	-	<a href="#">View</a> <input type="checkbox"/>

Showing 14 of 4 Incidents

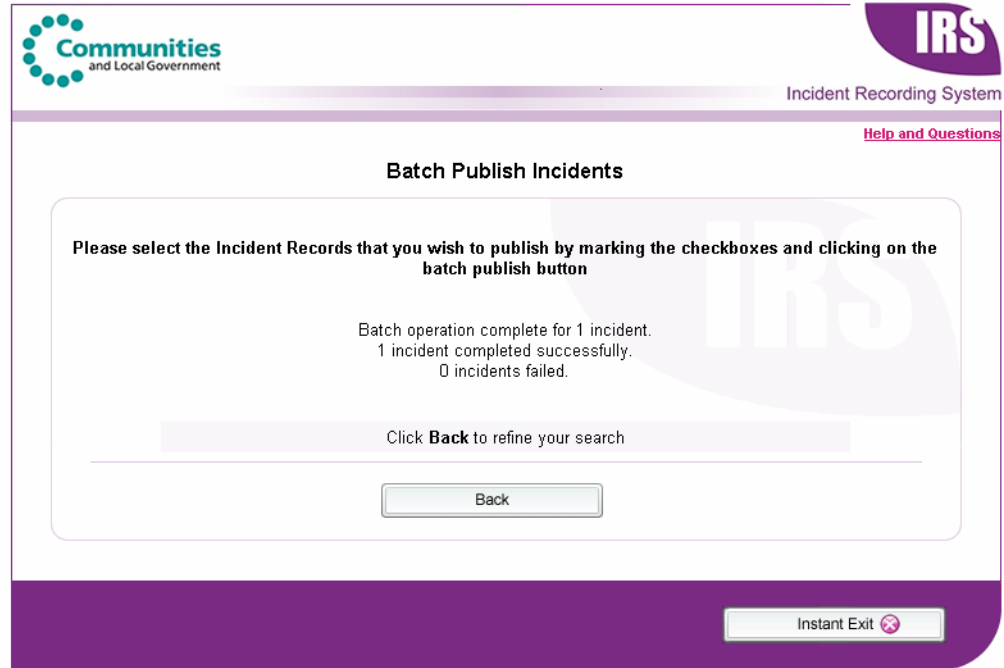
Click **Back** to refine your search

*Batch Publish Incidents form*

Button	Description
	Return to the previous screen, in this case the Search Incidents to Publish.
	Submit the request to publish the selected incidents

Once you have selected the incidents you want to publish you can publish them by clicking the **'Publish Selected Incidents'** button.

You will be shown a results screen which displays how many of the incidents were successfully published.



Communities and Local Government

Incident Recording System

[Help and Questions](#)

### Batch Publish Incidents

Please select the Incident Records that you wish to publish by marking the checkboxes and clicking on the batch publish button

Batch operation complete for 1 incident.  
1 incident completed successfully.  
0 incidents failed.

Click **Back** to refine your search

---

## Generate Reports

Within the IRS it is possible to produce reports on the incidents within the system.

Currently the following reports are available:

- Incident Status – which shows the status of incidents for a time range within an FRS. This is for Quality Assurance users to track the status of incidents.
- Incident Summary – which gives a brief summary of each incident. This can be used by all users.

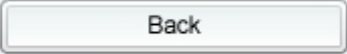
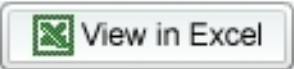
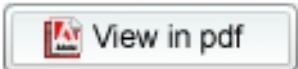
These reports can be produced in two formats:

- PDF – which is good for printing.
- Excel – which can be used to perform analysis.

In order to use these you must have the appropriate software installed on your machine (Adobe reader or Microsoft Excel).

For each report you must provide a date range and for the Summary report you can also optionally select a station.

Generate Report Screen

Button	Description
	Return to the previous screen, in this case the Homepage.
	View the report in Excel
	View the report in PDF

## Printing Data Protection Act (DPA) Compliant Reports

A new feature of the IRS in 2012 is the ability for the User to print a range of Data Protection Act (DPA) compliant reports.

Below is a summary of each report type and the differences between each.

- **Summary of content of new downloadable incident reports**

<b>REPORT NAME</b>	<b>Based On</b> <i>(The original requirement on which this report is based)</i>	<b>Other Differences</b> <i>(Additional differences between this report and the original requirement)</i>	<b>Geographical Precision</b>	<b>Report Help Description</b>
<b>Full Report (including personal information)</b>	Existing 'Full Report (including personal information)'	Insert new fields: - total number of casualties - casualties aged 0-15 - casualties aged 16+	Full details	Contains numerous sensitive fields and identifiable personal information, e.g. name and ethnicity of casualties
<b>Depersonalised 1a</b>	Existing report labelled 'DPA complaint'	Also removed:  - all identifying incident location addressable fields: building name, building number, flat/unit number and street, location description, last two letters of postcode - FRS Appliance callsign - Casualty name, age, gender and victim role. Insert new fields of casualties aged 0-15 and casualties aged 16+  - Recording Fire Officer details	Within 1km (last 3 digits of grid reference blanked)	Contains some personal information likely to be linkable to individuals. Incident location to approx 1km accuracy.

<b>Depersonalised 2a</b>	<i>Depersonalised 1a</i>	Also removed: - all except Initial letter or first 2 letters of postcode - all identifying appliance deployed from addressable fields	Within 10km (last 4 digits of grid reference blanked)	Contains some personal information likely to be linkable to individuals. Incident location to approx 10km accuracy
<b>Depersonalised 3a</b>	<i>Depersonalised 2a</i>	Also removed: - incident location town and post code completely removed	Within 100km (last 5 digits of grid reference blanked)	Contains some personal information likely to be linkable to individuals. Incident location to approx 100km accuracy
<b>Dwellings</b>		This report is compatible with not linking to anonymised national data set	Full X and Y co-ordinates only	Designed with intention of not containing combination of field values that would be likely to permit linking of dwelling incidents to a national 'anonymised' data set

- **Depersonalised 1b,2b,3b** reports have the same geographical precision and address details as their *Depersonalised 1a,2a,3a* counterparts, but each has the following potentially sensitive fields removed in addition:
  1. Only total number of casualties, rather than age ranges 0-15 and 16+
  2. Remove cause/motive (Q5.15)
  3. Remove building normally occupied (Q5.13)
  4. Remove building occupancy at the time of incident (Q5.14)
  5. Remove household occupancy type (Q8.15)
  6. Remove all HazMat fields (Q5.18-5.21)
  7. Remove dangerous substances involved (Q8.9) and explosion due to dangerous substances (Q8.11)
  8. Remove other human factor (Q8.16), and impairment due to suspected drugs/alcohol (Q8.17)
  9. Person or action that caused the fire (Q8.3)



Button	Description
<p>Full Report including personal information:</p>	View the full report in PDF or CSV format
<p>Select from reports with reduced personal information:</p>	View the DPA compliant report in PDF or CSV format
<p><a href="#">Download a spreadsheet of report definitions.</a></p>	Download a spreadsheet of report definitions



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## Contact the Helpdesk

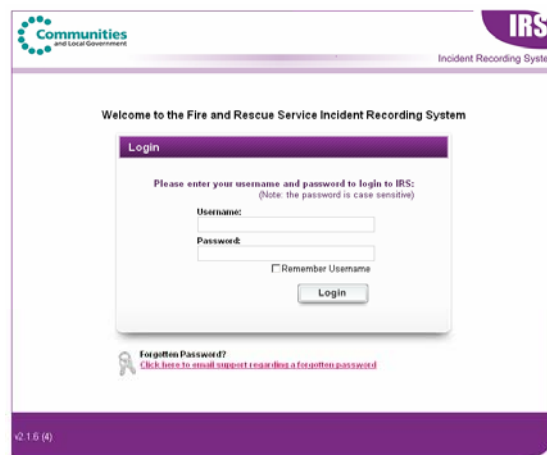
The IRS Helpdesk in Hemel Hempstead, Hertfordshire is there to assist you with any IRS questions you may have.

To contact them please use either the dedicated telephone line below between 9am and 5pm Monday to Friday or, out of these hours, leave a message on the answer phone or send an email which will be dealt within the time scales indicated in the latest Service Level Agreement.

- **IRSHelp@communities.gsi.gov.uk (24 hrs)**
- **Telephone: 08453 777888 (Mon-Fri, 9am–5pm)**
- **Answer phone: (24 hrs)**

# IRS Logon

The IRS Logon page is shown below.



The screenshot shows the IRS Logon page. At the top left is the 'Communities and Local Government' logo, and at the top right is the 'IRS Incident Recording System' logo. The main heading reads 'Welcome to the Fire and Rescue Service Incident Recording System'. Below this is a 'Login' window with the following text: 'Please enter your username and password to login to IRS: (Note: the password is case sensitive)'. There are two input fields: 'Username:' and 'Password:'. Below the 'Password:' field is a checkbox labeled 'Remember Username'. A 'Login' button is positioned below the checkbox. At the bottom of the login window, there is a link: 'Forgotten Password? [Click here to email request to receive a forgotten password](#)'. The version number 'v.1.5 (4)' is visible in the bottom left corner of the page.

To proceed, click the 'Logon' button to display the IRS Logon window shown below.

If you have forgotten your password, it is possible to request a reminder by clicking on the link at the bottom of the Logon page.

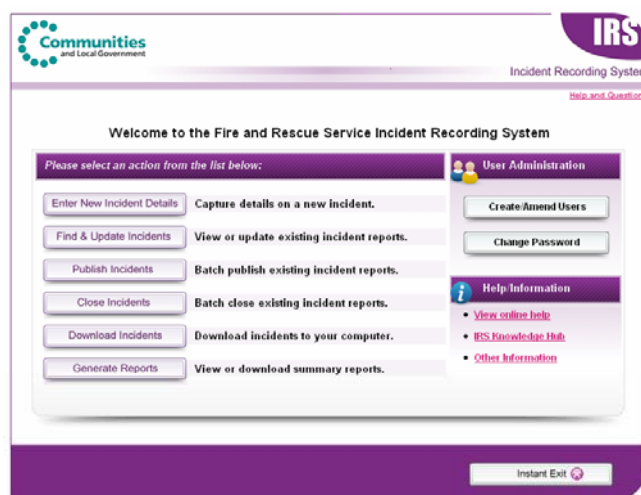
To logon to the IRS, enter your username and password into the appropriate boxes and click the 'OK' button. You have the option to store your Username but not your password.

The IRS Home page will be displayed.

If you enter an **incorrect** username or password **3 times** your account will be **'locked out'**. To 'unlock' your account you will need to contact your FRS Administrator.

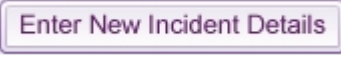
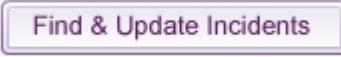
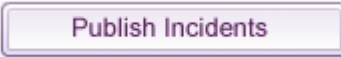
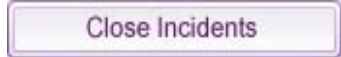
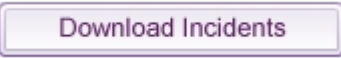


# IRS Home Page



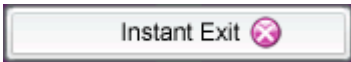
The IRS Home page is shown below.



From this page you can access the main features of the website. These are described in the table below.

Depending on the type of user not all functions will be available (for example the User Administration function is only available to Administrators)

Button	Description
	<p>Record details on a new incident.</p>
	<p>Update an incident or Record details on an incident from your Command and Control.</p>
	<p>Allows batch publishing of existing incidents</p>
	<p>Allows batch closing of existing incidents</p>
	<p>Download incidents in XML or CSV format to your computer.</p>
	<p>View or download reports</p>
	<p>Provides access to the Online Help and Word/PDF versions of the guidance</p>

	<p>Provides access to the Online Help. Opens in a separate browser window.</p>
	<p>Provides access to the IRS User Administration utility can be accessed by clicking on the <b>'more information'</b> hyperlink</p> <p>Alternatively, updates to user passwords can be applied by clicking on the <b>'change password'</b> hyperlink.</p>
	<p>Logs the user out of the IRS Website returning to the IRS logon window.</p> <p><b>This button is available on all forms within the IRS.</b></p> <p>This is to be used should if the user has to leave the IRS to respond to an emergency.</p>

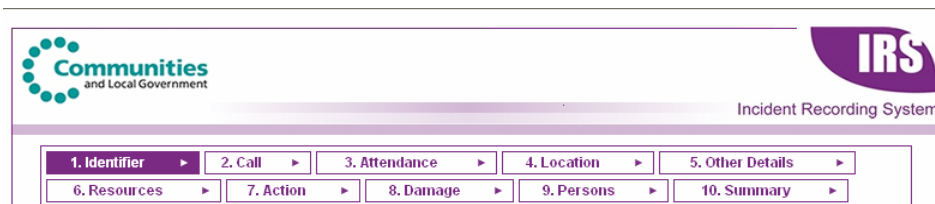
# IRS Incident Form

The Incident entry forms are the main function of the IRS website and allow you to enter the details of each individual incident.

The high-level steps required to record an incident are as follows:

- Record the incident identity and status
- Record the incident details 'At Call' as received by the Command and Control Mobilisation System
- Record information on the incident as observed on 'On Attendance'
- Record the incident location details
- Record additional incident information
- Record information on appliances, resources and crew deployed during the incident
- Record any action taken on attendance of the fire incident
- Record details of any resulting damage caused to the property on attendance of the fire incident
- Record details of any victims involved in the incident

Incident data is entered using IRS web forms. For ease of use the web forms have been structured into logical groups. Progress through each of the required stages is highlighted at the top of the forms in a navigation bar as shown below.



The screenshot shows the top navigation bar of the IRS Incident Recording System. It features the 'Communities and Local Government' logo on the left and the 'IRS Incident Recording System' logo on the right. Below the logos is a horizontal navigation bar with ten buttons, each representing a stage of the incident recording process. The buttons are: 1. Identifier, 2. Call, 3. Attendance, 4. Location, 5. Other Details, 6. Resources, 7. Action, 8. Damage, 9. Persons, and 10. Summary. Each button has a right-pointing arrow and is highlighted with a purple background.

Where appropriate, questions in the website have associated drop-down lists containing the available answer options.

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## General principles to be followed

This section details the general principles you should follow when using IRS:-

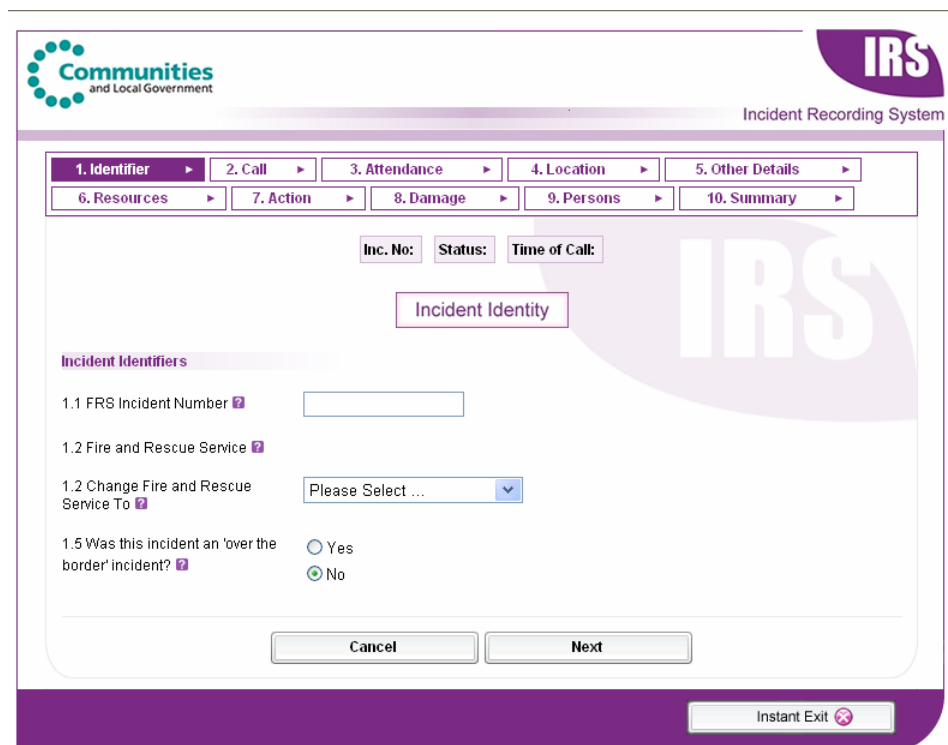
- We have tried to only ask for information that is relevant. The questions asked are the result of a lengthy consultation exercise involving lots of users of the data (including many FRSs). So please complete the questions as thoroughly and completely as possible
- Different FRSs may use different terminology to another but we have held several data definition meetings and guidance review meetings to try to overcome this. If you do notice terminology being used that is unfamiliar to you please bear with us. Our IRS helpdesk will assist you if further advice is required.
- Some FRSs submit data electronically and can provide a lot of detail easily from their Command & Control whereas other FRSs do not have the same capability. We have tried to allow the system to gather all this information whilst not insisting that all data needs to be entered – this is especially true of the resources information.
- Some of the questions have many possible menu options (for example property type). It is very important that you select the most relevant option not just the first similar one you come across (for example there is a significant difference between a nurses' home and a nursing home).
- These long lists have been broken down into categories to make it easier to find and select the correct option, however, inevitably sometimes you will disagree with the classification (for example sheltered housing is in 'other residential' not under 'dwellings').
- Sometimes you may feel that more than one value is appropriate but you are only allowed to select one. In this case you should select the value which in your opinion is the most relevant or appropriate.

## Incident Identification

The purpose of this section is to provide information on the incident identity and the status.

The Incident Identity form records the high-level identification information unique to that particular incident. This includes the following:

- FRS Incident Number
- FRS
- Whether the incident was 'Over the Border'



Communities and Local Government

Incident Recording System

1. Identifier | 2. Call | 3. Attendance | 4. Location | 5. Other Details | 6. Resources | 7. Action | 8. Damage | 9. Persons | 10. Summary

Inc. No: Status: Time of Call:

Incident Identity

Incident Identifiers

1.1 FRS Incident Number

1.2 Fire and Rescue Service



1.2 Change Fire and Rescue Service To

1.5 Was this incident an 'over the border' incident?  Yes  No

Cancel Next

Instant Exit



Button	Description
	<p>Save the incident details and proceed to the next page, in this case Display the Incident Details – At Call form.</p>
	<p>Cancel the last action. A cancel confirmation message is displayed and the user has the option to return to the IRS Home page by clicking the <b>'Complete'</b> button.</p>

### Question 1.1 – FRS Incident Number?

Enter FRS incident number. This is the incident number as generated by your FRS.

There is no set format however only the following characters are permitted –

*Numbers: 0-9*

*Letters: A-Z (lower case and upper case)*

*Special Characters:*

*[space]*

*@ [at symbol]*

*# [hash]*

*+ [plus]*

*. [full stop]*

*, [comma]*

*/ [forward slash]*

*? [question mark]*

*- [hyphen]*

*! [exclamation mark]*

*\_ [underscore]*

*( [left bracket]*

*) [right bracket]*

## Question 1.2 – Fire and rescue Service?

This question will default to show your FRS. If required you can change it in 1.2, part 2 where you should select your FRS from the drop down list.

Region	Sub Region / FRS	Region & Sub Region = FRSId
North East		
	Northumberland	AN
	Tyne & Wear	AT
	Durham	AD
	Cleveland	AC
North West		
	Cumbria	BC
	Lancashire	BL
	Greater Manchester	BG
	Merseyside	BM
	Cheshire	BE
Yorkshire & Humberside		
	North Yorkshire	DN
	West Yorkshire	DW
	South Yorkshire	DS
	Humberside	DH
East Midlands		
	Lincolnshire	EC
	Nottinghamshire	ET
	Derbyshire	ED
	Leicestershire	ES
	Northamptonshire	EM
West Midlands		
	Staffordshire	FT
	West Midlands	FM
	Warwickshire	FS
	Hereford & Worcester	FE
	Shropshire	FH
East of England		
	Norfolk	GN
	Suffolk	GS
	Essex	GE
	Cambridgeshire	GC
	Bedfordshire	GB
	Hertfordshire	GH
London		
	North	HN
	South	HS
South East		
	Buckinghamshire	JC
	Surrey	JS
	Kent	JK
	East Sussex	JE
	West Sussex	JW

Region	Sub Region / FRS	Region & Sub Region = FRSId
	Hampshire	JH
	Royal Berkshire	JY
	Oxfordshire	JX
	Isle of Wight	JT
South West		
	Gloucestershire	KG
	Wiltshire	KW
	Dorset	KT
	Avon	KA
	Devon & Somerset	KV
	Cornwall	KC
	Isle of Scilly	KL
Northern Ireland	Northern Ireland	NR
Wales		
	North	WN
	Mid	WM
	South	WS
Scotland	Argyll and Bute	TL
	East & West Dunbartonshire	TM
	North Lanarkshire	TN
	South Lanarkshire	TP
	East Ayrshire & East Renfrewshire	TQ
	North & South Ayrshire	TR
	Renfrewshire & Inverclyde	TS
	North West Glasgow	TT
	North East Glasgow	TU
	South Glasgow	TV
	Highland and Islands	SH
	Grampian	SG
	Tayside	ST
	Lothian & Borders	SL
	Fife	SE
	Central	SC
	Dumfries & Galloway	SD

### Question 1.3 – Station

This question will default to show your FRS Station. If required you can change it by selecting your FRS Station from the drop down list.

Note: This is your Station you have been assigned to within the IRS, not the station ground of the incident.

## Question 1.4 – Fire Officer ID

Select your own Fire Officer ID from the drop down list. This list should show the IDs for the Station previously selected in Q1.3.

## Question 1.5 – Was this incident an ‘over the border’ incident?

Was this an 'over the border' incident? Tick the box if **Yes**.

‘Over the Border’ – This is an incident where one FRS attends an incident within the borders of another. The record is completed and ‘published’ by the FRS that attended the incident.

There are two FRSs involved in ‘over the border’ incidents – the **Attending FRS** who actually dealt with the incident and the **Territorial FRS** on whose territory the incident occurred.

This process has been defined using the following principles:-

- The incident should exist only once within the IRS.
- The fire officer who completes the data should use the system they normally use.
- The IRS should store the incident ID for both FRSs involved.
- The incident data can only be updated by the attending FRS.
- The **Attending FRS** is responsible for the Quality Assurance of the incident data.
- The **Attending FRS** should ‘publish’ the incident (as they do the Quality Assurance etc.).
- The **Territorial FRS** is able to view, print and extract the data and optionally add their own incident number.
- The **Attending FRS** is able to view/edit, print and extract the data.

Attending FRS using...	Territorial FRS using...	Process
Online forms	Online forms	Fire Officer inputs the incident data using Online forms. Incident QA is done using the Online system. Incident is published on the Online system. Incident can be viewed or extracted by both FRSs at any time. Territorial FRSs can update their incident ID at any time.

<p>Online forms</p>	<p>MIS/XML</p>	<p>Fire Officer inputs the incident data using Online forms.</p> <p>Incident QA is done using the Online system.</p> <p>Incident is published on the Online system.</p> <p>Incident can be viewed or extracted by both FRSs at any time.</p> <p>Territorial FRSs can update their incident ID at any time.</p> <p>Territorial FRS can extract data and import into their MIS (depending on functionality available).</p>
<p>MIS/XML</p>	<p>Online forms</p>	<p>Fire Officer inputs the incident data using their MIS.</p> <p>Incident QA is done using the MIS.</p> <p>Incident is published to the IRS.</p> <p>Incident can be viewed or extracted by both FRSs at any time.</p> <p>Territorial FRSs can update their incident ID at any time.</p>
<p>MIS/XML</p>	<p>MIS/XML</p>	<p>Fire Officer inputs the incident data using their MIS.</p> <p>Incident QA is done using the MIS.</p> <p>Incident is published to the IRS.</p> <p>Incident can be viewed or extracted by both FRSs at any time.</p> <p>Territorial FRSs can update their incident ID at any time (optional).</p> <p>Territorial FRSs can extract data and import into their MIS (depending on functionality available).</p>

## Question 1.6 – In which FRS was the incident?

As this is an over the border incident, select the appropriate FRS where the incident occurred from the drop down list.

Region	Sub Region / FRS	Region & Sub Region = FRSId
North East		
	Northumberland	AN
	Tyne & Wear	AT
	Durham	AD
	Cleveland	AC
North West		
	Cumbria	BC
	Lancashire	BL
	Greater Manchester	BG
	Merseyside	BM
	Cheshire	BE
Yorkshire & Humberside		
	North Yorkshire	DN
	West Yorkshire	DW
	South Yorkshire	DS
	Humberside	DH
East Midlands		
	Lincolnshire	EC
	Nottinghamshire	ET
	Derbyshire	ED
	Leicestershire	ES
	Northamptonshire	EM
West Midlands		
	Staffordshire	FT
	West Midlands	FM
	Warwickshire	FS
	Hereford & Worcester	FE
	Shropshire	FH
East of England		
	Norfolk	GN
	Suffolk	GS
	Essex	GE
	Cambridgeshire	GC
	Bedfordshire	GB
	Hertfordshire	GH
London		
	North	HN
	South	HS
South East		
	Buckinghamshire	JC
	Surrey	JS
	Kent	JK
	East Sussex	JE
	West Sussex	JW
	Hampshire	JH
	Royal Berkshire	JY
	Oxfordshire	JX
	Isle of Wight	JT
South West		

Region	Sub Region / FRS	Region & Sub Region = FRSId
	Gloucestershire	KG
	Wiltshire	KW
	Dorset	KT
	Avon	KA
	Devon & Somerset	KV
	Cornwall	KC
	Isle of Scilly	KL
Northern Ireland	Northern Ireland	NR
Wales		
	North	WN
	Mid	WM
	South	WS
Scotland	Argyll and Bute	TL
	East & West Dunbartonshire	TM
	North Lanarkshire	TN
	South Lanarkshire	TP
	East Ayrshire & East Renfrewshire	TQ
	North & South Ayrshire	TR
	Renfrewshire & Inverclyde	TS
	North West Glasgow	TT
	North East Glasgow	TU
	South Glasgow	TV
	Highland and Islands	SH
	Grampian	SG
	Tayside	ST
	Lothian & Borders	SL
	Fife	SE
	Central	SC
	Dumfries & Galloway	SD

### Question 1.7 – What is the other FRS’s incident number?

As this was an over the border incident, enter the other FRS's incident number.

There is no set format however only the following characters are permitted –

*Numbers: 0-9*

*Letters: A-Z (lower case and upper case)*

*Special Characters:*

*[space]*

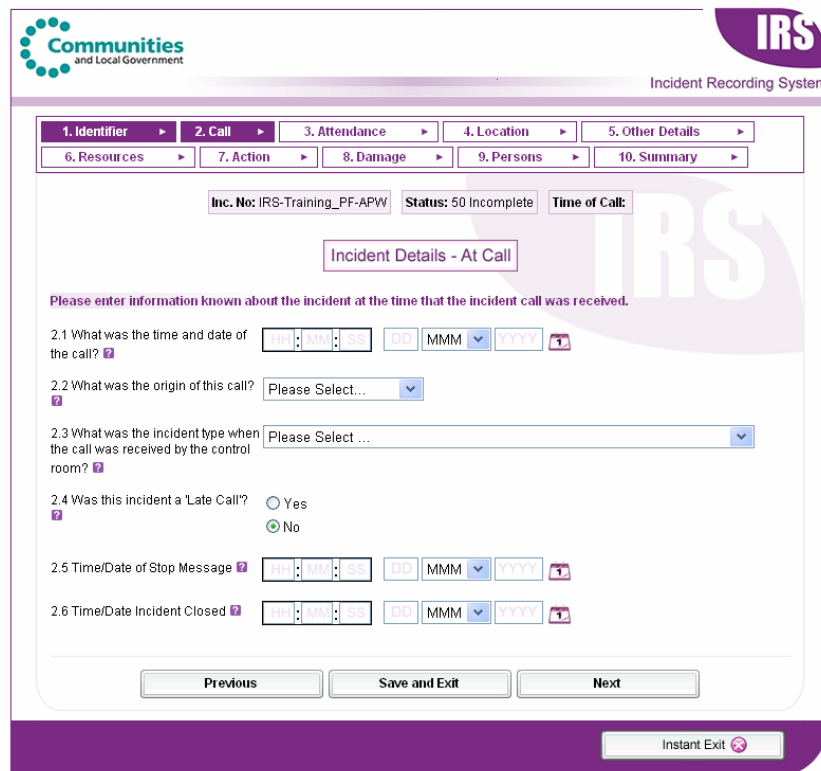
*@ [at symbol]*

- # [hash]
- + [plus]
- . [full stop]
- , [comma]
- / [forward slash]
- ? [question mark]
- [hyphen]
- ! [exclamation mark]
- \_ [underscore]
- ( [left bracket]
- ) [right bracket]

## Incident Details at Call

This section is used to record details on the incident as they were received by Command & Control which can be different from the details on attendance.

These details may be populated automatically if incident data is transmitted from the Command and Control system.



**Communities and Local Government** **IRS**  
Incident Recording System

1. Identifier ▶ 2. Call ▶ 3. Attendance ▶ 4. Location ▶ 5. Other Details ▶  
6. Resources ▶ 7. Action ▶ 8. Damage ▶ 9. Persons ▶ 10. Summary ▶

Inc. No: IRS-Training\_PF-APW Status: 50 Incomplete Time of Call:

**Incident Details - At Call**

Please enter information known about the incident at the time that the incident call was received.

2.1 What was the time and date of the call?

2.2 What was the origin of this call?




2.3 What was the incident type when the call was received by the control room?

2.4 Was this incident a 'Late Call'?  Yes  No

2.5 Time/Date of Stop Message

2.6 Time/Date Incident Closed



Button	Description
	Return to the previous screen, in this case the Incident Identity form.
	Save the incident details and return the user to the IRS Home page or the Search Page depending on how the incident report was accessed.
	Save the incident details and proceed to the next page, in this case the Incident Details – On Attendance form.

### Question 2.1 – What was the time and date of Call?

Enter the time to the nearest second in 24 hour format **hh:mm:ss** (hour, minute, second) that the first call was received to Command & Control.

Enter midnight as 00:00.

If the call was received by one FRS and relayed to another, then you should enter the time of the call to the first FRS.

If the incident is a late fire call then this time can be after the 'time under control' – Question 2.5. In this case the late call on attendance – Question 2.4 must be set to 'Yes' otherwise an error will be indicated.

**Next,**

Enter the date of first call in format **dd/mmm/yyyy** (date of week, month, year)

Or, use the calendar button function.

### Question 2.2 – What was the origin of this call

Select the option that best describes the source of the call.

If other is selected then you must also enter a textual description.

If the alarm was activated by use of a break glass call point then you should select 'Person (running call)' as this method of alert requires human action to activate it.

If a smoke alarm activated, but the call was made by a person then you should select the appropriate 'person' category.

Origin of call	Guidance
Person (land line)	Person using land line
Person (mobile)	Person using mobile phone
Person (running call)	Notified in person
AFA from originator (premises)	'AFA' – Automatic Fire Alarm from the premises where the incident occurred.  NOT from a call centre
AFA from call centre	'AFA' – Automatic Fire Alarm forwarded from a call centre i.e. NOT the premises where the incident occurred.
Ambulance	
Police	
Coastguard	
Other FRS	
Other	E.g. Airport, Highways Agency, via radio or from another agency
Not known	You can use this option if at the time of report completion you do not know the origin of call. However, the IRS will not allow 'not known' to be selected when Recording or Publishing an incident. You must choose one of the other options to Record or Publish.

### Question 2.3 – What was the incident type when the call was received by the control room?

Select the incident type as known at time of mobilisation.

**Note:** the actual incident type on attendance may be different and is recorded in Question 3.1.

**Note:** You will not be able to publish a record if you select 'Not Known' for this question. Before you Publish the record you will need to select another option from the list.

If this has not been provided automatically from your Command and Control you will need to select a value from the full list.

The incident types are split into 8 generic groups, which are:

- A Alarms
- E Explosion
- F Fire\*

\* Please note the option FIRE: FIRE has a specific definition and should only be selected where the nature of the fire cannot be specified by the caller or the fire is too far away, in the distance, or they are unsure of the location. Further information can be found in the full list at the back of the guidance notes.

**HM Hazardous Material**

**R Rescues**

**UA Unlawful Act**

**HA Humanitarian or Assistance**

**CD Civil Disturbance / Unlawful Act**

**A full list of all the mobilise incident type categories and further guidance is available in the Full Lists Section at the end of the document.**

## Question 2.4 – Was this incident a ‘late call’?

Check the radio button to indicate whether this incident was a late call.

A late call is where a fire is known to be extinguished when the call was made.

A fire which comes to the attention of the FRS to which no call was made e.g. as a result of a press report or inquest should be reported if an attendance is made (even if one person attends for inspection only) but should **NOT** be reported if **NO** attendance is made.

It should be stressed that if a fire is ‘out on arrival’ (for example, extinguished before the FRS arrived) this does not constitute a ‘late fire call’ and should be appropriately recorded in the fire fighting methods as ‘no fire fighting’

You can record equipment used (e.g. for entry or making safe) in Q6.

For a late call the time/date of call (Question 2.1) will be the same as or after the time/date of stop message (Question 2.5)

For more information about how to report late calls see the section on late calls in Special Cases.

## Question 2.5 – Time/date of stop message?

Using 24-hr clock format **hh:mm:ss**, (hour, minute, second), enter the time to the nearest second that the incident was under control.

‘Stop message’– Also known as ‘under control’.

No further resource is required at the incident. A stop message has been sent to command and control. The number of appliances at the incident will not increase.

This information may be automatically populated by your Command & Control.

**Next,**

Using format **dd/mmm/yyyy** (date of week, month, year) enter the date that the incident was under control.

Or, use the calendar button function.

'Stop message' – Also known as 'under control'.

No further resource is required at the incident. The number of appliances at the incident will not increase.

This information may be automatically populated by your Command & Control.

## Question 2.6 – Time/date incident closed

Using 24-hr clock format **hh:mm:ss** (hour, minute, second), enter the time to the nearest second that the incident was closed.

'Incident Closed' - This is the time that the last FRS appliance, vehicle or officer left the scene of the incident.

**Next,**

Using format **dd/mmm/yyyy** (date of week, month, year) enter the date that the incident was closed.

Or, use the calendar button function.

'Date Closed' - This is the date that the last FRS appliance, vehicle or officer left the scene of the incident.

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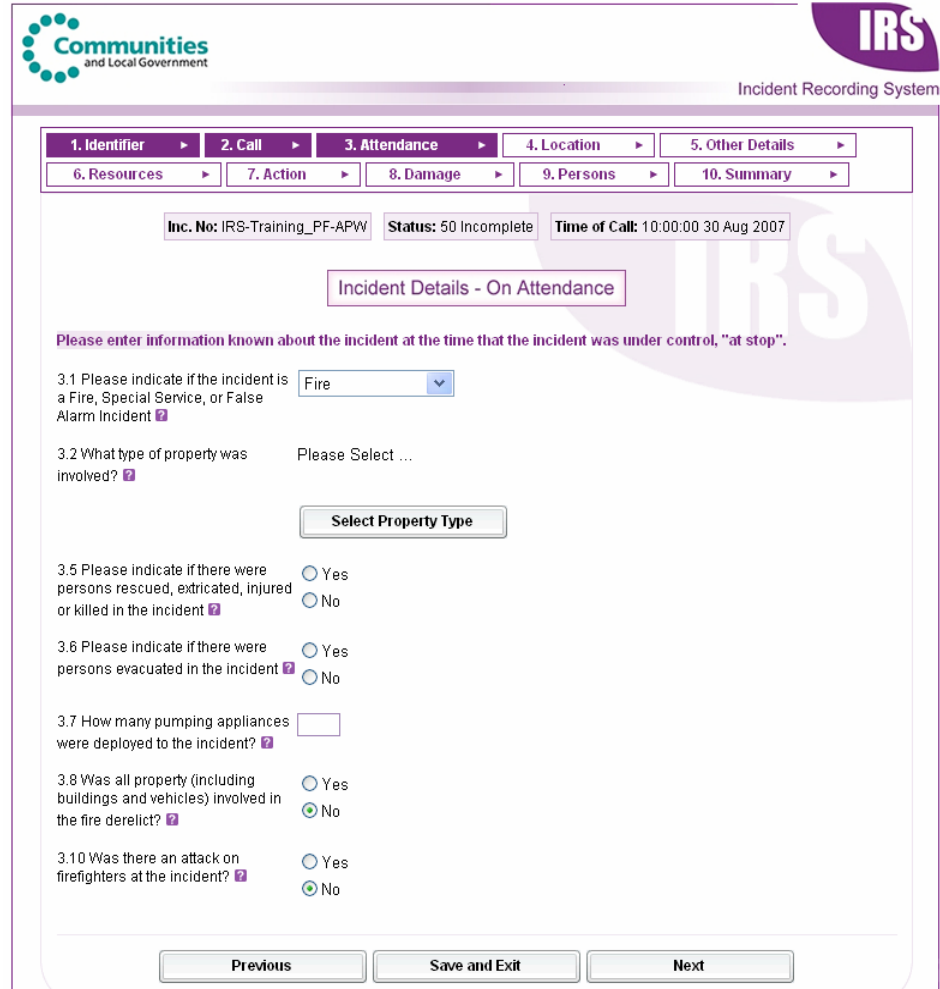
## Incident Details On Attendance

The questions in this section gather information on the incident as observed on attendance as opposed to the information gathered by Command & Control.

Some of the initial questions are used to determine the type of incident e.g. primary or secondary fire and subsequently to determine which further questions need to be asked.

Additional information recorded on the On Attendance form depends on the type of incident and includes:

- incident timings
- property type
- special status of the incident i.e. late call



**Communities and Local Government** **IRS**  
Incident Recording System

1. Identifier ▶ 2. Call ▶ 3. Attendance ▶ 4. Location ▶ 5. Other Details ▶  
6. Resources ▶ 7. Action ▶ 8. Damage ▶ 9. Persons ▶ 10. Summary ▶

Inc. No: IRS-Training\_PF-APW Status: 50 Incomplete Time of Call: 10:00:00 30 Aug 2007

**Incident Details - On Attendance**

Please enter information known about the incident at the time that the incident was under control, "at stop".

3.1 Please indicate if the incident is a Fire, Special Service, or False Alarm Incident?

3.2 What type of property was involved?

3.5 Please indicate if there were persons rescued, extricated, injured or killed in the incident?  Yes  No

3.6 Please indicate if there were persons evacuated in the incident?  Yes  No

3.7 How many pumping appliances were deployed to the incident?

3.8 Was all property (including buildings and vehicles) involved in the fire derelict?  Yes  No

3.10 Was there an attack on firefighters at the incident?  Yes  No

Button	Description
<input type="button" value="Previous"/>	Return to the previous screen, in this case the Incident Details – At Call form.
<input type="button" value="Save and Exit"/>	Save the incident details and return the user to the IRS Home page or the Search page depending on how the incident report was accessed.
<input type="button" value="Next"/>	Save the incident details and proceed to the next screen, in this case the Incident Location form.

### Question 3.1 – Please indicate if this is a Fire, Special Service or a False Alarm incident

This value is pre-populated from the Mobilise Incident type (Question 2.3) as either **Fire** or **Special Service** but will require changing here if the incident on attendance was different from details collected by Command and Control

**For the purpose of the IRS, Fire incidents take precedence over any other type of incident. E.g. if an attendance was made to an RTC (special service) which then developed into a fire incident, for this question, you would record it as a Fire incident on the IRS not a special service.**

You should confirm the incident type by choosing from the options

- FIRE**
- SPECIAL SERVICE**
- FALSE ALARM**

Incident Type on attendance	GUIDANCE
Fire	<p><b>For the purpose of the IRS, Fire incidents take precedence over any other type of incident. E.g. if an attendance was made to an RTC (special service) which then developed into a fire incident then, for this question, you would record it as a Fire incident on the IRS, not a Special Service.</b></p> <p>The incident type 'Fire' covers all types of fire which are categorised for analysis and reporting purposes in the following way:-</p> <p>Primary Fire - includes all fires in buildings, vehicles and most outdoor structures or any fire involving casualties, rescues or fires attended by five or more pumping appliances.</p> <p>Secondary Fire – An incident that did not occur at a Primary location, was not a chimney fire in an occupied building, did not involve casualties (otherwise categorised as a Primary incident) and was attended by four or fewer pumping appliances (otherwise categorised as a Primary incident). These are reportable fires that :</p> <ul style="list-style-type: none"> <li>- were not chimney fires and</li> <li>- did not occur at primary locations and</li> <li>- did not involve casualties, rescues or escapes and</li> <li>- were attended by four or fewer pumping appliances (an appliance is counted if either the appliance, equipment from it or personnel riding on it, were used to fight the fire)</li> </ul> <p>Chimney fire - Any fires in buildings where the flame was contained within the chimney structure and did not involve casualties, rescues or attendance by five or more pumping appliances.</p>

<p>Special Service</p>	<p>Special Service - Non-fire incidents which require the attendance of an appliance or officer and include:</p> <ul style="list-style-type: none"> <li>(a) Local emergencies e.g. road traffic incidents, rescue of persons, 'making safe' etc;</li> <li>(b) Major disasters;</li> <li>(c) Domestic incidents e.g. water leaks, persons locked in or out etc;</li> <li>(d) Prior arrangements to attend incidents, which may include some provision of advice and inspections.</li> </ul> <p>The training of individuals should not be recorded as a special service incident. In addition, some tasks that should not be included are performing dry riser tests, charging cylinders, loaning or testing equipment and interviewing or other fire safety activities.</p> <p>Where more than one activity is carried out, the incident should be recorded under the most resource intensive part or what was the most appropriate e.g. a railway incident with persons trapped is likely to be recorded under 'railway accident' even though the FRS may be involved in 'first aid', 'other rescue' and possibly 'making safe'.</p>
<p>False Alarm</p>	<p>False Alarm (general guidance) – Where the FRS attends a location believing there to be an incident, but on arrival discovers that no such incident exists, or existed.</p> <p>If the appliances are 'Turned around' by Command &amp; Control before arriving at the incident – then the incident is not classed as having been attended and does not need to be reported.</p> <p>-----</p> <p>Malicious False Alarms - are calls made with the intention of getting the FRS to attend a non-existent incident, including deliberate and suspected malicious intentions. <i>Note: If a person's mental condition is unrelated to their ability to understand the consequences of their actions then FA Malicious is appropriate.</i></p> <p>Good Intent False Alarms - are calls made in good faith in the belief that the FRS really would attend an incident. <i>Note: If a person's mental condition means they do not understand the consequences of their actions then FA Good Intent should be used, rather than FA malicious.</i></p> <p>False Alarm due to Apparatus - are calls initiated by fire alarm and fire-fighting equipment operating (including accidental initiation of alarm apparatus by persons or where an alarm operates and a person then routinely calls the FRS as part of a standing arrangement, i.e. with no 'judgement' involved, for example from a security call centre or a nominated person in an organisation).</p> <p>Special Service False Alarm Good Intent - These are calls made in good faith in the belief that the FRS really would attend a special service incident.</p>

## Question 3.2 – What type of property was involved?

This is one of the most important questions and it is key that the correct value is selected.

This question contains a lot of options and you must select the correct category. Use the full menu list, scenarios and glossary all found at the back of this document to assist you.

\*If a building is derelict, you must select the property that the building used to be here and then select 'yes' in Q3.8 'Was all the property (including buildings and vehicles) involved in the fire derelict?

E.g.

Q3.2 Derelict pub select **Building>>Non-Residential>>Food and drink>> Pub/Wine bar/bar**

Q3.8 'Yes'

Following FRS consultation, the way Type of Property is selected has changed with effect from 1 April 2009. Full guidance can be found in the Type of Property section at the back of this guidance manual.

The property types are split into the following 8 main categories:

**A full list of all the property type categories and further guidance is available in the Full Lists Section at the end of the document.**

**NOTE:** A 'person' is not classified as a property type. The property type is where the person was situated or their location.

**For example:** a person goes into a Fire Station for a ring removal. The type of property is the Fire Station.

**For example:** a person attempts suicide at a railway station. The type of property is the railway station.

**For example:** a co responder attends an incident. The type of property is the property the co responder attended.

For further guidance on incidents at the FRS station or where the incident is attended on foot, please see further guidance in the Special Cases section of this guidance.



Category	Includes	GUIDANCE
<b>Dwelling</b>	Residential homes and Houses of Multiple Occupancy (HMO)	<p>'Dwelling' means a property that is a place of residence i.e. occupied by households, excluding hotels, hostels and residential institutions. Includes non-permanent structures used solely as a dwelling, such as houseboats and caravans</p> <p>The application (or otherwise) of a Fire Service Order to an area within a block of flats does not alter the reporting basis for the IRS purposes. The options in the Question 3.2 drop-down menu for flats etc are for the entire block not just elements within them. Fires in common areas of a block of flats should therefore continue to be recorded as the appropriate "Building - Dwelling" sub-category.</p>
<b>Other Residential (institutional)</b>	hostels, hotels and residential institutions B&Bs, Nursing/care homes, Student halls of residence etc.	<p>Includes institutional and commercial.</p> <p>An 'Elderly/Old person's home found in this category is <b>NOT</b> the same as an elderly person living in sheltered accommodation, which should be recorded under the dwelling section.</p>
<b>Non Residential Buildings</b>	offices, shops, factories, warehouses, restaurants, cinemas, public buildings, religious buildings, agricultural buildings, railway stations, sheds etc	
<b>Road Vehicle</b>		A car is classed as a type of property.
<b>Rail Vehicle</b>		A rail vehicle is classed as a type of property.
<b>Aircraft</b>		An aircraft is classed as a type of property.
<b>Boat</b>		Includes ships and all other types of water craft.
<b>Outdoor</b>	fields, grassland, woodland, refuse containers, post boxes	

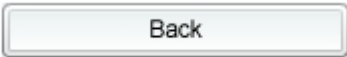
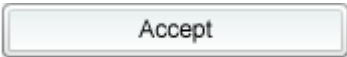
The property type is selected from a hierarchy of values displayed when the user presses the 'Select Property Type' button.

Keep selecting Type of Property options from the hierarchical menu until you reach the type of property you require. This will then become highlighted.

Click the 'accept' button to select your final Type of Property option.

Your chosen path of options will be shown in full on the main screen and your final Type of Property option will also be shown at Q3.2.

Alternatively, it is possible to search for a particular property type by entering a search string into the 'Search' field and clicking the 'Go' button. See on-line help for further details on property type descriptions.

Button	Description
	Return to the previous screen, in this case the Incident Details – On Attendance form.
	Confirms the property type selection and returns to the Incident Details – On Attendance form.

### Question 3.3 – Special Services incident type

If you have provided several services during the incident then you should give details of the most resource intensive one.

The special service incidents are split into the following 21 categories and for each category there are several options.

**A full list of all the options is available in the Full Lists Section at the end of this document.**

Special Service Type
Road Traffic Collisions (RTC)
Other transport incidents
Flooding
Rescue or evacuation from water
Other rescue/release of persons
Animal assistance incidents
Hazardous Materials incident
Spills and Leaks (not RTC)
Lift Release
Making Safe (not RTC)
Effecting entry/exit
Removal of objects from people
Removal of people from objects
Suicide/attempts
Medical Incident - Co-responder/First responder
Evacuation (no fire)
Water provision
Assist other agencies
Advice Only
Stand By
No action (not false alarm)

### **Question 3.4 – What was the reason for the False Alarm?**

This question should relate to false alarm incidents ATTENDED only. The FRS must have attended the scene of the incident to record details on the IRS.

If the appliances are 'Turned round' by Command & Control before arriving at the incident – then the incident is not classed as having been attended and does not need to be reported in the IRS

Where an AFA system at the incident location has not actuated, but a fault at the Alarm Receiving Centre has caused the FRS to be mobilised and attend, then please record as False Alarm due to Apparatus.

The false alarm types are split into 4 categories:

- Malicious fire false alarm
- Fire false alarm due to apparatus
- False alarm good intent
- Special service false alarm good intent

These categories are described below and a full list of the false alarm types is given in the Full Lists Section at the end of this document.

<p><b>Malicious False Alarm</b></p>	<p>Are calls made with the intention of getting the FRS to attend a non-existent incident, including deliberate and suspected malicious intentions.</p> <p>Where the FRS attends a location believing there to be a fire incident, but on arrival discovers that no such incident exists, or existed.</p> <p>If the appliances are 'Turned around' by Command &amp; Control before arriving at the incident – then the incident is not classed as having been attended and does not need to be reported.</p>
<p><b>Fire False Alarm due to Apparatus</b></p>	<p>False Alarm due to Apparatus - are calls initiated by fire alarm and fire-fighting equipment operating (including accidental initiation of alarm apparatus by persons or where an alarm operates and a person then routinely calls the FRS as part of a standing arrangement, i.e. with no 'judgement' involved, for example from a security call centre or a nominated person in an organisation).</p>
<p><b>Fire False Alarm Good Intent</b></p>	<p>'False alarm good intent' – These are calls made in good faith in the belief that the FRS really would attend an incident.</p>
<p><b>Special Service False Alarm Good Intent</b></p>	<p>'Special service false alarm good intent' – These are calls made in good faith in the belief that the FRS really would attend a special service incident.</p>

### Question 3.5 – Please indicate if there were persons rescued, extricated, injured or killed in the incident

If any persons were rescued, extricated, injured or killed in the incident you should answer **yes**.

Wherever possible, all casualties, fatalities and rescues at any incident attended by a Fire and Rescue Service should be recorded on the IRS, but –

! i) For co-responder incidents (where formal co-responder agreements are in place), details of casualties should be filled in if the FRS had an active involvement i.e.'touched' the casualty. If the casualty had been removed from the vehicle by other service or agency without FRS assistance when the Fire Service arrived, you would not include this information as the FRS did not touch the casualty in any way.

For any non co-responder incidents you will record the casualty on the IRS whether the FRS 'touched' the casualty or not.

! ii) Persons involved in 'releases' such as lift releases or 'effecting entry/exit' should only be counted as a rescue here if the person involved was a child, a person in distress or a medical case. You will then be required to enter details of these persons. Please see Special Service type list for further details.

! iii) If firefighters are injured in an RTC on the way to, for example, a fire incident and no attendance is made by an FRS to assist with this RTC, then please don't include the details of these injuries on the IRS. There is a separate annual return for recording these types of incident. You can, however, enter details of the casualties on the summary page of the incident to which they were en route, if required. This stops the firefighter's injuries looking like they were caused at the fire incident.

**Rescued** – This is a person who has received physical assistance to get clear of the area involved in the incident.

**Injured/Non-Fatal** – A person injured as a direct result of the incident (but not fatally injured) who required first aid (provided by anyone) at the scene or more medical treatment than could be given at the incident. This includes any person advised to attend hospital or see a doctor, whether or not they actually follow up the advice.

You will be asked questions for all non-fatal casualties, regardless of whether their injuries were fire related. You can indicate if the injury was fire related or not in Q9.21.

For co-responder incidents (where formal co-responder agreements are in place), details of casualties should be filled in if the FRS had an active involvement i.e.'touched' the casualty. E.g. if the casualty had been removed by the Ambulance Service when the Fire Service arrived, you would not include this information as the FRS did not touch the casualty in any way.

**Killed/Fatality** – A person who has died as a direct or indirect result of injuries received at the incident.

You will be asked questions for all fatal casualties, regardless of whether or not their deaths were fire related. You can indicate if the fatality was fire related or not in Q9.21. For fires you should include details of all casualties whether the FRS touched them or not.

For co-responder incidents (where formal co-responder agreements are in place), details of casualties should be filled in if the FRS had an active involvement i.e.'touched' the casualty. E.g. if the casualty had been removed by the Ambulance Service when the Fire Service arrived, you would not include this information as the FRS did not touch the casualty in any way.

### Question 3.6 – Please indicate if there were persons evacuated in the incident with or without FRS assistance

If any persons were evacuated in the incident you should answer **yes**.

For this question, 'evacuated' includes being shown to safety by Fire Officers, other people and self-evacuation.

People who are evacuated to another part of the building, rather than to an area outside a premises, are counted as having been evacuated.

People extricated from vehicles or who get out of the vehicle themselves, e.g. at an RTC incident, should not be counted as having been evacuated. Although other persons evacuated from the scene should be counted here.

People are not counted as an 'evacuation' when they are rescued or rescued with an injury.

'Evacuation' - The direction of people from a dangerous place to somewhere safe.

### Question 3.7 – How many pumping appliances attended the incident before mobilisation stopped?

Enter the number of **every FRS pumping appliance** that **attended the incident**, (i.e. appliances should be counted if they themselves, equipment from them, or persons riding on them were employed for use at the incident), irrespective of the FRS that it came from, until the stop message was issued (as given in Q2.5).

This is one of the routing questions used to automatically determine whether a secondary fire incident is changed to a primary fire incident if five or more pumping appliances attended.

- *We are interested in the total number of appliances used to bring the incident to a stop, so do not require details of 'relief' crews or appliances sent to replace those already there. Only additional appliances should be recorded (i.e. make-ups).*
- *Do not count appliances that were deployed but which did not attend the incident.*
- *Any appliances which are not one of the 6 defined 'pumping' appliances should not be counted here.*

Zero (0) is an acceptable number to allow for incidents, for example, where an officer in a car attended only.

Details of these appliances will be collected in later questions in section 6 of the IRS.

### Question 3.8 – Was all the property (including buildings and vehicles) involved in the fire derelict?

Using the radio buttons select 'yes', 'no' or 'not known'.

'Yes' **includes** under demolition and derelict.

'Derelict' – vehicles or buildings which are unfit for further use; awaiting demolition (buildings only); and, for example, derelict telephone kiosks (outdoor structures), or airfields (land).

'Under demolition' - the demolition contractors are in occupation.

If building is derelict, please select another appropriate category indicating previous use of building. Only use this category for derelict building if absolutely necessary.

Please type the type of property OR 'not known' into the text box provided.

### Question 3.9 – Was this a Chimney Fire incident (flame was confined to a chimney)?

Was this a Chimney fire incident? Using the radio button indicate whether this was a **chimney fire only** on attendance.

'Chimney fire' – These are any fires in buildings (usually residential, but includes domestic-type chimneys in commercial premises e.g. hotels and pubs – this does **NOT** cover industrial chimneys which should be reported as a Primary fire) where the **flame was contained within the chimney structure** and did not involve injuries, fatalities, rescues or attendance by five or more appliances.

Incidents are classed as a Chimney fire when:

- the **flame** is confined within the chimney structure and
- the incident is attended by four or fewer pumping appliances and
- there were no injuries, fatalities or rescues.

(Where the above does not apply at an incident i.e. Flames caused damage outside the chimney structure, there were fatalities, injuries or rescues or the incident was attended by five or more pumping appliances then, even by selecting 'yes' to this question, the IRS will automatically change the incident type to a Primary fire which can be seen on the Summary page).

Chimney fires also include where heat and/or smoke spreads beyond the chimney structure and where damage to, or beyond, the chimney structure was done by the brigade cutting away etc, but not by fire.

If flame (not smoke or heat) spreads beyond the chimney during the course of the attendance then the incident would no longer be classed as a chimney fire.

### **Question 3.10 – Was there an attack on FRS Personnel travelling to/from or at the incident?**

Using the radio button indicate whether there was any attack on any FRS personnel at the incident.

This includes attacks that occur en route to the incident provided that the incident was attended.

Also includes attacks that occur when returning from an incident.

### **Question 3.11 – Type of Attack?**

Select the option that best describes the type of attack.

Type of Attack
Objects thrown at fire fighters/appliances
Physical abuse
Verbal abuse
Harassment
Other acts of aggression

### **Question 3.12 - Number of serious injuries to FRS Personnel?**

Enter the number of fire fighters who sustained serious injuries.

'Serious injuries' are defined as:

- at least an overnight stay in hospital as an in-patient

You should enter zero (0) if there were no serious injuries.

### **Question 3.13 - Number of slight injuries to FRS Personnel?**

Enter the number of fire fighters who sustained slight injuries.

'Slight injuries' are defined as:

- attending hospital as an outpatient (not precautionary check)
- First Aid given at scene (by anyone)
- Precautionary check recommended

You should enter zero (0) if there were no slight injuries.



---

## On Attendance – Incident Location

The key piece of information ultimately required for all incidents is the grid reference. It is very important that this information is as accurate as possible.

**There are two types of location – addressable and non-addressable. You may use the address matching gazetteer to locate a non-addressable location and then refine the coordinates using the Mapping tool.**

An **addressable** location is one to which an address can be captured and covers all domestic and business premises. A real world object that has a fixed location and may be identified and referenced by means of one or more addresses. The address format used in the IRS follows the British Standard BS7666.

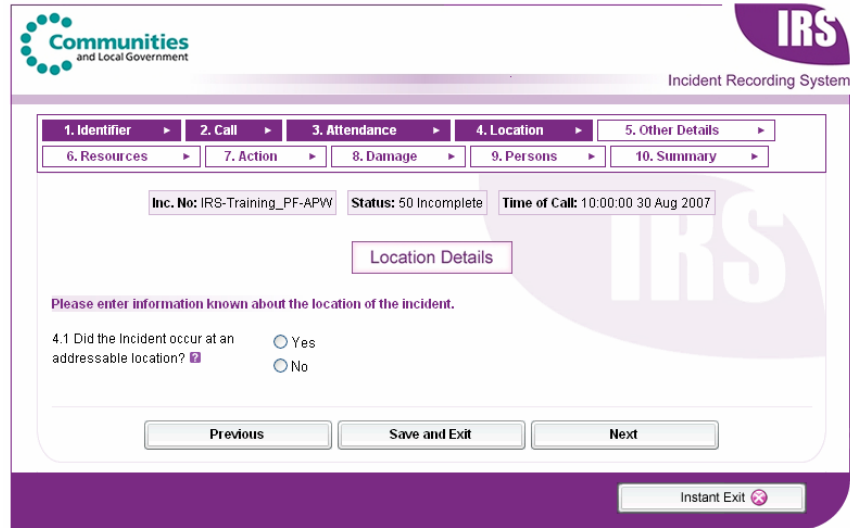
Examples of addresses that can be captures are as follows –

- Where post can be delivered
- A building address that can be uniquely identified e.g. a communal area in flats, a NLPG UPRN
- An area such as the garden of a dwelling, grounds of a building, etc.

A **non-addressable** location is one to which an address can NOT be captured such as fields, motorways, traffic junctions, rubbish tips telephone masts, etc.





Note: The Easting and Northing values should reflect the exact location of the incident.

If the incident occurred at a non-addressable location you may enter further details on the location in the additional location information section in Question 4.2k.

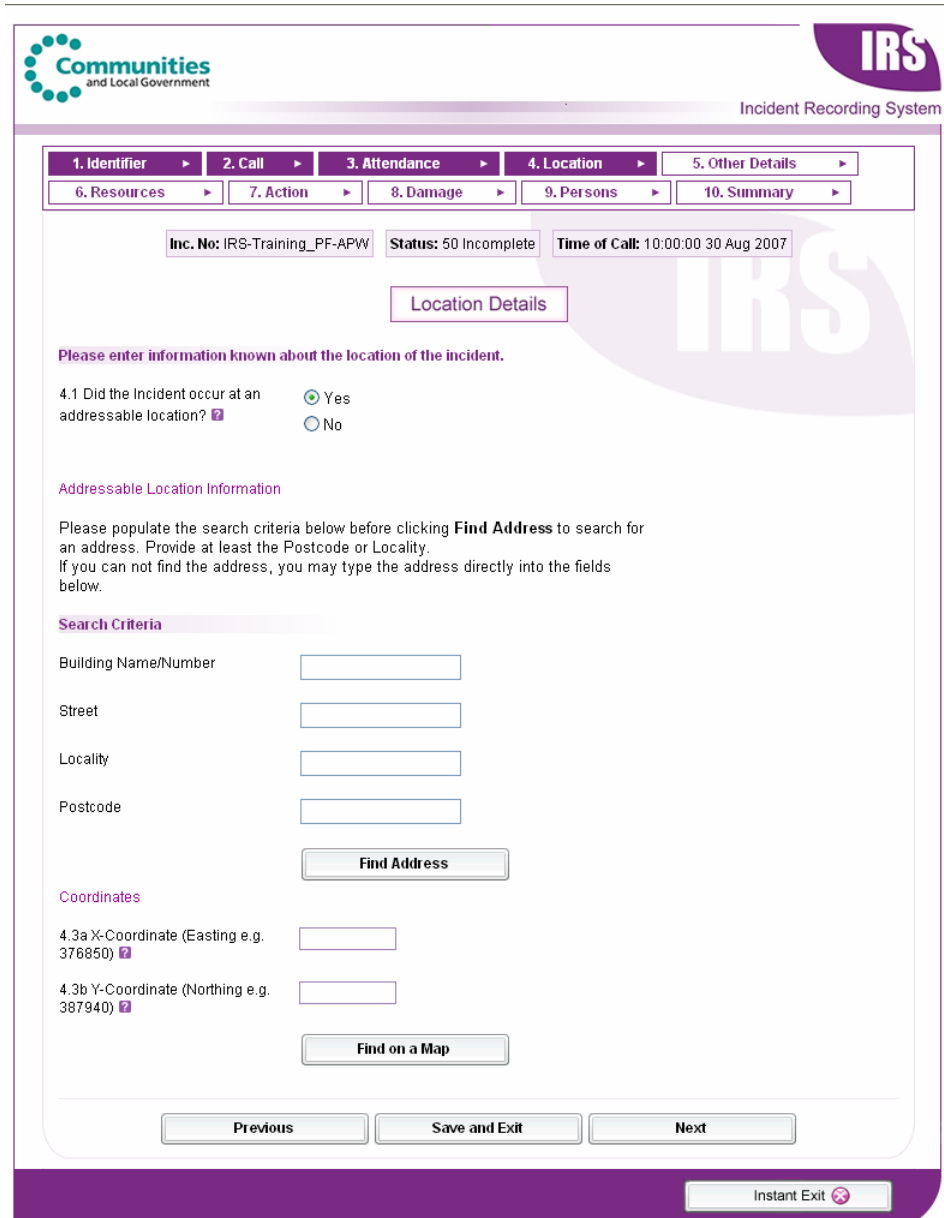


**\*The postal address should be searched using the gazetteer or map function ('find on a Map' button) but if this is unavailable then enter the details manually.**



Button	Description
	Searches the Gazetteer for the full address details
	Displays a screen allowing you to select the incident location on a map
	Return to the previous screen, in this case the Incident Details – On Attendance form.
	Save the incident details and return the user to the IRS Home page or the Search page depending on how the

	incident report was accessed.
<div style="border: 1px solid gray; padding: 5px; display: inline-block;">Next</div>	Save the incident details and proceed to the next page, in this case the Other Details form.



The screenshot shows the 'Location Details' section of the IRS Incident Recording System. At the top, there are navigation tabs for 1. Identifier, 2. Call, 3. Attendance, 4. Location (selected), 5. Other Details, 6. Resources, 7. Action, 8. Damage, 9. Persons, and 10. Summary. Below the tabs, the incident details are displayed: Inc. No: IRS-Training\_PF-APW, Status: 50 Incomplete, and Time of Call: 10:00:00 30 Aug 2007. The 'Location Details' section is highlighted with a purple box. It contains the following text: 'Please enter information known about the location of the incident.' Below this is question 4.1: 'Did the incident occur at an addressable location?' with radio buttons for 'Yes' (selected) and 'No'. Underneath is the 'Addressable Location Information' section, which includes instructions to populate search criteria and a 'Find Address' button. The search criteria fields are: Building Name/Number, Street, Locality, and Postcode. Below these is the 'Coordinates' section with fields for 4.3a X-Coordinate (Easting) and 4.3b Y-Coordinate (Northing), and a 'Find on a Map' button. At the bottom of the form are buttons for 'Previous', 'Save and Exit', 'Next', and 'Instant Exit'.

More details are given in the section on reporting locations here

### Question 4.1 - Did the incident occur at an addressable location?

Use the radio button to answer 'yes' if you think this is an addressable location – you will then be asked to provide details of the address and grid co-ordinates.

If you answer 'no' (i.e. a non-addressable location) you will be asked to provide grid co-ordinates only.

If 'yes' you can enter basic address details and click 'find address' which will automatically populate the other fields and grid references.

Otherwise, you can enter the full address manually or use the 'find on a map' button to locate the property involved.

**You may use the address matching gazetteer to locate a non-addressable location and then refine the coordinates using the Mapping tool.**

**\*For more information on 'addressable' and 'non-addressable' locations, see the Reporting Locations in the Special Cases section.**

### Question 4.2a – Building Name/number

Enter the name/number of the property.

This field must contain the name or number of the premises at which the incident occurred.

If the building has both a name and a number you should type in both.

There is no set format however the following characters *cannot* be used:-

Characters: @ # + . , / ? - ! \_ ( )

### Question 4.2b – Post Code

Enter full UK postcode (with a space between the two parts).

No more than 4 characters in the first field and 3 in the second field.

Where buildings are involved, it is particularly important to complete the postcode where a full valid grid reference is not available.

Format (LLNL NLL), (LLNN NLL) or (LLN NLL), where L = letter and N = number.

E.g.

K	T	6			7	D	S
---	---	---	--	--	---	---	---

S	W	1	H		3	L	W
S	W	1	9		7	J	Z

### **Question 4.2c - Flat/unit Name/number**

Enter the Flat/unit Name/number of the property.

This field must contain the name or number of the premises at which the incident occurred.

If the flat has both a name and a number you should type in both.

### **Question 4.2d – Street**

Enter the name of the Street.

This field must contain the name of the street where the incident occurred.

### **Question 4.2e – Locality**

Enter the locality or place name of the incident.

This may be left blank as not all addresses have a locality.

### **Question 4.2f – Town**

Enter the Town name where the incident occurred.

This field must contain the name of the postal Town where the incident occurred.

### **Question 4.2g – County**

Enter the County name where the incident occurred.

This field must contain the name of the **postal** County where the incident occurred.

### **Question 4.3a – X-Coordinate (Easting e.g. 376850)**

Grid references should be provided from Command and Control where available. This is a very important field that must be completed as fully and accurately as possible.

Grid references are mandatory fields and the system requires that you provide a pair of 6 (or 7) digit grid references.

Enter 6+6 reference or 6+7 for Northern Scotland.

e.g. 123456, 123456

or. 123456, 1234567

If you use the gazeteer to find the address then grid references are provided automatically.

### Question 4.3b – Y-Coordinate (Northing e.g. 387940)

Grid references should be provided from Command and Control where available. This is a very important field that must be completed as fully and accurately as possible.

Grid references are mandatory fields for non-addressable locations and the system requires that you provide a pair of 6 (or 7) digit grid references.

Enter 6+6 reference or 6+7 for Northern Scotland.

e.g. 123456, 123456

or. 123456, 1234567

If you use the gazeteer to find the address then grid references are provided automatically.

### Question 4.2k – Additional Location description

Enter text if necessary to give more detail on the location of the incident.

E.g. If the Location, as selected in Q3.2, is a shed on an area of agricultural land you may enter text here to explain this.

There is no set format however only the following characters are permitted –

*Numbers: 0-9*

*Letters: A-Z (lower case and upper case)*

*Special Characters:*

*[space]*

*@ [at symbol]*

*# [hash]*

*+ [plus]*

*. [full stop]*

*,* *[comma]*

*/ [forward slash]*

*? [question mark]*

*- [hyphen]*

*! [exclamation mark]*

*\_ [underscore]*

*( [left bracket]*

*) [right bracket]*

*[RETURN]*

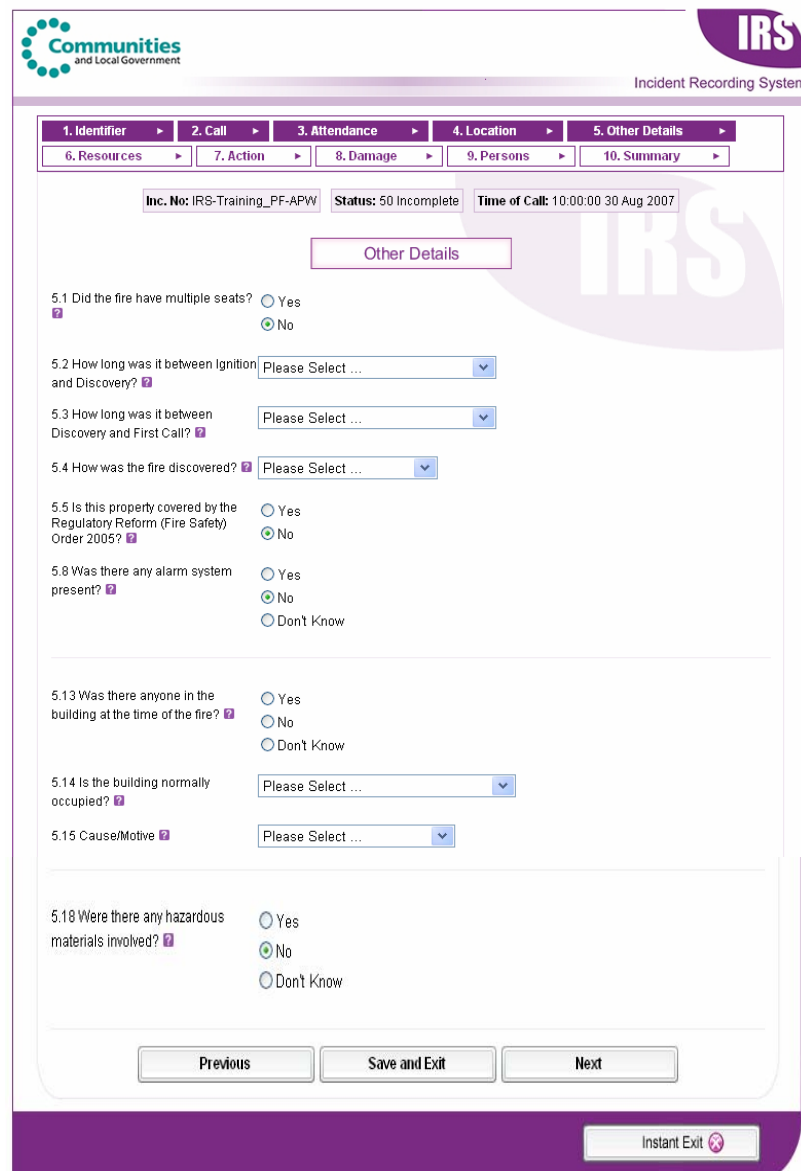
' [single quote]

“ [double quote]

## On Attendance – Additional Info

This section gathers additional information about the incident such as the type of special service or false alarm and property details. The actual questions asked are dependent on the incident type.

Whilst completing this form FRS personnel may need to consult with colleagues to answer all questions.



**Communities and Local Government** Incident Recording System

1. Identifier ▶ 2. Call ▶ 3. Attendance ▶ 4. Location ▶ 5. Other Details ▶  
6. Resources ▶ 7. Action ▶ 8. Damage ▶ 9. Persons ▶ 10. Summary ▶

Inc. No: IRS-Training\_PF-APW Status: 50 Incomplete Time of Call: 10:00:00 30 Aug 2007

**Other Details**

5.1 Did the fire have multiple seats?  Yes  
 No

5.2 How long was it between Ignition and Discovery?

5.3 How long was it between Discovery and First Call?

5.4 How was the fire discovered?

5.5 Is this property covered by the Regulatory Reform (Fire Safety) Order 2005?  Yes  
 No

5.8 Was there any alarm system present?  Yes  
 No  
 Don't Know

5.13 Was there anyone in the building at the time of the fire?  Yes  
 No  
 Don't Know





5.14 Is the building normally occupied?

5.15 Cause/Motive

5.18 Were there any hazardous materials involved?  Yes  
 No  
 Don't Know

Previous Save and Exit Next

Instant Exit

Button	Description
	Return to the previous screen, in this case the Location Details form.
	Save the incident details and return the user to the IRS Home page.
	Save the incident details and proceed to the next page, in this case the FRS Resources Used form.
	Cancel the last action. A cancel confirmation message is displayed. The user then has the option to return to the IRS Home page by clicking the 'Complete' button.

The Additional Information form also requires that the following data is recorded:

- the cause or motive for the incident
- description of any damage
- the building occupancy

### Question 5.1 – Did the fire have multiple seats?

Was this a multi seated fire on attendance? Check the radio button to indicate whether 'Yes'. This question is defaulted to 'No'.

'Multi-seated' fire means a fire which has more than one location or origin of fire. That is, a fire that has more than one location, started at approximately the same time or in the same way, within a property.

### Question 5.2 – How long was it between ignition and discovery?

Select the option from the drop down menu that corresponds to the **approximate** time elapsed from the ignition of the fire to its discovery.

You should only use unknown if it is NOT possible to estimate the time, it is better to provide an estimate than no information at all.

When reporting damage to a primary property as a result of spread from a secondary fire, you should select based on the estimated start of first damage to the primary property. **E.g.** if a rubbish bin fire (secondary)



spreads to a house (primary) the time recorded should be the estimated time from ignition of the house to discovery NOT ignition of the bin to discovery.

Ignition to discovery	GUIDANCE
Immediately	If the fire start was seen by someone then select 'immediately'
Under 5 minutes	
5 to 30 minutes	
Over 30 minutes and up to 2 hours	
Over 2 hours	
Not known	You should only use unknown if it is NOT possible to estimate the time. It is better to provide an estimate than no information at all.

### Question 5.3 – How long was it between discovery and first call?

Select the option that corresponds to the **estimated** time elapsed from discovery of the fire to the first call made to fire Command & Control.

You should only use unknown if it is NOT possible to estimate the time, it is better to provide an estimate than no information at all.

If the fire call was received by one FRS and relayed to another, then use the time of call to the **first** FRS.

When reporting damage to a primary property as a result of spread from a secondary fire, you should select based on the estimated start of first damage to the primary property. E.g. if a rubbish bin fire (secondary) spreads to a house (primary) the time recorded should be the estimated time from ignition of the house to discovery NOT ignition of the bin to discovery.

Discovery to first call	GUIDANCE
Immediately	
Under 5 minutes	
5 to 30 minutes	
Over 30 minutes and up to 2 hours	
Over 2 hours	
Not known	You should only use unknown if it is NOT possible to estimate the time. It is better to provide an estimate than no information at all.

### Question 5.4 – How was the fire discovered?

Select from the drop down list how the fire was discovered.

Discovery by a Police Officer or other emergency personnel should be regarded as a 'person'

How discovered	GUIDANCE
Person	Includes activation of break glass call point Includes discovery by a Police Officer or other emergency personnel
Automatic alarm system	AFA
Other	Includes discovery by an animal

### Question 5.5 – Do fire safety regulations apply? (Consider if incident is not located within domestic premises)

The radio button is defaulted to 'yes' or 'no' depending on the type of property selected in Q3.2. NOTE: This may need to be changed if, for example, a shared area of a building, such as in a block of flats, has been affected by the fire.

Please see below for examples of where the RR(FS)O applies.

RR(FS)O is also commonly known as FSO (Fire Safety Order).

#### What is the Regulatory Reform (Fire Safety) Order 2005 (the 'FSO')?

The Government is committed to regulating only where necessary and in a way that is more suited to the needs of modern business. That is why the order was made, under the Regulatory Reform Act 2001. It replaces most fire safety legislation with one simple Order. It means that any person who has some level of control in premises must take reasonable steps to reduce the risk from fire and make sure people can safely escape if there is a fire.

Please note legislation for Scotland comes under the Fire (Scotland) Act 2005; Part 3. Fire Safety, is The Fire Safety (Scotland) Regulations 2006. The properties involved and legislation included are similar enough to be able to answer the following RR(FS)O questions within the IRS.

#### Where does the order apply?

The FSO applies to virtually all non-domestic premises and covers nearly every type of commercial building, structure and open space to which the public have access.

For example, it applies to:

- offices and shops;
- premises that provide care, including care homes and hospitals;
- community halls, places of worship and other community premises;

- the common or shared areas of properties in which several households live in (e.g. landings, corridors, stairs, kitchens) including common parts of blocks of flats. (Housing Act 2004 may also apply);
- pubs, clubs and restaurants;
- schools and sports centres;
- tents and marquees; (with an identified person responsible for the property, i.e. being used in a workplace, being used as part of trade or business. Does not include where being used for pleasure purposes such as camping in a field/campsite);
- caravans; if the caravan is being rented out on a commercial basis the FSO does apply. If it is occupied exclusively by its owners the FSO does not apply. The FSO also applies to the common parts of the campsite;
- hotels, hostels and B&Bs;
- Factories and warehouses.

It does not apply to:

- People's private homes, including individual flats in a block or house. (However, should the fire spread to shared areas or the fire causes the people from neighbouring flats to evacuate then you should indicate that the FSO applies).

\* (As further clarification to the above; the application (or otherwise) of a Fire Service Order to an area within a block of flats does not alter the reporting basis for the IRS purposes. The options in the Question 3.2 drop-down menu for flats etc are for the entire block not just elements within them. Fires in common areas of a block of flats should therefore continue to be recorded as the appropriate "Building - Dwelling" sub-category.)

## Question 5.6 – Means of escape

If the property is covered by the RR(FS)O, select the option from the drop down menu that best describes the adequacy of the means of escape.

Means of Escape	<b>GUIDANCE</b>
Ok - no visible concerns	
Exits locked	
Exits blocked (e.g. Materials stored blocking exit )	
Exit route blocked by smoke/flames	
Poor implementation e.g. doors swing the wrong way	E.g. complicated exit path
Contents contributing to abnormal fire spread/smoke production	
Other	

## Question 5.7 – Compartmentation

If the property is covered by the FSO, select the option from the drop down menu that best describes how successfully compartmentation in the building worked.

'Compartmentation' – in this context, is intended to cover any wall, floor or other barrier constructed to prevent the passage of fire. This includes the enclosures of protected escape routes as well as the subdivision of buildings into fire compartments and the provision of cavity barriers.

The question is asked to provide information on how often, and why, fires get out of compartments where we wouldn't expect them to. So for this question, a compartment is the room of origin, or similar space, which in normal circumstances we would not expect a fire to break out from. It's not restricted to 'fire compartments' as defined by British Standards or Building Regulations.

<b>Compartmentation</b>	<b>GUIDANCE</b>
Stopped/checked spread	As expected
Breached - current building work	Current construction work underway
Breached - previous building work	Construction work completed
Breached - fire doors left open or incorrectly fitted	Incl. smoke doors
Damage to compartmentation	E.g. accidental damage to walls/doors
Fire spread through gaps or voids in construction	E.g. ducts
No compartmentation in building	E.g. warehouse, supermarket
Other	

### **Question 5.8 – Was there any alarm system present?**

Check the radio button to indicate if there was any alarm system present in the vicinity of the fire (origin of fire). (I.e. was the fire alarm in the place you expected it to be?)

Options: **Yes, No, Don't know**

### **Question 5.9 – Alarm System Type**

If an alarm system was present, use the 'add record' button to record each system. This will bring up a new page where you should select from the drop down menu the option that describes the alarm system type present in the location of the fire (origin of fire).

Includes alarms within a commercial premises. Use 'other' if listed options are not appropriate.

Once an option has been selected and the relevant questions answered, click 'submit' and your options will be shown on the main IRS page.

<b>Alarm Systems present in vicinity of fire (origin of fire)</b>	<b>GUIDANCE</b>
Smoke alarm – 1 year battery	
Smoke alarm - long life battery	
Smoke alarm – mains	
Smoke alarm - mains and battery	

Smoke alarm - battery type not known	
Mains security system including smoke alarm	
Other	Includes alarms within a commercial premises if other options are not appropriate, Full Fire Alarm System (e.g. mains operated with actuation panel and independent sounders)
Not known	

### Question 5.10 – Alarm System Location

Select the option that best describes the position of any alarm systems present in the location (origin) of the fire.

Location of alarm system	GUIDANCE
In room of origin of fire	
On same floor as fire	
Different floor from fire	

### Question 5.11 – Alarm System operated?

Select the relevant option to indicate whether any alarm system operated.

Did Alarm System operate?	GUIDANCE
No	If you select this option you will be asked to answer Q5.12
Yes, but did not raise alarm	If you select this option you will be asked to answer Q5.12
Yes and raised alarm	

## Question 5.12 – Reason system did not function as intended

Select the option against the description that best describes the **main** reason for alarm system present at the location not functioning as intended.

This question is only completed if in Question 5.8 it has been indicated that there were alarm systems present and if they did not operate or raise alarm as answered in Question 5.11.

The purpose of this question is to record why the systems failed to prevent the fire spreading and necessitating attendance by the FRS.

An **alarm system not functioning as intended** is defined as an outcome in which any expected alarm system response did NOT achieve the expected results.

Some common queries are:

- If the building was unoccupied at the time (as defined in Question 5.14) and the neighbours responded you should select 'Alerted by other means'.
- If the building was unoccupied at the time (as defined in Question 5.14) and the neighbours **did not** respond you should select 'No other person responded'.
- If the smoke alarm was missing a battery AND the building was unoccupied you should select 'Smoke alarm battery missing' as this was the first reason for the poor outcome.
- If any smoke alarms present were poorly sited (e.g. not on floor of origin) then you should select 'Fire not close enough to detector'.

Reason if poor outcome (Alarm Systems – All values)	<b>GUIDANCE</b> - Options presented based on value of Q5.11 Did Alarm System Operate?
Alarm battery missing	No
Alarm battery defective	No
System not set up correctly	No
System damaged by fire	No
Fire not close enough to detector	No
Fault in system	No
System turned off	No
Fire in area not covered by system	No
Detector removed	No
Alerted by other means	No
Alarm was raised before the system operated	Yes, but did not raise alarm
No person in earshot	Yes, but did not raise alarm
Occupants did not respond	Yes, but did not raise alarm
No other person responded	Yes, but did not raise alarm
Other	(Applies to both)
Not known	(Applies to both)

### Question 5.13 – Was there anyone in the building at the time of the fire?

Check the radio button to indicate whether anyone was in the building at the time of the fire.

Options: Yes, No, Don't know

Where the incident occurred in an empty flat within a block of flats 'building' refers to the whole block, not the individual flat.

If persons were not in the building where the incident started, but were in a building to which the fire spread, they would be included here.

### Question 5.14 – Is the building normally occupied?

Select the option that best describes the normal occupation status of the building.

Include squatters and non-rightful occupants.

For IRS purposes, the use of the word 'occupied' at Q5.14 doesn't only apply to properties that are 'lived in'.

The expression covers all buildings which are 'in use', which includes if persons were not in the actual building at the time of the incident. This has always been the case, historically. 'Occupied' means that somebody is currently responsible for the building e.g. garden shed, public toilets etc.

Is the Building normally occupied? (occupation status)	GUIDANCE
Yes - occupied	The building is usually occupied – includes if persons were not in the actual building (for example in the garden or at work).
No - unoccupied permanently (vacant)	The occupiers have moved out but the property is not derelict. This includes un-let properties, unoccupied completed new buildings.
No - under construction	Property is still under construction and is not habitable. Includes properties being renovated, converted or if the occupiers have moved out temporarily.
Not known	Only use if absolutely necessary You will be asked to provide a text description.

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### Question 5.15 – Cause / Motive

Select the option that, in your opinion, corresponds best to the probable cause or motive of the fire – primary or secondary or chimney.

A **deliberate** fire is a fire started deliberately such as suspected arson and some fires started by children\*, psychiatric patients, suicides and attempted suicides.

**\*If a child, aged nine years or younger, starts a fire then this should be classed as accidental unless there is evidence to suggest otherwise.**

Motive	GUIDANCE
Accidental	<p>Caused by accident or carelessness (not thought to be deliberate).</p> <p>Includes fires which accidentally get out of control e.g. fire in a grate or bonfires.</p> <p>Includes fires started by children unless there is evidence to suggest otherwise.</p>
Deliberate – own property	<p>Where a fire is started deliberately.</p> <p>Own property refers to the normal occupiers – including a child in their own house.</p>
Deliberate – others property	<p>Where a fire is started deliberately by somebody who is not an occupier of the property.</p> <p>This includes fires in non-residential buildings where the owner is not involved e.g. fires in office buildings, fires in barns, cars.</p>
Deliberate – unknown owner	<p>Where a fire is started deliberately but it cannot be determined whether it was own or others property.</p>
Not known	<p>Use where there is general uncertainty about the cause or motivation of the fire. 'Not known' should only be used if absolutely necessary.</p>



### Question 5.16 – Estimated fire damage (sq/m)

Select the estimated outdoor fire damage (sq/m).

Incl flame, heat and smoke damage.

Area – sq metres	GUIDANCE
0	
Up to 5	
6 – 10	
11 -20	
21 – 50	
51 – 100	
101 – 200	
201 – 500	
501 – 1,000	
1,001 – 2,000	
2,001 – 5,000	
5,001 – 10,000	
Over 10,000	Fire Damage that is over 10,000 square metres (1 hectare) will be captured as an additional attribute in Q5.16a defining the number of <b>hectares</b> damaged (2 to 9,999,999)

### Question 5.17 – If grassland/woodland, was fire in an area designated as a National Park?

Select the option 'Yes' or 'No', to indicate whether the grassland/woodland fire was in an area designated as a National Park.

### Question 5.18 – Were there any hazardous materials involved?

Check the radio button to indicate whether any hazardous materials were involved in the incident.

Options: **Yes, No, Don't know**

### Question 5.19 – What hazardous materials were involved? (Please select from list of common materials, or select "Other" to then record a specific UN number)

If hazardous chemicals were involved in the incident, for each material enter the **UN 4 digit numeric codes**. The most common are listed in the drop down menu.

Some common items which might be included within 'other' are - Medical Oxygen, Other Compressed Gases, other oxidising Materials, other Toxic Materials, other Radioactive Materials, other Corrosive Materials, other Class 9 Dangerous Goods, other Harmful / Irritant Substances, other

Environment-polluting substances, Raw Sewage, Hazard to environment e.g. Milk, etc.

If 'other' is selected, then you must enter the **UN 4 digit numeric code** for the material involved. If the number is 'not known' enter 9999.

The UN numbers can be found in the Dangerous Goods Emergency Action Codes List book.

To register and download the latest version <http://the-ncec.com/download-eac-list-2011/>

UN Number	Description
1001	Acetylene
1005	Ammonia
2212	Asbestos – Blue / Brown
2590	Asbestos - White
1016	Carbon monoxide
1017	Chlorine
1202	Diesel fuel
1789	Hydrochloric acid
1223	Kerosene
1075	LPG
1971	Methane, compressed / natural gas, compressed
1972	Methane, refrigerated / natural gas, refrigerated
2031	Nitric acid
1072	Oxygen, compressed
1073	Oxygen, refrigerated liquid
1203	Petrol
1978	Propane
1823	Sodium hydroxide solid
1824	Sodium hydroxide solution
1830	Sulphuric acid (over 51%)
2796	Sulphuric acid (51% or less)

### Question 5.20 – What is the Emergency Action Code for this material?

If hazardous chemicals were involved in the incident, for each material enter the **2 or 3 digit alphanumeric Emergency Action Code**.

These can be found in the Dangerous Goods Emergency Action Codes List book.

To register and download the latest version <http://the-ncec.com/download-eac-list-2011/>

Entry of this code is optional. Please enter them where information is known.

### Question 5.21 – What is the Hazard Identification Number for this material?

If hazardous chemicals were involved in the incident, for each material enter the **numeric Hazard Identification Number**.

These can be found in the Dangerous Goods Emergency Action Codes List book.

To register and download the latest version <http://the-ncec.com/download-eac-list-2011/>

Entry of this code is optional. Please enter them where information is known.

### Question 5.22 – Was the incident an RTC?

Check the radio button to indicate whether the incident was a Road Traffic Collision.

### Question 5.23 – Number of cars/small vehicles involved

Enter the number of cars/small vehicles involved in the incident (NOT motorcycles as these are counted in Q5.25 but **includes** pedal bicycles and mobility scooters class 3 as these are classed as road vehicles)

**‘Small vehicle’ – a vehicle that can be driven on a normal driver’s licence (includes the exception pedal bicycle)**

- E.g.
- Road vehicle - car
  - Road vehicle- van
  - Road vehicle - minibus
  - Road vehicle - caravan on tow

### Question 5.24 – Number of large vehicles involved

Enter the number of large vehicles involved in the incident.

**‘Large vehicle’ - a vehicle that cannot be driven on a normal driver’s licence, requires a specialist licence.**

- E.g.
- Road vehicle - agricultural
  - Road vehicle - lorry/HGV
  - Road vehicle - tanker
  - Road vehicle - bus/coach

This question is asked as different, more specialist equipment may need to be used at this type of incident.

### Question 5.25 – Number of motorbikes

Enter the number of motorbikes involved in the incident.

### Question 5.26 – Were any RTC extractions performed?

Check the radio button to indicate whether any RTC extractions were performed by the FRS.

‘Extrication’ – to remove or set free something with difficulty where equipment or expertise are necessary to remove someone from a situation i.e. trapped in a vehicle RTC.

Incl. extrication of fatal victims from an RTC incident.

### Question 5.27 – Vehicle type (for each vehicle where an extrication was performed)

Using the drop down menu, for each type of vehicle where extrication was performed select the vehicle types involved in the incident.

Extrication: Type of Vehicle?	GUIDANCE
Car	
Van	
Motor Home	
Agricultural	
Motorcycle	
Lorry/HGV	
Bus/coach	
Minibus	
Caravan on tow	
Other	

### Question 5.28 – Position of vehicle

Using the drop down menu, for each type of vehicle where extrication was performed select the position of each vehicle involved in the incident.

Extrication: Type of Vehicle?	GUIDANCE
On wheels	
On roof	
On side	
Other	

### Question 5.29 – Type of extrication method used

Using the drop down menu, for each type of vehicle where extrication was performed select the extrication method used.

Extrication: Method Used?	GUIDANCE
Dashboard roll	
Roof removal	
Roof flap (vehicle on side)	
B post rip	
Side Removal (vehicle on roof)	
Other space creation	

### Question 5.30 – Time taken for extrication

Using the drop down menu, for each type of vehicle where extrication was performed select the time taken for extrication.

**The time taken should commence from the start of the incident (Time of Call).** DCLG want to know how long it took before the person was extricated and to perform the extrication. It also stops the need for firefighters to time exactly the extrication itself.

Extrication: Time Taken?	GUIDANCE
Up to 15 minutes	
16-30 minutes	
31-45 minutes	
46-60 minutes	
Over 60 minutes	If you wish to enter a reason for the time taking longer than 60 minutes, please enter details in in the Notes section on the Summary page.

---

## On Attendance – Resources Used

This section gathers information on the appliances, resources, crew and officers used during the incident.

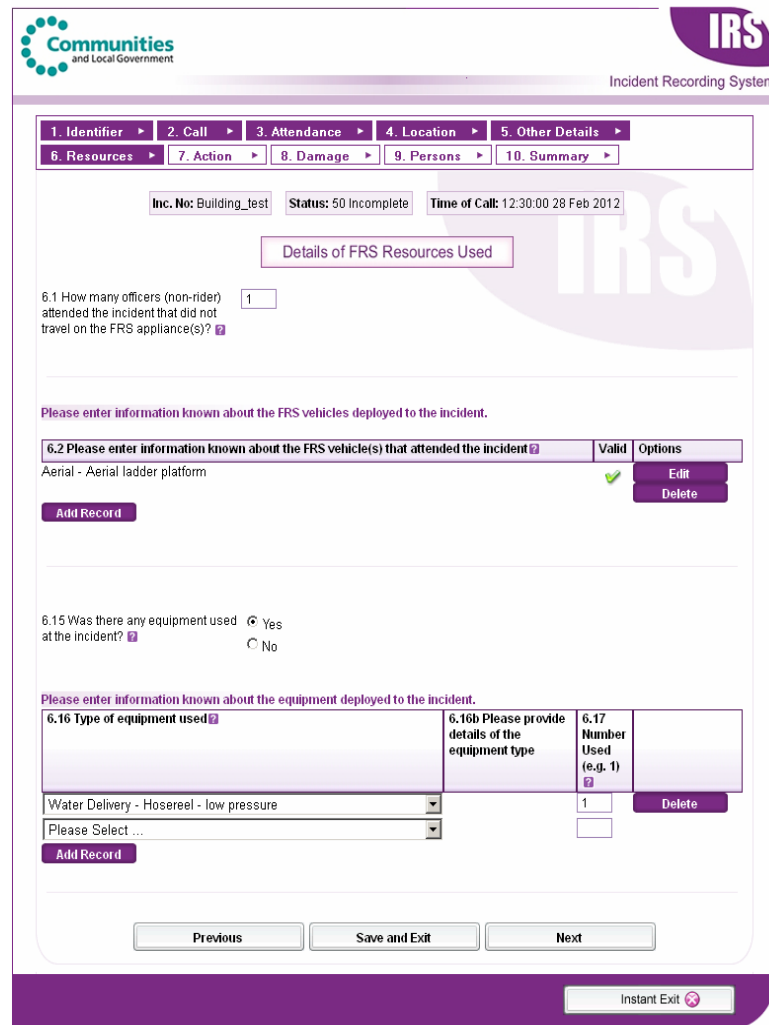
This information may be populated automatically from the Command & Control system.

For FRSs where the data is **not** provided automatically the following points should be noted:



- It is only necessary to provide details on the appliances and the main resources used (e.g. 13.5m ladder, high pressure hose reel), but not the

individual fire fighters involved and the minor resources (e.g. axe).

- We are aware that for a small number of incidents the number of appliances may be quite large. One of the aims of the pilot was to understand the amount of effort required to gather this information. The menu options have been created to allow for ease of use while still providing data required.





The screenshot shows the 'Details of FRS Resources Used' section of the IRS Incident Recording System. At the top, there is a navigation menu with tabs for 1. Identifier, 2. Call, 3. Attendance, 4. Location, 5. Other Details, 6. Resources, 7. Action, 8. Damage, 9. Persons, and 10. Summary. Below the menu, the incident details are displayed: Inc. No: Building\_test, Status: 50 Incomplete, Time of Call: 12:30:00 28 Feb 2012. A section titled 'Details of FRS Resources Used' contains a form field for '6.1 How many officers (non-rider) attended the incident that did not travel on the FRS appliance(s)?' with the value '1'. Below this is a section for '6.2 Please enter information known about the FRS vehicle(s) that attended the incident'. It shows a table with one entry: 'Aerial - Aerial ladder platform', which is marked as 'Valid'. There are 'Add Record', 'Edit', and 'Delete' buttons. Below this is a section for '6.15 Was there any equipment used at the incident?' with radio buttons for 'Yes' (selected) and 'No'. Another section for '6.16 Please provide details of the equipment type' shows a table with one entry: 'Water Delivery - Hosereel - low pressure', with a 'Number Used' of '1'. There are 'Add Record' and 'Delete' buttons. At the bottom, there are 'Previous', 'Save and Exit', and 'Next' buttons, and an 'Instant Exit' button with a close icon.

Button	Description
	Return to the previous screen, in this case the Other Details form.
	Save the incident details and return the user to the IRS Home page or the

	Search page depending on how the incident report was accessed.
<div style="border: 1px solid gray; padding: 5px; display: inline-block;">Next</div>	Save the incident details and proceed to the next page, in this case either the Details of Action form or the Incident Summary form, depending on the type of incident.

Information is recorded on each vehicle deployed by clicking on the **'Add Another'** button for question 6.2 and record the following information:

- Enter the type of FRS vehicle deployed to the incident
- Enter the FRS vehicle crew details
- Enter the FRS vehicle timings
- Enter the station/address/location from which the FRS appliance was deployed

Incident Recording System

FRS Inc. No: IRS-Training\_PF-APW
Status: 50 Incomplete
Time of Call: 10:00:00 30 Aug 2007

Vehicles

Please enter information for this FRS vehicle deployed to the incident.

6.2 Type of FRS Vehicle ?

Please enter the vehicle's RCC callsign and/or FRS callsign. If a RCC callsign is entered it must use the format FX99X9 (where X is any capital letter, and 9 is any numeral).

6.3a RCC callsign ?

6.3b FRS callsign ?

6.4 How many crew were dispatched with the vehicle? (e.g. 1) ?

6.5 Did the vehicle demount a resource for use at the scene (e.g. a pod)? ?  Yes  No

**FRS Vehicle Timings**

6.6 What time was the appliance mobilised? (optional) ?  :  :


6.7 What time was the appliance mobile? (optional) ?  :  :

6.8 What time did the appliance arrive at the scene? ?  :  :


6.9 What time is the appliance available to be redeployed? ?  :  :

**Where was the appliance deployed from?**

**Current Home Station** Altrincham




6.10 Where was the appliance deployed from? 

Home Station  
 Other Station  
 Other Location



Information is recorded on the type and quantity of FRS equipment deployed by clicking on the **'Add'** button for question 6.16. For each piece of equipment used, record the following information:

- Select the type of equipment resource used from the drop-down list
- Enter the number of the equipment resource used

Button	Description
	Display the relevant form for each section to enter either FRS vehicle type or equipment resource.
	Edit the details of the selected record.
	Delete the details of the selected record.

Following the recording of details relating to FRS resources deployed to the incident, click the **'Next'** button to proceed.

To **delete** individual resources, you can either select the **'edit'** button for that resource. The **'delete'** button, at the bottom of the page, can then be selected. Or you can delete a resource from the main Resources page using the **'delete'** button.

The IRS will either display the Details of Action form or the Incident Summary form depending on the type and severity of the incident. The Details of Action form will be displayed if more information is required, for example in the case of a Primary fire. If no further information is required, the Incident Summary form will be displayed.



### Question 6.1 – How many Officers (non-rider) attended the incident that did not travel on the FRS appliance(s)?




Enter the number of Officers that attended the incident that did not travel on FRS appliances i.e. using their own cars

For example: Flexi Duty Officers traveling to the incident separately in a car.

### Question 6.2 – Please enter information known about the FRS vehicle(s) that attended the incident

Please enter information known about the FRS vehicles deployed to the incident.

6.2 Type of FRS Vehicle?	Valid	Options
Pumping - Water tender ladder	✓	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<input type="button" value="Add Record"/>		

Button	Description
	Display the relevant form for each section to enter either FRS vehicle type or equipment resource.
	Edit the details of the selected record.
	Delete the details of the selected record.

Use the 'add record' button to add information on each FRS vehicle that **attended** the incident to time of Stop. For each vehicle the system will automatically ask a list of relevant questions.

Once the information has been submitted a summary of the information entered and a validation flag (to show all information you have entered is considered 'allowed' by the system) are shown on the main IRS page.

Use the drop down menu to select the FRS vehicle types.

The options for vehicles are detailed below.

Vehicle Type	Category Id	Description	Includes
ATL	Aerial	Turntable ladder	
AHP	Aerial	Hydraulic platform	

Vehicle Type	Category Id	Description	Includes
ALP	Aerial	Aerial ladder platform	
AWT	Aerial	Water tower	
AA	Aerial	<b>Other</b> aerial appliance	MEWP = Mobile elevated work platform  Note: A more accurate code/description can be populated into the 'Other' attribute.
BTF	Boat	Fire boat	
BTI	Boat	Inshore waters boat	Inland Waters boat
BTC	Boat	Coastal waters boat	
BTR	Boat	Rescue boat	Inflatable Boat
BTS	Boat	Safety boat	
BTT	Boat	Transport boat	
CCU	Command	Control unit	
CFC	Command	Forward control unit	
CSU	Command	Command unit	Brigade command unit  Tactical response unit
CS	Command	Command support	Enhanced Command Support
FIU	Fire Investigation	Fire investigation unit	
HHM	Hazmat	Hazardous materials unit	
HCU	Hazmat	Chemical unit	
HIR	Hazmat	Incident response unit	A unit which is a combined function of a Hazardous Materials Unit and a Chemical Unit should be categorized as HIR.  Detection Investigation and Monitoring Unit.  POD = Resilience Module (One of the National Resilience Assets, e.g. Mass Decontamination Revo unit / modules).
PPL	Pumping	Pump / Pump ladder	PHP = Pump Hydraulic Platform (Standard pumping appliance, but also equipped with a hydraulic platform).
PWT	Pumping	Water tender	
PWL	Pumping	Water tender ladder	WRL4 = Water Tender Ladder 4 x 4 (Pumping appliance, but with 4

Vehicle Type	Category Id	Description	Includes
			wheel drive).
HDP	Pumping	Heavy duty pump	High Volume Pump
PLT	Pumping	L4T – 4 x 4 or other off road or specialist vehicle	Trailer Pump
PSF	Pumping	Small fires unit	
RRT	Rescue	Rescue tender	
RRU	Rescue	Fire rescue unit	
RUU	Rescue	Urban search and rescue unit	USAR (Urban Search and Rescue)
RCV	Rescue	Co-responder vehicle	
RSV	Rescue	<b>Other</b> specialist vehicle	Cliff Rescue Trailer  Note: A more accurate code/description can be populated into the 'Other' attribute.
SST	Support	Salvage tender / Damage control unit	FVSU = Fire Victim Support Unit (Crewed by Red Cross volunteers, but kept at a fire station and mobilised by Control).  Welfare van  Damage Control (e.g. ISS)
SFT	Support	Foam tender	Foam Modules
SBA	Support	BA lorry / BA van	
SCV	Support	Canteen van	
TGL	Transport	General purpose lorry	Prime movers / Tractor units  ISU Lorry = Incident Support Unit (Carries various equipment, e.g. vacuum cleaner, BA equipment, extra NRA packs for flooding support etc).
TGV	Transport	General purpose van	ISU Van = Incident Support Unit (Carries various equipment, e.g. vacuum cleaner, BA equipment, extra NRA packs for flooding support etc).  WSV = Workshop Vehicle (goes

Vehicle Type	Category Id	Description	Includes
			out to large incidents to provide workshop support).  Dog Van
TPT	Transport	Prime movers / Tractor units	Prime movers / Tractor units are not a value that can be used for IRS system
TC	Transport	Personnel carriers	
TFF	Transport	4 x 4	
TOC	Transport	Officer's car	Motorbike, private vehicle
WHL	Water management	Hose layer	
WTK	Water management	Water carrier / Tanker	

Note: TPT = 'Prime movers / Tractor units' are not a value that can be used for IRS system. PLT, PSF, TFF, TOC have been added for the IRS system.

### Question 6.3 – Callsign (FRS and/or RCC Call Sign)

**You must enter one or more of the following call signs:-**

Enter the RCC call sign of each vehicle that attended the incident.

Correct format FXX99X9, where X is any capital letter and 9 is any numeral.

**AND/OR**

Enter the FRS call sign of each vehicle that attended the incident.

### Question 6.4 – How many crew were dispatched with the vehicle (e.g.1)?

Enter the number of crew aboard each appliance.

This should show the total number of crew aboard each appliance, **including** supervisory crew aboard.

### Question 6.5 – Was a resource demounted from a vehicle for use at the scene (e.g. a pod)?

If this information is not automatically received from Command and Control use the radio button to indicate whether or not a demounted resource was used.

The radio button is defaulted to 'No'.

A **demounted** resource is one which is transported to the incident ground on a prime mover (truck). We are interested in the resources used NOT the vehicle used to transport them. Examples are: high volume pumps, horse/cattle rescue equipment, mud/rescue paths etc.

Pods – Pods can be mobilised by various Transport vehicles such as Prime Movers, Lorries, Vans, 4x4 Land Rover or Tractor Units to an incident. One or more Pods could be deployed at a time and left at the incident scene for variable lengths of time. A Transport vehicle could return to collect further Pods. The Transport vehicle could make a number of trips and the Pods could remain for various periods of time at the incident.

IRS is interested in each Pod as a 'non-mobile' resource and its attendance details. This would provide the most accurate picture of what 'mobilised' to 'attend' the incident.

### **Question 6.6 – What time was the appliance mobilised?**

If this information is not automatically received from Command and Control, using 24-hr clock format **hh:mm:ss** (hour, minute, second), enter the time to the nearest second that each appliance was mobilised by Command & Control.

(The date field is automatically populated based on the information given in previous questions. Please check that it is correct as it may need amending, for example if the date changes after midnight).

### **Question 6.7 – What time was the appliance mobile?**

If this information is not automatically received from Command and Control, using 24-hr clock format **hh:mm:ss** (hour, minute, second), enter the time to the nearest second that each appliance was mobile.

i.e: The time at which the appliance started moving towards the incident.

(The date field is automatically populated based on the information given in previous questions. Please check that it is correct as it may need amending, for example if the date changes after midnight).

### **Question 6.8 – What time did the appliance arrive at the scene**

If this information is not automatically received from Command and Control, using 24-hr clock format **hh:mm:ss** (hour, minute, second), enter the time to the nearest second that each appliance was in attendance at the incident.

(The date field is automatically populated based on the information given in previous questions. Please check that it is correct as it may need amending, for example if the date changes after midnight).

### Question 6.9 – What time was the appliance available for other calls?

If this information is not automatically received from Command and Control, using 24-hr clock format **hh:mm:ss** (hour, minute, second), enter the time to the nearest second that each appliance was available to be redeployed to another incident.

i.e. This is the time that the appliance is no longer actively involved in the incident and is available for other calls.

(The date field is automatically populated based on the information given in previous questions. Please check that it is correct as it may need amending, for example if the date changes after midnight).

### Question 6.10 – Where was the appliance deployed from?

Check the radio button to indicate where the appliance was deployed from.

If any option other than the Home Station is selected you will be asked to enter another station's details or other location/address e.g. if responding from a home address.

Location Type	GUIDANCE
Home Station	Appliance deployed from its home station
Other Station	Appliance deployed from a station other than its home station
Other Location	Appliance deployed from elsewhere other than a station e.g. en route from a home fire safety check or another incident

### Question 6.11 – FRS/Station ID

If you opted to select that the appliance was deployed from another Station in Q6.10, please select the FRS/Station ID of the Station the appliance came from.

### Question 6.12 – Was the appliance deployed from an addressable location?

Use the radio button to answer 'yes' if you think this is an addressable location – you will be then asked to provide details of the address and grid co-ordinates.

If you answer 'no' (i.e. a non-addressable location) you will be asked to provide grid co-ordinates only.

If 'yes' you can enter basic address details and click 'find address' which will automatically populate the other fields and grid references.

Otherwise, you can enter the full address manually or use the 'find on a map' button to locate the property involved.

**\*For more information on 'addressable' and 'non-addressable' locations, see the Reporting Locations in the Special Cases section.**

### Question 6.13a – Building name/number

Enter the name/number of the property the appliance was deployed from.

This field must contain the name or number of the premises from which the appliance was deployed.

If the building has both a name and a number you should type in both.

There is no set format however the following characters *cannot* be used:-

Characters: @ # + . , / ? - ! \_ ( ) &

### Question 6.13b – Postcode

Enter the full UK postcode (with a space between the two parts) of the property the appliance was deployed from.

Where buildings are involved, it is particularly important to complete the postcode where a full valid grid reference is not available.

Format (LLNL NLL), (LLNN NLL) or (LLN NLL), where L = letter and N = number.

No more than 4 characters in the first field and 3 in the second field.

Eg,

K	T	6			7	D	S
---	---	---	--	--	---	---	---

S	W	1	H		3	L	W
S	W	1	9		7	J	Z

### Question 6.13c – Flat/Unit Name/Number

Enter the Flat/unit Name/number of the property the appliance was deployed from.

If the flat has both a name and a number you should type in both.

### Question 6.13d – Street

Enter the street the property the appliance was deployed from.

### Question 6.13e – Locality

Enter the street the property the appliance was deployed from.

This may be left blank as not all addresses have a locality

### **Question 6.13f – Town**

Enter the Town the property the appliance was deployed from.

This field must contain the name of the postal Town where the incident occurred.

### **Question 6.13g – County**

Enter the County the property the appliance was deployed from.

This field must contain the name of the **postal** County where the incident occurred.

### **Question 6.14a – X-Coordinate (Easting e.g. 376850)**

Grid references should be provided from Command and Control where available. This is a very important field that must be completed as fully and accurately as possible.

Grid references are mandatory fields and the system requires that you provide a pair of 6 (or 7) digit grid references

Enter 6+6 reference or 6+7 for Northern Scotland.

e.g. 123456, 123456

or. 123456, 1234567

If you use the gazetteer to find the address then grid references are provided automatically.

### **Question 6.14b - Y-Coordinate (Northing e.g. 387940)**

Grid references should be provided from Command and Control where available. This is a very important field that must be completed as fully and accurately as possible.

Grid references are mandatory fields for non-addressable locations and the system requires that you provide a pair of 6 (or 7) digit grid references.

Enter 6+6 reference **or** 6+7 for Northern Scotland.

e.g. 123456, 123456

or. 123456, 1234567

If you use the gazetteer to find the address then grid references are provided automatically.



### **Question 6.13k – Additional Location description**

Optional - Enter text if necessary to give more detail on the location that the appliance was deployed from.

There is no set format however only the following characters are permitted –

*Numbers: 0-9*

*Letters: A-Z (lower case and upper case)*

*Special Characters:*

*[space]*

*@ [at symbol]*

*# [hash]*

*+ [plus]*

*. [full stop]*

*, [comma]*

*/ [forward slash]*

*? [question mark]*

*- [hyphen]*

*! [exclamation mark]*

*\_ [underscore]*

*( [left bracket]*

*) [right bracket]*

*[RETURN]*

*' [single quote]*







*" [double quote]*



### **Question 6.15 – Was any equipment used at the incident?**

Check the radio button to indicate whether any equipment was used at the incident.

## Question 6.16 – Type of equipment used

Please enter information known about the equipment deployed to the incident.

6.16 Type of equipment used 	6.16b Please provide details of the equipment type	6.17 Number Used (e.g. 1) 	
RPE - CABA - standard duration 		4	
Please Select ... 		<input type="text"/>	
			

Button	Description
	Display the relevant form for each section to enter either FRS vehicle type or equipment resource.
	Delete the details of the selected record.

Using the drop down menu, select the type of each **main** equipment resource **used**. It is important that you record the equipment used, not the equipment available.

The system will automatically add for each piece of equipment the list of relevant questions below.

Equipment Type	Category Id	Description	Includes
1	Water Delivery	Hosereel – high pressure	
2	Water Delivery	Hosereel – low pressure	
3	Water Delivery	Main line/jet	
4	Water Delivery	Monitor – high pressure	
5	Water Delivery	Monitor – low pressure	
6	Water Delivery	Fire bucket	
12	Water delivery	Stirrup pump	
7	Water Delivery	Other	
8	Foam	Low expansion	
9	Foam	Medium expansion	
10	Foam	High expansion	

Equipment Type	Category Id	Description	Includes
11	Foam	Other	CAFS (Compressed Air Foam System)
20	Extinguisher	Water	
21	Extinguisher	CO2	
22	Extinguisher	Dry powder	
23	Extinguisher	Other	
24	PPV	Active firefighting	PPV 'Positive Pressure Ventilation'
25	PPV	Smoke clearance	PPV 'Positive Pressure Ventilation'
26	PPV	Fire other	PPV 'Positive Pressure Ventilation'
27	RPE	CABA – standard duration	RPE 'Respiratory Protective Equipment'  CABA 'Compressed Air Breathing Apparatus'
28	RPE	CABA – extended duration	RPE 'Respiratory Protective Equipment'  CABA 'Compressed Air Breathing Apparatus'
29	RPE	Oxygen BA	RPE 'Respiratory Protective Equipment'
30	RPE	Other	RPE 'Respiratory Protective Equipment'
40	Ladders	13.5m	
41	Ladders	9/10.5m	
42	Ladders	Roof ladder	
43	Ladders	Short extension	
44	Ladders	Triple/Short extension ladder	
45	Ladders	Other	
50	Lifting & Hydraulic	Cutters/Spreaders	
51	Lifting & Hydraulic	Combi tools	
52	Lifting & Hydraulic	Door opener	
53	Lifting & Hydraulic	Rams	
54	Lifting & Hydraulic	Air bags	
55	Lifting & Hydraulic	Lifting & animal harnesses, straps	
56	Lifting & Hydraulic	Winches	
57	Lifting & Hydraulic	Other	
60	Decontamination Equipment	Decontamination equipment	

Equipment Type	Category Id	Description	Includes
61	Chemical Protective Clothing	gas tight	
62	Chemical Protective Clothing	non-gas tight	
63	Line rescue	Line rescue	Throw/grab lines
64	Detection/Location Equipment	Thermal imaging camera	
65	Detection/Location Equipment	Flexible cameras	
66	Detection/Location Equipment	DIM (ND)	
67	Detection/Location Equipment	Other	Explosimeter Ammonia detector Satellite Phone
70	First aid	Defibrillator (AED)	
71	First aid	Oxygen	
72	First aid	Resuscitator	
58	First aid	Spinal board	Stretchers
73	First aid	Other	
74	Electric Saws/Cutters	Electric Saws/Cutters	
75	Pumping Equipment	Electric submersible pump	
76	Pumping Equipment	Portable pump	
77	Pumping Equipment	Vacuum , suction hose	
78	Environment Agency Equipment	Environment agency equipment	
79	Forcible Entry Tools	Axes/Hammers/Crowbars/Croppers	
80	Lift Keys	Lift keys	
85	Wild fire	Fire beaters	
86	Wild fire	Rakes, shovels, mathooks	
87	Wild fire	Knapsacks	
88	Wild fire	Strategically located water tanks	
81	Mud/Rescue Paths	Mud/Rescue paths	

Equipment Type	Category Id	Description	Includes
82	Small tools	Shovels/Forks/Brooms/ Chimney Rods	Ring Cutter  Water Rescue – Life Jackets, PFD's,, PPE, Hose inflation systems  Lighting  Salvage equipment - Oversized Drum  Scene Safety - Portable Reservoir Portable Dams Cones Scene Safety Tape
90	Fire investigation dog	Fire investigation dog	Fire investigation kit

### Question 6.17 – Number used (e.g. 1)

Enter the total number of pieces of equipment used

E.g. 13.5m ladder = 5

---

## On Attendance – Action

This section provides details about any action taken and noted on attendance.

The purpose of the Details of Action form is to record information on any action taken on attending the fire incident. This includes the following:

- Fire fighting actions taken
- Manual fire-fighting equipment available
- Fixed fire-fighting facilities available
- Active fire-fighting facilities available

**Communities**  
and Local Government

**IRS**  
Incident Recording System

1. Identifier ▶ 2. Call ▶ 3. Attendance ▶ 4. Location ▶ 5. Other Details ▶  
6. Resources ▶ 7. Action ▶ 8. Damage ▶ 9. Persons ▶ 10. Summary ▶

Inc. No: IRS-Training\_PF-APW Status: 50 Incomplete Time of Call: 10:00:00 30 Aug 2007

**Details of Action**

7.1 Was there a delay in commencing firefighting actions?

**Please enter information known about the fire fighting actions undertaken.**

7.2 What was the main action taken by the general public prior to arrival?

7.3 What was the main action taken by FRS personnel?

7.4 Were any manual systems used?  Yes  No  Don't Know

7.11 Were there any active safety systems present?  Yes  No  Don't Know

Button	Description
<input type="button" value="Previous"/>	Return to the previous screen, in this case the Details of the FRS Resources Used form.
<input type="button" value="Next"/>	Save the incident details and proceed to the next page, in this case either the Details of Resulting Damage form.
<input type="button" value="Save and Exit"/>	Save the incident details and return the user to the IRS Home page or the Search page depending on how the incident report was accessed.
<input type="button" value="Cancel"/>	Cancel the last action. A cancel confirmation message is displayed and the user then has the option to return to the IRS Home page by clicking the <b>'Complete'</b> button.

--	--

On completion of the Details of Action form, click the '**Next**' button to proceed to the Details of Resulting Damage form.

### Question 7.1 – Was there a delay in commencing fire fighting actions?

Select the option that best describes the reason for the delay in starting fire fighting at the incident.

Delay	GUIDANCE
No delay	
Delay due to: Sent to wrong direction	
Delay due to: Vehicle access problems	
Delay due to: Accessing fire - large site	
Delay due to: Accessing fire - due to building type e.g. high rise building	
Delay due to: Accessing fire - security doors/other security measures	
Delay due to: Location of fire not immediately evident	
Delay due to: Civil disturbance	
Delay due to: Assault on Firefighters	

### Question 7.2 – What was the main action taken by the general public prior to arrival?

Enter the **main method** of fire fighting used by the public **before** the arrival of the FRS.

Enter any attempted fire fighting method even if it was unsuccessful.

If the fire was not tackled before FRS arrival, select '**none**'.

If a non-FRS fire fighting team took action select '**Work Team**'. They must be trained personnel (not just a fire warden) and covers teams in airports, MoD, chemical plants etc.

Actions by non FRS	GUIDANCE
None	If the fire was not tackled before FRS arrival, select ' <b>none</b> '
Removal from heat source	
Fuel supply disconnected	Disconnected or switched off
Smothering	e.g sand, earth, snow, fire blanket
Water from bucket/container	
Water from garden hose	
Used hosereel	
Fire extinguisher	
Beaten out	Incl. beating, stamping
Work Team	They must be trained personnel (not just a fire warden) and covers teams in airports, MoD, chemical plants etc.
Other	
Not known	

### Question 7.3 – What was the main action taken by FRS Personnel?

Enter the **main** method of fire fighting used by the FRS.

This question is asked to understand the most important method used in extinguishing the fire.

Main action by FRS		GUIDANCE
None	No firefighting	Incl. out on arrival
	Burned out (Allowed to burn under control)	
Small means	Removal from/of heat source	
	Cutting away	
	Disconnection of fuel supply	Incl. switched off
	Beating, stamping	
	Smothering – use of sand, earth, snow etc	
	Smothering – use of fire blanket	
	Smothering – use of fire beaters	
	Smothering – use of other method	
	Water – from bucket/containers	
	Water – domestic supply	
	Immersed in water	
	Other small means	Incl. hearth kit
Portable extinguishers	CO <sub>2</sub> (carbon dioxide)	Incl. mobile unit
	Other vaporising liquid	BCF, CTC, CBM, HALON
	Dry powder (DP)	
	Water, soda acid, gas expulsion etc	



Main action by FRS		GUIDANCE
	(water stored pressure)	
	Foam – AFFF (Aqueous Film Forming Foam)	Aqueous Film Forming Foam
	Foam – other than AFFF (Aqueous Film Forming Foam)	
	Extinguisher – other	Incl. type unspecified
Non-portable/ fixed sources	Water from garden hose	
	Water from fixed hosereel installation	
	Bulk CO <sub>2</sub>	
	Specialist extinguishing agents used in bulk	
Other sources	Hosereel (low pressure) (HR) - tank supply only	
	Hosereel (low pressure) (HR) - augmented supply	
	Hosereel (high pressure) (HRJ) - tank supply only	
	Hosereel (high pressure) (HRJ) - augmented supply	
	Main branch/Jet (J)	Incl. high pressure, water fan spray
	Foam – low expansion (LX) or type unspecified	
	Foam – medium expansion (MX)	
	Foam – high expansion (HX)	
	Monitors (MON) – ground or aerial (if using foam use 'Foam' categories)	
Other	Other methods	Incl. Positive Pressure Ventilation (PPV)
Not known		

### Question 7.4 – Were any manual systems used by FRS personnel?

Check the radio button to indicate whether any manual systems at the premises which were **used by the FRS**.

Options: Yes, No, Don't know

### Question 7.5 – Type of Fire Fighting equipment used by FRS personnel

Were any manual systems present in the premises **used by the FRS**? Please select the one that was most effective first.

Please enter any information of portable fire fighting equipment used at the incident.

Manual systems	GUIDANCE
Fire buckets	
Portable extinguishers	
Fire blanket	
Hosereel	
Larger system that is started manually	E.g. manual drencher system, Halon systems
Firebeaters	
Other	

### Question 7.6 – Effect of Manual System on fire

For the system selected in Question 7.5, indicate the effect the manual system had on the fire?

Impact of manual systems	GUIDANCE
Extinguished fire	
Contained fire	
Did not contain fire	
Made incident worse	
None	
Other	

### Question 7.7 – Were there any building Fire Fighting facilities present?

Check the radio button to indicate if there were any building firefighting facilities present (defaulted to 'No'). Firefighting facilities include wet and dry risers, firefighting lifts and shafts, foam equipment and smoke control systems.

Options: **Yes, No, Don't know**

Defaulted to 'Yes' if you selected in Q5.5 that the property was to conform within the FSO definition.

### Question 7.8 – Fixed Fire Fighting facilities present

For each facility present, use the drop down menu to indicate whether any firefighting building service facilities were present.

Firefighting building facilities present	GUIDANCE
Dry risers	
Wet risers	
Firefighting lift	
Firefighting shaft	

Foam makers/drenchers/downcomers	
Smoke extraction/ventilation	
Other	

### Question 7.9 – Building facilities used?

For each facility present indicate whether firefighting building facilities **used**? Use the radio button to indicate **yes** or **no**.

### Question 7.10 – If not working, why?

For each facility present, select the option that best describes why the firefighting building facilities were not working.

Firefighting building facilities (by type) not working due to:	GUIDANCE
Poor maintenance	
Vandalism	
Damaged by fire	

### Question 7.11 – Were there any active safety systems present?

Were any active safety systems present? Active systems include sprinklers, and water mist systems, gaseous systems, pressurisation and smoke ventilation, drenchers, foam and powder systems

Use the radio button to indicate **yes** or **no** or **don't know**.

Defaulted to '**Yes**' if you selected in Q5.5 that the property was to conform within the RR(FS)O definition.

An active fire fighting system is designed to protect the building in the event of fire. E.g. sprinklers.

### Question 7.12 – Type of active safety systems present?

For each system present, select the option that best describes the Active Firefighting System in the vicinity of the fire (origin of fire).

This question will require an answer for each system identified in the vicinity of the fire.

An active firefighting system is designed to protect the building in the event of fire. E.g. sprinklers.

Active Firefighting Systems present in vicinity of fire (origin of fire)	GUIDANCE
Sprinklers	

Water mist	
Gaseous system – halon	
Gaseous system – other	
Pressurisation	
Smoke ventilation	
Drencher	
Foam	
Powder	
Other	

### Question 7.13 – Location of active safety systems in relation to fire

For each system present, select the option that best describes the location of the active system.

This question will require an answer for each system identified in the vicinity of the fire.

Location of active systems	GUIDANCE
In room of origin of fire	
On same floor as fire	
Different floor from fire	

### Question 7.14 – Did the safety system operate?

For each system present, select the option which indicates whether the Active Firefighting System operated.

This question will require an answer for each system identified in the vicinity (origin) of the fire.

Did Active Fire fighting System operate?	GUIDANCE
No	
Yes, but did not raise alarm	
Yes and raised alarm	

### Question 7.15 – How many operated?

Select the number of sprinkler heads that operated.

This question only applies to **sprinkler systems**.

Number of sprinkler heads operated	GUIDANCE
0	
1	
2	
3	

4	
5	
More than 5	
Not known	

### Question 7.16 – Impact upon fire?

Indicate the impact of the Active Firefighting System on the fire/smoke.

This question will require an answer for each system identified in the vicinity (origin) of the fire.

What was the Active Firefighting Systems impact?	GUIDANCE
Extinguished	
Contained/controlled	
Did not contain/control	
Not known	

### Question 7.17 – Reason system did not function as intended

The purpose of this question is to record why the systems failed to achieve their objective.

For each system present, select the option against the description that best describes the **main** reason for the poor outcome of the active system present at the location.

A **system not functioning as intended** is defined as an outcome in which any expected system response did NOT achieve the expected results.

This question will require an answer for each system identified in the vicinity (origin) of the fire.




Reason if poor outcome (Active Firefighting Systems – subset of values)	GUIDANCE
System not set up correctly	Or not installed correctly
System damaged by fire	
Fault in system	e.g. defective system, lack of maintenance, heads painted over
System turned off	
Fire in area not covered by system	Fire not in area covered by extinction system
Other	
Not known	



## On Attendance – Damage

This section details the damage to the property on attendance.

The following information is required to complete the form:

- Details on the cause of the fire
- Details of any dangerous substances or explosions involved in the fire incident
- Details on the damage to dwellings caused by the fire
- Description of the affected building

Button	Description
	Return to the previous screen, in this case the Details of Action form.
	Save the incident details and return the user to the IRS Home page or the Search page depending on how the incident report was accessed.
	Save the incident details and proceed to the next page, depending on the incident this may be the Involvement of Persons form or the Summary form.

Incident Recording System

1. Identifier ▶ 2. Call ▶ 3. Attendance ▶ 4. Location ▶ 5. Other Details ▶  
 6. Resources ▶ 7. Action ▶ 8. Damage ▶ 9. Persons ▶ 10. Summary ▶

**Inc. No:** guidanceSW    **Status:** 50 Incomplete    **Time of Call:** 12:30:00 28 Feb 2012

Details of Resulting Damage

**Please enter information known about how the fire started.**

8.1 What was the cause of the fire?

8.3 Caused by?

8.16 Human factors contributing to fire?

8.17 Was impairment due to suspected drugs/alcohol a contributory factor in the fire?  Yes  
 No  
 Don't Know

8.4 What was the source of ignition?

8.6 What item/material was damaged first?

8.8 If there was any rapid fire growth, how was this caused?

8.7 What was the item, if any, that was mainly responsible for the spread of the fire?

**Please enter information known about any dangerous substances or explosions involved in the fire.**

8.9 What, if any, dangerous substances were involved?

8.10 Was there an explosion?  Yes  
 No  
 Don't Know

**Please enter information known about any dwellings damaged.**

8.14 What type of room/compartiment did the fire start in (room of origin)?

8.15 What was the household occupancy type?

8.18 Was there any special method of building construction involved?

8.19 Was there heat and/or smoke damage only (no flame)?  Yes  
 No

**Please enter information known about the fire on arrival.**

8.20 What was the extent of flame and heat damage on arrival?

8.21 If any adjacent properties were affected at the time that you arrived, how far away were they (m)?

**Please enter information known about the fire at stop.**

8.22 What was the extent of flame and heat damage (at stop)?

8.23 If any adjacent properties were affected at stop, how far away were they (m)?

8.24 What is the horizontal area damaged by flame and/or heat in sq. m (at stop)?

8.25 What is the total horizontal area damaged (by flame and/or heat and/or smoke and/or water etc) in sq. m (at stop)?

**Please enter information known about the building in which the fire occurred.**

8.26 What is the approximate size of the room/compartiment of the fires origin (sq. m)?

8.27 What is the approximate size of the floor of the fires origin(sq. m)?

8.28 Number of floors/decks above ground level/main deck (e.g. 1 for bungalow)

8.29 Number of floors/decks below ground level/main deck (e.g. 1)

8.30 Which floor did the fire originate? (e.g. 1)

## Question 8.1 – What was the cause of the fire?

Select the option that best describes the main cause of the fire.

It is not necessary to be **certain** that the fire was due to the cause given, only that the cause was one that could be reasonably supposed, given the evidence available.

Motive	Cause	GUIDANCE
Accidental	Faulty fuel supplies – Gas	
Accidental	Faulty fuel supplies – Electricity	
Accidental	Faulty fuel supplies - Petrol product	
Accidental	Faulty leads to equipment or appliance	<p>Faults <b>in</b> leads to equipment/appliance only</p> <p>You will be asked to capture the Make/Model of appliance in Q8.2</p>
Accidental	Fault in equipment or appliance	<p>Faults and defects <b>within</b> equipment/appliance only</p> <p><i>Incl. lack of maintenance, worn out, wrongly adjusted/installed</i></p> <p>You will be asked to enter the Make/Model of appliance in Q8.2</p>
Accidental	Cooking - chip pan/deep fat fryer	<p><i>Chip pan/deep fat fryer only</i></p> <p><i>Incl. where left unattended</i></p>
Accidental	Cooking - other cooking	
Accidental	Negligent use of equipment or appliance (heat source)	<i>e.g. used carelessly or incorrectly, improperly fuelled, spillage/splashing or leakage due to misuse, sparks arising from misuse</i>
Accidental	Playing with fire (or heat source)	<i>Use of this category is not restricted to a particular age group.</i>
Accidental	Careless handling - due to sleep or unconsciousness	<i>Includes falling asleep whilst smoking.</i>
Accidental	Careless handling - due to careless disposal	<i>Includes careless disposal of smokers materials, candles etc.</i>
Accidental	Careless handling - due to knocking over	<i>Includes careless handling of smokers materials, candles etc.</i>
Accidental	Combustible articles too close to heat source	<i>Incl. - and vice versa</i>



Motive	Cause	<b>GUIDANCE</b>
	(or fire) - (and vice versa)	
Accidental	Person too close to heat source (or fire)	<i>Incl. where person fell onto fire or heat source</i>
Accidental	Vehicle crash or collision	<i>Incl, where crash led to electrical fault, fuel or system fault, rupture of fuel tank</i>  You will be asked to capture Make/Model of appliance in Q8.2 (this is asked in in case of a design fault in the vehicle)
Accidental	Chimney fire	<i>Select when the incident cause is a Chimney Fire</i>  <i>Incl. fire due to incorrect adjustment and defective structure</i>  <i>If due to accumulation e.g. unswept chimney, use category 'Accumulation of flammable material'</i>
Accidental	Bonfire going out of control	
Accidental	Other intentional burning, going out of control	<i>e.g. intentional crop burning going out of control</i>
Accidental	Accumulation of flammable material	<i>Incl, unswept chimneys, fluff build up in tumble dryer, fat build up in a vent</i>
Accidental	Natural occurrence	<i>Includes lightning strikes/sun's rays</i>
Accidental	Overheating, unknown cause	
Deliberate - own property	Bomb/incendiary device	
Deliberate - own property	Suicide/attempted: setting fire to self	
Deliberate - own property	Homicide/attempted: setting fire to other person/s	
Deliberate - own property	Heat source and combustibles brought together deliberately	<i>Deliberate ignition only</i>
Deliberate - others property	Bomb/incendiary device	
Deliberate - others property	Suicide/attempted: setting self to fire	
Deliberate - others property	Homicide/attempted: setting fire to other person/s	
Deliberate - others property	Heat source and combustibles brought together deliberately	<i>Deliberate ignition only</i>
Deliberate - unknown owner	Bomb/incendiary device	
Deliberate - unknown owner	Suicide/attempted: setting self to fire	

Motive	Cause	GUIDANCE
Deliberate - unknown owner	Homicide/attempted: setting fire to other person/s	
Deliberate - unknown owner	Heat source and combustibles brought together deliberately	<i>Deliberate ignition only</i>
Not known	Faulty fuel supplies – Gas	
Not known	Faulty fuel supplies – Electricity	
Not known	Faulty fuel supplies – Petrol product	
Not known	Faulty leads to equipment or appliance	<i>Leads to appliance only</i>  You will be asked to capture Make/Model of appliance in Q8.2
Not known	Fault in equipment or appliance	<i>Faults and defects <b>within</b> equipment/appliance only</i>  <i>Incl. lack of maintenance, worn out, wrongly adjusted/installed</i>  You will be asked to capture Make/Model of appliance in Q8.2
Not known	Cooking – chip pan/deep fat fryer	Chip pan/deep fat fryer only  Incl. where left unattended
Not known	Cooking – other cooking	
Not known	Negligent use of equipment or appliance (heat source)	<i>e.g used carelessly or incorrectly, improperly fuelled, spillage/splashing or leakage due to misuse, sparks arising from misuse</i>
Not known	Playing with fire (or heat source)	<i>Use of this category is not restricted to a particular age group.</i>
Not known	Careless handling - due to sleep or unconsciousness	<i>Includes falling asleep whilst smoking.</i>
Not known	Careless handling - due to careless disposal	<i>Includes careless disposal of smokers materials, candles etc.</i>
Not known	Careless handling - due to knocking over	<i>Includes careless handling of smokers materials, candles etc.</i>
Not known	Combustible articles too close to heat source (or fire) - (and vice versa)	<i>Incl. - and vice versa</i>
Not known	Person too close to heat source (or fire)	<i>Incl. where person fell onto fire or heat source</i>
Not known	Vehicle crash or collision	<i>Incl, where crash led to electrical fault, fuel or system fault, rupture of fuel tank</i>

Motive	Cause	GUIDANCE
		You will be asked to capture Make/Model of appliance in Q8.2 (this is asked in case of a design fault in the vehicle)
Not known	Chimney fire	<i>Select when the incident type is a Chimney Fire</i>  <i>Incl. fire due to incorrect adjustment and defective structure</i>  <i>If due to accumulation e.g. unswept chimney, use category 'Accumulation of flammable material'</i>
Not known	Bonfire going out of control	
Not known	Other intentional burning, going out of control	<i>e.g. intentional crop burning going out of control</i>
Not known	Accumulation of flammable material	<i>Incl, unswept chimneys, fluff build up in tumble dryer, fat build up in a vent</i>
Not known	Natural occurrence	<i>Includes lightning strikes/sun's rays</i>
Not known	Overheating, unknown cause	
Other	Other	You will be asked to capture Make/Model of appliance in Q8.2

### Question 8.2 – What was the make and model?

If known, please type the make and model of the faulty appliance or equipment.

You may enter the make and model of a vehicle here if you are unsure of the detail of any specific components involved.

### Question 8.3 – Caused by?

Select the option that corresponds to the person or action reasonably supposed to have caused the fire.

**Note:** If 'deliberate' was selected in Q5.15 only 'child', 'youth', 'adult', 'elderly' or 'person, age unknown' should be selected here.

Caused by	GUIDANCE
Child (0 - 9)	0 -9
Youth (10 - 17)	10 – 17

Adult (18 - 64)	18 – 64
Elderly (65 plus)	65 plus
Person, age not known	If the age group of the person cannot be estimated then select 'person, age not known'.
Animal	
Other	<b>Not</b> person or animal. Also use where fire was caused by a fault or natural occurrence
Not known	

### Question 8.16 – Human factors contributing to the fire

Select the **main** factor contributing to the cause of the fire. In some cases you may believe that there is more than one factor, in this case you should select the factor which in your opinion was the **most significant**.

'Not known' category to be used only when absolutely necessary.

An answer to this question is mandatory for Accidental incidents and optional for deliberate incidents (defaulted to 'None' as a minimum).

Human factors contributing to the cause	<b>GUIDANCE</b>
None	
Disabled	Deaf/partially deaf, blind/partially blind, confined to wheelchair, bedbound, limited movement
Distraction	
Temporary lack of physical mobility	Temporary physical (mobility) disability, e.g. fractured limb
Other medical condition/illness	e.g. epilepsy
Falling asleep/asleep	(not alcohol or drugs related)
Excessive and dangerous storage	
Other	
Not known	

### Question 8.17 – Was impairment due to suspected drugs/alcohol a contributory factor in the fire?

Check the radio button to indicate whether impairment was due to suspected drug or alcohol use.

Options: **Yes, No, Don't Know**

### Question 8.4 – What was the source of ignition?

Select the option that best describes the appliance, installation or other source of ignition.

- If more than one appliance is involved, identify the most likely item.
- If source is a spread from secondary fire, select 'spread from secondary fire'. (A secondary fire is an incident that did not occur at a primary location, was not a chimney fire in an occupied building, did not involve casualties (otherwise categorised as a Primary incident) and was attended by four or fewer appliances).
- If recording a multi-use appliance e.g. Aga, Rayburn etc, describe the mode of use at the time
- Matches, lighters etc are obvious sources of ignition, but if another item is used as an intermediary between the match/lighter and the item first ignited (Q8.6), then the source of ignition is that intermediary.

I.e. if a match is used to light a piece of paper, which in turn is used to set light to a carpet, then the **lit paper is the source of ignition**.

Note: The option selected in this question is used to restrict the options available for the 'Source of Ignition Power Q8.5.

Main source of ignition		GUIDANCE
Cooking appliance	Cooker incl. oven	<i>Includes hob/cooker top/ring, oven and grill</i>
	Ring/hot plate (separate appliance)	<i>Separate appliance only</i>
	Microwave oven	Next question 8.5 will be defaulted to 'electric'
	Grill/toaster	<i>Separate appliances only</i>
	Barbecue	
	Camping stove	
	Deep fat fryer	<i>Domestic fryer only</i>
	Other cooking appliance	<i>e.g. commercial deep frying range, commercial</i>

Main source of ignition		<b>GUIDANCE</b>
		<i>appliances</i>
Matches and candles	Matches	Next question 8.5 will be defaulted to 'not applicable'
	Candles	Next question 8.5 will be defaulted to 'not applicable'  <i>Includes tea lights</i>
Smoking Related	Cigarette lighter	Next question 8.5 will be defaulted to 'not applicable'
	Smoking materials	Next question 8.5 will be defaulted to 'not applicable'  <i>Includes cigarettes, cigars and tobacco</i>
	Oil/incense burners	Next question 8.5 will be defaulted to 'not applicable'
Other domestic style appliance	Fridge/Freezer	
	TV	Next question 8.5 will be defaulted to 'electric'
	Audio equipment	Next question 8.5 will be defaulted to 'electric'
	PC equipment (domestic use)	<b><i>Domestic PC equipment only</i></b>  Next question 8.5 will be defaulted to 'electric'
	Video/DVD	Next question 8.5 will be defaulted to 'electric'
	Other electrical visual equipment	<i>Incl. CCTV, TV satellite receiver</i>  Next question 8.5 will be defaulted to 'electric'
	Washing machine	Next question 8.5 will be defaulted to 'electric'

Main source of ignition		GUIDANCE
	Tumble dryer	Next question 8.5 will be defaulted to 'electric'
	Washer/Dryer combined	Next question 8.5 will be defaulted to 'electric'
	Vacuum cleaner	Next question 8.5 will be defaulted to 'electric'
	Iron	Next question 8.5 will be defaulted to 'electric'
	Trouser press	Next question 8.5 will be defaulted to 'electric'
	Extractor fan	Next question 8.5 will be defaulted to 'electric'
	Dishwasher	Next question 8.5 will be defaulted to 'electric'
	Electric blanket	Next question 8.5 will be defaulted to 'electric'
	Hair dryer	Next question 8.5 will be defaulted to 'electric'
	Electric kettle	Next question 8.5 will be defaulted to 'electric'
	Blow lamp/Paint remover	
	Battery charger	Next question 8.5 will be defaulted to 'electric'  <i>Includes mobile phone charger</i>
	Spin dryer	Next question 8.5 will be defaulted to 'electric'
	Gardening equipment	<i>Incl. mowers, trimmers, shredders, chain saws</i>
	Other domestic style appliance	

Main source of ignition		GUIDANCE
Electric Lighting	Fairy lights	Next question 8.5 will be defaulted to 'electric'
	Spot lights	Next question 8.5 will be defaulted to 'electric'
	Other incandescent light bulbs	Next question 8.5 will be defaulted to 'electric'
	Fluorescent lights	Next question 8.5 will be defaulted to 'electric'  <i>Includes strip, neon, special effects lighting</i>
	Other lights	<i>Incl. night light plug, optic fibres</i>
Heating equipment	Heater/Fire	<i>Incl. open fire</i>
	Patio equipment	
	Central heating/hot water	
	Other heating equipment	
	Separate water heating	
	Food warming equipment (not cooking)	<i>Hostess trolley, warming cabinets, nightlight/candle warming devices</i>
	Power source	
Electricity supply	Apparatus – batteries, generators	Inc. meter, fuse, junction box
	Wiring, cabling, plugs	
Office equipment	Copiers/Printers	Next question 8.5 will be defaulted to 'electric'
	Vending equipment	Next question 8.5 will be defaulted to 'electric'
	PC	Next question 8.5 will be defaulted to 'electric'  <i>Computers only</i>
	Other computer equipment	Next question 8.5 will be defaulted to 'electric'
	Telephone/Answering machine/Fax machine	Next question 8.5 will be defaulted to 'electric'
Industrial equipment	Kiln, oven, furnace	<i>Includes forge cupola</i>
	Dryer	<i>Includes grain/grass dryer</i>



Main source of ignition		GUIDANCE
	Manufacturing equipment	
	Welding/Cutting equipment	
	Lift	<i>Incl. dumb waiter, invalid lift, stair lift</i>
	Other	
Chimney		Next question 8.5 will be defaulted to 'not applicable'  <i>Incl. central heating boiler, combustion stove/range, domestic fire</i>
Spread from secondary fire		Next question 8.5 will be defaulted to 'not applicable'
Vehicles only	Electrical fault	Next question 8.5 will be defaulted to 'electric'
	Engine, fuel line or pump	Next question 8.5 will be defaulted to 'not applicable'  <i>Includes combustion chamber, flywheel, camshaft, blowback from carburettor, backfire from engine, sparks from engine, fuel injection</i>
	Wheels or brakes	Next question 8.5 will be defaulted to 'not applicable'  <i>Includes brakes, wheel/axle bearings</i>
	Other non-electrical	Next question 8.5 will be defaulted to 'not applicable'  <i>Includes clutch, gearbox, heat exchanger, differential, axle, constant velocity joint (cvj)</i>
	Exhausts	Next question 8.5 will be defaulted to 'not applicable'  <i>Incl. manifold and pipe, pre-heat pipe, silencer,</i>

Main source of ignition		<b>GUIDANCE</b>
		<i>catalytic converter</i>
	Unknown	Next question 8.5 will be defaulted to 'not known'  <i>Includes sparks from unknown source</i>
Other appliance or equipment		
Naked flame	Lighted paper or card, or other naked flame	Next question 8.5 will be defaulted to 'not applicable'
Fireworks	Fireworks	Next question 8.5 will be defaulted to 'not applicable'  <i>Incl. smoke bombs, flares, sparks from caps/pistol</i>
Bombs and explosives	Intentional burning – out of control	Next question 8.5 will be defaulted to 'not applicable'
	Incendiary device	Next question 8.5 will be defaulted to 'not applicable'
	Bomb/Explosives	Next question 8.5 will be defaulted to 'not applicable'
Natural occurrence	Natural occurrence	Next question 8.5 will be defaulted to 'not applicable'
Wet hay	Wet hay	Next question 8.5 will be defaulted to 'not applicable'
Fuel/chemical related	Gases	Next question 8.5 will be defaulted to 'not applicable'
	Liquids; petrol/oil related	Next question 8.5 will be defaulted to 'not applicable'
	Solids; coal, coke, wood, card	Next question 8.5 will be defaulted to 'not applicable'
	Flammable chemicals	Next question 8.5 will be

Main source of ignition		GUIDANCE
		defaulted to 'not applicable'
Other		
Not known		<i>Incl. spark from unknown source</i>

### Question 8.5 – What powered the ignition?

The IRS system only allows for certain types of ignition as selected in 8.4 to have a 'power by' category. Some will be defaulted to an appropriate category.

Otherwise, select the option that best describes the main source of ignition's power.

E.g. A cooker may be powered either by gas (mains) **or** electricity.

Main source of ignition power by	GUIDANCE
Gas – mains	
Gas – cylinder	
Electric	
Not Applicable	
Other	
Not known	

### Question 8.6 – What item/material was damaged first?

Select the option that best describes the item first ignited. The item to be selected is the **first** item to be ignited by the 'source of ignition'.

- Item first ignited cannot be the same as source of ignition
- Do NOT include items that were ignited in the course of their normal use (e.g. a cigarette, match etc).
- If unsure of the item first ignited, record the most likely.

**!** If a spread from a secondary fire, record the part of the primary location that was damaged first.

E.g. if the source of ignition was a bonfire burning leaves which spread to the wooden wall of a garden shed, then the item first ignited was the **shed**, not the waste leaves on the bonfire

Item first ignited		GUIDANCE
Vegetation	Trees	
	Crops	
	Grassland/Heath/Scrub	

	Straw/Stubble	
	Leaves	
	Hedge	
	Other	Hay, peat
Food	Cooking oil or fat	
	Other	Other food items
Animal	Animal products	Incl skins, human flesh and hair
Clothing/Textiles	Bedding	Incl sheets and blankets
	Clothing	
	Other textiles	
Furniture/Furnishings	Bed/Mattress	
	Upholstered furniture	Incl. in vehicle, loose covers, cushions, sofas
	Other furniture	Non-upholstered furniture
	Floor coverings	Incl. in vehicle and underlay
	Window coverings	Curtains and blinds
	Lampshades	
	Other/Unspecified furnishings	Incl. vehicle linings
Structural/Fixtures/Fittings – External	Roof	Incl. roof lining, sarking, slating felt
	External fittings	Incl. external door/door frame, window/window sill
	Other	Private non-enclosed balcony (use of room is then not applicable in later questions)
Structural/Fixtures/Fittings - Internal	Internal fittings	Incl. internal doors/frames, windows/sills, fitted furniture, skirting, shelves etc
	Wiring insulation	Incl. wiring in a vehicle or an appliance
	Other	Incl. ceiling, walls, floor boards/tiles, cavity contents, stairs
Foam, rubber, plastic	Foam – raw material only	raw material only
	Rubber– raw material only	raw material only
	Plastic– raw material only	raw material only
Explosives, gas, chemicals	Fireworks	
	Explosives/Ammunition	
	Gases	
	Petrol/Oil products	
	Paint, varnish, resins, creosote	
	Chemicals in raw state	in raw state

Decoration/celebration	Decorations/Cards	
	Christmas trees	
Rubbish/Waste/Recycling	Rubbish/Waste material	Not recycling – rubbish only, incl. soot, waste oil (not for recycling), build up of fat
	Recycling - paper, cardboard	Recycling
	Recycling - other	Recycling
Paper/Cardboard	Paper/Cardboard	
	Other	
Wood	Garden shed	
	Other wooden	Incl. fence
None		
Other		
Not known		

### Question 8.7 – What was the item, if any, mainly responsible for the spread of the fire?

Select the option that best describes the item responsible for any fire spread.

Do not use 'not known' unless absolutely necessary.

Item responsible		<b>GUIDANCE</b>
Vegetation	Trees	
	Crops	
	Grassland/heath/scrub	
	Straw/stubble	
	Leaves	
	Hedge	
	Other	Hay, peat
Food	Cooking oil or fat	
	Other	Other food items
Animal	Animal products	Incl skins, human flesh and hair
Clothing/textiles	Bedding	Incl sheets and blankets
	Clothing	
	Other textiles	
Furniture/furnishings	Bed/mattress	
	Upholstered furniture	Incl. in vehicle, loose covers, cushions, sofas
	Other furniture	Non-upholstered furniture
	Floor coverings	Incl. in vehicle and underlay
	Window coverings	Curtains and blinds

	Lampshades	
	Other/unspecified furnishings	Incl. vehicle linings
Structural/fixtures/fittings – External	Roof	Incl. roof lining, sarking, slating felt
	External fittings	Incl. external door/door frame, window/window sill
	Other	Private non-enclosed balcony (use of room is then not applicable in later questions)
Structural/fixtures/fittings - Internal	Internal fittings	Incl. internal doors/frames, windows/sills, fitted furniture, skirting, shelves etc
	Wiring Insulation	Incl. wiring in a vehicle or an appliance
	Other	Incl. ceiling, walls, floor boards/tiles, cavity contents, stairs
Foam, rubber. Plastic	Foam	raw material only
	Rubber	raw material only
	Plastic	raw material only
Explosives, gas, chemicals	Fireworks	
	Explosives/Ammunition	
	Gases	
	Petrol/oil products	
	Paint, varnish, resins, creosote	
	Chemicals	in raw state
Decoration/celebration	Decorations/cards	
	Christmas trees	
Rubbish/Waste/Recycling	Rubbish/waste material	Not recycling – rubbish only, incl. soot, waste oil (not for recycling), build up of fat
	Recycling - paper, cardboard	Recycling
	Recycling - other	Recycling
Paper/cardboard	Household paper/cardboard	
	Other	
Wood	Garden Shed	
	Other wooden	Incl. fence
None		
Other		
Not known		

### Question 8.8 – If there was any rapid fire growth, how was this caused?

Select the option that best describes whether there was rapid fire growth and if so, what caused it.

Rapid fire growth due to	Includes
No rapid fire growth	
Yes, cooking oil or fat	
Yes, fireworks	
Yes, ammunition	
Yes, gases	
Yes, petrol/oil products	
Yes, paint, varnish, resins, creosote	
Yes, chemicals	
Yes, backdraft	A backdraft is a situation which can occur when a fire is starved of oxygen; consequently combustion ceases but the fuel gases and smoke remain at high temperature. If oxygen is re-introduced to the fire, eg. by opening a door to a closed room, combustion can restart often resulting in an explosive effect as the gases heat and expand.
Yes, flashover	A flashover is the near simultaneous ignition of all combustible material in an enclosed area.
Yes, strong wind	
Other	

### Question 8.9 – What, if any, dangerous substances were involved?

Select the option that best describes the dangerous substance, if any, that was involved in the fire.

Do not record dangerous substances merely because they were at or near the scene of the incident (i.e petrol contained normally in a vehicle's petrol tank). Only record those that affect the fire fighting effort, or become involved in the development of the fire.

Dangerous substances involved	GUIDANCE
None	
Fireworks	
Acetylene	
Ammunition	
Other explosives	
Gases	eg. mains gas, LPG
Flammable liquids	e.g. spirits, kerosene, petrol, diesel, paint, varnish etc
Flammable solids	Incl. fibreglass, mineral wool, asbestos, solid explosives,

	etc
--	-----

### Question 8.10 – Was there an explosion?

Check the radio button to indicate if there was an explosion at the incident.

Options: **Yes, No, Don't Know**

### Question 8.11 – Please indicate what caused the explosion

Select the option to indicate what dangerous substances were involved in causing an explosion.

'Explosion' – An explosion is a very rapid build up of pressure giving rise to a characteristic 'bang'. The pressure may be sufficient to cause injury to people and structural damage to buildings. Explosions may result from gas leaks, including unburnt fire gases or from overheated cylinders or unstable solid materials.

Explosion substances	GUIDANCE
Fireworks	
Acetylene	
Ammunition	
Other explosives	
Gases	e.g. mains gas, LPG
Flammable liquids	e.g. spirits, kerosene, petrol, diesel, paint, varnish etc
Flammable solids	Incl. fibreglass, mineral wool, asbestos, solid explosives, etc

### Question 8.12 – At what stage in the lifetime of the fire did the explosion occur?

Select the option that indicates at what stage during the fire the explosion occurred?

Explosion? and at what stage?	GUIDANCE
Yes, before fire	
Yes, during fire	
Yes, both before and during	
Yes, sequence not known	



### Question 8.13 – Were any containers involved?

Select the description that best describes the container involved in the fire.

Explosion containers	GUIDANCE
None	
Bottles	
Cylinders	
Cans	Incl. aerosol
Drums	
Tank/s	Incl. storage tank, fuel tank
Pipe/Pipeline	
Other	

### Question 8.14 – What type of room/compartment did the fire start in (location of origin)?

Select the option that best describes the area where the fire first started.

The options you may select from depend on the property type where the fire occurred. The main location types are:

- Dwelling
- Other Residential
- Non – Residential
- Road Vehicle
- Boat
- Rail vehicle
- Aircraft
- Outdoor

For each of these location types there is a table below which show the options available.

Location of fire start – Dwelling (Incident Type)	GUIDANCE
Airing/drying cupboard	
Bathroom/Toilet	
Bedroom	
Bedsitting room	
Chimney	
Conservatory	
Corridor/Hall	
Dining room	
External fittings	Incl. exterior lamps, signs, doors, awnings, windows
External structures	Incl. walls, door frames, window

Location of fire start – Dwelling (Incident Type)	GUIDANCE
	frames, barge boards, soffits etc
Garage	Incl. car port
Indoor swimming pool	
Kitchen	
Lift/lift Shaft/Motor Room	
Living room	
Refuse store	
Roof space	Not loft conversion. If converted select appropriate use of room Incl. unused loft space or domestic loft used for storage.
Roof	Incl. thatch, beams, lining, items standing or lying on roof
Sauna	
Stairs	Incl stairwell and landing
Under stairs (enclosed, storage area)	
Utility room	
Open plan area	
Other	
Not known	

Location of fire start – Other residential (Incident Type)	GUIDANCE
Airing/Drying cupboard	
Bar/Canteen/Restaurant/Mess	Incl. games room in public house
Bathroom/Toilet	
Bedroom	
Bedsitting room	
Boiler room	
Cell	
Chimney	
Class room	
Cloakroom	
Common Room/Staff Room/Day Room	
Conservatory	
Corridor/hall	
Dining room	
Dormitory	
External fittings	Incl. exterior lamps, signs, doors, awnings, windows

External structures	Incl. walls, door frames, window frames, barge boards, soffits etc
Garage	Incl. car port
Indoor swimming pool	
Kitchen	
Laundry room	Incl. wash house, laundry chute, utility room, drying room
Lift/Lift shaft/Motor room	
Meeting room	
Office	
Power house/Plant/Generator	
Reception area	
Refuse store	Incl. refuse room, refuse chute, wheelie-bin in undercover storage area etc.
Roof	Incl. thatch, beams, lining, items standing or lying on roof
Roof space	Not loft conversion. If converted select appropriate use of room Incl. unused loft space or domestic loft used for storage.
Sauna	Incl. Turkish bath
Stairs	Incl. stairwell and landing
Store room	Incl. stockroom, warehouse, pantry, larder
Under stairs (enclosed, storage area)	
Utility room	
Ward/Sick bay	Incl. first aid room
Other	
Not known	

<b>Location of fire start – Non Residential Building (Incident Type)</b>	<b>GUIDANCE</b>
Barn	
Bathroom/Toilet	
Boiler room	
Canteen/Restaurant	
Chimney	
Cloakroom	
Conservatory	
Corridor/Hall	
External fittings	Incl. exterior lamps, signs, doors, awnings, windows,

Location of fire start – Non Residential Building (Incident Type)	GUIDANCE
External structures	Incl. walls, door frames, window frames, barge boards, soffits etc
Garage	Incl. car port
Kitchen	
Process/Production room	
IT Server/Mainframe room	
Lift/Lift shaft/Motor room	
Meeting room	
Office	
Parking garage	Car park, undercover /enclosed
Power House/Plant/Generator	
Reception area	
Refuse store	Incl. refuse room, refuse chute, wheelie-bin in undercover storage area etc.
Roof	Incl. thatch, beams, lining, items standing or lying on roof
Roof space	
Shop Floor/Showroom/Display hall	
Stairs	
Store room	
Under stairs (enclosed, storage area)	
Utility room	
Other	
Not known	

Location of fire start – Road Vehicle (Incident Type)	GUIDANCE
Boot	
Driver/Passenger area	
Engine	
Fuel tank	
Other inside/Cargo area	
Wheel/Brakes	Wheels, brakes, tyres, axles, bearings
Other	E.g roof, roof rack exterior to vehicle
Not known	

Location of fire start – Boat (Incident Type)	GUIDANCE
Boiler room	
Car deck (ferries)	

Crew area	
Deck cargo	
Engine room	
Fuel tank	
Hold/Cargo area	
Passenger area	
Other	
Not known	

<b>Location of fire start – Rail Vehicle (Incident Type)</b>	<b>GUIDANCE</b>
Driver area	
Fuel tank	
Passenger area	
Power unit	
Restaurant/Buffer carriage	
Wheels/Brakes	
Other	
Not known	

<b>Location of fire start – Aircraft (Incident Type)</b>	<b>GUIDANCE</b>
Cargo area	
Cockpit	
Engine	
Fuel tank	
Passenger area	
Wheels/Brakes	
Wing	
Other	
Not known	

<b>Location of fire start – Outdoor (Incident Type)</b>	<b>GUIDANCE</b>
On or near tracks or paths	National Trails / Paths, Foot paths, Bridle ways, Forest rides
In open area next to housing	Housing estates or rural settlement
Near amenity or recreation structure	Play area, shelter, bird hide
Military live firing range	
Military training area	
Other	
Not known	

### Question 8.15 – What was the Household Occupancy Type?

Select the option that best describes the usual occupancy type of the dwelling.

<b>Household occupancy type (Dwellings Primary Fires Only)</b>	<b>GUIDANCE</b>
--	-----------------

Lone person over pensionable age	65+ years
Lone person under pensionable age	65+ years
Lone parent with dependant child/ren	
Couple both under pensionable age with no children	
Couple one or more over pensionable age, no children	
Couple with dependant child/ren	
3 or more adults under pensionable age, no child/ren	
3 or more adults with dependant child/ren	
Other	
Not known	

### Question 8.18 – Was there any special method of building construction involved?

Select the option that describes the material used in any special construction of the buildings involved in the fire.

'Traditional' can be classed as brick, stone, slate, glass, concrete etc.

We would like to know if there is anything unusual about the building that might have affected how fire spread or people acted.

Volume 3 of the Fire Service Manual is a source of basic principles of building construction that you may wish to reference.

Special Building construction involved – Buildings only	GUIDANCE
None	
Timber framed	
Cladding	
Sandwich panels	Insulating core panels
Atria	
Thatch	
Large single storey retail premises	
Other	E.g. wattle and daub, complex/unusual layout /escape routes, large underground areas
Not known	

### Question 8.19 – Was there heat and/or smoke damage only (no flame)?

Was there heat and/or smoke damage **only** (i.e. no flame damage)?

Check radio button to indicate whether there was heat and/or smoke damage only.

## Question 8.20 – What was the extent of flame and heat damage on arrival?

Select the option that corresponds to the **estimated** flame and heat damage **on arrival**.

The options available depend on where the fire occurred. There is a table below which describes the options for each category of location.

Estimated fire size on arrival of FRS – Buildings (Incident Types - Dwellings, Other Residential and Non-Residential Buildings)	GUIDANCE
Limited to item 1st ignited	
Limited to room of origin	
Limited to floor of origin (not whole building)	
Limited to 2 floors (not whole building)	
Affecting more than 2 floors (not whole building)	
Whole building	
Roof space only	
Roof space and other floors(s)	
External roof only	
Whole Roof (including roof space)	

Estimated fire size on arrival of FRS – (Incident Type – Road Vehicle)	GUIDANCE
Driver/Passenger compartment	
Separate luggage compartment of vehicle	Includes cargo area of a commercial vehicle
Engine compartment	
Fuel tank	
Roof/Roof rack (exterior to vehicle)	
Wheels/Tyres/Brakes/Axles/Bearings	
Whole vehicle	Select this option if more than one compartment has been damaged

Estimated fire size on arrival of FRS – boats (Incident Type – Boat)	GUIDANCE
Limited to item 1st ignited	
Limited to room of origin	
Limited to deck of origin	
Limited to 2 decks	
Affecting more than 2 decks, not whole boat	
Whole boat	

Estimated fire size on arrival of FRS – (Incident Type – Rail Vehicle)	GUIDANCE
Limited to item 1st ignited	
Driver's area only	

Single carriage	
More than one carriage, not whole train	
Whole train	

Estimated fire size on arrival of FRS – (Incident Type – Aircraft)	GUIDANCE
Limited to item 1st ignited	
Engine/Engines	
Cockpit	
Over half the aircraft	
Whole aircraft	

### Question 8.22 – What was the extent of flame and heat damage (at stop)?

Select the option that corresponds to the total limit of damage by flame and heat only at incident stop.

**NOT** including smoke or other damage (i.e. water).

Estimated fire size at stop – Buildings (Incident Types - Dwellings, Other Residential and Non-Residential Buildings)	GUIDANCE
Limited to item 1st ignited	
Limited to room of origin	
Limited to floor of origin (not whole building)	
Limited to 2 floors (not whole building)	
Affecting more than 2 floors (not whole building)	
Whole building	
Roof space only	
Roof space and other floors(s)	
External roof only	
Whole Roof (including roof space)	

Estimated fire size at stop – (Incident Type – Road Vehicle)	GUIDANCE
Driver/Passenger compartment	
Separate luggage compartment of vehicle	Includes cargo area of a commercial vehicle
Engine compartment	
Fuel tank	
Roof/Roof rack (exterior to vehicle)	
Wheels/Tyres/Brakes/Axles/Bearings	
Whole vehicle	Select this option if more than one compartment has been damaged



Estimated fire size at stop – boats (Incident Type – Boat)	GUIDANCE
Limited to item 1 <sup>st</sup> ignited	
Limited to room of origin	
Limited to deck of origin	
Limited to 2 decks	
Affecting more than 2 decks, not whole boat	
Whole boat	

Estimated fire size at stop – (Incident Type – Rail Vehicle)	GUIDANCE
Limited to item 1st ignited	
Driver's area only	
Single carriage	
More than one carriage, not whole train	
Whole train	

Estimated fire size at stop – (Incident Type – Aircraft)	GUIDANCE
Limited to item 1st ignited	
Engine/Engines	
Cockpit	
Over half the aircraft	
Whole aircraft	

### Question 8.24 – What is the horizontal area damaged by flame and/or heat in sq.m (at stop)?

Select the option corresponding to the size of the fire damage (sq/m) at stop

If the incident was due to fire spread, include the extent of all the area affected.

If both the floor and ceiling are damaged in a room, include only that which had the **greater** amount of damage. Give total aggregate of all horizontal damage, e.g. if three floors damaged, give the total area.

Do **not** include areas of vertical surfaces (e.g. walls) that were damaged in the fire, but do include the horizontal area occupied by damaged contents. If the horizontal area damaged was zero, this includes where there is no damage by fire and/or heat (i.e. damage was confined to vertical surfaces) select 'none'. If it was less than 1 m<sup>2</sup>, select the option 'up to 5 m<sup>2</sup>'.

- Enter the total area of horizontal damage in the property.
- Where fire spreads within a single building/location, enter the area damaged for the total horizontal area.
- Where fire spreads to other buildings/locations, enter the total horizontal area damage to all the buildings/locations.

Area – sq metres	GUIDANCE
None	
Up to 5	
6 – 10	
11 -20	
21 – 50	
51 – 100	
101 – 200	
201 – 500	
501 – 1,000	
1,001 – 2,000	
2,001 – 5,000	
5,001 – 10,000	
Over 10,000	

**Question 8.26 – What is the approximate size of the room/compartment of the fire’s origin (sq/m)?**

Select the option that corresponds to the estimated size (sq/m) of room/compartment of origin.

Area – sq metres	GUIDANCE
None	
Up to 5	
6 – 10	
11 -20	
21 – 50	
51 – 100	
101 – 200	
201 – 500	
501 – 1,000	
1,001 – 2,000	
2,001 – 5,000	
5,001 – 10,000	
Over 10,000	

**Question 8.27 – What is the approximate size of the floor of the fire’s origin (sq/m)?**

Select the option that corresponds to the size of the floor of origin of the building (sq/m).

In a block of flats this would be the floor size of the whole building (i.e. footprint), not just the property involved.

Area – sq metres	GUIDANCE
None	
Up to 5	
6 – 10	
11 -20	

21 – 50	
51 – 100	
101 – 200	
201 – 500	
501 – 1,000	
1,001 – 2,000	
2,001 – 5,000	
5,001 – 10,000	
Over 10,000	

**Question 8.21 – If any adjacent properties were affected at the time you arrived, how far away were they (m)?**

Select the option that corresponds to the distance between the incident location and the nearby/neighbouring property affected at time of arrival by either:-

- Flame + Heat,
- Flame + Smoke,
- Flame + Heat + Smoke

Distance to other property affected by the fire	GUIDANCE
No other property affected	
Up to 1 metre	
1 - 5 metres	
5 - 10 metres	
10-15 metres	
Over 15 metres	

**Question 8.23 – If any adjacent properties were affected at stop, how far away were they (m)?**

Select the option that corresponds to the distance between the incident location and the nearby/neighbouring property affected at time of stop by either:-

- Flame + Heat,
- Flame + Smoke,
- Flame + Heat + Smoke

Distance to other property affected by the fire	GUIDANCE
No other property affected	
Up to 1 metre	
1 - 5 metres	
5 - 10 metres	
10-15 metres	
Over 15 metres	

### Question 8.25 – What is the total horizontal area damaged (by flame and/or heat and/or smoke and/or water etc) in sq.m (at stop)?

Select the option corresponding to the total damage (sq/m) at stop.

'Total' = flame+heat+smoke+water

Where fire has spread at the incident, include the extent of all the area affected.

Area – sq metres	GUIDANCE
None	
Up to 5	
6 – 10	
11 -20	
21 – 50	
51 – 100	
101 – 200	
201 – 500	
501 – 1,000	
1,001 – 2,000	
2,001 – 5,000	
5,001 – 10,000	
Over 10,000	

### Question 8.28 – Number of floors/decks above ground level/main deck (e.g. 1 for bungalow)

Enter the number of floors/decks above ground floor/ main deck.

**Do not** enter a plus (+) sign before the number

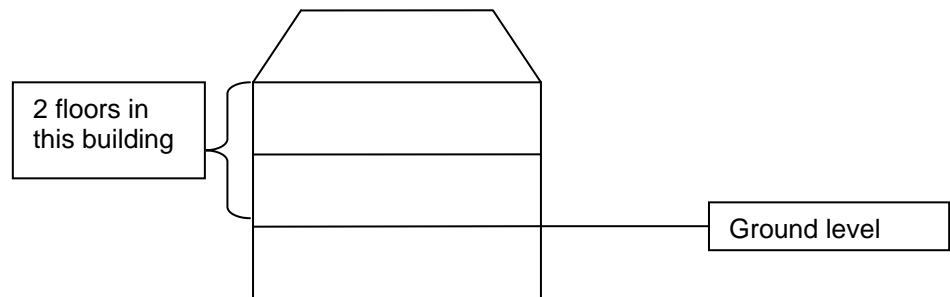
A diagram below shows how to select the correct floor number for Qs 8.28, 8.29 and 8.30. **Please also see examples in the 'Special Cases' section.**

\* For fires in boats or ships, you may need to liaise with the owner or Captain to know which floor is considered 'main deck'.

**The Ground Level is counted as a 'floor'.**

**!** If the internal roof area has been converted into a room, then you count it as another floor. If it is just a roof space, then you do not count it.

**!** Mezzanine floors (if you know they are there) are counted as a floor regardless of their size.



### Question 8.29 – Number of floors/decks below ground level/main deck (e.g. 1)

Enter the number of floors/decks below the ground floor/main deck.

**Do not** enter a minus (-) sign before the number

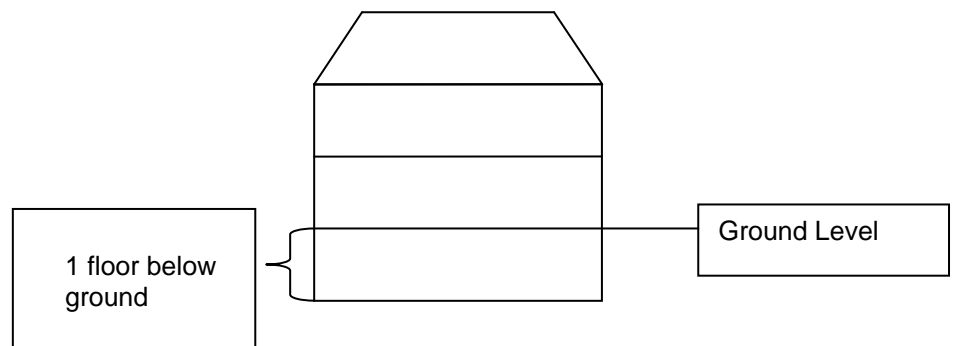
**The Ground Level is counted as a 'floor'.**

**If no floors below ground, enter '0'**

A diagram below shows how to select the correct floor number. **Please also see examples in the 'Special Cases' section.**

\* For fires in boats or ships, you may need to liaise with the owner or Captain to know which floor is considered 'main deck'.

**!** Mezzanine floors (if you know they are there) are counted as a floor regardless of their size.



### Question 8.30 – On which floor/deck did the fire originate?

Enter the floor/deck of origin of the fire.

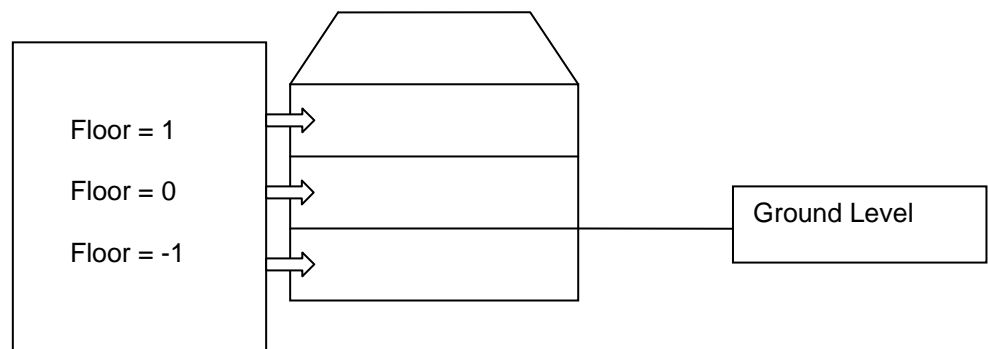
Ground floor = 0

If below ground enter a '-' (minus sign) before the number.

A diagram below shows how to select the correct floor number. **Please also see examples in the 'Special Cases' section.**

\* For fires in boats or ships, you may need to liaise with the owner or Captain to know which floor is considered 'main deck'.

**!** Mezzanine floors (if you know they are there) are counted as a floor regardless of their size.



### Question 8.31 – If known, what was the Vehicle Registration Marker (VRM/Number Plate)?

Enter the registration number of the vehicle.

Do not leave a gap when entering the letters and numerals.

This question should only be completed for ROAD VEHICLES.

A road vehicle is any vehicle designed for road use.

### Question 8.32 – If known, what was the Vehicle Identification Number (VIN)?

Enter the VIN number of the vehicle.

This question should only be completed for ROAD VEHICLES.

(BS AU 175-1b:1983) VIN number format should be:-

17 characters long

Must not contain the letters I, O, Q

Must not contain spaces

The last 4 characters must be numeric

The character within position 10 must not contain I, O, Q, U, Z or any numeric character except '0'.

### Question 8.33 – Had the vehicle been reported missing to the Police?

Check the radio button to indicate whether the ROAD VEHICLE was reported missing to the Police?

Options: **Yes, No, Don't know**

A road vehicle is any vehicle designed for road use.

### Question 8.34 – Did the vehicle appear to be abandoned?

Check the radio button to indicate whether the ROAD VEHICLE was abandoned? A road vehicle is any vehicle designed for road use.

Options: **Yes, No, Don't know**

'Abandoned' – Property is generally deemed to have been abandoned if it is found in a place where the true owner likely intended to leave it, but is in such a condition that it is apparent that the true owner has no intention of returning to claim the item.

### Question 8.35 – What was the extent of the area damaged by the fire (sq/m)?

Select the estimated outdoor fire (flame/heat/smoke) damage (sq/m).

- A hectare is 10,000 square metres (100mx100m)
- An acre is 4047 square metres

Area – sq metres	GUIDANCE
0	
Up to 5	
6 – 10	
11 -20	
21 – 50	
51 – 100	
101 – 200	
201 – 500	
501 – 1,000	
1,001 – 2,000	
2,001 – 5,000	
5,001 – 10,000	
Over 10,000	Fire Damage that is over 10,000 square metres (1 hectare) will be captured as an additional attribute defining the number of hectares damaged (1 to 9,999,999)

### Question 8.36 – Did the fire occur in an area designated as a National Park?

Check the radio button to indicate whether the grassland/woodland fire was in an area designated as a National Park?

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## On Attendance – Involvement of Persons

This section records detail of any persons (victims) involved in the incident as:

- Rescue
- Injury
- Fatality
- Information is also asked about number of those evacuated but no detailed information is requested


You will be asked questions for all fatal and non-fatal casualties, regardless of whether their injuries or deaths were fire related. You can indicate if the injury was fire related or not.

**You are required, where possible, to update the casualty fields within the IRS as and when you are notified of any changes. You may amend your IRS records up until the database is closed by DCLG.**



**Examples include –**



- Where the casualty status has changed (e.g. previously recorded as a non-fatal, but you have since been notified of their death)
- Receipt of information regarding the casualty's details, cause of death and/or circumstances etc following an inquest
- Casualty updates provided by other Services, including other FRSs, the Police and hospitals.

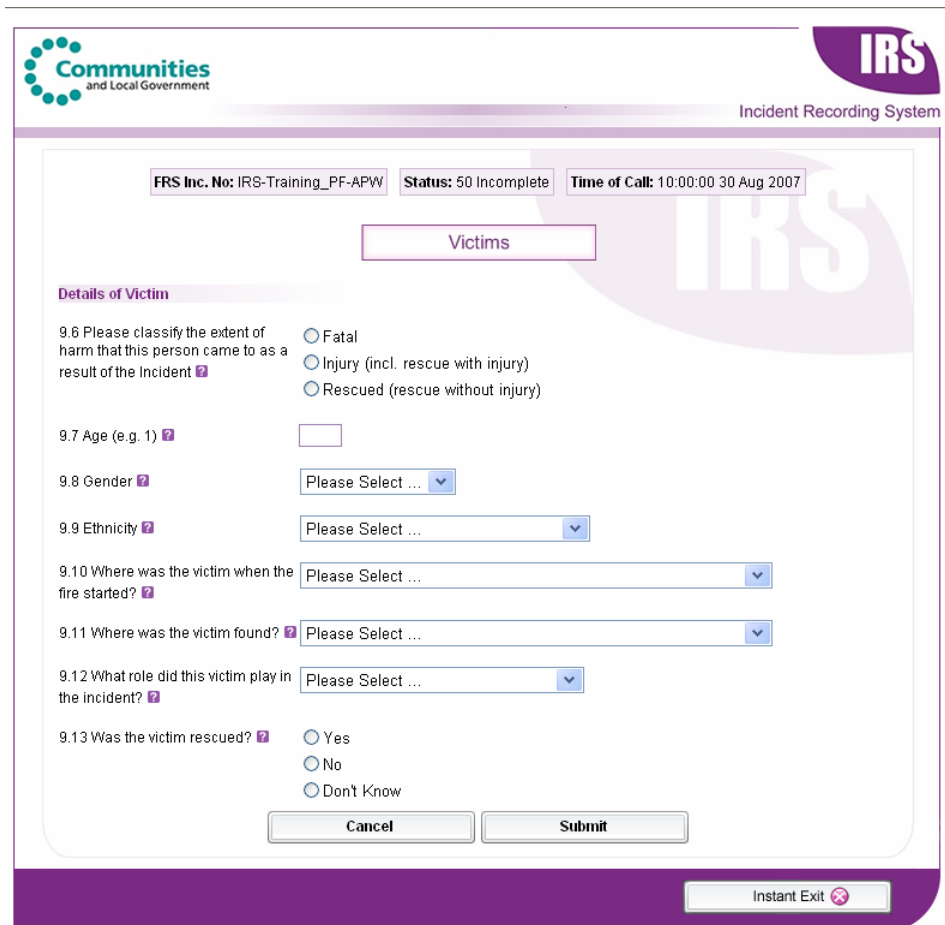


The screenshot shows the 'Involvement of Persons' section of the IRS Incident Recording System. At the top, there is a navigation menu with tabs for: 1. Identifier, 2. Call, 3. Attendance, 4. Location, 5. Other Details, 6. Resources, 7. Action, 8. Damage, 9. Persons, and 10. Summary. Below the menu, the incident details are displayed: Inc. No: IRS-Training\_PF-APW, Status: 50 Incomplete, and Time of Call: 10:00:00 30 Aug 2007. The main heading is 'Involvement of Persons'. Underneath, there is a section for 'Victims' with the instruction: 'Details on the victims involved in the incident.' Below this is a table with columns for '9.6 Please classify the extent of harm that this person came to as a result of the Incident?', '9.7 Age (e.g. 1)', '9.8 Gender', '9.9 Ethnicity', 'Valid', and 'Options'. An 'Add Record' button is located below the table. At the bottom of the form, there are three buttons: 'Previous', 'Save and Exit', and 'Next'. In the bottom right corner, there is an 'Instant Exit' button with a red 'X' icon.

Button	Description
	Return to the previous screen, in this case the Details of Resulting Damage form.
	Save the incident details and return the user to the IRS Home page or the Search page depending on how the

	incident report was accessed.
<input type="button" value="Next"/>	Save the incident details and proceed to the next page, in this case the Summary form.

Clicking on 'Add Record' will take you to a new screen where you can enter details of the victim. You will need to follow this process for each victim involved.





**Communities and Local Government** | **IRS**  
 Incident Recording System


**FRS Inc. No:** IRS-Training\_PF-APW | **Status:** 50 Incomplete | **Time of Call:** 10:00:00 30 Aug 2007


**Victims**


**Details of Victim**


9.6 Please classify the extent of harm that this person came to as a result of the incident? 
  
 Fatal  
 Injury (incl. rescue with injury)  
 Rescued (rescue without injury)


9.7 Age (e.g. 1) 


9.8 Gender 


9.9 Ethnicity 

9.10 Where was the victim when the fire started? 

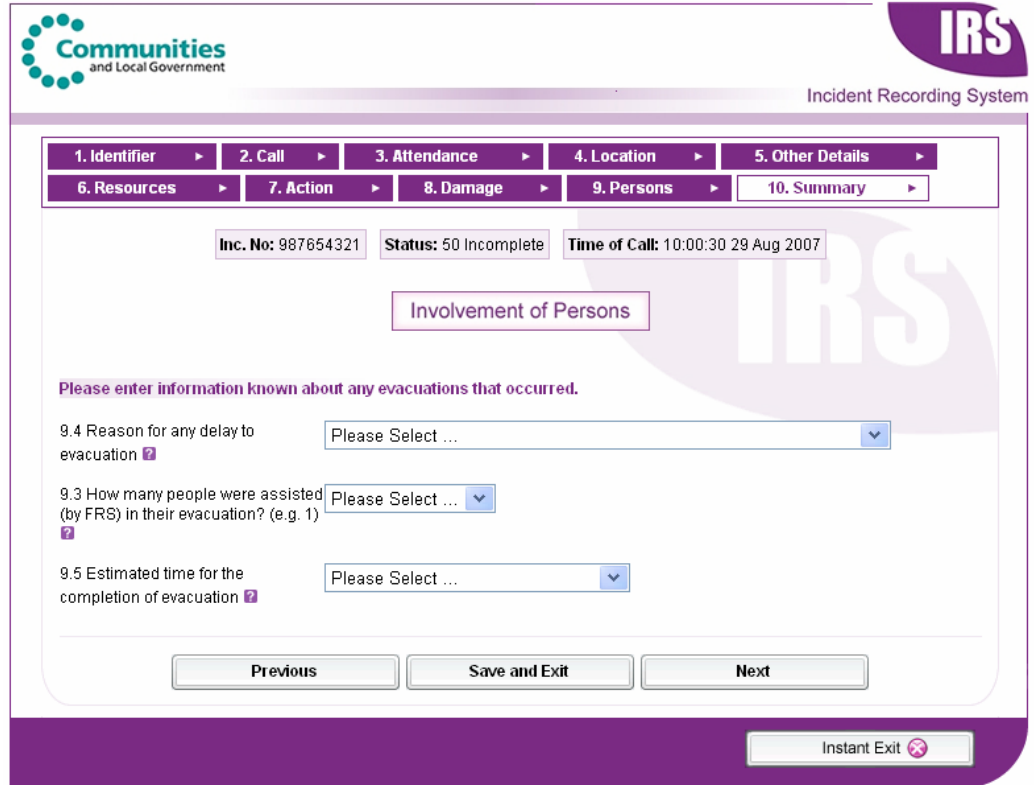
9.11 Where was the victim found? 

9.12 What role did this victim play in the incident? 

9.13 Was the victim rescued? 
  
 Yes  
 No  
 Don't Know



For evacuations you will be asked less detailed questions as below.



1. Identifier ▶ 2. Call ▶ 3. Attendance ▶ 4. Location ▶ 5. Other Details ▶  
6. Resources ▶ 7. Action ▶ 8. Damage ▶ 9. Persons ▶ 10. Summary ▶

Inc. No: 987654321 Status: 50 Incomplete Time of Call: 10:00:30 29 Aug 2007

**Involvement of Persons**


Please enter information known about any evacuations that occurred.

9.4 Reason for any delay to evacuation

9.3 How many people were assisted (by FRS) in their evacuation? (e.g. 1)

9.5 Estimated time for the completion of evacuation

Previous Save and Exit Next

Instant Exit 

## Question 9.1 – How many people were evacuated without assistance from the FRS?

Enter the number of people who were evacuated, unharmed without assistance from the FRS.

This question is asked for accidental dwelling fires, also for Special Service incidents occurring in a dwelling.

Those who are rescued or rescued with an injury are not included in those that are evacuated from the incident

'Evacuation' - The direction of people from a dangerous place to somewhere safe.

## Question 9.2 – How many people were evacuated with assistance from the FRS?

Enter the number of people who were evacuated unharmed but with assistance by FRS personnel in their evacuation.

This question is asked for accidental dwelling fires, also for Special Service incidents occurring in a dwelling.

Those who are rescued or rescued with an injury are not included in those that are evacuated from the incident.

'Evacuation' – The direction of people from a dangerous place to somewhere safe.

### Question 9.3 – How many people were assisted (by FRS) in their evacuation?

Select the number of people who were evacuated from the incident, unharmed but with assistance from FRS personnel.

(This question is asked for IRMP purposes and is a 'ballpark figure')  
Also asked for Special Service incidents, e.g. RTC scenes.

People extricated from vehicles or who get out of the vehicle themselves, e.g. at an RTC incident, should not be counted as having been evacuated. Although other persons evacuated from the scene should be counted here.

Those who are rescued or rescued with an injury are not included in those that are evacuated from the incident.

'Evacuation' – The direction of people from a dangerous place to somewhere safe.

Evacuation – Number of	GUIDANCE
Up to 5	Includes 'none'
6 to 20	
21 to 50	
51 to 100	
101 to 250	
251 to 1,000	
Over 1,000	

### Question 9.4 – Reason for any delay to evacuation?

If there was a delay in completing the **building** evacuation, select the option which best describes the reason for the delay.

From start of the incident i.e. when alarm was raised.

Those who are rescued or rescued with an injury are not included in those that are evacuated from the incident and are therefore not counted as having caused a delay to the evacuation.

People extricated from vehicles or who get out of the vehicle themselves, e.g. at an RTC incident, should not be counted as having been evacuated. Although other persons evacuated from the scene should be counted here.

'Evacuation' - The direction of people from a dangerous place to somewhere safe

<b>Was there a delay in completion of building evacuation</b>	<b>GUIDANCE</b>
Evacuation, but no delay	
Delay due to:	
Firefighting actions – public	
Occupants did not respond to automatic alarm	
Elderly or disabled	
Re-entered building	
Building management poor	
Building layout/signage poor	
Firefighting actions by fire service – contraflow on stairs	
Means of escape – exits locked	
Means of escape – items stored	
Means of escape – not suitable	
Means of escape – other	
Occupants gathering possessions	

### **Question 9.5 – Estimated time for completion of evacuation**

Select the option that corresponds to the time elapsed in completing the **building** evacuation.

From start of the incident including internal building evacuation procedures.

Those who are rescued or rescued with an injury are not included in those that are evacuated from the incident and are therefore not counted as having caused evacuation time to be increased.

'Evacuation' - The direction of people from a dangerous place to somewhere safe

<b>Estimated time for evacuation to be completed</b>	<b>GUIDANCE</b>
Immediately	
Under 5 minutes	
5 to 30 minutes	
Over 30 minutes and up to 2 hours	
Over 2 hours	
Not known	

### **Question 9.6 – Please classify the extent of harm that this person has come to as a result of the incident**

Check the radio button to select the victim type.

Options: **Fatal, Injury, Rescue**

<b>Fatality (incl. fatality after rescue)</b>	<p>If circumstances are unclear recording can be made initially and the record deleted if necessary when full details are known.</p> <p>Include rescue details if victim was rescued <b>before</b> death i.e. in circumstances which might have resulted in a life being saved even if the person did not survive the rescue attempt.</p>
<b>Injured (incl. rescue with injury)</b>	<p>Include victims that were rescued <b>with</b> an injury. Includes first aid and precautionary checks.</p>
<b>Rescued (rescue without injury)</b>	<p>Victims that were <b>rescued only</b>.</p>

**You are required, where possible, to update the casualty fields within the IRS as and when you are notified of any changes. You may amend your records up until the database is closed by DCLG.**

Examples include –

- Where the casualty status has changed (e.g. previously recorded as a non-fatal, but you have since been notified of their death)
- Receipt of information on the casualty's details, cause of death and circumstances etc following an inquest
- Receipt of information from a Fire Investigation Officer
- Casualty updates provided by other Services, including other FRSs, the Police and hospitals etc.

One individual can only be classed in **one** of three categories – **fatality**, **injured** or **rescued**. Please record the most significant extent of harm. If a person was, for example, a rescue and had an injury you must class them as an injured only (as this is the more serious category) and then detail their rescue in the rescue detail questions.

'Injured' – includes victims that were rescued *with* an injury

Defined as a person who required first aid (provided by anyone) at the scene or more medical treatment than could be given at the incident, including people advised to attend hospital or to see a doctor, whether or not they actually do (precautionary check)

'Rescued' – Victims that were **rescued only**

A baby carried out in the course of another person's escape does NOT count as a rescue, however if a rescuer (including FRS personnel) entered the building or other area affected by the fire in order to rescue the baby, then the baby should be recorded as a rescue or casualty.

If the victim was clearly dead when found, the removal of the body should not be recorded as a rescue, but if a rescue took place in circumstances which might have resulted in a life being saved, then it should be recorded as a fatality with rescue details included, even if the person did not survive the rescue attempt.

FRS personnel might find it useful to liaise with Ambulance personnel at co-responder incidents to establish details.

### Question 9.7 – Age (e.g. 0-130, or 999 for ‘Not Known’)

Enter the age in years of each victim.

- If it is not possible to establish a person’s exact age then enter ‘999’
- Entry is limited to 130 years.
- A baby under one year of age should be entered as 0.

FRS personnel might find it useful to liaise with Ambulance personnel at co-responder incidents to establish details.

### Question 9.8 – Gender

Select the option that describes the gender of each victim.

Use your best judgement at the time. If you are unsure, select ‘not known’.

FRS personnel might find it useful to liaise with Ambulance personnel at co-responder incidents to establish details.

Gender (to be based on GovTalk standard)	GUIDANCE
Not known	The gender of the person has not been recorded
Male	
Female	
Not specified	Indeterminate, i.e. unable to be classified as male or female

### Question 9.9 – Ethnicity

Select the ethnicity of each victim using the categories provided.

‘Ethnicity’ – The racial group of a person.

People of ‘mixed’ origin should be classified to the most appropriate category rather than use ‘other ethnic group’.

If the person’s ethnicity is not fully known, please select the most appropriate ‘Other’ field.

E.g. For a Nepalese person, select ‘**Asian or Asian British - Other**

If the person’s ethnicity is **completely unknown**, or if the person refused to give details please select ‘Not known/stated’.

FRS personnel might find it useful to liaise with Ambulance personnel at co-responder incidents to establish details.

<b>Ethnicity Description</b>	<b>GUIDANCE</b>
White – British	
White – Irish	
White - Other White	
Mixed - White & Black Caribbean	
Mixed - White & Black African	
Mixed - White & Asian	
Mixed - Other Mixed	
Asian or Asian British – Indian	
Asian or Asian British – Pakistani	
Asian or Asian British – Bangladeshi	
Asian or Asian British - Other Asian	
Black or Black British – Caribbean	
Black or Black British – African	
Black or Black British - Other Black	
Chinese	
Other Ethnic group	No 'text' description allowed when selecting this option
Not known/stated	

### Question 9.10 – Where was the victim when the fire started?

This question is asked for Primary Building fires only

Select the option which best describes the location of the victim at the time of fire starting.

FRS personnel might find it useful to liaise with Ambulance personnel at co-responder incidents to establish details.

<b>Location at time of fire (Building Primary Fires only)</b>	<b>GUIDANCE</b>
Room, cabin or compartment of origin	
Different room, cabin or compartment on floor of origin	
Floor above origin	
Two or more floors above origin	
One floor below origin	
Two or more floors below origin	
Outside building, vehicle etc of origin	
Seat of fire unknown or multi-seated (and above not applicable)	
Location of person unknown	
Other location	



Not known	
-----------	--

### Question 9.11 – Where was the victim found?

This question is asked for Primary Building fires only

Select the option which best describes where the victim was found.

FRS personnel might find it useful to liaise with Ambulance personnel at co-responder incidents to establish details.

Where found (Building Primary Fires only)	GUIDANCE
Room, cabin or compartment of origin	
Different room, cabin or compartment on floor of origin	
Floor above origin	
Two or more floors above origin	
One floor below origin	
Two or more floors below origin	
Outside building, vehicle etc of origin	
Seat of fire unknown or multi-seated (and above not applicable)	
Location of person unknown	
Other location	

### Question 9.12 – What role did this victim play in the incident?

Select the option which best describes the role of the victim.

FRS personnel might find it useful to liaise with Ambulance personnel at co-responder incidents to establish details.

Role of victim	GUIDANCE
Firefighter on duty	
Other emergency service personnel	
Resident/Occupant	
Passer by	
Driver	
Passenger	
Visitor	
Employee in workplace	
Customer in shop	
Other FRS personnel on duty	
Other	
Not known	

### Question 9.13 – Was victim rescued?

Check the radio button to indicate whether the victim was rescued or not or unknown.

Options: **Yes, No, Not Known**

‘Rescued’ – A person who has received physical assistance to get clear of the area involved in the incident.

A baby carried out in the course of another person’s escape does NOT count as a rescue, however if a rescuer (including FRS personnel) entered the building or other area affected by the fire in order to rescue the baby, then the baby should be recorded as a rescue or casualty.

If the victim was clearly dead when found, the removal of the body should not be recorded as a rescue, but if a rescue took place in circumstances which might have resulted in a life being saved, then it should be recorded as a rescue, even if the person did not survive the rescue attempt.

FRS personnel might find it useful to liaise with Ambulance personnel at co-responder incidents to establish details.

### Question 9.14 – If rescued, where was the victim rescued from?

Select the option that best describes the rescued victim’s location.

FRS personnel might find it useful to liaise with Ambulance personnel at co-responder incidents to establish details.

Rescued victim’s location and circumstances	GUIDANCE
Room, cabin or compartment of origin	
Different room, cabin or compartment on floor of origin	
Floor above origin	includes mezzanine above floor of origin
Two or more floors above origin	
One floor below origin - includes stairway leading down from floor	
Two or more floors below origin	
Roof	
Outside building of origin	
Other	

### Question 9.15 – If rescued, who rescued the victim?

Select the option that best describes the victim’s rescuer.

FRS personnel might find it useful to liaise with Ambulance personnel at co-responder incidents to establish details.

Victim’s rescuer	GUIDANCE
Firefighter without breathing apparatus	

Firefighter with breathing apparatus	
Other without breathing apparatus	
Other with breathing apparatus	
Rescuer not known	

### Question 9.16 – If rescued, what method was used?

Using the codes provided enter the option that best describes the **main** rescue method used.

FRS personnel might find it useful to liaise with Ambulance personnel at co-responder incidents to establish details.

Rescue methods	GUIDANCE
Ladder	
Aerial appliance	
Specialist rope rescue	
Rescue with Fire Service lines e.g. lowered from height	
Boat	
Supported/Carried out	
Extricated	USAR activities, building collapse etc.
Released	
Other organisation's resources e.g. helicopter etc.	Organisations such as MCA, mines rescue, RNLI
Other method	
Not known	

### Question 9.17 – Title

Please enter the person's title; e.g. Mr, Ms, Mrs, Dr.

An answer to this question is mandatory for 'firefighter on duty' (Q9.12) victims.

FRS personnel might find it useful to liaise with Ambulance personnel at co-responder incidents to establish details.

### Question 9.19 – Forename

An answer to this question is mandatory for serious and fatal victims and where role is 'firefighter on duty'.

Enter the forename(s) only of each victim

If you do not know their name, enter text '**Unknown**'.

FRS personnel might find it useful to liaise with Ambulance personnel at co-responder incidents to establish details.

### Question 9.18 – Surname

An answer to this question is mandatory for serious and fatal victims and where role is 'firefighter on duty'.

Enter the surname only of each victim

This should be in enough detail to distinguish that person from all other people who are reported as fatalities and casualties.

Do not use hyphens or apostrophes in surnames:

E.g. O'Brien, **not** O'Brien

Smith Jones, **not** Smith-Jones

If you do not know their name, enter text '**Unknown**'.

FRS personnel might find it useful to liaise with Ambulance personnel at co-responder incidents to establish details.

### Question 9.20 – Circumstances of fatal casualty

Select the option that best corresponds to the circumstances surrounding the death of the casualty.

FRS personnel might find it useful to liaise with Ambulance personnel at co-responder incidents to establish details.

Circumstances of fatal casualty	Includes
Thought to be already dead when Firefighter arrived	
Unable to resuscitate, confirmed dead at scene	
Unable to resuscitate at scene, confirmed dead at hospital	
Alive on leaving scene, but died later	
Not known	

### Question 9.23 – Has the casualty been reconciled against the appropriate death certificate?

Please note that this question is for DCLG NS Users only, not FRS use.

Check the radio button to indicate whether the casualty has been reconciled with the appropriate death certificate.

### Question 9.24 – What is your understanding of the severity of injury?

Select the option that best corresponds to how severe the injury was.

FRS personnel might find it useful to liaise with Ambulance personnel at co-responder incidents to establish details.

'Serious injury' – Can be defined as:

At least an overnight stay in hospital as an in-patient

'Slight injury' - Can be defined as:

1. Attending hospital as an outpatient (not precautionary check)

Or

2. First Aid given at scene (by anyone)

Or

3. A precautionary check was recommended (by anyone)

<b>Severity of (non-fatal) injury</b>	<b>GUIDANCE</b>
Victim went to hospital, injuries appear to be Serious	Serious injury
Victim went to hospital, injuries appear to be Slight	Slight injury  <i>Also use if victim went to hospital but injury severity was unknown</i>
First aid given at scene	Slight injury  <i>If first aid was given at the scene (including following a precautionary check), Q9.24 entry should be 'First Aid given at scene' – See further guidance below table</i>
Precautionary check recommended	Slight injury  <i>If a precautionary check was given (including at the scene) (where there is a known or unknown injury) but no first aid is performed, Q9.24 entry should be 'Precautionary Check Recommended' – See further guidance below table</i>  <i>If a person attends hospital for a precautionary check and no treatment was required, then select 'precautionary check'.</i>  - A precautionary check is where any person is advised to attend hospital or see a doctor, whether or not they actually follow up the advice.

*Examples of when to select First Aid or Precautionary Check –*

If the victim received first aid at the scene, for example oxygen therapy, after being recommended a precautionary check, then record as 'first aid given at scene'. In Q9.22, select the injury type as appropriate. (You do not need to indicate anywhere on the IRS that this first aid treatment was given following a precautionary check recommendation, only that first aid was carried actually out).

If a precautionary check was given (incl. at the scene), e.g. because the victim had a small burn, but a paramedic advised to leave it be and performed no first aid, then this remains on the IRS as a Precautionary Check with an injury of 'burns'.

If this injury was treated at the scene and for example a plaster on it, then this would be recorded as First Aid with an injury of 'burns' (Q9.22)

You need to record the last known thing about the victim the Officer knew or got given knowledge of.

If a casualty went to hospital and required treatment, then you should use one of the 'Victim went to hospital' options. To use the 'first aid' option, the victim should not have gone to hospital.

### **Question 9.21 – Was the death/injury fire related?**

Check the radio button to indicate whether the death or injury was fire related.

Options: Yes, No, Don't know

In general, 'fire-related deaths' are those that would not have otherwise occurred had there not been a fire. I.e. 'no fire = no death'.

Include where there was a fire-related injury even if the person suffered other injuries not directly caused by the fire.

FRS personnel might find it useful to liaise with Ambulance personnel at co-responder incidents to establish details.

**Examples –**

<b>Regarded as Fire Related deaths -</b>	<b>NOT regarded as fire related deaths -</b>
Injuries received directly in a fire	Cases where a person's death <u>before</u> a fire has then caused/allowed a fire to occur, for example, unattended cooking. These would include alcohol or drugs related deaths or natural causes <u>before</u> a fire, such as heart attack
Natural causes, such as heart attack, where brought on by a fire	Suicide from exhaust fumes where a vehicle subsequently overheated and caught fire
Subsequent death from injuries caused by	Deaths due to impact injuries in RTCs

fire (e.g. blood poisoning following burns, pneumonia following inhalation of smoke)	where there was a fire
Physical injuries incurred in escaping a fire	Homicide (not involving use of fire) where the fire was subsequently set
Where death was caused by deliberate use of fire, including suicide	
Physical injuries resulting from collapse of a building brought about by fire	

### Question 9.22 – What is your understanding of the cause of death/nature of injury?

Select the option that best corresponds to the cause of death or nature of injury.

FRS personnel might find it useful to liaise with Ambulance personnel at co-responder incidents to establish details.

<b>(Fatalities only)</b>	<b>GUIDANCE</b>
Overcome by gas, smoke or toxic fumes; asphyxiation	<i>Incl. smoke inhalation</i>
Burns – severe	
Combination of burns and overcome by gas/smoke	
Shock / Anaphylactic shock	
Other medical condition	
Fracture	
Other physical injury	
Cuts/Lacerations	
Impalement	
Drowning	
Hypothermia	
Heat exhaustion	
Back / Neck injury (spinal)	
Head injury	
Chest / Abdominal injury	
Chest pain / Heart condition / Cardiac arrest	
Other	
Not known	

<b>(Casualties only)</b>	<b>GUIDANCE</b>
Overcome by gas, smoke or toxic fumes; asphyxiation	<i>Incl. smoke inhalation</i>
Burns – severe	
Burns – slight	
Combination of burns and overcome by gas/smoke	
Shock / Anaphylactic shock	
Other medical condition	
Breathing difficulties (Other than 'Overcome by gas, smoke or toxic fumes, asphyxiation')	<i>E.g. asthma attack</i>
Fracture	
Concussion	
Bruising	
Unconscious, fitting or unresponsive (no other evident significant injury)	

Other physical injury	
Cuts/Lacerations	
Impalement	
Drowning	
Hypothermia	
Heat exhaustion	
Back / Neck injury (spinal)	
Head injury	
Chest / Abdominal injury	
Chest pain / Heart condition / Cardiac arrest	
Choking	
Collapse	
Other	
Not known	

### Question 9.25 – What were the circumstances of the victim?

This question is asked for Primary Building fires only

Select the option which best describes any other circumstances of the victim.

FRS personnel might find it useful to liaise with Ambulance personnel at co-responder incidents to establish details.

If the option is not listed, use 'other'.

Other circumstances of victim	GUIDANCE
Bedridden	
Chair-ridden, e.g. in a wheel chair	
Other immobility	
Suspected under influence of alcohol	
Suspected under influence of drugs	
Discovering fire	
Fell onto fire	
Fighting fire (including attempts)	
Trapped by fire because unaware, e.g. asleep	
Trapped by fire other than unaware	
Trapped by collapse of structure	
Trapped by smoke	
Injured escaping	
Injured rescuing person	
Injured rescuing property or animals	
Injured being rescued	
Injured by blast	
Returned to fire	
Intentionally sustained at start of fire (e.g. suicides and attempts)	
Injury accidentally sustained at start of fire	
Other	Includes deaf and blind people
Not known	



## Question 9.26 – Was oxygen provided at scene?

Using the radio button select whether oxygen was administered by the FRS at the scene or not.

FRS personnel might find it useful to liaise with Ambulance personnel at co-responder incidents to establish details.

Options: **Yes, No**

# IRS Summary Page

Unlike other forms, the Incident Summary form does not display questions; it displays a list of cross-field validation form errors.

These cross-field validation errors are complex errors that can not be checked on individual form fields and include business rules as to what constitutes a valid incident. A complete list of validation errors and descriptions is given here.

### **If there are no errors or warnings -**

If no errors or warnings are found you are asked if you have completed entering all the data for the incident.

If you select 'yes' the incident will be marked as 'Recorded' and will be available for your FRS Quality Assurance staff to check it, If you answer 'no' the incident is saved and you can return later to complete any missing data.

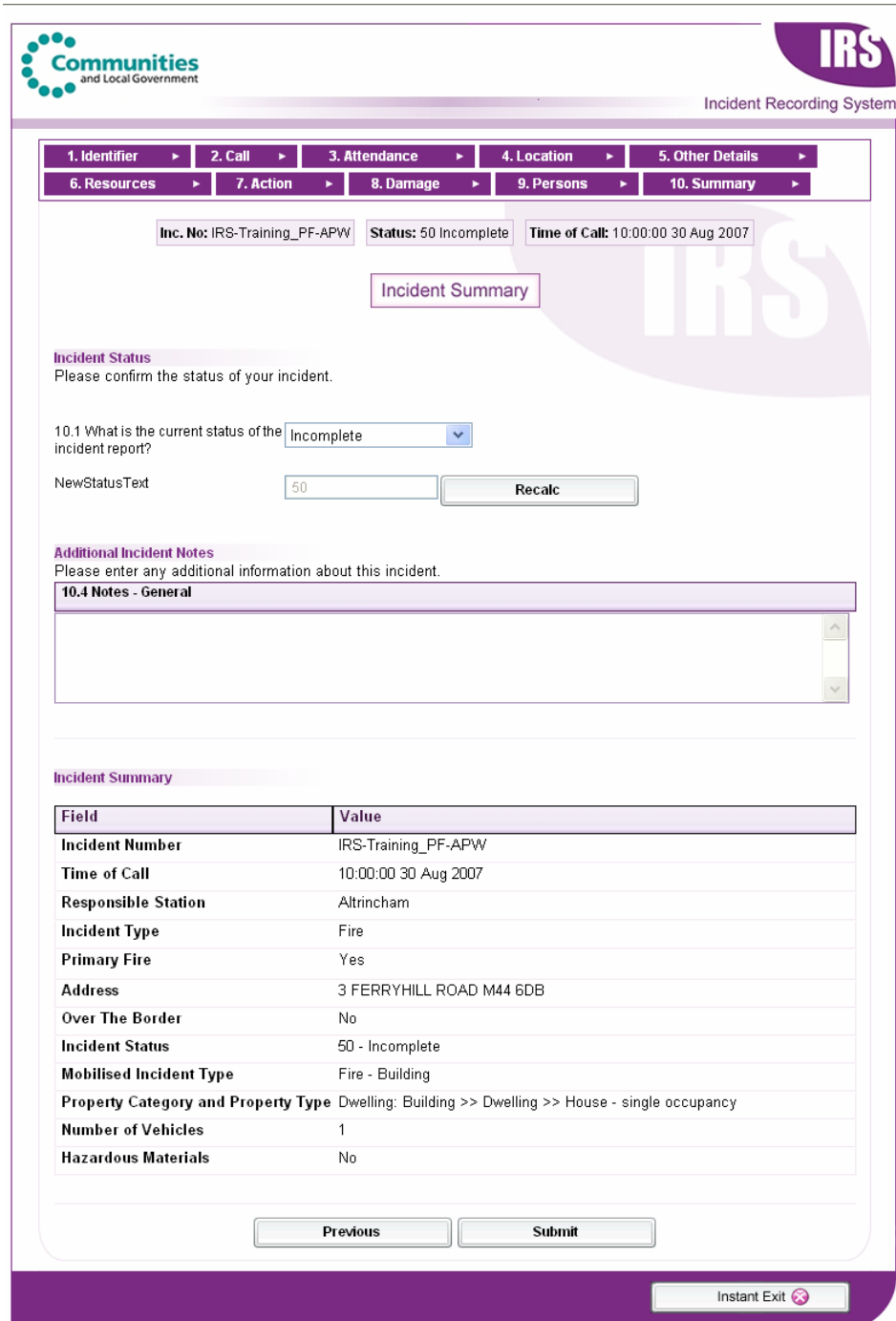
### **If there are errors or warnings -**

You should follow the action described in the message to rectify the problem.

Until the errors or warnings are resolved the incident cannot be quality assured and sent to DCLG.

In addition, a notes section is available on the Incident Summary form to enter any additional information on the incident not recorded

within the forms, or to record any issues encountered when completing the forms.



The screenshot shows the 'Incident Summary' form in the Incident Recording System. At the top, there are navigation tabs for 1. Identifier, 2. Call, 3. Attendance, 4. Location, 5. Other Details, 6. Resources, 7. Action, 8. Damage, 9. Persons, and 10. Summary. The current incident details are: Inc. No: IRS-Training\_PF-APW, Status: 50 Incomplete, and Time of Call: 10:00:00 30 Aug 2007. The 'Incident Status' section asks for the current status of the incident report, which is set to 'Incomplete'. Below this is a text area for 'Additional Incident Notes' and a table summarizing the incident details. At the bottom, there are 'Previous' and 'Submit' buttons, and an 'Instant Exit' button in the footer.

**Incident Summary**

**Incident Status**  
Please confirm the status of your incident.


10.1 What is the current status of the incident report?

NewStatusText

**Additional Incident Notes**  
Please enter any additional information about this incident.

**10.4 Notes - General**

Field	Value
Incident Number	IRS-Training_PF-APW
Time of Call	10:00:00 30 Aug 2007
Responsible Station	Altrincham
Incident Type	Fire
Primary Fire	Yes
Address	3 FERRYHILL ROAD M44 6DB
Over The Border	No
Incident Status	50 - Incomplete
Mobilised Incident Type	Fire - Building
Property Category and Property Type	Dwelling: Building >> Dwelling >> House - single occupancy
Number of Vehicles	1
Hazardous Materials	No

Button	Description
	Return to the previous screen, in this case the Details of the FRS Resources Used form or the Involvement of Persons form depending on the type of incident recorded.

<input type="button" value="Submit"/>	Complete incident recording process and return to the IRS Home page.
---------------------------------------	--

### Question 10.1 – What is the current status of the incident report?

Select the status of the incident report. If you have completed filling in all the information and it is ready for checking (quality assurance) then you should set the status to recorded or recorded with queries.

Setting the status to 'recorded with queries' will require you to put in a reason in Q10.5 for the quality assurance staff.

Options: **Incomplete, Recorded, Recorded with Queries**

### Question 10.4 - Notes, General

Free text section for notes.

There is no set format however only the following characters are permitted –

*Numbers: 0-9*

*Letters: A-Z (lower case and upper case)*

*Special Characters:*

*[space]*  
*@ [at symbol]*  
*# [hash]*  
*+ [plus]*  
*. [full stop]*  
*, [comma]*  
*/ [forward slash]*  
*? [question mark]*  
*- [hyphen]*  
*! [exclamation mark]*  
*\_ [underscore]*  
*( [left bracket]*  
*) [right bracket]*  
*[RETURN]*  
*' [single quote]*  
*" [double quote]*

## Question 10.5 - Notes, FRS queries

Free text section for notes - required completion if status 'Recorded with Queries' is selected.

There is no set format however only the following characters are permitted –

*Numbers: 0-9*

*Letters: A-Z (lower case and upper case)*

*Special Characters:*

*[space]*

*@ [at symbol]*

*# [hash]*

*+ [plus]*

*. [full stop]*

*, [comma]*

*/ [forward slash]*

*? [question mark]*

*- [hyphen]*

*! [exclamation mark]*

*\_ [underscore]*

*( [left bracket]*

*) [right bracket]*

*[RETURN]*

*' [single quote]*

*" [double quote]*

## Question 10.6 - Notes, NS queries

Free text section for notes.

There is no set format however only the following characters are permitted –

*Numbers: 0-9*

*Letters: A-Z (lower case and upper case)*

*Special Characters:*

*[space]*

*@ [at symbol]*

# [hash]  
+ [plus]  
. [full stop]  
, [comma]  
/ [forward slash]  
? [question mark]  
- [hyphen]  
! [exclamation mark]  
\_ [underscore]  
( [left bracket]  
) [right bracket]  
[RETURN]  
' [single quote]  
" [double quote]

## Question 10.7 - Notes, Published with Conditions

Free text section for notes – required completion if status 'Published with Conditions' is selected

There is no set format however only the following characters are permitted –

*Numbers: 0-9*

*Letters: A-Z (lower case and upper case)*

*Special Characters:*

[space]  
@ [at symbol]  
# [hash]  
+ [plus]  
. [full stop]  
, [comma]  
/ [forward slash]  
? [question mark]  
- [hyphen]  
! [exclamation mark]  
\_ [underscore]  
( [left bracket]  
) [right bracket]  
[RETURN]  
' [single quote]


“ [double quote]

# Station Incidents

The IRS Station Incidents function allows the user to view all the outstanding incidents for the users' home station.

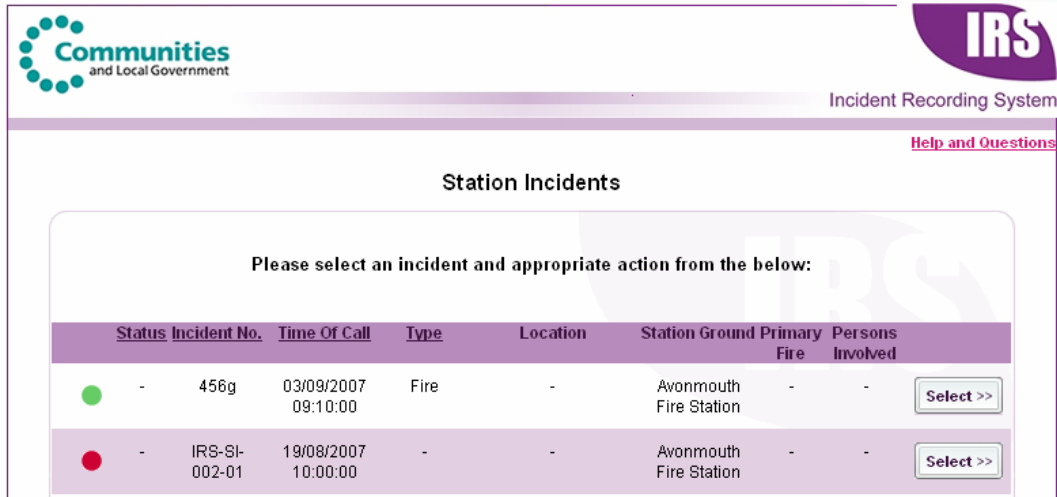
This functionality is designed for users to be able to quickly access the incidents which need to be completed for their station.

The Station Incidents utility is accessed by clicking on the '**Station Incidents**' button from the IRS Home page.

Button	Description
	Retrieve Incidents assigned to the current user's station.

A list of incidents is returned and are displayed in a similar manner as shown when searching for incidents (see below)

All incidents which have a status of incomplete or recorded (or recorded with queries) are displayed. The incidents are displayed by order of the time of call with the most recent first.



Communities and Local Government

Incident Recording System

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### Station Incidents

Please select an incident and appropriate action from the below:

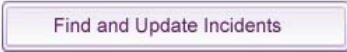
Status	Incident No.	Time Of Call	Type	Location	Station Ground Primary Fire	Persons Involved	
<span style="color: green;">●</span>	- 456g	03/09/2007 09:10:00	Fire	-	Avonmouth Fire Station	-	<input type="button" value="Select &gt;&gt;"/>
<span style="color: red;">●</span>	- IRS-SI-002-01	19/08/2007 10:00:00	-	-	Avonmouth Fire Station	-	<input type="button" value="Select &gt;&gt;"/>

The user's home station is defined as part of the user details. If you need to change the station you should contact your FRS administrator.

If you wish to view incidents for a station that is not your home station, you can do this using the **'Find and Update Incidents'** function.

## IRS Incident Search

The Incident search screen is reached from the 'Find and Update Incidents' button on the Homepage.



You can either enter an Incident identifier or you can enter more advanced search options.

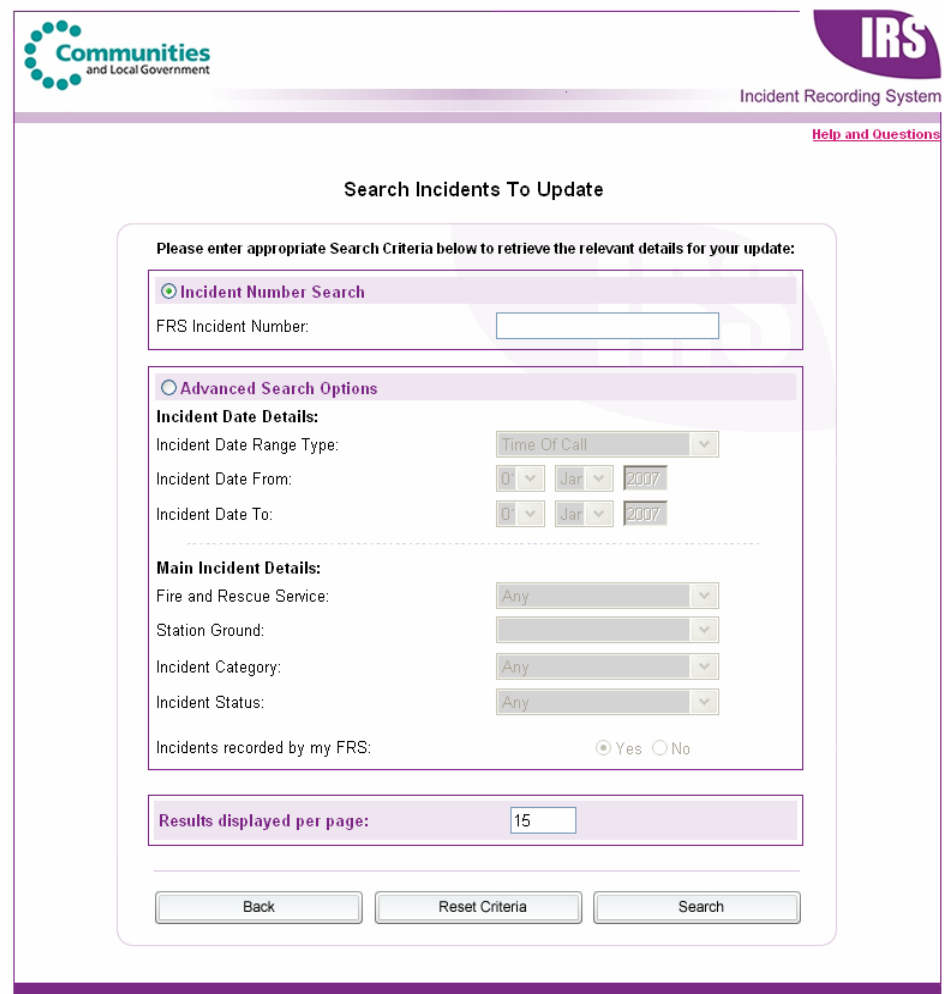
To enable the more advanced search options you need to select the radio button.

For all the advanced search options you need to complete a data range to search for as well as specifying the type – this allows you to search for incidents by the time of the call or when they were last updated.

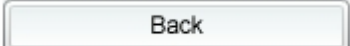
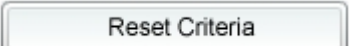
Enter the appropriate search criteria to retrieve the relevant incident. The following categories of search criteria are available:

- Fire and Rescue Service
- Station Identifier
- Incident Category
- Incident Status

Having selected the search criteria, click the **'Search'** button to submit the request. The IRS will display a list of incidents that match the search criteria entered as shown in the IRS Incident Search Results.



The screenshot shows the 'Search Incidents To Update' page. At the top left is the 'Communities and Local Government' logo, and at the top right is the 'IRS Incident Recording System' logo and a 'Help and Questions' link. The main heading is 'Search Incidents To Update'. Below this is a form with the instruction: 'Please enter appropriate Search Criteria below to retrieve the relevant details for your update:'. The form has two main sections: 'Incident Number Search' (selected with a radio button) and 'Advanced Search Options'. The 'Incident Number Search' section has a text input field for 'FRS Incident Number:'. The 'Advanced Search Options' section is divided into 'Incident Date Details' and 'Main Incident Details'. 'Incident Date Details' includes a 'Time Of Call' dropdown, 'Incident Date Range Type' dropdown, and 'Incident Date From' and 'Incident Date To' fields with month and year dropdowns. 'Main Incident Details' includes dropdowns for 'Fire and Rescue Service', 'Station Ground', 'Incident Category', and 'Incident Status', all currently set to 'Any'. There is also a radio button for 'Incidents recorded by my FRS:' with 'Yes' selected. At the bottom of the form is a 'Results displayed per page:' field set to '15'. Three buttons are at the bottom: 'Back', 'Reset Criteria', and 'Search'.

Button	Description
	Return to the previous screen, in this case the IRS Home page.
	Reset the search criteria to the default values.



<input type="button" value="Search"/>	Submit the request to search for incidents that match the criteria entered.
---------------------------------------	---

## IRS Incident Search Results

The incident search results screen displays the results of any search and allows you for any of the incidents displayed to do the following:

- View** – will allow you to view the incident in a ‘read only’ mode, you will not be able to change and save any information.
- Edit** – will allow you to make changes to the incident, you will also be made the ‘owner’ of the incident.
- Publish** – this option is only available to FRS Quality Assurance staff and allows them to ‘publish’ the incident to DCLG.
- Audit** – will allow the user to view an audit trail of who last updated an incident.
- Print** – will allow the user to print an IRS report in either normal or DPA compliant mode.
- Delete** – allows certain user roles to set the status of an IRS incident report to ‘deleted’.

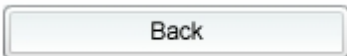
### Search for Incidents

Please select an incident and appropriate action from the below:

Status	Incident No.	Time Of Call	Type	Location	Station Ground	Primary Fire	Persons Involved	
	- 4545462	22/08/2007 12:23:44	Fire	42 TORBAY ROAD, MANCHESTER	Herne Bay Fire Station	-	-	<input type="button" value="Select &gt;&gt;"/>
	- 3E46DG	23/08/2007 09:10:00	False Alarm	Coordinates: 123456,123456	-	-	-	<input type="button" value="Select &gt;&gt;"/>
	1999_PF	23/08/2007 12:12:00	Fire	Coordinates: 422492,424946	Batley			<input type="button" value="Select &gt;&gt;"/>
	- 1999_SS_RTC	23/08/2007 12:12:00	Special Service	41 PARK ROAD NORTH, NEWTON-LE-WILLOWS	Batley	-		<input type="button" value="Select &gt;&gt;"/>
	- 1999_FA	23/08/2007 12:12:00	False Alarm	42 TORBAY ROAD, MANCHESTER	Batley	-	-	<input type="button" value="Select &gt;&gt;"/>
	1999_SF	23/08/2007 12:12:00	Fire	Coordinates: 422492,424946	Batley	-	-	<input type="button" value="Select &gt;&gt;"/>
	1234qweqsad	24/08/2007 09:10:00	False Alarm	Coordinates: 123456,123456	-	-	-	<input type="button" value="Select &gt;&gt;"/>
	w43frg	24/08/2007 09:10:00	False Alarm	Coordinates: 123456,123456	-	-	-	<input type="button" value="Select &gt;&gt;"/>
	987654321	29/08/2007 10:00:30	Fire	TESCO STORES LTD, WOODROW WAY, MANCHESTER	Irlam		-	<input type="button" value="Select &gt;&gt;"/>
	- IRS-Training_P F-APW	30/08/2007 10:00:00	Fire	3 FERRYHILL ROAD, MANCHESTER	Altrincham			<input type="button" value="Select &gt;&gt;"/>

Showing 1-10 of 10 Incidents

Click **Back** to refine your search

Button	Description
	Return to the previous screen in this case the Search Incident to Update form.

*Search for Incident form field descriptions*

Column Heading	Description
Status	Current status of an incident. See on-line help for further details.
IRS ID	Incident identification number.
Time of Call	Time when the call was initially received.
Type	Type of incident. See guidance material for further details.
Location	Location of the reported incident.
Station Ground	FRS station identifier.

# IRS User Administration

## **This functionality is only available to FRS Administrators**

The IRS User Administration utility provides a means by which a designated FRS user administrator can manage their own and other IRS user account details for their FRS. Provided that the appropriate role has been assigned to a user, the option to create new IRS users is also available.

The IRS User Administration utility can be accessed by clicking on the 'more information' hyperlink located on the 'User Administration' panel of the IRS Home page as shown below. Alternatively, updates to user passwords can be applied by clicking on the 'change password' hyperlink.



The user is presented with the 'Administration – Search for User' form as shown below.

The screenshot shows a web form titled 'Administration - Search for User'. It includes a header with the 'Communities and Local Government' logo and 'IRS Incident Recording System' text. The form contains the following fields and options:

- Fire and Rescue Service:
- Station Ground:
- User Role:
- User Name:
- Select User Status:
  - Active
  - Disabled
  - Locked Out

At the bottom of the form are three buttons: 'Back', 'New User', and 'Search User'. An 'Instant Exit' button is located in the bottom right corner of the page.

Button	Description
<input type="button" value="Back"/>	Return to the IRS Home page.
<input type="button" value="New User"/>	Create a new IRS user.
<input type="button" value="Search User"/>	Search for an existing IRS user.

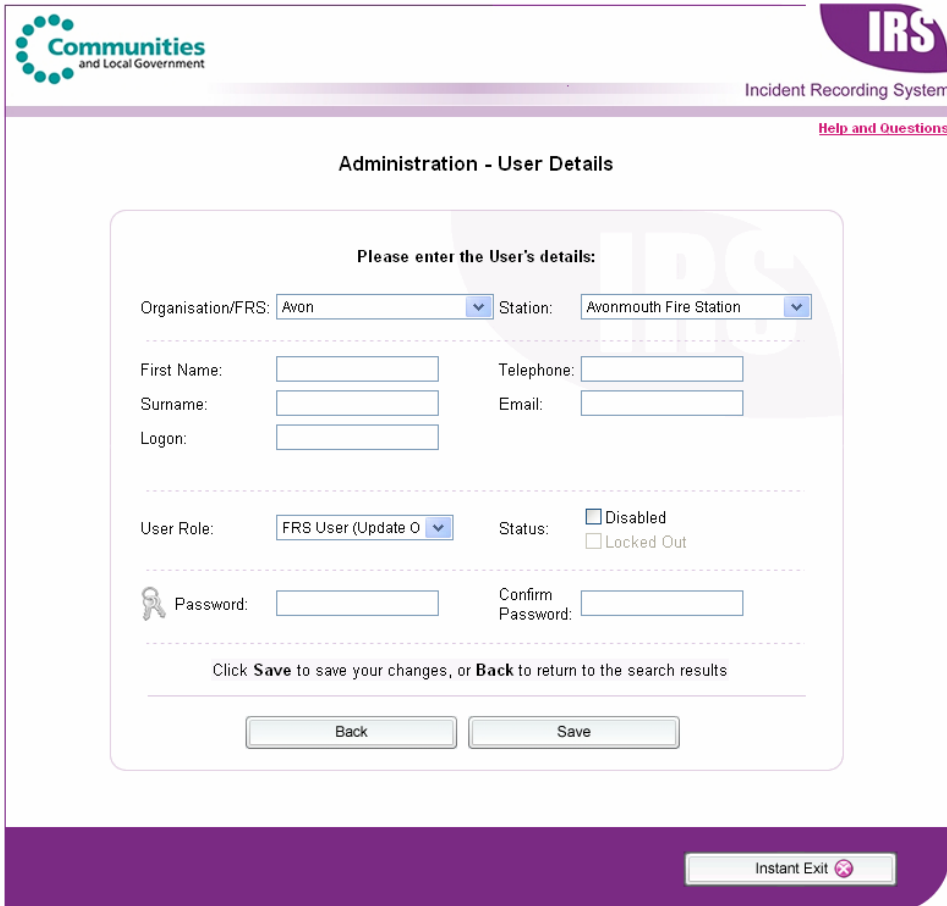
## Create a New User

The high-level steps required in order to create a new IRS user using the IRS User Administration utility are as follows:

- Enter user details
- Save user details

Click the **'New User'** button found at the bottom of the Administration – Search for User form.

The Administration – User Details form will be displayed as shown below.



The screenshot shows the 'Administration - User Details' form. At the top left is the 'Communities and Local Government' logo, and at the top right is the 'IRS Incident Recording System' logo. A 'Help and Questions' link is visible in the top right corner. The main title of the form is 'Administration - User Details'. Below this is a section titled 'Please enter the User's details:'. The form contains the following fields and controls:

- Organisation/FRS: Avon (dropdown menu)
- Station: Avonmouth Fire Station (dropdown menu)
- First Name: [text input]
- Surname: [text input]
- Logon: [text input]
- Telephone: [text input]
- Email: [text input]
- User Role: FRS User (Update 0) (dropdown menu)
- Status:  Disabled,  Locked Out
- Password: [text input]
- Confirm Password: [text input]


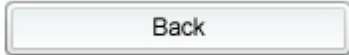

Below the form fields, there is a instruction: 'Click **Save** to save your changes, or **Back** to return to the search results'. At the bottom of the form area are two buttons: 'Back' and 'Save'. In the footer of the page, there is an 'Instant Exit' button with a close icon.

The Administration – User Details form requires that the following information is populated:

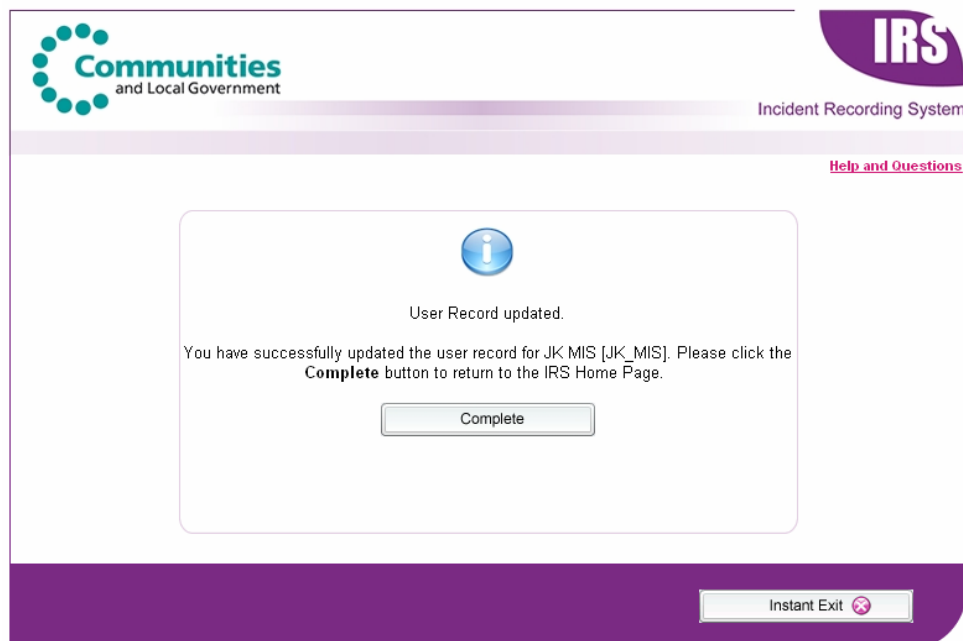
- Organisation/FRS\*
- Station
- First Name
- Surname
- Logon (username)\*
- Email\*
- Telephone
- User Role\*
- Status

- Password\*

Please note that \* indicates a mandatory field and the user cannot proceed until these details have been provided.

Button	Description
	Populates the ' <b>Stations</b> ' drop down list with all stations relating to the selected Organisation/FRS.
	Return to the Administration – Search for User form.
	Save the entered user details.

When the relevant details for the user have been entered click the '**Save**' button. The User Record updated confirmation page will be displayed as shown below.



The screenshot shows the IRS Incident Recording System interface. At the top left is the 'Communities and Local Government' logo, and at the top right is the 'IRS Incident Recording System' header. A 'Help and Questions' link is visible in the top right corner. The main content area features a blue information icon, the text 'User Record updated.', and a message: 'You have successfully updated the user record for JK MIS [JK\_MIS]. Please click the **Complete** button to return to the IRS Home Page.' Below this message is a 'Complete' button. At the bottom right of the page is an 'Instant Exit' button with a red 'X' icon.

Click the '**Complete**' button to return to the IRS Home page.

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## Update an Existing User

The high-level steps required to update an exiting user using the IRS User Administration utility are as follows:

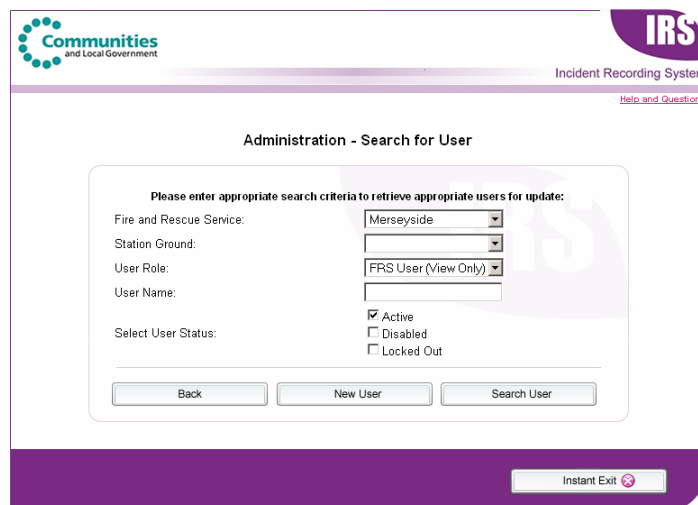
- Search for a user
- Select user to update
- Update user details
- Save user details

On the Administration – Search for User form select the following mandatory options from the relevant drop-down lists:

- Fire and Rescue Service
- User Role

Further options are available to refine the user search by Station Identifier, User Name and User Role.


Click the **'Search User'** button as shown below to proceed to the Administration – Search for User form.




The screenshot shows the 'Administration - Search for User' form within the Incident Recording System. The form includes the following fields and options:

- Fire and Rescue Service:** A dropdown menu with 'Merseyside' selected.
- Station Ground:** A dropdown menu.
- User Role:** A dropdown menu with 'FRS User (View Only)' selected.
- User Name:** A text input field.
- Select User Status:** Three checkboxes: 'Active' (checked), 'Disabled', and 'Locked Out'.

At the bottom of the form are three buttons: 'Back', 'New User', and 'Search User'. The 'Search User' button is highlighted. In the bottom right corner of the system interface, there is an 'Instant Exit' button with a red 'X' icon.





Incident Recording System

[Help and Questions](#)

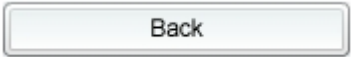
### Administration - Search for User

Please select the User Record that you would like to update:

User Name	Role	Organisation	Station	First Name	Surname
<a href="#">mitton</a>	FRS User	Avon	Bath Fire Station	Giles	Mitton
<a href="#">avon_ga2</a>	FRS Quality Assurance	Avon	Avonmouth Fire Station	Avon	QA
<a href="#">bella</a>	FRS User	Avon	Avonmouth Fire Station	Alexander	Bell
<a href="#">MLHJWII</a>	FRS User (Update Only)	Avon	Avonmouth Fire Station	jan	wilson
<a href="#">werwr</a>	FRS Administrator	Avon	Clevedon Fire Station	wdqqwd	qwdwdq
<a href="#">domain_test</a>	FRS User (Update Only)	Avon	Avonmouth Fire Station	ergrew	weg
<a href="#">KA_QA2</a>	FRS Quality Assurance	Avon	Clevedon Fire Station	KA	QA2
<a href="#">DCOPPER</a>	FRS User (Update Only)	Avon	Avonmouth Fire Station	David	Copperfield
<a href="#">mir_test99</a>	FRS User (Update Only)	Avon	Avonmouth Fire Station	dwwdv	wdwwed
<a href="#">test234</a>	FRS Administrator	Avon	Avonmouth Fire Station	test234	test234

1 2 3 4 5 6 7 8

Click **Back** to refine your search, or click the **User Name** to edit the user.

Button	Description
	Return to the previous screen, in this case the Administration - Search for User form

Select the user you wish to update from the returned search results list by clicking on the relevant hyperlink under the **'User Name'** column.

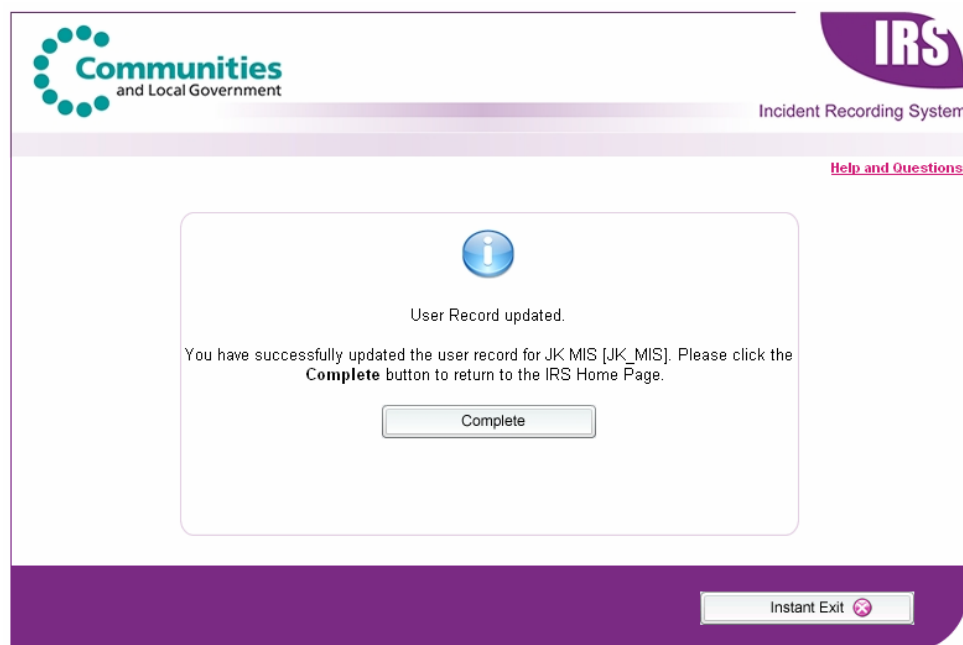
Having selected the relevant username, the Administration – User Details form will be displayed similarly for when creating a new user.

Please note however that when updating an existing user it is not possible to update the **'Logon'** (username) field for that user. The form will enable the following details to be updated:



Column Heading	Description
User Name	Username of all IRS users returned from search criteria entered on the Administration – Search for User.
Role	Role of the returned user.
Organisation	The FRS to which the user belongs.
Station	The station to which the user belongs.
First Name	Forename of the returned user.
Surname	Surname of the returned user.

When the relevant details for the user have been updated click the **'Save'** button to proceed to the User Record updated confirmation page as shown below.



The screenshot shows the IRS Incident Recording System interface. At the top left is the 'Communities and Local Government' logo, and at the top right is the 'IRS Incident Recording System' logo. A 'Help and Questions' link is visible in the top right corner. The main content area features a blue information icon, the text 'User Record updated.', and a message: 'You have successfully updated the user record for JK MIS [JK\_MIS]. Please click the **Complete** button to return to the IRS Home Page.' Below this message is a 'Complete' button. At the bottom right of the page, there is an 'Instant Exit' button with a close icon.

Click the **'Complete'** button to return to the IRS Home page.

# Frequently Asked Questions

Frequently asked questions have been added to the IRS Knowledge Hub website at <https://knowledgehub.local.gov.uk>. This website has been set up for FRS users to provide background to the IRS, immediate guidance updates and forum discussions. Please ask your IRS administrator for further details.

## Selecting Type of Property

Guidance (effective from 1 April 2009) is to mirror the old FDR1 approach as follows:

***The Type of Property should be the first property ignited unless...***

- ***Fire (flame and/or heat and/or smoke) spreads from a 'secondary location' to a 'primary location', in which case the property will be the first 'primary location' to which fire spread, unless...***
- ***The first primary property ignited is inside another primary property (eg vehicle in a building), in which the larger property is the type of property.***

***IMPORTANT NOTE: The IRS 'Full Property Type List' in the guidance (both online and in the manual) has been updated to show a P (for Primary location) or an S (for Secondary location) against each property type. For spreads, you can then use this detail to determine the first primary location involved. We suggest printing the list out so you have it to hand when completing the reports.***

***If you have any questions on how to select the Type of Property, please contact the Helpdesk on 0845 3777 888 or at [irshelp@communities.gsi.gov.uk](mailto:irshelp@communities.gsi.gov.uk)***

## **Definitions of Primary and Secondary Locations**

The following guidance lifted from the old FDR system is provided here for the purpose of defining Primary and Secondary. These definitions are now used in the IRS.

Primary fire locations / properties are:

- (i) Buildings including mobile homes fit for occupation (ie not wholly derelict), and those under construction.
- (ii) Caravans, trailers etc.
- (iii) Vehicles and other methods of transport (not derelict unless associated with business e.g. scrap metal)
- (iv) Outdoor storage, plant and machinery
- (v) Agricultural and forestry premises and property
- (vi) Other outdoor structures including postboxes, tunnels, bridges etc

Secondary fire locations / properties are those that fall in the following categories:

- 1 *Single derelict building* Includes single building under demolition.
- 2 *Grassland etc* Includes grassland, heathland, peatland, scrub, hedge, open land, railway embankment/cutting, road verge, single tree, straw/stubble incidents other than where 'intentional' (see below).
- 3 *Intentional straw/stubble burning* Includes solely incidents where there was a deliberate act by the agricultural community to burn straw or stubble.  
Excludes any other deliberate ignition of straw/stubble which should be recorded in 'grassland'.
- 4 *Outdoor structure* - Road furniture, lamp standard, traffic sign, traffic light, control box, telegraph pole, pylon (but not electricity pylons – these are a Primary location), transformer on pole, hoarding, fence, stand-alone sign (including estate agents'), outdoor cable - on, above or below ground, park furniture, playground furniture, railway furniture, private outdoor furniture including barbecue, tree house, play house, hutch, kennel, coal bunker, road surface, drain, scaffolding, wall, gate, yard door, cattle grid, single gas cylinder, derelict property/structure other than building or vehicle (including caravan), vagrant accommodation eg tarpaulin, cardboard shelter, other simple outdoor structures.
- 5 *Refuse, refuse container* Includes loose rubbish, dust bin, 'wheelie bin', skip, bonfire/refuse burning out of control, fires at Primary locations involving solely incendiary devices or inflammable liquids. (See note below.)
- 6 *Derelict vehicle* Includes derelict cars, lorries, buses, trains, boats, aircraft etc

## Example Scenarios

1. Where a fire in a Secondary property spreads to a Primary property then the Type of Property (ToP) selected should be the FIRST Primary location the fire spread to, regardless of motive. (E.g. rubbish fire spreads to three dwellings - the ToP is the first dwelling affected. All details of the secondary location and the other two dwellings other than how far away they were from the first will be lost.
2. Adjacent properties affected (Q8.21 & Q8.23) include only those that have been affected by fire spread **from** the Property selected as ToP.
3. Where the spread is from one Primary location to another Primary location, then the ToP should be the first Primary location ignited. All the details of the second primary location affected by the spread will be lost, other than how far away it was from the first.
4. Where a Primary property is situated within another Primary property (e.g. car in an integral garage) then the house would become ToP as the car becomes the 'contents' of the house. This is the case whether the car was the only property affected or whether the fire spread to the garage/dwelling.
5. Where locations are ignited separately, deliberately, then the ToP is the most damaged property. On FDR1 this scenario used to warrant separate FDR1 forms for each property involved, but for the purposes of the IRS DCLG has advised FRSs to choose one of the properties. We have suggested that the User selects the property with the most damage and submit only one report. FRSs are happy with this, as usually they are only mobilised to one incident and therefore only one IRS report will be pre-populated.
6. Where persons outdoors are affected, then the ToP should reflect their location (e.g. pavement, road, etc).
7. For Special Service incident types - For normal flooding incidents where multiple properties are affected then each property affected should be recorded individually on the IRS or, if appropriate, the User should follow Spate Conditions guidance (see Special Cases section of IRS guidance).
8. Where the property is used for different purposes, select where the fire started (origin), or what it was being used as at the time of the incident as the type of property.

## Six examples of how to categorise focus Type of Property

**IMPORTANT NOTE:** The IRS 'Full Property Type List' in this guidance (both online and in the manual) has been updated to show a P (for Primary location) or an S (for Secondary location) against each property type. For spreads, you can then use this detail to determine the first primary location involved. we suggest printing the list out so you have it to hand when completing the reports.

1) Secondary fire spreading to a Primary location e.g. –

In this case you will need to select the first Primary location affected by the fire spread.

**Rubbish fire (s) >> skip (s) >> fence (s) >> caravan (p)**

ToP is CARAVAN (as this is the first Primary location ignited)

2) Primary fire spreading to another Primary location e.g. –

In this case the first Primary location is the one which should be selected as the type of property

**Car (p) >> House (p)**

ToP is the CAR

**House (p) >> House (p)**

ToP is the FIRST HOUSE involved

**Car (p) >> Shopping Centre (p)**

ToP is the CAR

3) Where a Primary property is located within another Primary property e.g. –

**Car (p) inside a garage (p)**

ToP is the GARAGE (as the car becomes the 'contents' of the garage)

**Car (p) inside a garage attached to a house (p)**

ToP is the HOUSE (as the garage is considered to be part of the main house and the car is the 'contents')

**Car (p) inside a carpark (p) underneath a block of flats (p)**

ToP is the FLATS (as the garage is considered to be part of the flats and the car is the 'contents' of the garage)

4) Where different locations are ignited **separately**

**Car (p) >> car (p) >> car (p) >> car (p)**

Where possible, separate incidents for each property should be recorded on the IRS. If this is not possible, then you may select the property with the most damage as the focus ToP

5) Where persons out doors are affected, then the ToP should reflect their location.

**Person collapsed >> in road**

The ToP is the Road

6) Where the property is used for different purposes, select where the fire started (origin), or what it was being used as at the time of the incident as the type of property.

## Full lists of Field values

This section contains the full menu lists that you will be asked to select from for certain IRS questions.

They are to assist you in selecting the correct information from the lists as they show the detailed options for every category for that particular question.

We have added these to this separate section to avoid crowding the main guidance document and potentially overwhelming the user.

Please ensure that the full list is considered before making your selection. This is very important to ensure the best quality data is collected.

## Full List of Mobilise Incident Types (Q2.3)

The incident types are split into 8 generic groups, which are:

**A Alarms**

**E Explosion**

**F Fire**

\* Please note the option FIRE: FIRE has a specific definition and should only be selected where the nature of the fire cannot be specified by the caller or the fire is too far away, in the distance, or they are unsure of the location.

**HM Hazardous Material**

**R Rescues**

**UA Unlawful Act**

**HA Humanitarian or Assistance**

**CD Civil Disturbance / Unlawful Act**

The full list of mobilise incident types is given in the table below.

Generic	Incident Types	Guidance  Note: These examples are not an exhaustive list, they are for guidance only.	Includes
A	AFA	Incidents involving automatic fire detection systems	Fire Alarms,
A	GAS ALARMS	Any incident where the C&C is called to a fixed installation gas alarm. Domestic, commercial, industrial	Carbon Monoxide, Methane, Ammonia, chlorine,
A	SMOKE ALARM	Any report of a domestic smoke alarm operating. From a Member of the public or a monitoring station	Domestic smoke alarm
E	EXPLOSION	Report of an explosion at a domestic or industrial premises. Not including deliberate bomb attacks	Explosion domestic, Explosion industry,
E	EXPLOSION BOMB	Is required for those instances where a caller believes a bomb has exploded	
E	VEHICLE LPG FUELLED	Fires in vehicles fuelled by Liquid Petroleum Gas.	Bus LPG, Car LPG, Van LPG etc.
F	ABANDONED CALL	Any occasion where a call is made to a C&C centre where the call terminates prematurely and the information is incomplete	<b>Please ignore this option for IRS recording purposes as incidents NOT attended are not recordable on the IRS.</b>
F	AIRCRAFT LARGE	Large fixed wing commercial or private aircraft excluding military	Aircraft fire large,
F	AIRCRAFT LIGHT	Fixed wing recreational/crop spraying/small private aircraft.	Aircraft fire small, helicopter fire, balloon

Generic	Incident Types	Guidance  Note: These examples are not an exhaustive list, they are for guidance only.	Includes
		Including - microlite and helicopters	
F	AIRCRAFT MILITARY	Incidents involving military aircraft. In flight or grounded	
F	BARN	Incidents involving agricultural storage premises <b>other than silos</b> . May contain livestock/straw/hay/agrochemicals and farm machinery	
F	SILO/GRAIN DRYER	Any permanent or semi-permanent built agricultural silo containing bulk materials	
F	BOAT	Fires involving recreational water borne craft. Barges, yachts, fishing boats	Barge. Boat, Rowing boat, yacht
F	BUILDING	Any permanent or semi-permanent built structure and attached/adjoining outbuildings	Includes 'water on electrics in a domestic property' (because 'Fire – electrical installations category states 'non-domestic')
F	BUILDING THATCHED	Fire involving any building with a thatched roof	
F	CARAVAN / CAMPING	Includes static caravans / tents, non permanent accommodation structures	E.g. where on a campsite or at a music festival where other structures/tents may become involved
F	CHIMNEY	Domestic property chimney fires. Not commercial/industrial or thatched properties	
F	CHIMNEY THATCH	Chimney fire in any property with a thatched roof	
F	CYLINDER ACETYLENE	Any incident specifically involving acetylene cylinder/s. Fire, Leak, Damaged	
F	CYLINDER OTHER	Fires/leakages of gas cylinders.	
F	DERELICT PROPERTY	Any property that is unfit for further use, awaiting demolition, or under demolition.	
F	ELECTRICAL INSTALLATIONS	Fires involving non-domestic electrical installations and associated equipment	Cable, Cable arcing, electric box, High Voltage Cable, junction box, overhead power lines, pylons, water affecting electrics, transformer, sub stations
F	FIRE	Report of fire, where the nature of the fire cannot be specified by the caller. Too far away, unsure of location, in the distance	Unknown, unknown fire. Includes unidentified smell of burning.
F	FIRE IN THE OPEN - LARGE	A fire in the open that covers a large area or involves large quantities of combustible materials. Scrapyards, large open areas, standing crops, woodland	Hay stack, bales of hay / straw, standing crop, corn field, forest fire, heath, moor, moorland, moors, peatland, plantation, wood, woods



Generic	Incident Types	Guidance  Note: These examples are not an exhaustive list, they are for guidance only.	Includes
F	FIRE IN THE OPEN - SMALL	A fire in the open that covers a small area or involves small quantities of combustible materials. Rubbish/bins, single tree, bushes, grass	Bush, tree, hedge, fence, allotment, back yard, grass, garden fire, gorse, bonfire, common, copse, embankment, field, grass, jetty, manure, pallets, paper bank, park, park/playground equip, playground, recycling bank, recycling container, refuse, rubbish, rubbish bin, rubbish skip, shrubs, straw, stubble, waste, wasteland, wheelie bin, tent (where e.g. a tent in a field), tip, undergrowth
F	FIRE NOW OUT	Any incident where a reported fire is now believed to be out.	<b>Please ignore this option for IRS recording purposes as incidents NOT attended are not recordable on the IRS.</b>
F	LATE FIRE CALL	Incidents which involve a call to the FRS where it is stated by the caller that the fire is extinguished.	
F	PERSONS	Incidents involving a person or persons believed to be physically at risk from fire i.e. trapped by or in physical contact with the fire. Such incidents may involve persons trapped within a building, vehicle enclosure etc.	Persons reported
F	PERSONS ON FIRE	Incidents involving an individual or individuals physically involved in fire including any part of the body and/or clothing worn by the victim/s.	
F	POST BOX	Fires involving the contents and or structure of freestanding post boxes, <b>excluding</b> those attached to or incorporated within a building.	Post box
F	RAILWAY EMBANKMENT	Any fire in the open (large or small) occurring on property owned by the railways. Including lineside fires, embankments, sidings, verges and track	
F	RAILWAY TRAIN GOODS	A railway incident involving fire in a goods/ mixed goods/tanker rolling stock	Goods train fire, wagon, train, tanker, locomotive
F	RAILWAY TRAIN PASSENGER	A railway incident involving a fire in a passenger train	Passenger train fire
F	ROAD FURNITURE	Fires involving all types of roadside furniture.	Lamp post, street lamp, telegraph pole, telephone kiosk, bollards, traffic lights, speed camera, road sign etc.
F	SHIP	Any fire on a seagoing vessel, in any compartment or part of the ship including any cargo	Fire at sea, in harbour, ship canal, berthed
F	SMOKE IN THE OPEN	Report of smoke of from a source that is not immediately identifiable	Pall of smoke, smoke in area, smoke in distance

Generic	Incident Types	Guidance  Note: These examples are not an exhaustive list, they are for guidance only.	Includes
F	VEHICLE LARGE	Any large road vehicle involved in fire	Bus, Lorry, coach, combine harvester, HGV, road tanker non hazardous, tractor, tram, other agricultural vehicles
F	VEHICLE SMALL	Fire involving any small vehicle. Car, small van, motorcycle, light plant vehicle	Car, van, cycle, derelict car, light road vehicle, moped, motorbike, motorcycle
F	BELOW GROUND FIRE	A subterranean fire not readily accessible from ground level. Cable ductings, mines, underground transport systems.	
HA	ADVICE GIVEN	Any incident where no FRS attendance is required. But appropriate advice is given to the caller. Burst pipe, other services	<b>Please ignore this option for IRS recording purposes as incidents NOT attended are not recordable on the IRS.</b>
HA	AIRCRAFT LANDING	Standing by at non emergency landing situation.	Patients by air, Helicopter landing
HA	ASSIST OTHER AGENCY	Requests to assist other agencies with non-emergency events. Lifting heavy casualties, swilling away, body recovery	Environment agency, RSPCA, Police, Ambulance etc., body recovery, obese person requires assistance, disabled person requires assistance, person collapsed, person electrocuted, supply water
HA	BOAT STABILITY	Incidents where boats require assistance in danger of sinking	Barge, boat sinking
HA	CO RESPONDER	The mobilisation of trained fire crews to provide emergency medical assistance to members of the public	
HA	DANGEROUS STRUCTURE	Incident involving any structure which presents a hazard due to its unsafe condition. Collapse, falling debris, damage to property	Aerial in dangerous condition, chimney in danger of collapse, gable end in danger of collapse, hoardings, kite on overhead power line, tiles/slates falling from roof, storm, storm damage, tree in dangerous condition
HA	FIRE SAFETY ISSUE	The provision of immediate advice or referral of the issue to a specialist fire safety officer or department. Including Fire Safety complaints	<b>Please ignore this option for IRS recording purposes as incidents NOT attended are not recordable on the IRS.</b>
HA	FLOODING	Incidents involving all types of flooding including: All building types, flash flooding, flooding in open ground, farm land, highways, vehicles etc. Includes making electrics safe in flooding environment.	Flood, flooding weather related, burst water main
HA	INFORM OTHER AGENCY	Forwarding information received at the C&C to appropriate external agencies	<b>Please ignore this option for IRS recording purposes as incidents NOT attended are not recordable on the IRS.</b>
HA	PERSONS COLLAPSED	Incidents involving a person or persons who have become incapacitated and are unable to walk	

Generic	Incident Types	Guidance  Note: These examples are not an exhaustive list, they are for guidance only.	Includes
		or move unaided including persons that are either conscious or unconscious.	
HA	<b>PERSONS LOCKED OUT</b>	Incidents involving persons who are unable to gain unassisted entry into a room, building, vehicle or other such enclosure where urgent entry is essential to ensure the health, safety and welfare of themselves and/or others.	Lock out
HA	<b>RTC</b>	Incidents involving road traffic collisions' where no persons are involved. FRS attends for safety purposes only	RTC make vehicles safe, RTC no persons, includes pedal bike incidents
HA	<b>SUPPLY WATER</b>	Requests to assist with the supply of bulk water	Filling swimming pools, tank filling, provision of water for livestock.
HA	<b>SWILL AWAY</b>	Any request from recognised authorities to assist with the removal by washing away low or non-hazardous substances from a public place	Fuel spillage, wash down, wash away, wash down of blood
HM	<b>GAS INVOLVED</b>	Incidents involving all types of gas leak from mains or fixed installations <b>excluding cylinder</b> supplies. Such incidents would include domestic and commercial Gas, Carbon Monoxide, Ammonia, Methane etc.	Gas leak
HM	<b>HAZ MAT MINOR</b>	Incidents involving low hazard substances with little or no potential to escalate and with only the potential to cause minimal risk to life or property e.g. leaks from domestic fridges, unknown substances in garden sheds etc.	Low hazard spillage, low risk substance, refrigerant leak domestic
HM	<b>OIL POLLUTION</b>	Incidents involving the spillage, leakage or contamination of oil products including mineral and synthetic oils. Such incidents may involve the requirement for decontamination, containment or absorption.	
HM	<b>PIPELINE</b>	Incidents involving above ground or subterranean pipelines including fractures, leaks, explosions.	Ethylene pipeline, kerosene pipeline, gas pipeline, hexaflow, petroleum
HM	<b>RADIATION INVOLVED</b>	Any incident involving the accidental or deliberate release of a radioactive source or substance includes Incidents involving Irradiated Nuclear Fuel i.e. Plutonium or high level Radioactive Waste (not CCBRN)	Nuclear
HM	<b>UNIDENTIFIED SMELL</b>	Any report of an unidentified smell causing concern or having an adverse effect on people in an area	Unusual/unidentified smell, noxious (curry) odours

Generic		Incident Types	Guidance  Note: These examples are not an exhaustive list, they are for guidance only.	Includes
HM	VEHICLE LEAKING FUEL	Any report of a fuel spillage originating from a vehicle, <b>not RTC.</b>	Car leaking petrol, Car leaking diesel	
HM	HAZ MAT MAJOR	Incidents involving confirmed high hazard substances which have the potential to escalate and/or cause significant risk to life or property. Such substances may include chemical, Biological, Radiological or Nuclear. <b>Not</b> including CCBRN.	Asbestos, Bio Hazard, chemical incident, dangerous substance, Haz Sub Tanker, High Risk Substance, Large spillage Diesel/Petrol, Large spillage on garage forecourt, Leaking cylinder, oil pollution, oil spillage, oil tanks on fire, unidentified containers, road tanker (hazardous),	
HM	SPILLS	Spills		
HM	LEAKS	Leaks		
HM	HAZ SUB SHORELINE	Incidents involving hazardous substances e.g. containers, drums, spillages etc washed up on the shoreline	Containers, drums, spillages etc washed up on the shoreline.	
HM	(H10) HAZARD ZONES	When an area requires restricted access due to some form of currently identified hazard.		
HM	SUSPICIOUS POWDER	Incidents involving suspicious or unknown powder.		
R	AIRCRAFT ACCIDENT LARGE	Large fixed wing commercial or private aircraft including military	Aircraft rescue large, Aircraft passenger	
R	AIRCRAFT ACCIDENT LIGHT	Fixed wing recreational/crop spraying/small private aircraft. Including - microlights and helicopters	Air Accident Crop, Aircraft Accident light, Hazmat involved, Glider crashed, Helicopter crash, Hot Air Balloon, Microlite	
R	AIRCRAFT IN DISTRESS	Calls originating from airport authorities, indicating aircraft reporting in flight problems	Impending crash	
R	ANIMAL RESCUE LARGE	Animals suffering physical entrapment, beyond the lifting capabilities of one person or requiring specialist equipment	Animal trapped, Cow trapped, Horse in ditch, Horse trapped, Horse/Cow, Large animal trapped	
R	ANIMAL RESCUE SMALL	Animals suffering physical entrapment, within the lifting capabilities of one person or requiring specialist equipment	Animal rescue, Animal rescue small, Bird stuck up a tree, Cat stuck up a tree, Dog trapped, Swan rescue	
R	BOAT RESCUE	Assisting people in distress on boats. Evacuation	Barge	
R	BUILDING COLLAPSE	Collapse of any permanent or semi permanent built structure and attached/adjoining outbuildings	Collapsed building	
R	EVACUATION OF PERSONS	Incident involving assisting with the evacuation of people from a place of imminent danger to a place of safety.	Evacuation of homes,	
R	LIFT PERSONS SHUT IN	Incidents involving persons stuck within the confines of a lift car due to mechanical failure or physical restriction i.e. persons are unable to make their own way out unassisted.	Person stuck in lift	

Generic	Incident Types	Guidance  Note: These examples are not an exhaustive list, they are for guidance only.	Includes
R	<b>PERSONS LOCKED IN</b>	Incidents involving persons secured within the confines of a room, building, vehicle or other such enclosure and are unable to make their own way out unassisted and where urgent exit is essential to ensure the health, safety and welfare of themselves and/or others	Lock in
R	<b>PERSONS TRAPPED</b>	Incidents involving a person or persons physically trapped by objects, structures, machinery or their physical location, such as a cliff face etc, and are unable to release themselves to a place of safety without urgent assistance.	Child fallen or stuck, Lift rescue machinery, lift trapped, Person chained, Person impaled
R	<b>RAILWAY ACCIDENT</b>	The rescue and evacuation assistance of people involved in rail accidents, breakdowns, collisions, derailments, suicides.	Metro detrainment above, Metro detrainment below, train crash, train crash/derailed above, train derailment
R	<b>RESCUE FROM CONFINED SPACE</b>	Assisting at or facilitating rescue of persons from confined spaces and or underground	cave, mine, sewer, silo, grain dryer, underground, trench/pit, pothole rescue
R	<b>RESCUE FROM ENTRAPMENT</b>	The release of persons from which they are physically trapped and unable to free themselves.	Ball and chain, lift rescue machinery, lift trapped, person chained, person impaled, person trapped, person trapped in machinery, removal of object, removal of jewellery, removal of ring from finger, scaffolding collapse
R	<b>RESCUE FROM ENTRAPMENT (NON-EMERGENCY)</b>	The release of persons from which they are physically trapped and unable to free themselves, but there is not an immediate threat to human life.	Ball and chain, person chained, removal of object, removal of jewellery, removal of ring stuck on finger, person stuck/trapped in bath.
R	<b>RESCUE FROM HEIGHT</b>	The release of persons physically trapped and/or unable to free themselves at height. Includes any person at any location in an elevated position	Cliff rescue, cliff climbing incident, crane, highrise rescue, line rescue, walkway rescue, person precarious location, person stuck/trapped in cliff or crag, person stuck/trapped mast/tower, person stuck/trapped scaffolding/steelwork, person trapped in crane, quarry, roof rescue
R	<b>RESCUE FROM MUD</b>	Release of persons physically trapped and unable to free themselves from mud, earth, quicksand, slurry	Quicksand - Sand rescue
R	<b>RESCUE FROM WATER</b>	The rescue of persons from or adjacent to water, both static and flowing or ice.	Rescue from ice, lakes, running water, the sea, canals, reservoirs, piers
R	<b>RTC PERSONS TRAPPED (LARGE VEHICLES)</b>	Incidents involving the rescue of persons from road traffic collisions where large or heavy goods vehicles are involved.	RTC Bus, RTC Coach, RTC Coach Crash, RTC HGV incident, RTC Lorry persons trapped, Tram

Generic	Incident Types	Guidance  Note: These examples are not an exhaustive list, they are for guidance only.	Includes
R	RTC PERSONS TRAPPED (SMALL VEHICLES)	Incidents involving the rescue of persons from road traffic collisions <b>not</b> involving large or heavy goods vehicles	
R	SHIP SINKING	Any assistance or professional advice that can be given to vessels in distress.	At sea, in harbour, ship canal, berthed.
R	SUICIDE ATTEMPT	Standing by and assisting other agencies as required at suicide threat incidents.	Person threatening to jump from height. Persons threatening to burn themselves or other self harm
UA	BOMB CONFIRMED	Incidents where the threat of an explosive device has been confirmed	
UA	BOMB SUSPECTED	Responding as requested to incidents where there is a credible threat of terrorist explosive devices	Bomb threat
UA	CIVIL DISTURBANCE	Incidents where there is large scale civil unrest.	Civil disorder, disturbance likely to escalate
A	INTRUDER ALARM AT FRS PROPERTY	Activation of these alarms will be indicated through the C&C Systems. C&C will mobilise staff to investigate.	
A	FIRE ALARM AT FRS PROPERTY	Activation of these alarms will be indicated through the C&C Systems. C&C will mobilise staff to investigate.	
R	UKFRSSART	Incident in which the UK FRS Search and Rescue Team is requested to be sent abroad	<b>Please ignore this option for IRS recording purposes as incidents NOT attended are not recordable on the IRS.</b>
CD	CALL CHALLENGED PP - PUBLIC PAY PHONE	Any occasion where a report of an incident is received by C&C which is believed to have been made with malicious intent or with intent to cause a nuisance and where it is considered that no legitimate incident exists. From a public Pay phone.	<b>For IRS use this category only if the FRS challenged the call but still made an attendance at the supposed scene</b>
CD	CALL CHALLENGED MP - MOBILE PHONE	Any occasion where a report of an incident is received by C&C which is believed to have been made with malicious intent or with intent to cause a nuisance and where it is considered that no legitimate incident exists. From a mobile.	<b>For IRS use this category only if the FRS challenged the call but still made an attendance at the supposed scene</b>
CD	CALL CHALLENGED PS - PUBLIC SUBSCRIBER LINE	Any occasion where a report of an incident is received by C&C which is believed to have been made with malicious intent or with intent to cause a nuisance and where it is considered that no legitimate incident exists.	<b>For IRS use this category only if the FRS challenged the call but still made an attendance at the supposed scene</b>

Generic		Incident Types	Guidance	Includes
			<b>Note: These examples are not an exhaustive list, they are for guidance only.</b>	
NK	NOT KNOWN		A command and control system can't identify a code as it only possesses a description	

## Full List of Property Types (Q3.2)

The property types are split into the following 9 categories:

Category	Includes
<b>Dwelling</b>	<i>residential homes and HMOs</i>  <i>*(The application (or otherwise) of a Fire Service Order to an area within a block of flats does not alter the reporting basis for the IRS purposes. The options in the Question 3.2 drop-down menu for flats etc. are for the entire block not just elements within them. Fires in common areas of a block of flats should therefore continue to be recorded as the appropriate "Building - Dwelling" sub-category).</i>
<b>Other Residential (institutional)</b>	<i>hostels, B&amp;Bs, nursing homes, student halls of residence etc.</i>
<b>Non Residential Buildings</b>	<i>offices, shops, factories, warehouses, restaurants, cinemas, public buildings, religious buildings, agricultural buildings, railway stations, sheds etc.</i>
<b>Road Vehicle</b>	
<b>Rail Vehicle</b>	
<b>Aircraft</b>	
<b>Boat</b>	
<b>Outdoor</b>	<i>fields, grassland, woodland</i>
<b>Outdoor Structures</b>	<i>fences, post boxes, phone boxes, refuse containers</i>

Type of Property / Location at time of call, and on arrival (level 1)	SUB TYPE (level 2)	CATEGORY (level 3)	Primary/Secondary Location?	(level 4) + GUIDANCE
Building	Dwelling	House - single occupancy	P	
Building	Dwelling	Bungalow - single occupancy	P	



Building	Dwelling	Purpose Built Flat/Maisonette - multiple occupancy	P	Up to 3 storeys
Building	Dwelling	Purpose Built Flat/Maisonette - multiple occupancy	P	4 to 9 storeys
Building	Dwelling	Purpose Built Flat/Maisonette - multiple occupancy	P	10 or more storeys
Building	Dwelling	Converted Flat/Maisonette - multiple occupancy	P	Up to 2 storeys
Building	Dwelling	Converted Flat/Maisonette - multiple occupancy	P	3 or more storeys
Building	Dwelling	Licenced HMO	P	Up to 2 storeys
Building	Dwelling	Licenced HMO	P	3 or more storeys
Building	Dwelling	Unlicenced HMO	P	Up to 2 storeys
Building	Dwelling	Unlicenced HMO	P	3 or more storeys
Building	Dwelling	Unknown if licenced HMO	P	Up to 2 storeys
Building	Dwelling	Unknown if licensed HMO	P	3 or more storeys
Building	Dwelling	Self-contained Sheltered Housing	P	<p>Includes <i>Supported Living</i> properties and <i>Warden Controlled</i></p> <p><i>Sheltered accommodation is a property which has individual units (flats, bungalows, houses etc.) which are designed to meet the resident's particular needs. The people living in the accommodation will typically be similar in terms of age, disability or religion etc. Residents may require occasional support and assistance but do not require full residential care. Sheltered accommodation may include a range of support services, such as an emergency alarm system, communal facilities or a resident warden.</i></p>
Building	Dwelling	Caravan/mobile home (permanent dwelling)	P	
Building	Dwelling	Houseboat (permanent dwelling)	P	<i>Incl. Narrowboat</i>
Building	Dwelling	Tenement Building	P	<i>Scotland only – Built in mid 1800s, created by dividing up floors and rooms of large houses. Usually a multi-occupied building over two floors with a common staircase, usually with two flats per floor.</i>
Building	Dwelling	Castle	P	<i>Not open to the public</i>
Building	Dwelling	Royal Palace		<i>Not open to the public</i>
Building	Dwelling	Stately Home		<i>Not open to the public</i>
Building	Dwelling	Other Dwelling	P	<i>Incl. converted bus, railway carriage (not open</i>

				to the public)
Building	Other Residential	Hotel/motel	P	<i>Establishment providing short-stay accommodation for recreational purposes</i>
Building	Other Residential	Boarding House/B&B for homeless/asylum seekers	P	
Building	Other Residential	Boarding House/B&B other	P	<i>Establishment providing short-stay accommodation for recreational purposes</i>
Building	Other Residential	Youth hostel	P	<i>Establishment providing short-stay accommodation for recreational purposes</i>
Building	Other Residential	Towing caravan on site (not on tow) or fixed caravan on site	P	<i>Includes holiday caravan or Campervan/Motor home, but not permanent dwelling. Includes Self-propelled caravan/motorhome, holiday caravan not on tow</i>
Building	Other Residential	Other holiday residence (cottage, flat, chalet)	P	<i>Establishment providing short-stay accommodation for recreational purposes</i>
Building	Other Residential	Hostel (e.g. for homeless people)	P	<i>Hostels run by charitable organisations or local authorities for welfare purposes, church hostels, probation/parole/bail hostel. Incl. YMCA/YWCA</i>
Building	Other Residential	Sheltered Housing – not self-contained	P	<i>This category should be very rarely used as most properties can be categorised elsewhere.</i>
Building	Other Residential	Residential Home - Children's	P	<i>Children's home, orphanages, community homes, homes for handicapped or disabled children, Local Authority Secure Unit (for children)</i>
Building	Other Residential	Residential Home - Nursing/Care	P	
Building	Other Residential	Residential Home – Retirement/Elderly	P	<i>Old person's rest home. Does not include where primary purpose is medical care.</i>
Building	Other Residential	Student Hall of Residence	P	<i>Regardless of ownership – i.e. University owned or accommodation purpose built for students and managed by an external company</i>
Building	Other Residential	Boarding School accommodation	P	
Building	Other Residential	Nurses'/Doctors' accommodation	P	
Building	Other Residential	Military/barracks	P	

Building	Other Residential	Monastery/convent	P	
Building	Other Residential	Other Residential Home	P	
Building	Non Residential	Offices and call centres	P	Purpose built office
Building	Non Residential	Offices and call centres	P	Temporary office (e.g. portacabin) <i>Inc. temporary office building e.g. caravan, portable building.</i>
Building	Non Residential	Offices and call centres	P	Converted office
Building	Non Residential	Offices and call centres	P	Call Centre
Building	Non Residential	Offices and call centres	P	TV/film/music/art studio
Building	Non Residential	Offices and call centres	P	Other
Building	Non Residential	Retail	P	Single shop
Building	Non Residential	Retail	P	Post office (purpose built)
Building	Non Residential	Retail	P	Post office (within other shop/premises)
Building	Non Residential	Retail	P	Shopping Centre
Building	Non Residential	Retail	P	DIY Warehouse
Building	Non Residential	Retail	P	Electrical warehouse
Building	Non Residential	Retail	P	Furniture warehouse
Building	Non Residential	Retail	P	Other retail warehouse
Building	Non Residential	Retail	P	Large supermarket
Building	Non Residential	Retail	P	Department Store
Building	Non Residential	Retail	P	Launderette
Building	Non Residential	Retail	P	Hairdresser
Building	Non Residential	Retail	P	Indoor Market
Building	Non Residential	Retail	P	Vehicle sales
Building	Non Residential	Retail	P	Petrol station
Building	Non Residential	Retail	P	Bank/Building Society
Building	Non Residential	Retail	P	Travel Agent
Building	Non Residential	Retail	P	Estate Agent
Building	Non Residential	Retail	P	Bakery

Building	Non Residential	Retail	P	Other retail <i>Incl. show house</i>
Building	Non Residential	Laboratory/research Establishment	P	
Building	Non Residential	Industrial Processing	P	Animal products
Building	Non Residential	Industrial Processing	P	Chemicals
Building	Non Residential	Industrial Processing	P	Oil refinery <i>Incl. oil rigs, in transit or under construction</i>
Building	Non Residential	Industrial Processing	P	Recycling
Building	Non Residential	Industrial Processing	P	Distillery plant (including alcohol)
Building	Non Residential	Industrial Processing	P	Other
Building	Non Residential	Industrial Manufacturing	P	Factory
Building	Non Residential	Industrial Manufacturing	P	Mill
Building	Non Residential	Industrial Manufacturing	P	Engineering
Building	Non Residential	Industrial Manufacturing	P	Assembly
Building	Non Residential	Industrial Manufacturing	P	Printing
Building	Non Residential	Industrial Manufacturing	P	Food and drink
Building	Non Residential	Industrial Manufacturing	P	Other
Building	Non Residential	Public Utilities	P	Gas works
Building	Non Residential	Public Utilities	P	Sewage works <i>Incl. sewer and drains</i>
Building	Non Residential	Public Utilities	P	Electricity power station
Building	Non Residential	Public Utilities	P	Water works
Building	Non Residential	Public Utilities	P	Telephone exchange
Building	Non Residential	Public Utilities	P	Other <i>Incl. electrical sub station</i>
Building	Non Residential	Vehicle Repair	P	
Building	Non Residential	Warehouses and bulk storage	P	Warehouse
Building	Non Residential	Warehouses and bulk storage	P	Oil

Building	Non Residential	Warehouses and bulk storage	P	Gas
Building	Non Residential	Warehouses and bulk storage	P	Waste
Building	Non Residential	Warehouses and bulk storage	P	Hazardous materials
Building	Non Residential	Warehouses and bulk storage	P	Other
Building	Non Residential	Animal boarding/breeding/kennels (not farm) /Animal shelter	P	Cats <i>Incl. RSPCA</i>
Building	Non Residential	Animal boarding/breeding/kennels (not farm) /Animal shelter	P	Dogs <i>Incl. RSPCA</i>
Building	Non Residential	Animal boarding/breeding/kennels (not farm) /Animal shelter	P	Other <i>Not stables Incl. RSPCA</i>
Building	Non Residential	Car Parks	P	Underground
Building	Non Residential	Car Parks	P	Multi-Storey
Building	Non Residential	Car Parks	P	Other
Building	Non Residential	Education	P	Pre School/nursery  <i>Incl. day nurseries, playschools</i>
Building	Non Residential	Education	P	Infant/primary school
Building	Non Residential	Education	P	Secondary school
Building	Non Residential	Education	P	College/University  <i>Incl. polytechnics, students' union, art school, agricultural/veterinary training</i>
Building	Non Residential	Education	P	Other  <i>Incl. Adult education establishments, police training centre, occupational training centre.</i>
Building	Non Residential	Food and Drink	P	Pub/wine bar/bar
Building	Non Residential	Food and Drink	P	Takeaway, fast food
Building	Non Residential	Food and Drink	P	Other Restaurant/café (licensed for sale of alcohol)
Building	Non Residential	Food and Drink	P	Other Restaurant/café (NOT licensed)
Building	Non Residential	Food and Drink	P	Other Restaurant/café (Not known if licensed)
Building	Non Residential	Entertainment and culture	P	Cinema

Building	Non Residential	Entertainment and culture	P	Theatre
Building	Non Residential	Entertainment and culture	P	Club/night club
Building	Non Residential	Entertainment and culture	P	Sport and Social club <i>Incl. working men's, village, British Legion, RAF, Orange Order, Masons, Political clubs</i>
Building	Non Residential	Entertainment and culture	P	Theme Park
Building	Non Residential	Entertainment and culture	P	Bingo Hall
Building	Non Residential	Entertainment and culture	P	Casino
Building	Non Residential	Entertainment and culture	P	Concert Hall
Building	Non Residential	Entertainment and culture	P	Zoo <i>Incl. wildlife park</i>
Building	Non Residential	Entertainment and culture	P	Library
Building	Non Residential	Entertainment and culture	P	Museum <i>Incl. castle when NOT a dwelling</i>
Building	Non Residential	Entertainment and culture	P	Art Gallery
Building	Non Residential	Entertainment and culture	P	Exhibition Centre
Building	Non Residential	Entertainment and culture	P	Community centre/Village or Parish Hall
Building	Non Residential	Entertainment and culture	P	Conference Centre
Building	Non Residential	Entertainment and culture	P	Health Centre (not medical)
Building	Non Residential	Entertainment and culture	P	Health Spa/Farm
Building	Non Residential	Entertainment and culture	P	Other entertainment venue <i>Incl. dance halls and amusement arcades, army and sea cadets, Scout clubs, youth clubs etc.</i>
Building	Non Residential	Entertainment and culture	P	Other cultural venue
Building	Non Residential	Hospitals and medical care	P	Hospital
Building	Non Residential	Hospitals and medical care	P	Medical health centre
Building	Non Residential	Hospitals and medical care	P	Doctors Surgery
Building	Non	Hospitals and medical care	P	Veterinary Surgery

	Residential			
Building	Non Residential	Hospitals and medical care	P	Dentist
Building	Non Residential	Hospitals and medical care	P	Day care centre (drop in centre)
Building	Non Residential	Hospitals and medical care	P	Other (including surgery)
Building	Non Residential	Sporting venues	P	Football stadium (indoor / building only). For other outdoor locations, use 'Other outdoor location'
Building	Non Residential	Sporting venues	P	Rugby Stadium (indoor / building only). For other outdoor locations, use 'Other outdoor location'
Building	Non Residential	Sporting venues	P	Athletics Stadium (indoor / building only). For other outdoor locations, use 'Other outdoor location'
Building	Non Residential	Sporting venues	P	Cricket ground (indoor / building only). For other outdoor locations, use 'Other outdoor location'
Building	Non Residential	Sporting venues	P	Tennis Courts (indoor / building only). For other outdoor locations, use 'Other outdoor location'
Building	Non Residential	Sporting venues	P	Greyhound stadium (indoor / building only). For other outdoor locations, use 'Other outdoor location'
Building	Non Residential	Sporting venues	P	Racecourse (indoor / building only). For other outdoor locations, use 'Other outdoor location'
Building	Non Residential	Sporting venues	P	Motor racing circuit (indoor / building only). For other outdoor locations, use 'Other outdoor location'
Building	Non Residential	Sporting venues	P	Other outdoor sporting venue

				(indoor / building only). For other outdoor locations, use 'Other outdoor location'
Building	Non Residential	Sporting venues	P	Leisure Centre  (indoor / building only). For other outdoor locations, use 'Other outdoor location'
Building	Non Residential	Sporting venues	P	Gym  (indoor / building only). For other outdoor locations, use 'Other outdoor location'
Building	Non Residential	Sporting venues	P	Sports Hall  (indoor / building only). For other outdoor locations, use 'Other outdoor location'
Building	Non Residential	Sporting venues	P	Indoor stadium  (indoor / building only). For other outdoor locations, use 'Other outdoor location'
Building	Non Residential	Sporting venues	P	Swimming Pool  (indoor / building only). For other outdoor locations, use 'Other outdoor location'
Building	Non Residential	Sporting venues	P	Ice rink  (indoor / building only). For other outdoor locations, use 'Other outdoor location'
Building	Non Residential	Sporting venues	P	Golf Clubhouse
Building	Non Residential	Sporting venues	P	Other indoor sporting venue
Building	Non Residential	Sports pavilion/shower block/changing facility	P	
Building	Non Residential	Private garage	P	<i>Building for storage of private vehicle(s), not an integral part of another building e.g. dwelling</i>
Building	Non Residential	Private Garden Shed	P	
Building	Non Residential	Private Summer house	P	
Building	Non Residential	Private greenhouse	P	
Building	Non	Other private non-residential building	P	<i>Privately owned - Incl.</i>



	Residential			<i>allotment shed, outside toilet, beach hut, detached outhouse, animal shed, domestic stables, coal shed, refuse store.</i>
Building	Non Residential	Public admin, security and safety	P	Town Hall
Building	Non Residential	Public admin, security and safety	P	Law Courts
Building	Non Residential	Public admin, security and safety	P	Local Government Office
Building	Non Residential	Public admin, security and safety	P	Central Government Office
Building	Non Residential	Public admin, security and safety	P	MoD office within building
Building	Non Residential	Public admin, security and safety	P	Police station
Building	Non Residential	Public admin, security and safety	P	Fire station <i>Incl. where ambulances are co-located.</i>
Building	Non Residential	Public admin, security and safety	P	Ambulance station
Building	Non Residential	Public admin, security and safety	P	Prison
Building	Non Residential	Public admin, security and safety	P	Young offenders unit
Building	Non Residential	Public admin, security and safety	P	Other public buildings
Building	Non Residential	Religious	P	Cathedral
Building	Non Residential	Religious	P	Church/Chapel
Building	Non Residential	Religious	P	Mosque
Building	Non Residential	Religious	P	Temple
Building	Non Residential	Religious	P	Synagogue
Building	Non Residential	Religious	P	Other
Building	Non Residential	Permanent Agricultural	P	Barn
Building	Non Residential	Permanent Agricultural	P	Greenhouse (commercial) glass
Building	Non Residential	Permanent Agricultural	P	Greenhouse (commercial) polytunnel
Building	Non Residential	Permanent Agricultural	P	Intensive Farming Sheds (chickens, pigs etc)
Building	Non Residential	Permanent Agricultural	P	Milking Parlour
Building	Non Residential	Permanent Agricultural	P	Tractor Shed
Building	Non Residential	Permanent Agricultural	P	Other building
Building	Non Residential	Permanent Agricultural	P	Silo

Building	Non Residential	Transport buildings	P	Train station - platform (overground)
Building	Non Residential	Transport buildings	P	Train station - platform (underground)
Building	Non Residential	Transport buildings	P	Train station - concourse
Building	Non Residential	Transport buildings	P	Train station - elsewhere
Building	Non Residential	Transport buildings	P	Trains - engine shed
Building	Non Residential	Transport buildings	P	Trains - other
Building	Non Residential	Transport buildings	P	Airport - terminal
Building	Non Residential	Transport buildings	P	Airport - hangar
Building	Non Residential	Transport buildings	P	Airport - fuel storage
Building	Non Residential	Transport buildings	P	Airport - elsewhere
Building	Non Residential	Transport buildings	P	Docks
Building	Non Residential	Transport buildings	P	Ferry terminal
Building	Non Residential	Transport buildings	P	Bus/coach station/garage
Building	Non Residential	Transport buildings	P	Other transport building
Building	Non Residential	Mines and quarries – buildings above ground	P	<i>Buildings</i>
Building	Non Residential	Public toilets	P	<i>Incl. public shower blocks e.g. on campsites etc, public portable toilets</i>
Building	Non Residential	Other buildings/use not known	P	<p><i>Please specify the type of property OR 'not known' into the text box provided.</i></p> <p><i>Incl. miscellaneous public huts and sheds, public animal sheds, public stables, bus shelter, beach hut, clock tower, garages belonging to shops or companies (i.e. non-dwelling garages), ticket kiosk, private portable toilets.</i></p> <p><i>If building is derelict, please select another appropriate category indicating previous use of building. Only use this category for derelict building if absolutely necessary.</i></p>

Road Vehicle	Multiple Vehicles		P	<i>Multiple vehicles of any type</i>
Road Vehicle	Car		P	<i>Incl. 3 wheeled car, estate, off-road type, people carrier</i>
Road Vehicle	Van		P	<i>Incl. pick up</i>
Road Vehicle	Motor Home		P	<i>Motor home/camper van not on caravan site</i>
Road Vehicle	Agricultural		P	<i>Incl. combine harvester</i>
Road Vehicle	Motorcycle		P	<i>Incl. side-car combinations, moped, scooter</i>
Road Vehicle	Lorry/HGV		P	<i>(Not tanker) Incl. dustcart, car transporter, horse box</i>
Road Vehicle	Tanker		P	
Road Vehicle	Bus/coach		P	
Road Vehicle	Minibus		P	
Road Vehicle	Trailer – trailer unit (not attached to tractor)			
Road Vehicle	Caravan on tow		P	
Road Vehicle	Towing caravan elsewhere (not on tow)			<i>Includes caravan on driveway</i>
Road Vehicle	Caravan unspecified			
Road Vehicle	Bicycle			
Road Vehicle	Other		P	<i>Includes milk float, ice-cream van, demo unit, mobile shop/canteen/library, fire engine, ambulance, road sweeper, child's 4-wheel vehicle, 3-wheeled vehicle.</i>
Other transport vehicle	Trains	Passenger Train (above ground)	P	
Other transport vehicle	Trains	Freight Train	P	
Other transport vehicle	Trains	Tram	P	
Other transport	Trains	Underground train – London system	P	

vehicle				
Other transport vehicle	Trains	Underground train – Other system	P	
Other transport vehicle	Aircraft	Passenger plane	P	
Other transport vehicle	Aircraft	Light aircraft	P	
Other transport vehicle	Aircraft	Helicopter	P	
Other transport vehicle	Aircraft	Freight plane	P	
Other transport vehicle	Aircraft	Military plane	P	
Other transport vehicle	Aircraft	Military helicopter	P	
Other transport vehicle	Aircraft	Other	P	<i>Incl. hot air balloon, airship</i>
Other transport vehicle	Boats	Barge	P	
Other transport vehicle	Boats	Fishing boat	P	
Other transport vehicle	Boats	Large passenger vessel	P	<i>Incl. ship, passenger vessel, ferry, tourist cruiser</i>
Other transport vehicle	Boats	Motor yacht	P	
Other transport vehicle	Boats	Tanker	P	<i>Ship – oil tanker</i>
Other transport vehicle	Boats	Other merchant vessel	P	
Other transport vehicle	Boats	Naval vessel	P	
Other transport vehicle	Boats	Other water craft	P	<i>Incl. small craft such as dinghy, jet ski</i>
Outdoor	Grassland, woodland and crops	Standing crop	P	<i>Arable or horticultural land with crops of wheat, barley, corn, vegetables, orchards etc.</i>
Outdoor	Grassland, woodland and crops	Stacked/baled crop (incl. manure heap)	P	<i>Recently cropped arable or horticultural land with crops stacked in bales</i>

				etc. <i>Incl. Stoked crops, bales, ricks and stacks Incl. (Horse) manure heaps</i>
Outdoor	Grassland, woodland and crops	Woodland/forest - conifers/softwood	P	<i>Woodland - defined as more than 20% of an area covered in tree canopies (branches)</i>  <i>Mature conifer trees in plantation or wood consisting of species that includes; pines, firs, spruces, larch and other conifers species (excluding yew). Includes trees in copses, shelterbelts and groups of trees in rural parklands and arboretums.</i>
Outdoor	Grassland, woodland and crops	Woodland/forest - broadleaf/hardwood	P	<i>Woodland - defined as more than 20% of an area covered in tree canopies (branches)</i>  <i>Mature broadleaved and yew trees, or mixture of broadleaves and conifers, in plantation or wood consisting of species that includes; oak, ash, birch, beech, alder, sycamore and other broadleaves species. Includes trees in copses, shelterbelts and groups of trees in rural parklands and arboretums.</i>
Outdoor	Grassland, woodland and crops	Tree scrub (includes single trees not in garden)	S	<i>All other conifer and broadleaved trees including; non-mature trees, single trees, restocked / natural regeneration sites, veteran trees, trees in hedgerows, single trees in rural parkland.</i>
Outdoor	Grassland, woodland and crops	Straw/stubble burning	S	<i>Use for intentional burning by the agricultural community. Cropped arable or horticultural land being burnt off. Any other deliberate ignition should be recorded as 'grassland/pasture/grazing etc'</i>

Outdoor	Grassland, woodland and crops	Private/Domestic garden/Allotment (vegetation not equipment)	S	<i>Vegetation not equipment</i>
Outdoor	Grassland, woodland and crops	Nurseries, market garden	P	<i>Incl. smallholding and polytunnel</i>
Outdoor	Grassland, woodland and crops	Heathland or moorland	S	<i>Game shooting heaths/moors, water catchment areas, moors, bogs, peatland formed of dwarf scrub and heath, bogs and bracken.</i>
Outdoor	Grassland, woodland and crops	Grassland, pasture, grazing etc.	S	<i>Upland and lowland grassland, horse paddocks, livestock grazing areas etc.</i>
Outdoor	Grassland, woodland and crops	Scrub land	S	<i>Mixtures of grasslands, heaths, moors, bogs with a high percentage of naturally regenerating trees.</i>
Outdoor	Grassland, woodland and crops	Railway trackside vegetation	S	<i>Vegetation on railway banks, trackside, and surrounding areas. Includes trees and grasses and other species.</i>
Outdoor	Grassland, woodland and crops	Roadside vegetation	S	<i>Vegetation on roadsides, banks, roundabouts and surrounding areas. Includes trees and grasses and other species.</i>
Outdoor	Grassland, woodland and crops	Canal/riverbank vegetation	S	<i>Vegetation on tow paths, banksides and surrounding areas. Includes trees and grasses and other species.</i>
Outdoor	Grassland, woodland and crops	Hedge	S	
Outdoor	Outdoor structures	Refuse/rubbish tip	S	
Outdoor	Outdoor structures	Common external bin storage area		Not attached to another building
Outdoor	Outdoor structures	Small refuse/rubbish/recycle container (excluding wheelie bin)	S	
Outdoor	Outdoor structures	Wheelie bin	S	
Outdoor	Outdoor structures	Large refuse/rubbish container (e.g. skip)	S	

Outdoor	Outdoor structures	Post box	P	
Outdoor	Outdoor structures	Telephone box	P	
Outdoor	Outdoor structures	Kiosk	P	
Outdoor	Outdoor structures	Other outdoor structures	P	<i>Incl. Pier (not jetty)</i>
Outdoor	Outdoor structures	Tunnel, subway	P	<i>Incl. Channel Tunnel, Underground/tube system, tunnel not part of railway system</i>
Outdoor	Outdoor structures	Bridge	P	<i>Incl. railway bridge</i>
Outdoor	Outdoor structures	Railway goods yard	P	<i>Not in building. Incl. sidings</i>
Outdoor	Outdoor structures	Shelter	P	<i>Incl. Portable shelter, stand-alone smoking shelter, air raid shelter  - For bus shelter choose 'Other buildings/use not known'</i>
Outdoor	Outdoor structures	Camping tent	P	
Outdoor	Outdoor structures	Other tent/marquee	P	
Outdoor	Outdoor structures	Other outdoor items including roadside furniture	S	<i>Incl. small children's playhouse; playground equipment e.g slide; decking, stand-alone for sale sign, park bench, freestanding scaffolding, jetty. For other 'outdoor items' without their own specific IRS category, please choose this option.</i>
Outdoor	Outdoor structures	Fence		
Outdoor	Outdoor structures	Railings	S	
Outdoor	Outdoor structures	Outdoor storage	P	<i>Incl. gas, oil, petrol, grease, paper, cardboard, timber, rubber, plastic, metal (incl. storage of scrap metal), coal, coke. Paper packing materials, shavings, sawdust, fallen trees in forest, sheds outside for sale, scrap cars, storage container, silage (incl. in pit)</i>
Outdoor	Outdoor structures	Recycling collection point, bottle bank	P	<i>Incl. bottle banks</i>
Outdoor	Outdoor equipment and machinery	Garden equipment	P	<i>Incl. items not structures or vegetation i.e. lawn mower, outdoor storage of garden equipment</i>

Outdoor	Outdoor equipment and machinery	Agricultural equipment	P	<i>Incl. baling machinery, binder threshing machine, grain dryer, agricultural trailer</i>
Outdoor	Outdoor equipment and machinery	Pipes and drains	S	
Outdoor	Outdoor equipment and machinery	Cables	S	
Outdoor	Outdoor equipment and machinery	Barbeque	S	
Outdoor	Outdoor equipment and machinery	Other outdoor equipment/machinery	P	<i>Incl. non-agricultural tractor, road making and earth moving equip, dumper, tar boiler, other mobile equipment e.g. compressor, lawn mower, weather balloon, derrick, cement mixer, fork lift truck, kiln, furnace, incinerator, pylon, switchgear, sub station, generator, transformer, oil pipeline, petrol pump, paraffin dispenser, carwash, fixed crane, vending machine, shoring, welding and cutting equipment, compactor, vehicle used for recreational racing.</i>
Outdoor	Other outdoors (including land)	Loose refuse (incl. in garden)	S	<i>Incl. discarded tyres (not recycling)</i>
Outdoor	Other outdoors (including land)	River/canal	S	
Outdoor	Other outdoors (including land)	Lake/pond/reservoir	S	
Outdoor	Other outdoors (including land)	Sea	S	
Outdoor	Other outdoors (including land)	Highway/road surface/pavement	S	
Outdoor	Other outdoors	Railway	S	



	(including land)			
Outdoor	Other outdoors (including land)	Airfield/runway	S	
Outdoor	Other outdoors (including land)	Cycle path/public footpath/bridleway	S	
Outdoor	Other outdoors (including land)	Cemetery	S	
Outdoor	Other outdoors (including land)	Park	S	<p><i>Formal urban parklands that include, within the urban parkland - tree/s, groups of trees, grassland, shrubs, recreational areas etc.</i></p> <p><i>If a park has more than 20% of its area covered in tree canopies (branches) then please choose appropriate 'woodland' category.</i></p>
Outdoor	Other outdoors (including land)	Beach	S	
Outdoor	Other outdoors (including land)	Landfill site	S	
Outdoor	Other outdoors (including land)	Wasteland	S	<i>Urban or built up areas of unused land with established or regenerating vegetation</i>
Outdoor	Other outdoors (including land)	Other outdoor location	S	<i>Incl. possessions usually belonging indoors set light to in garden of property.</i>
Outdoor	Other outdoors (including land)	Mines and quarries – excluding buildings above ground	S	
Outdoor	Other outdoors (including land)	Playground (not equipment) or recreational area	S	
Outdoor	Other outdoors (including land)	Golf course (excluding buildings)	S	
Outdoor	Other outdoors	Animal harm outdoors	S	

	(including land)			
Outdoor	Other outdoors (including land)	Human harm outdoors	S	
Not Known	False alarm – Property not found			

## Full Special Service Types List (Q3.3)

The special service type is split into the following highest level categories:

- Road Traffic Collisions (RTC)
- Other transport incidents
- Flooding
- Rescue or evacuation from water
- Other rescue/release of persons
- Animal assistance incidents
- Hazardous Materials incident
- Spills and Leaks (not RTC)
- Making Safe (not RTC)
- Lift Release
- Effecting entry/exit
- Removal of objects from people
- Removal of people from objects
- Suicide/attempts
- Medical Incident - First responder
- Medical Incident – Co responder
- Evacuation (no fire)
- Water provision
- Assist other agencies
- Advice Only
- Stand By
- No action (not false alarm)

The full list is:

LEVEL 1 - Type of action	LEVEL 2 - Sub type	LEVEL 3 - Category	GUIDANCE
RTC	Extrication of person/s		Incl. of fatal victims from an RTC
RTC	Release of person/s		Persons released from vehicle with assistance of FRS, but not extricated
RTC	Make vehicle safe		
RTC	Make scene safe		

RTC	Wash down road		
RTC	Medical assistance only		E.g. first aid
RTC	Advice only		
RTC	Stand by - no action		
RTC	Other		
Other Transport incident	Extrication of person/s		Incl. where a train hits a car on a level crossing; Incl. of fatal victims
Other Transport incident	Release of person/s		Incl. where a train hits a car on a level crossing
Other Transport incident	Make vehicle safe		Incl. where a train hits a car on a level crossing
Other Transport incident	Make scene safe		Incl. where a train hits a car on a level crossing
Other Transport incident	Medical assistance only		E.g. first aid; Incl. where a train hits a car on a level crossing
Other Transport incident	Advice only		Incl. where a train hits a car on a level crossing
Other Transport incident	Stand by - no action		Incl. where a train hits a car on a level crossing
Other Transport incident	Other		Incl. where a train hits a car on a level crossing
Flooding	Evacuation		
Flooding	Pumping out		
Flooding	Make safe		
Flooding	Advice only		
Flooding	Stand by - no action		E.g. If the crew arrived and there was nothing immediate for them to do, but they stood by in case they were needed
Flooding	Other		
Rescue or evacuation from water	Person in water or at immediate risk of entering water	Person in river, canal, loch (open to the sea), sea or estuary or other waterway (moving water)	
Rescue or evacuation from water	Person in water or at immediate risk of entering water	Person in pond, lake, loch (fully enclosed by land), or reservoir (still water)	
Rescue or evacuation from water	Person in water or at immediate risk of entering water	Person fallen through ice or at risk of doing so	
Rescue or evacuation from water	Person in water or at immediate risk of entering water	Person in indoor or outdoor pool	
Rescue or evacuation from water	Person in water or at immediate risk of entering water	Person stranded on beach or cliff with rising or full tide, river side/ravine or other waterway embankment where could fall into waterway	
Rescue or evacuation from	Person in water or at immediate risk of	Person in sinking or otherwise unsound	

water	entering water	vessel	
Rescue or evacuation from water	Person in water or at immediate risk of entering water	Person in industrial or other manmade water feature, e.g. sewage plant, industrial effluent pool	
Rescue or evacuation from water	Person in water or at immediate risk of entering water	Person in or on top of vehicle that is surrounded by moving or rising water greater than (2) foot deep	
Rescue or evacuation from water	Person in water or at immediate risk of entering water	Person in or on top of building that is surrounded by moving or rising water that will exceed head height or cause structural collapse	
Rescue or evacuation from water	Person in water or at immediate risk of entering water	Person assisted from mobile home (e.g. caravan) surrounded by moving or rising water greater than (2) foot deep	
Rescue or evacuation from water	Person in water or at immediate risk of entering water	River structure, bridge or island, stranded on an island, tree in water	
Rescue or evacuation from water	Person in water or at immediate risk of entering water	Bankside, partly in or out of the water	
Rescue or evacuation from water	Person in water or at immediate risk of entering water	From widespread flooding , e.g. flooded street or field	
Rescue or evacuation from water	Person in water or at immediate risk of entering water	Other	
Rescue or evacuation from water	Person not in water or at imminent risk of entering water (NB water not flowing)	Person assisted from dwelling surrounded by water	
Rescue or evacuation from water	Person not in water or at imminent risk of entering water (NB water not flowing)	Person assisted through or across public highway covered by water	
Rescue or evacuation from water	Person not in water or at imminent risk of entering water (NB water not flowing)	Other	
Other rescue/release of persons	Trapped in or under machinery or other object, e.g. hopper, conveyor, crusher		
Other rescue/release of persons	Trapped in collapsed structure		
Other rescue/release of persons	From mud		

Other rescue/release of persons	Confined space with a noxious, toxic or oxygen deficient atmosphere		
Other rescue/release of persons	Confined space - atmosphere not noxious, e.g. silos, grain store		
Other rescue/release of persons	from height e.g. pylon, crane, roof or ledge		
Other rescue/release of persons	from below ground e.g. shaft, cave, tunnel, sewer, well		
Other rescue/release of persons	Other		
Animal assistance incidents	Rescue from height	Livestock e.g. horse, cow, sheep, goat, pig, poultry, fish, exotic (llama/ostrich), deer etc.	
Animal assistance incidents	Rescue from height	Domestic e.g. cat, dog, rodents, horse, bird etc.	
Animal assistance incidents	Rescue from height	Wild e.g. horse, deer, wildfowl, game, aquatic, exotic, etc.	
Animal assistance incidents	Rescue from below ground	Livestock e.g. horse, cow, sheep, goat, pig, poultry, fish, exotic (llama/ostrich), deer etc.	
Animal assistance incidents	Rescue from below ground	Domestic e.g. cat, dog, rodents, horse, bird etc.	
Animal assistance incidents	Rescue from below ground	Wild e.g. horse, deer, wildfowl, game, aquatic, exotic, etc.	
Animal assistance incidents	Rescue from water/mud etc.	Livestock e.g. horse, cow, sheep, goat, pig, poultry, fish, exotic (llama/ostrich), deer etc.	
Animal assistance incidents	Rescue from water/mud etc.	Domestic e.g. cat, dog, rodents, horse, bird etc.	
Animal assistance incidents	Rescue from water/mud etc.	Wild e.g. horse, deer, wildfowl, game, aquatic, exotic, etc.	
Animal assistance incidents	Lift heavy animal	Livestock e.g. horse, cow, sheep, goat, pig, poultry, fish, exotic (llama/ostrich), deer etc.	
Animal assistance incidents	Lift heavy animal	Domestic e.g. cat, dog, rodents, horse, bird etc.	
Animal assistance incidents	Lift heavy animal	Wild e.g. horse, deer, wildfowl, game, aquatic, exotic, etc.	
Animal assistance incidents	Trapped animal	Livestock e.g. horse, cow, sheep, goat, pig, poultry, fish, exotic (llama/ostrich), deer etc.	

Animal assistance incidents	Trapped animal	Domestic e.g. cat, dog, rodents, horse, bird etc.	
Animal assistance incidents	Trapped animal	Wild e.g. horse, deer, wildfowl, game, aquatic, exotic, etc.	
Animal assistance incidents	Animal harm	Livestock e.g. horse, cow, sheep, goat, pig, poultry, fish, exotic (llama/ostrich), deer etc.	
Animal assistance incidents	Animal harm	Domestic e.g. cat, dog, rodents, horse, bird etc.	
Animal assistance incidents	Animal harm	Wild e.g. horse, deer, wildfowl, game, aquatic, exotic, etc.	
Animal assistance incidents	Other	Livestock e.g. horse, cow, sheep, goat, pig, poultry, fish, exotic (llama/ostrich), deer etc.	
Animal assistance incidents	Other	Domestic e.g. cat, dog, rodents, horse, bird etc.	
Animal assistance incidents	Other	Wild e.g. horse, deer, wildfowl, game, aquatic, exotic, etc.	
Hazardous Materials incident	Class 1: Explosives	Environmental containment	
Hazardous Materials incident	Class 1: Explosives	No containment required	
Hazardous Materials incident	Class 2: Gases	Environmental containment	
Hazardous Materials incident	Class 2: Gases	No containment required	
Hazardous Materials incident	Class 3: Flammable Liquids	Environmental containment	
Hazardous Materials incident	Class 3: Flammable Liquids	No containment required	
Hazardous Materials incident	Class 4: Flammable Materials	Environmental containment	
Hazardous Materials incident	Class 4: Flammable Materials	No containment required	
Hazardous Materials incident	Class 5: Oxidizing Materials	Environmental containment	
Hazardous Materials incident	Class 5: Oxidizing Materials	No containment required	
Hazardous Materials incident	Class 6: Toxic Materials	Environmental containment	
Hazardous Materials incident	Class 6: Toxic Materials	No containment required	
Hazardous Materials incident	Class 7: Radioactive Materials	Environmental containment	
Hazardous Materials incident	Class 7: Radioactive Materials	No containment required	
Hazardous Materials incident	Class 8: Corrosive Materials	Environmental containment	
Hazardous Materials incident	Class 8: Corrosive Materials	No containment required	

Hazardous Materials incident	Class 9: Miscellaneous Dangerous Goods	Environmental containment	
Hazardous Materials incident	Class 9: Miscellaneous Dangerous Goods	No containment required	
Hazardous Materials incident	Combination of substances	Environmental containment	
Hazardous Materials incident	Combination of substances	No containment required	
Hazardous Materials incident	Unknown	Environmental containment	
Hazardous Materials incident	Unknown	No containment required	
Spills and Leaks (not RTC)	Swill away non-hazardous substances		
Spills and Leaks (not RTC)	Vehicle leaking fuel		
Spills and Leaks (not RTC)	Other		
Making Safe (not RTC)	Stabilise or otherwise make safe unsafe structure		
Making Safe (not RTC)	Cordon off hole e.g. Hole in road, Hole in pedestrian area		
Making Safe (not RTC)	Remove object / obstruction from pedestrian area		
Making Safe (not RTC)	Remove object / obstruction from highway		
Making Safe (not RTC)	Removal/retrieval of dead body		If, following investigation, the death is a result of suicide, use 'suicide' category
Making Safe (not RTC)	Removal/retrieval of other object		
Making Safe (not RTC)	Other		
Lift Release	For child		Details of persons required
Lift Release	For medical case		Details of persons required  <i>'For medical case' - should be used in circumstances where one or more of the occupants that are shut in a lift requires medical treatment or any unnecessary or prolonged incarceration within the confines of the lift will worsen an existing medical condition.</i>
Lift Release	For person in distress		Details of persons required <i>Please use judgement based on victim's emotional state at the time of the incident.</i>

Lift Release	For able bodied person not in distress		Details of persons NOT required
Lift Release	No persons involved		Details of persons NOT required
Lift Release	Other		Includes disabled person not in distress
Effecting entry/exit	For child		Details of persons required
Effecting entry/exit	For medical case		Details of persons required.  <i>'For medical case' - should be used in circumstances where one or more of the occupants that are shut in a lift requires medical treatment or any unnecessary or prolonged incarceration within the confines of the lift will worsen an existing medical condition.</i>
Effecting entry/exit	For person in distress		Details of persons required. <i>Please use judgement based on victim's emotional state at the time of the incident.</i>
Effecting entry/exit	For able bodied person not in distress		Details of persons NOT required
Effecting entry/exit	No persons involved		Details of persons NOT required
Effecting entry/exit	Other		Includes disabled person not in distress
Removal of objects from people	Ring removal		
Removal of objects from people	Handcuffs		
Removal of objects from people	Other objects, e.g. railings (not impaled)		
Removal of objects from people	Impaled		
Removal of objects from people	Other, involving injury		
Removal of people from objects	Trapped limb		
Removal of people from objects	Other		
Suicide/attempts	Threat of/attempted suicide		
Suicide/attempts	Suicide		



Medical Incident - First responder	No action required		
Medical Incident - First responder	Lift person		
Medical Incident - First responder	Breathing difficulties / impairment / Respiratory arrest		
Medical Incident - First responder	Chest Pain / Cardiac Arrest / Heart condition		
Medical Incident - First responder	Unconscious, fitting or unresponsive		
Medical Incident - First responder	Choking		
Medical Incident - First responder	Collapse		
Medical Incident - First responder	Shock / Anaphylactic shock		
Medical Incident - First responder	Other		
Medical Incident - Co responder	No action required		Use where a formal co-responder agreement exists
Medical Incident - Co responder	Lift person		Use where a formal co-responder agreement exists
Medical Incident - Co responder	Breathing difficulties / impairment / Respiratory arrest		Use where a formal co-responder agreement exists
Medical Incident - Co responder	Chest Pain / Cardiac Arrest / Heart condition		Use where a formal co-responder agreement exists
Medical Incident - Co responder	Unconscious, fitting or unresponsive		Use where a formal co-responder agreement exists
Medical Incident - Co responder	Choking		Use where a formal co-responder agreement exists
Medical Incident - Co responder	Collapse		Use where a formal co-responder agreement exists
Medical Incident - Co responder	Shock / Anaphylactic shock		Use where a formal co-responder agreement exists
Medical Incident - Co responder	Other		Use where a formal co-responder agreement exists
Evacuation (no fire)	Gas Leak		
Evacuation (no fire)	Unexploded bomb (not terrorist)		
Evacuation (no fire)	Terrorist threat		
Evacuation (no fire)	Explosion (no fire)		
Evacuation (no fire)	Acetylene cylinders		
Evacuation (no fire)	Other reasons		
Water provision	Filling pool		

Water provision	Other		
Assist other agencies	Civil Disturbance		
Assist other agencies	Other assistance to police/ambulance	Bariatric person (overweight)	
Assist other agencies	Other assistance to police/ambulance	Other	
Assist other agencies	Assistance to other agencies		
Advice Only	Fire safety advice		
Advice Only	Other advice		
Stand By	At known fire		
Stand By	Aircraft landing		
Stand By	Other stand by		
No action (not false alarm)	Service not required		Includes use for smoke cloak where the brigade is called, knowing there is no incident, but just to ventilate the premises.

## Full List of False Alarm Reasons (Q3.4)

The false alarm types are split into 4 categories:

- Malicious fire false alarm
- Fire false alarm due to apparatus
- Fire false alarm good intent
- Special service false alarm good intent

The full list of the false alarm types is given in the table below:

LEVEL 1	LEVEL 2 - Type:	LEVEL 3 - Alarm activated by (sub type):	GUIDANCE
Malicious False Alarm	By phone		<i>Incl. Where an extinguisher is squirted at a detector</i>
Malicious False Alarm	By phone, Call <b>NOT</b> challenged		<i>I.e. FRS Control received the call but did <b>not</b> challenge, accepted it as genuine and mobilised resource</i>
Malicious False Alarm	Activation of fire call point/alarm		
Malicious False Alarm	Bonfire		
Malicious False Alarm	Special Service - Not Required		

LEVEL 1	LEVEL 2 - Type:	LEVEL 3 - Alarm activated by (sub type):	GUIDANCE
Malicious False Alarm	Other		
Fire alarm due to Apparatus	Human	Accidentally/carelessly set off	<i>Incl. Break glass call point accidentally set off and set off by builders/tradesmen working</i>
Fire alarm due to Apparatus	Human	Testing	<i>Use where a person testing the alarm system has caused the FRS to automatically be called to attend the premises</i>
Fire alarm due to Apparatus	Human	Smoking	
Fire alarm due to Apparatus	Human	Cooking/burnt toast	
Fire alarm due to Apparatus	Human	Other	
Fire alarm due to Apparatus	Animal	Accidentally/carelessly set off	
Fire alarm due to Apparatus	Animal	Other	
Fire alarm due to Apparatus	System: smoke alarm	Poor maintenance	
Fire alarm due to Apparatus	System: smoke alarm	Faulty	
Fire alarm due to Apparatus	System: smoke alarm	Damaged	
Fire alarm due to Apparatus	System: smoke alarm	Incorrect positioning	
Fire alarm due to Apparatus	System: smoke alarm	Unsuitable equipment	
Fire alarm due to Apparatus	System: smoke alarm	Water intrusion	
Fire alarm due to Apparatus	System: smoke alarm	Other	
Fire alarm due to Apparatus	System: sprinkler	Poor maintenance	
Fire alarm due to Apparatus	System: sprinkler	Faulty	
Fire alarm due to Apparatus	System: sprinkler	Damaged	
Fire alarm due to Apparatus	System: sprinkler	Incorrect positioning	
Fire alarm due to Apparatus	System: sprinkler	Unsuitable equipment	
Fire alarm due to Apparatus	System: sprinkler	Water intrusion	
Fire alarm due to Apparatus	System: sprinkler	Other	
Fire alarm due to Apparatus	System: heat	Poor maintenance	
Fire alarm due to Apparatus	System: heat	Faulty	
Fire alarm due to Apparatus	System: heat	Damaged	
Fire alarm due to Apparatus	System: heat	Incorrect positioning	

LEVEL 1	LEVEL 2 - Type:	LEVEL 3 - Alarm activated by (sub type):	GUIDANCE
Fire alarm due to Apparatus	System: heat	Unsuitable equipment	
Fire alarm due to Apparatus	System: heat	Water intrusion	
Fire alarm due to Apparatus	System: heat	Other	
Fire alarm due to Apparatus	System: flame	Poor maintenance	
Fire alarm due to Apparatus	System: flame	Faulty	
Fire alarm due to Apparatus	System: flame	Damaged	
Fire alarm due to Apparatus	System: flame	Incorrect positioning	
Fire alarm due to Apparatus	System: flame	Unsuitable equipment	
Fire alarm due to Apparatus	System: flame	Water intrusion	
Fire alarm due to Apparatus	System: flame	Other	
Fire alarm due to Apparatus	System: other	Poor maintenance	
Fire alarm due to Apparatus	System: other	Faulty	
Fire alarm due to Apparatus	System: other	Damaged	
Fire alarm due to Apparatus	System: other	Incorrect positioning	
Fire alarm due to Apparatus	System: other	Unsuitable equipment	
Fire alarm due to Apparatus	System: other	Water intrusion	
Fire alarm due to Apparatus	System: other	Other	
Fire alarm due to Apparatus	Contaminants	Minute animals (e.g. Thrips and Midges)	
Fire alarm due to Apparatus	Contaminants	Steam	
Fire alarm due to Apparatus	Contaminants	Chemicals/aerosols	
Fire alarm due to Apparatus	Contaminants	Dust	
Fire alarm due to Apparatus	Contaminants	Smoke Cloak	<i>Where the detector raises the alarm to the FRS.</i>
Fire alarm due to Apparatus	Contaminants	Other	
Fire alarm due to Apparatus	External factors	Power surge	
Fire alarm due to Apparatus	External factors	Storm	
Fire alarm due to Apparatus	External factors	water supplies -sprinklers only	
Fire alarm due to Apparatus	External factors	Bonfire	
Fire alarm due to Apparatus	External factors	Smoke from elsewhere (not at location)	
Fire alarm due to	External factors	Other	

LEVEL 1	LEVEL 2 - Type:	LEVEL 3 - Alarm activated by (sub type):	GUIDANCE
Apparatus			
Fire alarm due to Apparatus	Unknown		
Good Intent false alarm	Fire	Overheating light/fitting	
Good Intent false alarm	Fire	Overheating appliance	
Good Intent false alarm	Fire	Vehicle	<i>Includes steam, exhaust fumes or oil on a hot manifold</i>
Good Intent false alarm	Fire	Fire elsewhere (not at location)	
Good Intent false alarm	Fire	Toaster/toast	
Good Intent false alarm	Fire	Other cooking	
Good Intent false alarm	Fire	BBQ	
Good Intent false alarm	Fire	Bonfire	
Good Intent false alarm	Fire	Controlled burning	
Good Intent false alarm	Fire	Air conditioning	
Good Intent false alarm	Fire	Steam	
Good Intent false alarm	Fire	Water intrusion	
Good Intent false alarm	Fire	Smoking chimney	
Good Intent false alarm	Fire	Fumes/heat haze	
Good Intent false alarm	Fire	Reflected light/sun-light	
Good Intent false alarm	Fire	Reported incident/location not found	
Good Intent false alarm	Fire	Carbon monoxide alarm	
Good Intent false alarm	Fire	Security/intruder alarm	
Good Intent false alarm	Fire	Other	<i>Incl. use for smoke cloak where a person calls the FRS</i>
Good Intent false alarm	Special Service	Not required	
Good Intent false alarm	Special Service	Reported incident/location not found	

# FSEC Report Column Headers

## FSEC Report Column Headers

Excel Column Reference	Field Number.	Field / Heading	Description
<b>A</b>	1		All cells have 'Incident' inserted
<b>B</b>	2	Easting	6 digit geocode
<b>C</b>	3	Northing	6 digit geocode
<b>D</b>	4		
<b>E</b>	5		
<b>F</b>	6		
<b>G</b>	7		
<b>H</b>	8		
<b>I</b>	9	BrigID	Brigade Number
<b>J</b>	10	INCCODE	Brigade Incident Code (see glossary)
<b>K</b>	11	<a href="#">ROITYPES</a>	Assumed incident type at time of call
<b>L</b>	12	<a href="#">ROSUB</a>	Assumed sub type at time of call
<b>M</b>	13	<a href="#">ROITYPE</a>	Incident Type
<b>N</b>	14	<a href="#">ROSUB</a>	Sub type for Special Services
<b>O</b>	15	ROMAL	Check if Deliberate fire
<b>P</b>	16	ROFFS	No of Fatalities, Fire Service
<b>Q</b>	17	ROF	No of Fatalities non Fire Service
<b>R</b>	18	ROCFS	No of Casualties Fire Service
<b>S</b>	19	ROC	No Casualties
<b>T</b>	20	RORFS	No of Rescues Fire Service
<b>U</b>	21	ROR	No of Rescues Non Fire Service
<b>V</b>	22	INCNO	Incident Number 12 digit format - yyyyymm(inc no x6)
<b>W</b>	23	FDR1NO	FDR1 Reference number
<b>X</b>	24	Address5	Flat or part of building
<b>Y</b>	25	address6	Organisational Name (if applicable)
<b>Z</b>	26	address7	Building Name (if applicable)
<b>AA</b>	27	ADDRESS1	Street number if applicable
<b>AB</b>	28	Address2	Street Name
<b>AC</b>	29	Address3	Town or Village Name
<b>AD</b>	30	Address4	Town (if necessary)

<b>AE</b>	<b>31</b>	Pcode1	Full or partial post code if known
<b>AF</b>	<b>32</b>	Pcode2	Full or partial post code if known
<b>AG</b>	<b>33</b>	address8	Proximity (i.e. garden shed 25 meters southeast)
<b>AH</b>	<b>34</b>	INCDATE	Incident Date
<b>AI</b>	<b>35</b>	INCTIME	incident time
<b>AJ</b>	<b>36</b>	SName	Station ground name in which the incident occurred
<b>AK</b>	<b>37</b>	SNO	Station Ground number in which the incident occurred
<b>AL</b>	<b>38</b>	INCDESC	Description of Incident
<b>AM</b>	<b>39</b>	INCDESC2	Second Incident Description
<b>AN</b>	<b>40</b>	PDA1	Predetermined Attendance (PDA)
<b>AO</b>	<b>41</b>	ToStop	Time of Stop message
<b>AP</b>	<b>42</b>	DoStop	Date of Stop Message
<b>AQ</b>	<b>43</b>	ToClose	Time the incident was closed
<b>AR</b>	<b>44</b>	DoClose	Date the incident was closed
<b>AS</b>	<b>45</b>	RiskCat	Current Risk Category
<b>AT</b>	<b>46</b>	SDF	Smoke detector fitted
<b>AU</b>	<b>47</b>	SDIO	Smoke detector was inoperable
<b>AV</b>	<b>48</b>	uphol	Fire involving mainly upholstery
<b>AW</b>	<b>49</b>	CPM	Children playing with matches etc.
<b>AX</b>	<b>50</b>	FIC	Fire involving candles
<b>AY</b>	<b>51</b>	FISM	Fire involving smoking materials
<b>AZ</b>	<b>52</b>	FIMUA	Fire involving misuse of appliances
<b>BA</b>	<b>53</b>	FIFE	Fire involving faulty electrical appliances or leads
<b>BB</b>	<b>54</b>	FICH	Fire involving careless handling
<b>BC</b>	<b>55</b>	FIATC	Fire involving articles too close
<b>BD</b>	<b>56</b>	FICP	Fire involving a chip pan
<b>BE</b>	<b>57</b>	ADI	Alcohol/drugs suspected to be involved
<b>BF</b>	<b>58</b>	FFAT	Fire fighting action taken
<b>BG</b>	<b>59</b>	EERoutes	Evacuation by escape routes
<b>BH</b>	<b>60</b>	REentered	Re-entered building
<b>BI</b>	<b>61</b>	Escape	Planned escape route
<b>BJ</b>	<b>62</b>	Ebeforeres	Escaped before rescue
<b>BK</b>	<b>63</b>	AppCode_1	Appliance 1 call sign
<b>BL</b>	<b>64</b>	AppType_1	Appliance type 1
<b>BM</b>	<b>65</b>	AppLocat_1	Appliance 1 location at time of Mob.
<b>BN</b>	<b>66</b>	AppTimeMob_1	Time Appliance 1 mobilised
<b>BO</b>	<b>67</b>	AppDateMob_1	Date Appliance 1 mobilised
<b>BP</b>	<b>68</b>	AppTimeAck_1	Time Acknowledged Appliance 1
<b>BQ</b>	<b>69</b>	AppDateAck_1	Date Acknowledged Appliance 1
<b>BR</b>	<b>70</b>	AppTMobile_1	Time mobile Appliance 1
<b>BS</b>	<b>71</b>	AppDmobile_1	Date mobile Appliance 1
<b>BT</b>	<b>72</b>	AppTAtt_1	Time in attendance Appliance 1
<b>BU</b>	<b>73</b>	AppDatt_1	Date in attendance Appliance 1
<b>BV</b>	<b>74</b>	ApptAvail_1	Time Appliance 1 available incident
<b>BW</b>	<b>75</b>	AppDAvail_1	Date Appliance 1 available incident
<b>BX</b>	<b>76</b>	AppCode_2	Appliance 2 call sign
<b>BY</b>	<b>77</b>	AppType_2	Appliance type 2
<b>BZ</b>	<b>78</b>	AppLocat_2	Appliance 2 location at time of Mob.
<b>CA</b>	<b>79</b>	AppTimeMob_2	Time Appliance 2 mobilised
<b>CB</b>	<b>80</b>	AppDateMob_2	Date Appliance 2 mobilised
<b>CC</b>	<b>81</b>	AppTimeAck_2	Time Acknowledged Appliance 2
<b>CD</b>	<b>82</b>	AppDateAck_2	Date Acknowledged Appliance 2

<b>CE</b>	<b>83</b>	AppTMobile_2	Time mobile Appliance 2
<b>CF</b>	<b>84</b>	AppDmobile_2	Date mobile Appliance 2
<b>CG</b>	<b>85</b>	AppTAtt_2	Time in attendance Appliance 2
<b>CH</b>	<b>86</b>	AppDatt_2	Date in attendance Appliance 2
<b>CI</b>	<b>87</b>	ApptAvail_2	Time Appliance 2 available incident
<b>CJ</b>	<b>88</b>	AppDAvail_2	Date Appliance 2 available incident
<b>CK</b>	<b>89</b>	AppCode_3	Appliance 3 call sign
<b>CL</b>	<b>90</b>	AppType_3	Appliance type 3
<b>CM</b>	<b>91</b>	AppLocat_3	Appliance 3 location at time of Mob.
<b>CN</b>	<b>92</b>	AppTimeMob_3	Time Appliance 3 mobilised
<b>CO</b>	<b>93</b>	AppDateMob_3	Date Appliance 3 mobilised
<b>CP</b>	<b>94</b>	AppTimeAck_3	Time Acknowledged Appliance 3
<b>CQ</b>	<b>95</b>	AppDateAck_3	Date Acknowledged Appliance 3
<b>CR</b>	<b>96</b>	AppTMobile_3	Time mobile Appliance 3
<b>CS</b>	<b>97</b>	AppDmobile_3	Date mobile Appliance 3
<b>CT</b>	<b>98</b>	AppTAtt_3	Time in attendance Appliance 3
<b>CU</b>	<b>99</b>	AppDatt_3	Date in attendance Appliance 3
<b>CV</b>	<b>100</b>	ApptAvail_3	Time Appliance 3 available incident
<b>CW</b>	<b>101</b>	AppDAvail_3	Date Appliance 3 available incident
<b>CX</b>	<b>102</b>	AppCode_4	Appliance 4 call sign
<b>CY</b>	<b>103</b>	AppType_4	Appliance type 4
<b>CZ</b>	<b>104</b>	AppLocat_4	Appliance 4 location at time of Mob.
<b>DA</b>	<b>105</b>	AppTimeMob_4	Time Appliance 4 mobilised
<b>DB</b>	<b>106</b>	AppDateMob_4	Date Appliance 4 mobilised
<b>DC</b>	<b>107</b>	AppTimeAck_4	Time Acknowledged Appliance 4
<b>DD</b>	<b>108</b>	AppDateAck_4	Date Acknowledged Appliance 4
<b>DE</b>	<b>109</b>	AppTMobile_4	Time mobile Appliance 4
<b>DF</b>	<b>110</b>	AppDmobile_4	Date mobile Appliance 4
<b>DG</b>	<b>111</b>	AppTAtt_4	Time in attendance Appliance 4
<b>DH</b>	<b>112</b>	AppDatt_4	Date in attendance Appliance 4
<b>DI</b>	<b>113</b>	ApptAvail_4	Time Appliance 4 available incident
<b>DJ</b>	<b>114</b>	AppDAvail_4	Date Appliance 4 available incident
<b>DK</b>	<b>115</b>	AppCode_5	Appliance 5 call sign
<b>DL</b>	<b>116</b>	AppType_5	Appliance type 5
<b>DM</b>	<b>117</b>	AppLocat_5	Appliance 5 location at time of Mob.
<b>DN</b>	<b>118</b>	AppTimeMob_5	Time Appliance 5 mobilised
<b>DO</b>	<b>119</b>	AppDateMob_5	Date Appliance 5 mobilised
<b>DP</b>	<b>120</b>	AppTimeAck_5	Time Acknowledged Appliance 5
<b>DQ</b>	<b>121</b>	AppDateAck_5	Date Acknowledged Appliance 5
<b>DR</b>	<b>122</b>	AppTMobile_5	Time mobile Appliance 5
<b>DS</b>	<b>123</b>	AppDmobile_5	Date mobile Appliance 5
<b>DT</b>	<b>124</b>	AppTAtt_5	Time in attendance Appliance 5
<b>DU</b>	<b>125</b>	AppDatt_5	Date in attendance Appliance 5
<b>DV</b>	<b>126</b>	ApptAvail_5	Time Appliance 5 available incident
<b>DW</b>	<b>127</b>	AppDAvail_5	Date Appliance 5 available incident
<b>DX</b>	<b>128</b>	AppCode_6	Appliance 6 call sign
<b>DY</b>	<b>129</b>	AppType_6	Appliance type 6
<b>DZ</b>	<b>130</b>	AppLocat_6	Appliance 6 location at time of Mob.
<b>EA</b>	<b>131</b>	AppTimeMob_6	Time Appliance 6 mobilised
<b>EB</b>	<b>132</b>	AppDateMob_6	Date Appliance 6 mobilised
<b>EC</b>	<b>133</b>	AppTimeAck_6	Time Acknowledged Appliance 6
<b>ED</b>	<b>134</b>	AppDateAck_6	Date Acknowledged Appliance 6



<b>EE</b>	<b>135</b>	AppTMobile_6	Time mobile Appliance 6
<b>EF</b>	<b>136</b>	AppDmobile_6	Date mobile Appliance 6
<b>EG</b>	<b>137</b>	AppTAtt_6	Time in attendance Appliance 6
<b>EH</b>	<b>138</b>	AppDatt_6	Date in attendance Appliance 6
<b>EI</b>	<b>139</b>	ApptAvail_6	Time Appliance 6 available incident
<b>EJ</b>	<b>140</b>	AppDAvail_6	Date Appliance 6 available incident
<b>EK</b>	<b>141</b>	AppCode_7	Appliance 7 call sign
<b>EL</b>	<b>142</b>	AppType_7	Appliance type 7
<b>EM</b>	<b>143</b>	AppLocat_7	Appliance 7 location at time of Mob.
<b>EN</b>	<b>144</b>	AppTimeMob_7	Time Appliance 7 mobilised
<b>EO</b>	<b>145</b>	AppDateMob_7	Date Appliance 7 mobilised
<b>EP</b>	<b>146</b>	AppTimeAck_7	Time Acknowledged Appliance 7
<b>EQ</b>	<b>147</b>	AppDateAck_7	Date Acknowledged Appliance 7
<b>ER</b>	<b>148</b>	AppTMobile_7	Time mobile Appliance 7
<b>ES</b>	<b>149</b>	AppDmobile_7	Date mobile Appliance 7
<b>ET</b>	<b>150</b>	AppTAtt_7	Time in attendance Appliance 7
<b>EU</b>	<b>151</b>	AppDatt_7	Date in attendance Appliance 7
<b>EV</b>	<b>152</b>	ApptAvail_7	Time Appliance 7 available incident
<b>EW</b>	<b>153</b>	AppDAvail_7	Date Appliance 7 available incident
<b>EX</b>	<b>154</b>	AppCode_8	Appliance 8 call sign
<b>EY</b>	<b>155</b>	AppType_8	Appliance type 8
<b>EZ</b>	<b>156</b>	AppLocat_8	Appliance 8 location at time of Mob.
<b>FA</b>	<b>157</b>	AppTimeMob_8	Time Appliance 8 mobilised
<b>FB</b>	<b>158</b>	AppDateMob_8	Date Appliance 8 mobilised
<b>FC</b>	<b>159</b>	AppTimeAck_8	Time Acknowledged Appliance 8
<b>FD</b>	<b>160</b>	AppDateAck_8	Date Acknowledged Appliance 8
<b>FE</b>	<b>161</b>	AppTMobile_8	Time mobile Appliance 8
<b>FF</b>	<b>162</b>	AppDmobile_8	Date mobile Appliance 8
<b>FG</b>	<b>163</b>	AppTAtt_8	Time in attendance Appliance 8
<b>FH</b>	<b>164</b>	AppDatt_8	Date in attendance Appliance 8
<b>FI</b>	<b>165</b>	ApptAvail_8	Time Appliance 8 available incident
<b>FJ</b>	<b>166</b>	AppDAvail_8	Date Appliance 8 available incident
<b>FK</b>	<b>167</b>	AppCode_9	Appliance 9 call sign
<b>FL</b>	<b>168</b>	AppType_9	Appliance type 9
<b>FM</b>	<b>169</b>	AppLocat_9	Appliance 9 location at time of Mob.
<b>FN</b>	<b>170</b>	AppTimeMob_9	Time Appliance 9 mobilised
<b>FO</b>	<b>171</b>	AppDateMob_9	Date Appliance 9 mobilised
<b>FP</b>	<b>172</b>	AppTimeAck_9	Time Acknowledged Appliance 9
<b>FQ</b>	<b>173</b>	AppDateAck_9	Date Acknowledged Appliance 9
<b>FR</b>	<b>174</b>	AppTMobile_9	Time mobile Appliance 9
<b>FS</b>	<b>175</b>	AppDmobile_9	Date mobile Appliance 9
<b>FT</b>	<b>176</b>	AppTAtt_9	Time in attendance Appliance 9
<b>FU</b>	<b>177</b>	AppDatt_9	Date in attendance Appliance 9
<b>FV</b>	<b>178</b>	ApptAvail_9	Time Appliance 9 available incident
<b>FW</b>	<b>179</b>	AppDAvail_9	Date Appliance 9 available incident
<b>FX</b>	<b>180</b>	AppCode_10	Appliance 10 call sign
<b>FY</b>	<b>181</b>	AppType_10	Appliance type 10
<b>FZ</b>	<b>182</b>	AppLocat_10	Appliance 10 location at time of Mob.
<b>GA</b>	<b>183</b>	AppTimeMob_10	Time Appliance 10 mobilised
<b>GB</b>	<b>184</b>	AppDateMob_10	Date Appliance 10 mobilised
<b>GC</b>	<b>185</b>	AppTimeAck_10	Time Acknowledged Appliance 10
<b>GD</b>	<b>186</b>	AppDateAck_10	Date Acknowledged Appliance 10

<b>GE</b>	<b>187</b>	AppTMobile_10	Time mobile Appliance 10
<b>GF</b>	<b>188</b>	AppDmobile_10	Date mobile Appliance 10
<b>GG</b>	<b>189</b>	AppTAtt_10	Time in attendance Appliance 10
<b>GH</b>	<b>190</b>	AppDatt_10	Date in attendance Appliance 10
<b>GI</b>	<b>191</b>	AppTAvail_10	Time Appliance 10 available incident
<b>GJ</b>	<b>192</b>	AppDAvail_10	Date Appliance 10 available incident
<b>GK</b>	<b>193</b>	IPCL	Incident Position Confidence Level
<b>GL</b>	<b>194</b>	IPCLcheck	Incident Position Check

## Special Cases

In this section we provide details of some specific special cases and how to complete certain fields.

### Recording incidents involving a bonfire

Currently the IRS has insufficient facilities for the comprehensive recording, and subsequent analysis, of the involvement of bonfires in incidents attended by Local Authority Fire & Rescue Services (FRSs). Coupled with the need to provide guidance for consistent recording by FRSs the following is offered for consideration. **At the end of this section of guidance ‘recording incidents involving a bonfire’, please also see a note of clarification to be used when considering whether an incident is a ‘bonfire’ one or not.**

This workaround version, applicable immediately, is dictated by the fact that no software changes are required to the IRS or local FRS systems.

It does not allow for any but very limited and incomplete analysis of the involvement of bonfires.

It is intended to provide a consistent recording process.

RECORDING INCIDENTS IN THE IRS INVOLVING A BONFIRE				
For these purposes the term ‘bonfire’ covers both where constructed to burn refuse and, for recreational and celebratory purposes.				
There appear to be five general sets of circumstances involving bonfires in incidents requiring FRSs’ attention and subsequent recording.				
Circumstance	Explanation	Property (Q.3.2)	Cause of the fire (Q.8.1 )	Source of

				<b>ignition (Q.8.4)</b>
1. As a separate source of ignition (not spread from)	As a source of ignition (along with other 'benign' fires such as a barbeque, hearth fire etc) where the bonfire is not a problem in itself – and therefore not a reportable fire from which fire spread takes place. For example, embers from the bonfire blown by the wind through an open dwelling window, or a person pushed onto a bonfire.  Will also be applicable where the bonfire has been deliberately started to ignite other property.	Whatever property was ignited	<u>Primary Location</u> As appropriate	"Naked flame"
			<u>Secondary Location</u> Question not asked.	Question not asked.
2. Uncontrolled bonfire – no spread	Where the bonfire has become uncontrolled (in someone's opinion, leading to a call to the FRS <b>and</b> subsequently in the FRS's opinion leading to its action) but there has been no spread to other property (for example it is giving off excessive smoke).  This would include where a bonfire was not physically uncontrolled but its existence was considered undesirable/illicit/illegal by the FRS (or by those influencing the FRS).	The outdoor site of the bonfire	<u>Primary Location</u> "Accidental-Bonfire going out of control"	"Naked flame"
			<u>Secondary Location</u> Question not asked.	Question not asked.

3. Uncontrolled bonfire – spread to secondary location property	Where the bonfire has become uncontrolled and there has been spread to a secondary fire location (for example as a result of being too large it collapses against an adjacent fence).	The outdoor site of the bonfire	<u>Primary Location</u> "Accidental-Bonfire going out of control"	"Naked flame"
			<u>Secondary Location</u> Question not asked.	Question not asked.
4. Uncontrolled bonfire – spread to primary location property	Where the bonfire has become uncontrolled and there has been spread to a primary fire location (for example as a result of being too large it collapses against an adjacent shed).	The Primary property spread to.	"Accidental-Bonfire going out of control"	"Spread from secondary fire"

5. Fire false alarm	Where the FRS attends a location believing there to be a fire incident, but on arrival discovers that no such incident requiring action by the FRS exists, or existed, and that it was a bonfire that prompted the call.	As appropriate	<b>Reason for the false alarm (Q.3.4)</b> As most appropriate and
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			practical.
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### Recording of bonfires - Point of clarification :-

Following an email discussion with Dave Sibert of the FBU, please find below a clarification of the bonfire guidance found above. This was also posted on the CoP website on 19 October 2010 -

*IRS Help and Guidance says that: "For these purposes the term 'bonfire' covers both where constructed to burn refuse and, for recreational and celebratory purposes."*

This is being interpreted by some FRSs as meaning that any fire set in the open which comprises rubbish must be recorded on the IRS as a **bonfire** of **accidental** ignition.

This interpretation is incorrect. A bonfire is a 'benign' fire which is created with the sole purpose of burning waste. It has a legitimate purpose.

An example of where burning rubbish/waste is not a bonfire could be "anti-social" rubbish fires. Youths collect materials together on a piece of land and set fire to it. These fires can often involve gas cylinders of various sizes for added interest, as well as plastics and other man made materials which ensure that any smoke generated is particularly harmful to health.

This would not be recorded as a 'bonfire' incident on the IRS.

This scenario would, instead, be completed as a 'rubbish/waste' fire and will then enable the user to enter details of the deliberate intent and any hazardous materials/cylinders/other explosives etc involved. The recording is done in the same way as it would have been under the FDR system.

If you have any questions regarding bonfires or rubbish/waste fires, please contact the IRS helpdesk on 0845 3777 888 or email [irshelp@communities.gsi.gov.uk](mailto:irshelp@communities.gsi.gov.uk)

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## Selecting floors in buildings – Examples for Q8.28, Q8.29, Q8.30

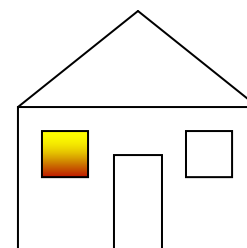
\* For fires in boats or ships, you may need to liaise with the owner or Captain to know which floor is considered 'main deck'.

### Kitchen fire in a bungalow

8.28 Number of floors above ground     1    

8.29 Number of floors below ground     0    

8.30 Which floor did the fire originate?     0    

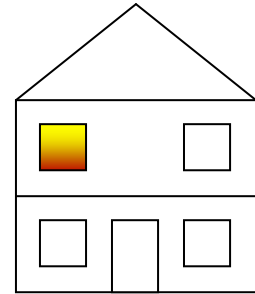


Bedroom fire 2 storey house

8.28 Number of floors above ground \_\_\_\_ 2

8.29 Number of floors below ground \_\_\_\_ 0

8.30 Which floor did the fire originate? \_\_\_\_ 1

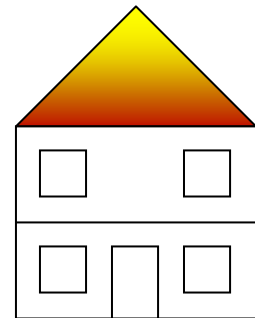


2 storey roof fire (fire starts IN the roof space)

8.28 Number of floors above ground \_\_\_\_ 2

8.29 Number of floors below ground \_\_\_\_ 0

8.30 Which floor did the fire originate? \_\_\_\_ 999



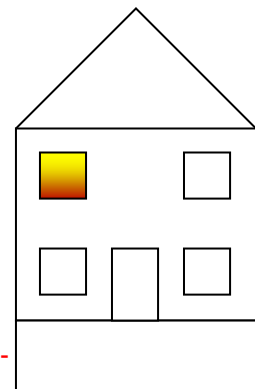
Bedroom fire 2 storey + basement

8.28 Number of floors above ground \_\_\_\_ 2

8.29 Number of floors below ground \_\_\_\_ 1

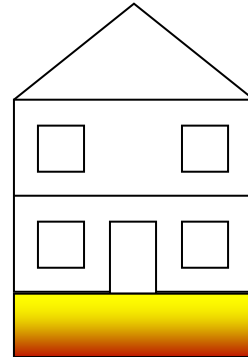
8.30 Which floor did the fire originate? \_\_\_\_ 1

Basement ----



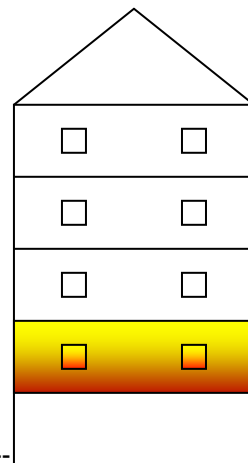
Basement fire in 2 storey house with basement

- 8.28 Number of floors above ground         2
- 8.29 Number of floors below ground         1
- 8.30 Which floor did the fire originate?      -1



Bedroom fire 4 storey block of flats with basement

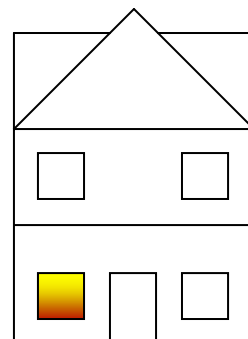
- 8.28 Number of floors above ground         4
- 8.29 Number of floors below ground         1
- 8.30 Which floor did the fire originate?      0



Basement---

Kitchen fire 2 storey + dormer

- 8.28 Number of floors above ground         3
- 8.29 Number of floors below ground         0
- 8.30 Which floor did the fire originate?      0



## ‘Over the border’ incidents

‘Over the Border’ – This is an incident where one FRS attends an incident within the borders of another. The record is completed and ‘published’ by the FRS that attended the incident.

There are two FRSs involved in ‘over the border’ incidents – the **Attending FRS** who actually dealt with the incident and the **Territorial FRS** on whose territory the incident occurred.

This process has been defined using the following principles:-

- The incident should exist only once within the IRS.
- The fire officer who completes the data should use the system they normally use.
- The IRS should store the incident ID for both FRSs involved.
- The incident data can only be updated by the attending FRS.
- The **Attending FRS** is responsible for the Quality Assurance of the incident data.
- The **Attending FRS** should ‘publish’ the incident (as they do the QA etc.).
- The **Territorial FRS** is able to view, print and extract the data and optionally add their own incident number.
- The **Attending FRS** is able to view/edit, print and extract the data.

\* Where *both* FRSs attend, this is **not** an over the border incident and the **territorial** FRS should complete the report.

Attending FRS using system...	Territorial FRS using system...	Process
Online forms	Online forms	<p>Fire Officer inputs the incident data using Online forms.</p> <p>Incident Quality Assurance is done using the Online system.</p> <p>Incident is published on the Online system.</p> <p>Incident can be viewed or extracted by both FRSs at any time.</p> <p>Territorial FRSs can update their incident ID at any time.</p>
Online forms	MIS/XML	<p>Fire Officer inputs the incident data using Online forms.</p> <p>Incident Quality Assurance is done using the Online system.</p> <p>Incident is published on the Online system.</p> <p>Incident can be viewed or extracted by both FRSs at any time.</p>

		<p>Territorial FRSs can update their incident ID at any time.</p> <p>Territorial FRS can extract data and import into their MIS (depending on functionality available).</p>
MIS/XML	Online forms	<p>Fire Officer inputs the incident data using their MIS.</p> <p>Incident Quality Assurance is done using the MIS.</p> <p>Incident is published to the IRS.</p> <p>Incident can be viewed or extracted by both FRSs at any time.</p> <p>Territorial FRSs can update their incident ID at any time.</p>
MIS/XML	MIS/XML	<p>Fire Officer inputs the incident data using their MIS.</p> <p>Incident Quality Assurance is done using the MIS.</p> <p>Incident is published to the IRS.</p> <p>Incident can be viewed or extracted by both FRSs at any time.</p> <p>Territorial FRSs can update their incident ID at any time (optional).</p> <p>Territorial FRSs can extract data and import into their MIS (depending on functionality available).</p>

## Fire Spreads – Deliberate or Accidental ignition?

Two examples follow explaining how to choose the correct motive for certain incidents involving fire spread -

- A skip (secondary location) outside a house (primary location) was ignited deliberately with no intention of the fire spreading to the house. The house was accidentally damaged by fire spread. The property type is the **house** and the motive is **accidental**.
- A wheelie bin (secondary location) is pushed up against a house (primary location) and the wheelie bin's contents are ignited. The intention was to damage the house. The property type is the **house** and the motive is **deliberate**.



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## Co-responder incidents

- Co-responding calls are classed as Special Service calls in IRS, with a sub category 'medical incident - co-responder'
- Details of casualties in co-responding incidents (where formal co-responder agreements are in place), should be filled if the FRS had an active involvement i.e. 'touched' the casualty.
- Data on equipment and appliances used for co-responding should also be completed on the IRS as for other incidents. There are lists of vehicles and equipment which include the usual FRS appliances but also 'co-responding vehicle' and the usual list of equipment and also oxygen therapy, spine boards, defibs etc.

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## Abandoned/derelict property

There is often confusion over whether property is abandoned or derelict and hence whether an incident is reported as a primary fire.

### Definitions of abandoned and derelict are:

'Derelict' - Unfit for further use; awaiting demolition, under demolition

'Abandoned' - Property is generally deemed to have been abandoned if it is found in a place where the true owner likely intended to leave it, but is in such a condition that it is apparent that the true owner has no intention of returning to claim the item.

Whether to describe property as derelict or abandoned is often a subjective decision and no hard and fast rules can be given, you should use your judgement to decide.

Some common examples are:

- Vehicle with a police abandoned vehicle notice – is abandoned
- Stolen vehicle that has been set on fire would be counted as abandoned but not derelict unless it had clearly been un-driveable prior to being set on fire.
- Vehicle which was un-roadworthy and had had its engine and/or other parts removed would be derelict
- A derelict property is one that is structurally unsound or declared uninhabitable. Note: if there were squatters the building could still be classed as derelict.

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## House of Multiple Occupancy (HMO)

Houses of Multiple Occupancy are a source of confusion when selecting the property type.

Below is a description as defined on the DCLG website of what constitutes a House of Multiple Occupancy. Also detailed are some common cases of properties which are and are not HMOs.

If the house is licensed or unlicensed please refer to guidelines issued in your county. If you do not know whether it is licensed or not you should select the 'Unknown if licensed HMO' options.

### **House of Multiple Occupancy:-**

Under the changes in the Housing Act 2004, if you let a property which is one of the following types it is a House in Multiple Occupation:

- An entire house or flat which is let to 3 or more tenants who form 2 or more households and who share a kitchen, bathroom or toilet.
- A house which has been converted entirely into bed sits or other non-self-contained accommodation and which is let to 3 or more tenants who form two or more households and who share kitchen, bathroom or toilet facilities.
- A converted house which contains one or more flats which are not wholly self contained (ie the flat does not contain within it a kitchen, bathroom and toilet) and which is occupied by 3 or more tenants who form two or more households.
- A building which is converted entirely into self-contained flats if the conversion did not meet the standards of the 1991 Building Regulations and more than one-third of the flats are let on short-term tenancies.

In order to be an HMO the property must be used as the tenants' only or main residence and it should be used solely or mainly to house tenants. Properties let to students and migrant workers will be treated as their only or main residence and the same will apply to properties which are used as domestic refuges.

### **HMOs ARE**

Shared house/flat shared by students/friends renting the property together.

Shared house/flat – rooms rented separately, facilities shared.

Bed sit house with bed sits and flats.

House with a lodger

House converted into self contained flats, each occupied by a single household.

### **HMOs ARE NOT**

Purpose built flats (unless occupants of the individual flat do not form a single household).

University owned/run Halls of Residence or Hospital run accommodation for nurses/doctors.

Hostels – accommodation for people with no permanent place of residence.

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## **Late Call Incidents**

A 'late call' is **an incident attended by the FRS where the fire is known to be extinguished before the first call to the FRS.**

A fire which comes to the attention of the FRS to which no call was made e.g. as a result of a press report or inquest should be reported if an attendance is made (even if one person attends for inspection only) but should **NOT** be reported if **NO** attendance is made.

It should be stressed that if a fire is 'out on arrival' (for example, extinguished before the FRS arrived) this does not constitute a 'late fire call' and should be appropriately recorded in the fire fighting methods as 'no fire fighting'

For a late call the time/date of call (Q2.1) will be the same as or after the time/date of stop message (Q2.5)

The table below gives some examples and defines whether they are a late call:-

Example	Was there a call to FRS at time of incident ?	FRS attended the incident site for the incident in question?	Did FRS attend at time of call?	Attendance by		IRS Completion needed?	Late on IRS?	Notes	
				appliance ?	just an officer ?				
1	Normal mobilisation, on arrival discovered fire put out before call made to FRS - FRS take no action.	Yes	Yes	Yes	Yes	No	Yes	Yes	
2	Normal mobilisation, on arrival discovered fire put out before call made to FRS - FRS take non-firefighting action (e.g. making safe).	Yes	Yes	Yes	Yes	No	Yes	Yes	1
3	Caller satisfactorily indicates fire is out. An officer from FRS attends some time later.	Yes	Yes	No	No	Yes	Yes	Yes	2
4	FRS requested to attend the incident site (e.g. by police, Coroner, householder, Insurance Company), not as an emergency but to provide a report or advice.	No	Yes	No	No	Yes	Yes	Yes	3
5	When attending a normal call, FRS notified that there had been a similar occurrence some time previously. FRS not involved with the previous incident.	No	No	No	No	No	Yes for incident attended, No for previous incident.	N/A for previous incident.	4
6	Incident brought to attention of FRS with no attendance (e.g. read in press).	No	No	No	No	No	No	N/A	

**Notes:**

1. Equipment used may be recorded on the IRS as they may have been used to gain access to the affected area or for making safe.
2. Late providing that the Officer took no action apart from an inspection. Any pumps or equipment used or ordered then not late.
3. Late call but one that would need the IRS completed as resource mobilised and an incident number created.
4. IRS to be completed for current fire as per any normal fire incident, however previous fire can be noted in the notes section.

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## Incidents on station ground or attended on foot (e.g. ring removal)

There are incidents that Fire and Rescue Services deal with on their on station ground or attend on foot, to which no appliance is mobilised but which may tie up officers, resources and appliances. This section shows how to input such incidents in the IRS.

For such incidents a clear distinction needs to be made between those that result in the station reporting to control that a sufficient number of officers and resources are dealing with the incident that an appliance is unavailable as a consequence (Incident Type 1) and those that are reported to control as an incident but one that does not render the appliance unavailable to attend another incident (Incident Types 2 and 3).

Type 1 example – Complete as a normal incident where an appliance attended, but type of property is ‘fire station’ and resource details are completed as appropriate.

Type 2 example - If the ‘**Ring Removal**’ is located at a ‘**Fire Station**’ (Property Type) then there is no need to record a vehicle appliance attending, unless an appliance is unable to be deployed as a result of Fire Officers tackling the incident.

Type 3 example – There is currently a fault with entering details for this incident type, so if the incident is elsewhere, then it is assumed that a vehicle has been used to attend the incident. As a minimum each incident must record at least an ‘Officers Car’ in attendance with a single count for the Non Riding Officer field. This issue will be fixed after the review so there will be no need to record a vehicle appliance attending.

**Sections 1, 2, 3, 4, 5, 7, 8 and 9 can be completed in the usual way for both Type 1, Type 2 and 3 incidents. The following guidance relates to Section 6 ‘Resources Used’.**

**Please see the following table for instructions:-**

IRS Question	Incident Type 1 Incident at fire station (appliance mobilised)	Incident Type 2 Incident at fire station (appliance <u>not</u> mobilised)	Incident Type 2 Incident NOT at fire station (appliance <u>not</u> mobilised)  <b>There is a known fault with this scenario, so as a minimum each incident must record at least an 'Officers Car' in attendance</b>
Q2.3	Complete as usual	Complete as usual	Complete as usual
Q3.2	Complete as usual	Fire Station  (Note: There is an option for fire station in the menu, so do not use 'other')	Complete as usual
Q3.7	Complete as usual	0	1
Q6.1 How many officers (non-rider) attended the incident that did not travel on the FRS appliance(s)?	Number of officers assisting at the incident <u>not</u> associated with the appliance(s) reported as unavailable	Number of officers rendered unavailable as a result of the incident	Number of officers rendered unavailable as a result of the incident
Q6.2 Type of FRS Vehicle	Appliance(s) unavailable as a result of the incident	N/A (leave blank)	As a minimum each Incident must record at least an 'Officers Car' in attendance
Q6.3 Callsign (FRS and/or RCC Callsign)	Callsign of appliance(s) in Q6.2	N/A (leave blank)	Callsign of appliance(s) in Q6.2
Q6.4 How many crew were dispatched with the vehicle?	Number of officers assisting at the incident that <u>are</u> associated with the appliance(s) reported as unavailable	N/A (leave blank)	Number of officers assisting at the incident.
Q6.5 Did the vehicle demount a resource for use at the scene?	Complete as usual	N/A (leave blank)	Complete as usual
<b>For Q6.6 – Q6.10 the word 'appliance' can be taken to refer to the officers in attendance at the incident</b>			
Q6.6 What time was the appliance mobilised?	Time the officer in charge was first alerted of the incident	N/A (leave blank)	Time the officer in charge was first alerted of the incident
Q6.7 What time was the appliance mobile?	For station ground incidents this will be as Q6.6. For incidents attended on foot this is the time the officers left the station.	N/A (leave blank)	For station ground incidents this will be as Q6.6. For incidents attended on foot this is the time the officers left the station.
Q6.8 What time did the appliance arrive at the scene?	For station ground incidents this will be as Q6.6 and Q6.7. For incidents attended on foot this will be the time of arrival at the scene.	N/A (leave blank)	For station ground incidents this will be as Q6.6 and Q6.7. For incidents attended on foot this will be the time of arrival at the scene.
Q6.9 What time is the appliance available to be redeployed?	Complete as usual	N/A (leave blank)	Complete as usual
Q6.10 Was the appliance deployed from the home station?	Will always be 'Yes, home station'	N/A (leave blank)	Will always be 'Yes, home station'
<b>Q6.11 – Q6.14 are not asked for these incidents</b>			
<b>Q6.15 can be completed in the usual way</b>			

## Recording burnt food/toast incidents

Generally, a fire is recordable if there is “an event of uncontrolled burning involving flames, heat or smoke”. However, there are some circumstances in which the definition is not quite as clear cut. This guide has been created in consultation with Her Majesty’s Fire Service Inspectorate, following the apparent confusion amongst some FRSs regarding whether incidents involving burnt food/toast should be recorded as a primary fire or a false alarm.

Note: references to “bread” includes “food” and “cooking oil”

references to “toasts” includes “cooks” and “heats”

Reference	Condition	Fumes? (1)	Heat/ Smoke/ Flame?	FRS Attends?	A Primary Fire?	Reporting Category
1	Bread toasts	No	No	No	No	Not applicable
2a	Bread toasts	Yes	No	Yes	No	<b>FALSE ALARM, Good Intent</b> (e.g. person calls fire brigade thinking it was a fire after smelling toast)  or  <b>Due To Apparatus</b> as appropriate
2b	Bread gives off heat/smoke - no damage beyond the bread/or cooking method requires burning (e.g. flambé cooking) or cooking at high temperatures (such as stir frying), or person prefers food ‘blackened’ (i.e. <u>process is controlled</u> )	Yes	Yes	Yes	No	<b>FALSE ALARM, Good Intent</b> (e.g. person calls fire brigade thinking it was a fire after smelling toast)  or  <b>Due To Apparatus</b> as appropriate

3	Bread burns with flame - <u>no spread</u> but situation could be <u>uncontrolled</u> burning <i>(unless cooking method requires burning or cooking at high temperatures then <u>assume that process is controlled</u> –see above and record as false alarm)</i>	Yes	Yes	Yes	Yes	Primary Fire
4	Bread gives off heat/smoke causing damage to item(s) beyond the bread – regardless of cooking process as incident has become <u>uncontrolled</u>	Yes	Yes	Yes	Yes	Primary Fire
5	Bread burns with flame – fire spreads to other item(s); <u>uncontrolled</u>	Yes	Yes	Yes	Yes	Primary Fire

(1) Fumes are defined as particle products of combustion; sufficient to set off alarm (or cause a person to call brigade).

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## Spate Conditions

Guidance on the recording incidents in spat conditions (e.g. widespread flooding)

The overriding principle is that DCLG are keen for accurate and complete statistical information to be collected onto the IRS system. This is in order to allow analysis at both national and local level. Furthermore each Fire and Rescue Service will also be keen for the full levels of the needs for its services to be reflected in all statistics. But we understand that there may be exceptional occasions where compromises are inevitable to the data collected, due to the operational reality, e.g. in the event of widespread flood. In such exceptional conditions it may not possible to keep a timely note of details of all incidents.

As far as possible, records should be completed using the IRS. In exceptional spat conditions, e.g. widespread flood, Fire and Rescue Services can record a number of incidents that were attended in one entry to the IRS system. This method would be appropriate for example if a number of incidents were attended from one to the next. It is important that best estimates of the number and type of incidents attended be provided in the comments box. The types of incident should be from the options in the FRS system. For example, for flooding incidents, the types are: evacuation, pumping out, advice only, standby - no action, other.

Naturally, incidents where there are casualties and deaths should be prioritised, and these should generally be given a full individual record.

Wherever possible, the method of combining incidents into a single entry on IRS should be confined to reporting similar or related incidents. ie If during a period of flood, a fire was attended, the fire if at all possible should be recorded in its own entry on IRS, rather than being part of a combined entry.

Whenever this alternative method of entering grouped incidents in IRS records is invoked, the Fire and Rescue Authority should inform the IRS helpdesk (IRSHELP@communities.gsi.gov.uk) of the first and last day of the period when the use of this approach was necessitated by the spate conditions. This will ensure that users of the IRS can be alerted to the issues that the grouped reporting will cause to analysis of the data.

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## Reporting locations (Q4.1)

As mentioned previously, **one of the key pieces of information required for all incidents is the grid reference.**

It is very important that this information is as accurate as possible as it is used for IRMP purposes. These details may already have been completed with data from your Command & Control.

There are two types of location – **addressable** and **non-addressable**. You may use the address matching gazetteer to locate a non-addressable location and then refine the coordinates using the Mapping tool.

An **addressable** location is one to which an address can be captured and covers all domestic and business premises. It is a real world object that has a fixed location and may be identified and referenced by means of one or more address. The address format used in the IRS follows the British Standard BS7666.

Examples of addresses that can be captured are as follows –

- Where post can be delivered
- A building address that can be uniquely identified e.g. a communal area in flats, a NLPG UPRN
- An area such as the garden of a dwelling, grounds of a building, etc. (The IRS Webforms mapping functionality can then be used to refine the exact location of the incident).

A **non-addressable** location is one to which an address can NOT be captured such as fields, motorways, traffic junctions, rubbish tips, telephone masts, etc.

Note: The Easting and Northing values should reflect the exact location of the incident.

If the incident occurred at a non-addressable location you may enter further details on the location in the additional location information section in Question 4.2k.

In the IRS for addressable locations the address and grid reference are collected, whereas for non-addressable locations only the grid reference is collected.

### **In all cases it is necessary to provide a grid reference**

For data analysis purposes the Department for Communities and Local Government will use the supplied grid reference. The address details provide some extra information and are useful for reports.



## Entering details for Addressable Locations

For addressable locations you should use the gazetteer function to get the correct address and grid reference.

To use the gazetteer you need to enter part of the address and it will find addresses that match.

To use the gazetteer you need to enter some of the address details and then select the



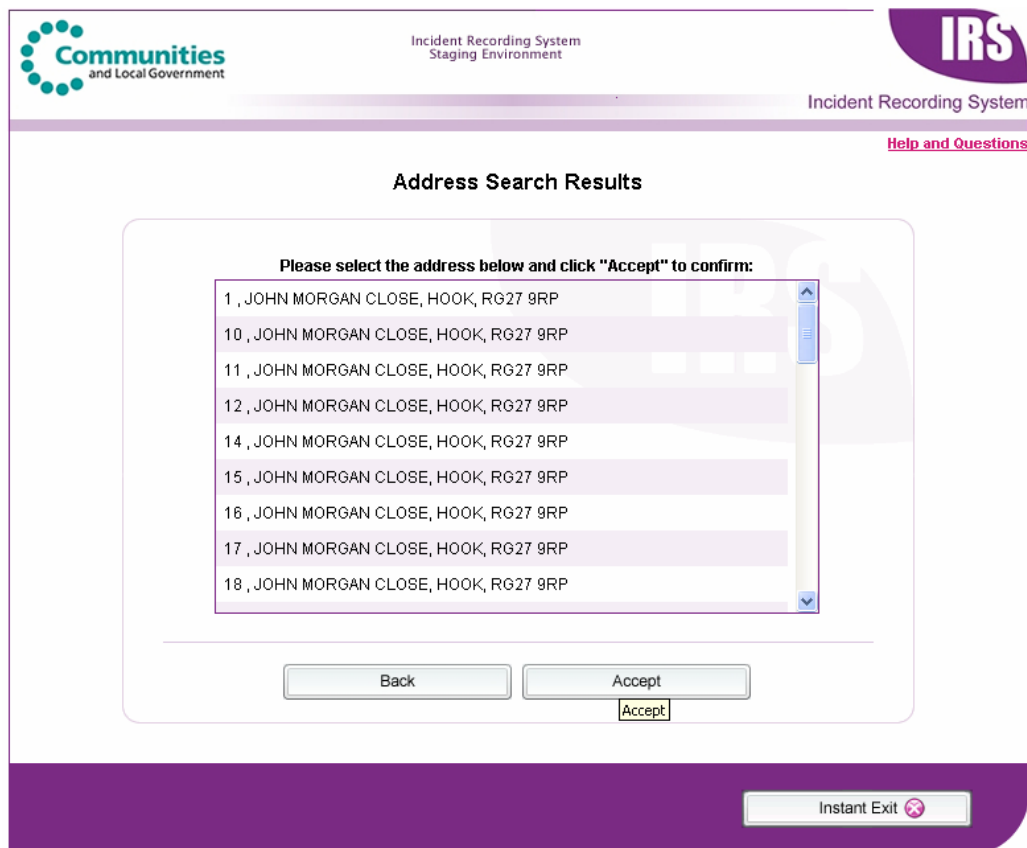
button.

The building number and postcode e.g. 71 RG27 9AT

Or The building name and postcode e.g. Ship Canal M2 4WB

If a single address is found then the address details and grid reference will automatically be completed.

If multiple addresses are found then you will be shown a new screen with the matched addresses. You should 'click' on the correct address and press the 'Accept' button as below.



The screenshot shows a web interface for the Incident Recording System. At the top left is the "Communities and Local Government" logo. At the top center, it says "Incident Recording System Staging Environment". At the top right is the "IRS" logo and the text "Incident Recording System". Below the header is a navigation bar with a "Help and Questions" link. The main content area is titled "Address Search Results". Inside this area, there is a box with the instruction "Please select the address below and click 'Accept' to confirm:". Below this instruction is a list of addresses, each on a new line: "1 , JOHN MORGAN CLOSE, HOOK, RG27 9RP", "10 , JOHN MORGAN CLOSE, HOOK, RG27 9RP", "11 , JOHN MORGAN CLOSE, HOOK, RG27 9RP", "12 , JOHN MORGAN CLOSE, HOOK, RG27 9RP", "14 , JOHN MORGAN CLOSE, HOOK, RG27 9RP", "15 , JOHN MORGAN CLOSE, HOOK, RG27 9RP", "16 , JOHN MORGAN CLOSE, HOOK, RG27 9RP", "17 , JOHN MORGAN CLOSE, HOOK, RG27 9RP", and "18 , JOHN MORGAN CLOSE, HOOK, RG27 9RP". Below the list are two buttons: "Back" and "Accept". Below the "Accept" button is a smaller "Accept" button. At the bottom right of the page is an "Instant Exit" button with a red 'X' icon.

If you are **unable** to find an address then you should enter the address details manually – **including** the grid reference.

[Find on a Map](#)

If you do not know the grid reference you can use the [Find on a Map](#) button.

### Searching using the gazetteer

As mentioned above the gazetteer requires some of the address details in order to find appropriate matches.

For all searches you need to provide:

- a postcode (or part of it) **or** a locality **plus**
- a street name **and/or** a building name/number.

If available you should **always use a postcode** (or part of it) as this will provide the quickest and best matches.

The table below gives some example searches:

Building name/number	Street name	Locality	Postcode
10			RG27 9RP
			RG27 9RP
	John Morgan		RG27
	John Morgan	Hook	
Tesco			RG27
School			RG27
School		Hartley Wintney	
Hospital		Southampton	

### Known issues with the address data

There are some known problems that can be encountered when using the gazetteer:

- Some addresses which are known to contain several flats only appear as a single address. In this case you should select the single address and add additional information (e.g. Flat 5) in the building name field (4.2a) or the description field (4.2k)
- Towns within cities are not recorded (e.g. Westminster in London). You should use the partial postcode instead (e.g. SW1)
- Some addresses are not present because they are not postal addresses, examples are some churches. You should put the address in manually.
- Some business names may not be spelt as expected or are spelt inconsistently. E.g. IBM can be either I B M or IBM. You can search for the street name or the business park name.
- The county is not recorded within the address, so cannot be used for searching.

### Entering details for non-addressable locations

For non-addressable incidents you need to record the grid reference of the incident.

If you know the co-ordinates (for example from hand-held GPS or your Command and Control system) then you can enter the Easting and Northing in the appropriate fields.

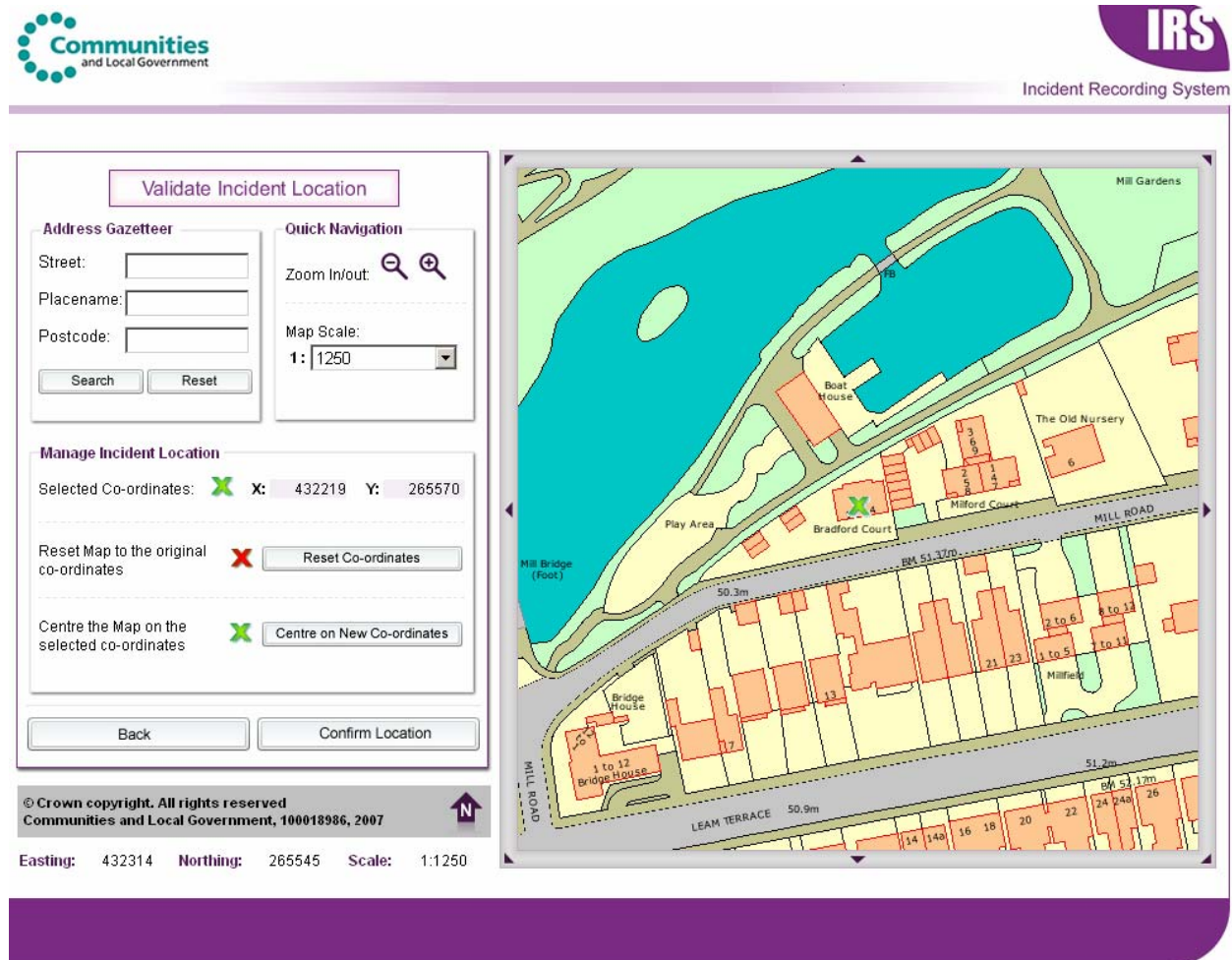
If you do **NOT** know the co-ordinates then you can select them on a map.

The IRS uses the Ordnance Survey MasterMap data down to a scale of 1:1250, this allows you to select a location to an accuracy of 1 metre



Click on the button.

A new screen will appear (as shown below) which will display a map centred on your home station. If a location has already been selected then the map will be centred on this location.



The screenshot shows the 'Validate Incident Location' interface. On the left is a form with the following sections:

- Address Gazetteer:** Fields for Street, Placename, and Postcode, with Search and Reset buttons.
- Quick Navigation:** Zoom In/out buttons and a Map Scale dropdown menu set to 1:1250.
- Manage Incident Location:**
  - Selected Co-ordinates: X: 432219 Y: 265570
  - Reset Map to the original co-ordinates: [X] Reset Co-ordinates
  - Centre the Map on the selected co-ordinates: [X] Centre on New Co-ordinates
- Buttons: Back and Confirm Location.

At the bottom of the form, it displays: © Crown copyright. All rights reserved. Communities and Local Government, 100018986, 2007. Easting: 432314 Northing: 265545 Scale: 1:1250.

The map on the right shows a residential area with streets like Mill Road, Leam Terrace, and Mill Bridge (Foot). A green cross is placed on a property labeled 'Bradford Court'. Other labels include 'Boat House', 'The Old Nursery', 'Mill Gardens', and 'Mill Road'.

### To select the location:

1. Use the controls to zoom-in, pan and zoom-out.

2. Click on the map to select the location – a green cross will appear at the selected location and the Eastings and Northings will be shown. If the position you have selected is not quite correct click again at a new location.


To use the drag function, you can right-mouse-click on the map itself to move the displayed image.

**\*Note: If the property is an addressable location and you move the co-ordinates in this way, you will need to manually change the address details. For example the property number in Q4.2a will not automatically change based on your new selection so you will need to change it manually.**

3. When you are happy with the selected location press the 'Confirm Location' button.


### Within the mapping screen the following functionality is available:

#### Zooming-in -

To zoom-in click on the zoom-in icon (  ).

The map will be re-displayed at the next zoom level down

#### Zooming-out-


To zoom-out click on the zoom-out icon (  ).

The map will be re-displayed at the next zoom level up.

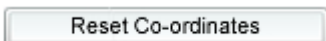

#### Changing scale –

You can change the scale of the map displayed using the drop-down list.

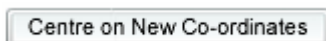

#### Panning-

You can move up, down, sideways by clicking on the arrows (  ) at the corners and sides of the map.

#### Reset Co-ordinates

Clicking on the  button will re-set the co-ordinates to the position marked by the red cross (  )

#### Centre map on current co-ordinates:

Clicking on the  button will re-display the map with the green cross (  ) at the centre.

#### Street , Placename and Postcode search-

You can also zoom-in directly to an area by specifying a postcode or place and optionally a street name.

This is probably the quickest way of zooming into the required location.

This method works best with:

1. a full postcode e.g. SW1E 5EB
2. a street name and partial postcode : **street:** Allington **postcode:** SW1E
3. a street name and place: **street:** John Morgan **place:** Hook

To use this functionality:

1. Enter street name or part of street name (optional) e.g. Allington
2. Enter postcode or place name e.g. SW1E.
3. Press 'Search'

A postcode or place name search may return one of the following 3 conditions:

1. No results found. A message notifying the user that no results have been found will be displayed in a pop-up window;
2. One result found. The map will automatically zoom to the returned centre point.
3. Multiple results found. The results will be displayed in a pop-up window with additional information to help the user find their point of interest. The user will be able to scroll through the results and clicking on a result will re-centre the map and close the pop-up window.

## Error Messages that may appear

This section lists messages that may appear on the Summary screen at the end of data entry.

Messages are categorized as **Error**, **Warning** or **Information**.

It is not possible to 'Publish' an incident to DCLG that has any **Error** or **Warning** messages.

The detailed list of messages that may occur are listed in the table below, it is also possible to get an 'application error' where an error has occurred in the system.

The text message for 'application errors' is as follows:

**An application error has occurred preventing your last request from being completed.  
Please contact the IRS Help desk and provide the Error Code displayed.**

If you are shown an 'application error' (explanations of these are not given below) please contact the IRS helpdesk and provide the error code displayed.

Rule Name	Error Category	Error No	Error Type	Integrated User Friendly Error Message

Incident Exists	Error	2004	Data	The FRS incident number (Q1.1 on 1.Incident Page) you have entered already exists. Please change the FRS incident number [2004 ERROR]
OverTheBorder Incident Exists as Incident	Error	2005	Data	For this 'Over the Border' incident the other FRS's incident number (Q1.7 on 1.Incident Page) you have entered already exists. Please change the FRS incident number. [2005 ERROR]
Incident Locking	Error	2009	Data	This incident has been accessed by another user since it was last saved. To prevent simultaneous editing, please click cancel and re-open the incident. [2009 ERROR]
Value range for the GenericType attribute of MobiliseIncidentType	Information	3002	Data	Are you sure that the incident type (Q3.1 on 3.Attendance) is defaulted correctly, as the control room incident type (Q2.3 on 2.Call) pre-populated from the C&C system had a different generic incident type defined. [3002 INFO]
Value of LateCall Flag	Information	3004	Data	Are you sure? As the control room incident type (Q2.3 on 2.Call) is set to 'Fire – Late Fire Call', but the call indicator (2.4 on 2.Call) has not been set to 'yes' [3004 INFO]
Chronological ordering of Incident Timings	Warning	3005	Data	If the Late Call indicator (Q2.4 on 2. Call) is set to 'no' then the time of call (Q2.1), the stop message (Q2.5) and time incident closed (2.6) must be chronological. [3005 WARNING]
Incident Timing Range Exceeded	Warning	3006	Data	The time of call (Q2.1 on 2.Call Page) and time incident closed (Q2.6) cannot be greater than 30 days apart. [3006 WARNING]
Incident Timing Range Warning	Information	3007	Data	For your information, the time of call (Q2.1 on 2.Call Page), and the time incident closed (Q2.6 on 2.Call Page) are currently greater than 3 days apart. [3007 INFO]
Incident Location Geo-Coordinates	Error	3008	Data	The incident location Easting and Northing (Q4.3a/Q4.3b on 4.Location) values must be populated with valid co-ordinates if the status (Q10.1 on 10.Summary) is being set to 'recorded' or higher. [3008 ERROR]
OriginOfCall Description	Error	3009	Data	If the origin of call (Q2.2 on 2.Call) is set to 'Not known', then the description (Q2.2a) must be populated. [3009 ERROR]
OriginOfCall Valid for Publication	Warning	3010	Data	The Origin of Call (Q2.2 on 2.Call Page) cannot be set to 'Not known' if the incident status (Q10.1 on 10.Summary) is being set to 'Recorded' or higher [3010 WARNING]
IncidentTimeOfCall and Closed must be different	Warning	3011	Data	The time of call (Q2.1 on 2.Call) must be less than the time incident was closed (Q2.6). [3011 WARNING]

MobiliseIncidentType description	Error	3012	Data	The control room incident type description (Q2.3a on 2.Call) must be populated if the control room incident type (2.3 on 2.Call) value is 'Not known'. [3012 ERROR]
MobiliseIncidentType valid for Publication	Error	3013	Data	The control room incident type (Q2.3 on 2.Call) cannot be 'Not known' if the incident status (Q10.1 on 10.Summary) is set to 'Recorded' or higher. [3013 ERROR]
Incident Times in the Past	Error	3014	Data	The incident time of call (Q2.1 on 2.Call) and the time incident closed (Q2.6 on 2.Call) cannot be more than 2 hours in the past. [3014 ERROR]
Value range for IncidentCategory	Information	3102	Data	Are you sure? The type of incident reported by your Control Room (Q2.3 on 2.Call Page) differs from category (Q3.1 on 3.Attendance) used. [3102 INFO]
Mapping for SpecialServiceType	Information	3124	Data	Are you sure? The incident type recorded by the Control Room (Q2.3 on 2.Call) differs from the type of incident defined by the special service type (Q3.3 on 3.Attendance). [3124 INFO]
Derelict Property Population	Information	3202	Data	Are you sure? The incident type recorded by the Control Room (Q2.3 on 2.Call) was 'Fire – Derelict Property', but the 'Is Derelict' question (Q3.8 on 3.Attendance) is set to 'No' [3202 INFO]
Chimney Fire population	Information	3212	Data	Are you sure? The incident type recorded by the Control Room (Q2.3 on 2.Call) was 'Fire – Chimney', but the 'Was it a Chimney fire' question (Q3.9 on 3.Attendance) is set to 'No' [3212 INFO]
Mapping for PropertyType	Information	3237	Data	Are you sure? As the property type selected (Q3.2 on Attendance) is not consistent with the incident type reported by the Control Room (Q2.3 on 2.Call) at the time of the initial call. [3227 INFO]
False Alarm PropertyType	Warning	3239	Data	You can only select 'Not known > False Alarm > Property not found' for the property type (Q3.2 on 3.Attendance) for incident category (Q3.1 on 3.Attendance of 'False Alarms' [3239 ERROR]
Outdoor Fire Large Area	Warning	3241	Data	You have said that the outdoor area damaged (Q5.16 on 5.Other Details) or (Q8.35 on 8.Damage Page) is 'Over 10,000 sq metres' but not provided the actual area damaged in hectares within the text field. [3241 WARNING]
PrimaryFire and ChimneyFire conflict	Warning	3245	Data	This incident has been identified as a Primary Fire. Please ensure that the answer to the chimney fire question (Q3.9 on 3.Attendance) is "No" [3245 WARNING]
Main Cause of Fire MakeModel	Warning	3247	Data	If the main cause of the fire (Q8.1 on 8.Damage) is due to faulty leads, appliances or vehicles, then the make model description (Q8.2) must be

				completed [3247 WARNING]
Floor of Origin of Fire Highest	Warning	3290	Data	If the property is a building then the floor where the fire originated (Q8.30 on 8.Damage) must be less than or equal to the number of floors above ground (Q8.28) unless the floor of origin is set to '999'. [3290 WARNING]
Floor of Origin of Fire Lowest	Warning	3291	Data	If the property is a building then the floor where the fire originated (Q8.30 on 8.damage) cannot be less than the number of floors below ground (Q8.29). [3291 WARNING]
Deck of Origin of Fire Highest	Warning	3292	Data	If the property is a boat then the deck where the fire originated (Q8.30 on 8.Damage) must be less than or equal to the number of decks above the main deck (Q8.28) unless the deck of origin is set to '999'. [3293 WARNING]
Deck of Origin of Fire Lowest	Warning	3293	Data	If the property is a boat then the deck where the fire originated (Q8.30 on 8.damage) cannot be less than the number of decks below the main deck (Q8.29). [3293 WARNING]
VictimsInvolved and False Alarms	Error	3342	Data	You cannot have any casualties or rescues for a False Alarm [3342 ERROR]
Vehicle Resources Entry	Warning	3401	Data	Please record details of the Vehicles that attended this incident (6.Resources). You must provide details on at least 1 vehicle. [3401 WARNING]
Other Resources Entry	Information	3402	Data	Are you sure? This fire incident which is not a late call does not have details of any equipment used (6.Resources). [3402 INFO]
LateCall Fires No Equipment	Information	3416	Data	Are you sure? The fire incident 'Late Call' is set to 'yes' (Q2.4 on 2.Call), but you have provided details of equipment used (6.Resources). [3416 INFO]
Fire Damage Spread Quality	Warning	3501	Data	The extent of flame and heat damage at stop (Q8.22), cannot be a smaller area than on arrival (Q8.20).
Alarm Systems Present Quality	Warning	3502	Data	Was there any alarm systems present (Q5.8) must be 'Yes' if the origin of call (Q2.2) was 'AFA from originator / call centre', for a building fire.
VRM Format Check	Information	3503	Data	Are you sure the Number Plate (Q8.31) is valid? It does not match the standard UK format, but it could be a foreign plate?
Victim Person Age	Warning	3504	Data	The Victim's Age (Q9.7) must be in the range of '0' to '130', or '999' meaning 'Not Known'.



SpecialService RTC Extrication Quality	Warning	3505	Data	Were any RTC extrications performed? (Q5.26) must be 'Yes', if the Special Service Incident Type (Q3.3) is 'RTC \ Extrication of person/s',
IRS Use for MobiliseIncidentType	Information	3506	Data	Are you sure the 'At Call' incident type (Q2.3) is correct, as this value is not defined as one to be used for IRS National Statistics use
SpecialServiceType Should be an RTC	Information	3920	Data	Are you sure? The special service type (Q3.3 on 3.Attendance) you have selected is normally expected to be recorded with 'Was this an RTC?' (Q5.22 on 5.Other details) set to 'yes'. [3920 INFO]
SpecialServiceType Should be a HazMat	Information	3921	Data	Are you sure? The special service type (Q3.3 on 3.Attendance) you have selected is normally expected to be recorded with 'Were there any hazardous materials involved?' (Q5.19 on 5.Other Details) set to 'yes'. [3921 INFO]
Ready for Publication	Error	3999	Data	This incident contains outstanding validation Warnings that prevent the incident details being saved. Please ensure that the problems are resolved prior to setting to 'Recorded' or 'Published'. [3999 ERROR]

# Glossary of Terms

## Abandoned

Property is generally deemed to have been abandoned if it is found in a place where the true owner likely intended to leave it, but is in such a condition that it is apparent that the true owner has no intention of returning to claim the item.

## Age range

Child 0-9  
Youth 10-17  
Adult 18-64  
Elderly 65 plus

## Backdraft

A backdraft is a situation which can occur when a fire is starved of oxygen; consequently combustion ceases but the fuel gases and smoke remain at high temperature. If oxygen is re-introduced to the fire, e.g. by opening a door to a closed room, combustion can restart often resulting in an explosive effect as the gases heat and expand.

## Building

All buildings; including those under construction.

'Building' means a construction/structure which supports a roof.

## Casualty

A person requiring medical treatment, including first aid given at the scene (by anyone), and those sent to hospital or advised to see a doctor for a check-up or observation (whether or not they actually go). People sent to hospital or advised to see a doctor as a precaution, having no obvious injury, are recorded as a precautionary check up.

## **Chimney Fire**

'Chimney fire' – These are any fires in buildings (usually residential, but includes domestic-type chimneys in commercial premises e.g. hotels and pubs – this does NOT cover industrial chimneys which should be reported as a Primary fire) where the flame was contained within the chimney structure and did not involve injuries, fatalities, rescues or attendance by five or more appliances.

## **Department for Communities and Local Government (DCLG)**

The Government Department that, at the time of writing, is responsible for the IRS and to whom IRS reports are Published.

This could change in the future following any machinery of government changes.

## **Derelict**

Unfit for further use; awaiting demolition; under demolition

## **Drop down menus**

It is essential that all the available options (or codes) for each question are considered BEFORE making a selection. This is to ensure that the "best match" is selected rather than an earlier, less accurate choice.

Don't resort to 'Other' until all options are exhausted.

Choose the **best** option from the full menu.

## **Dwelling**

'Dwelling' means a property that is also a place of residence. Buildings occupied by households, excluding hotels, hostels and residential institutions. Includes non-permanent structures used solely as a dwelling, such as houseboats.

## **Ethnicity**

The racial group of a person.

## **Evacuation**

The direction of people from a dangerous place to somewhere safe.

## **Extrication**

The removal or setting free of a person with difficulty where equipment or expertise are necessary to remove someone from a situation i.e. someone trapped in lift machinery or trapped in a vehicle RTC.

## **Fire**

An incident attended by a local authority FRS of uncontrolled burning involving flames and/or heat and/or smoke.

Fire does not include the following except when they cause fire or occur as a consequence of fire:

- Explosions\*
- Lightning
- Electrical discharge

\* Fireworks/petrol bombs which extinguish themselves and do not cause damage are not reportable as a Fire incident, but instead as a False Alarm. Unless fire fighting action is required, in which case, it will be a Fire incident.

## **Fire False Alarm**

Where the FRS attends a location believing there to be a fire incident, but on arrival discovers that no such incident exists, or existed.

## **False alarm due to apparatus**

False Alarm due to Apparatus - are calls initiated by fire alarm and fire-fighting equipment operating (including accidental initiation of alarm apparatus by persons or where an alarm operates and a person then routinely calls the FRS as part of a standing arrangement, i.e. with no 'judgement' involved, for example from a security call centre or a nominated person in an organisation).

Apparatus – (fire) detection and alert/call equipment

## **Fatality/Fatal**

A person who has died as a direct or indirect result of injuries received at the incident.

## **First Aid**

Minor treatment given at the scene by anyone.

## **Flash over**

A flashover is the near simultaneous ignition of all combustible material in an enclosed area.

## **Good intent false alarm**

Good Intent False Alarms are calls made in good faith in the belief that there really was an incident.

Can include where the FRS is summoned by a person utilising a call point/alarm or phone.

## HMO (House of Multiple Occupation)

Under the changes in the Housing Act 2004, if you let a property which is one of the following types it is a House in Multiple Occupation: See separate guidance on HMOs

## Incident attended

The IRS only collects information on incidents **attended**. This means that the FRS has attended the scene of the incident.

It does NOT include the case where an appliance is 'turned around' or 'called back' before arriving at the scene of the incident as they have no information on which to answer any further questions on the IRS.

## Injured/Injury

'Injured' – includes victims that were rescued *with* an injury

Defined as a person who required first aid at the scene (by anyone) or more medical treatment than could be given at the fire ground, including people advised to attend hospital or to see a doctor, whether or not they actually go.

## IRMP

Integrated Risk Management Planning (IRMP) is about improving public safety, reducing the number of fire incidents and saving lives.

For over forty years, the fire and rescue service provided cover for fires according to recommended standards. These standards dated back to 1947 and are based on property types within a given area.

Integrated risk management has shifted the focus in planning to put people first, looking at the risks arising from all fires and other emergency incidents, and at the options for reducing and managing them

It is a requirement under the National Framework, produced by Communities and Local Government (CLG), that all fire and rescue services will produce, review and update their own IRMP, with consultation of partners within their Community.

## Late fire call

A late fire call is where a fire is known to be extinguished when the call was made (or to which no call was made e.g., a fire comes to the attention of the FRS as a result of a press report or inquest). Such fires should be reported if an attendance is made (even if one person attends for inspection only) but should not be reported if no attendance is made.

Further detail on this type of incident can be found in the Special Cases section of this document.

## **Large Vehicle**

A vehicle that cannot be driven on a normal driver's licence, requires a specialist licence.

## **Location**

Location is the type of premises, property or countryside in which the fire started. This is not necessarily the type of premises in which most casualties or damage occurred as a result of the fire.

## **Malicious false alarm**

Malicious False Alarms are calls made with the intention of getting the FRS to attend a non-existent incident, including deliberate and suspected malicious intentions.

## **Medical Case**

Lift rescue circumstances example - 'For medical case' should be used in circumstances where one or more of the occupants that are shut in a lift require medical treatment or any unnecessary or prolonged incarceration within the confines of the lift will worsen an existing medical condition.

## **Multi seated**

'Multi-seated' fire means a fire which has more than one location or origin of fire. That is, a fire that has more than one location started at approximately the same time or in the same way, within a property.

## **Non-fatal**

A person injured as a direct result of the incident (but not fatally injured) who required first aid (provided by anyone) at the scene or more medical treatment than could be given at the incident. This includes any person advised to attend hospital or see a doctor, whether or not they actually follow up the advice.

## **Occupied**

In occupation - the occupiers are present or temporarily absent (building is empty).

## **Over the Border incident**

This is an incident where one FRS attends an incident within the borders of another. The record is completed and 'published' by the FRS that attended the incident.

There are two FRSs involved in 'over the border' incidents – the **Attending** FRS who actually dealt with the incident and the **Territorial** FRS on whose territory the incident occurred.

*\* Where both FRSs attend, this is not an over the border incident and the territorial FRS should complete the report.*

Further information to assist in completing this type of incident is given at Q1.5 and in the Special Cases section of this guidance.

## Out on Arrival

A fire which has been extinguished before the arrival of the FRS.

## Precautionary Check

Where a person is taken to hospital for a precautionary check (and receives no further treatment) or is advised to seek medical advice, whether or not they actually do.

A precautionary check can also be given, for example, where a person has been exposed to smoke but has no signs of harm or distress.

## Prevented attendances

These are attendances where the FRS is prevented from accessing the scene, for example due to riots etc.

## Primary Fire

Primary fires include all fires in buildings, vehicles and some outdoor structures or any fire involving casualties, rescues or fires attended by five or more appliances.

## Release

To give freedom or free movement to someone or something where minimal equipment is used i.e. winding a lift car up or down and opening the door in a lift release.

## Rescue

This is a person who has received physical assistance to get clear of the area involved in the incident.

## RTC

Road Traffic Collision.

## Secondary Fire

An incident that did not occur at a Primary location, was not a chimney fire in a building, did not involve casualties (otherwise categorised as a

Primary incident) and was attended by four or fewer appliances (otherwise categorised as a Primary incident).

These are fires that:

- were not chimney fires and
- did not occur at primary locations and
- did not involve casualties, rescues or escapes and
- were attended by four or fewer appliances.

## **Serious injury**

At least an overnight stay in hospital as an in-patient

## **Shock**

The emotional or physical reaction to a sudden, unexpected and usually unpleasant event or experience

Or,

A medical condition caused by severe injury, pain, loss of blood or fear which slows down the flow of blood around the body

## **Slight injury**

A slight injury can be defined as:

1. Attending hospital as an outpatient (not precautionary check)

Or

2. First Aid given at scene (by anyone)

Or

3. A precautionary check was recommended

## **Small vehicle**

A vehicle that can be driven on a normal driver's licence (includes the exception pedal bicycle)

## **Smoke Cloak**

A smoke cloak is essentially an anti-intruder device which, upon operation, releases smoke into a building for the purpose of driving away the intruder.

## **Special Service**

Non-fire incidents which require the attendance of an appliance or officer and include:

- (a) Local emergencies e.g. road traffic incidents, rescue of persons, 'making safe' etc;



- (b) Major disasters;
- (c) Domestic incidents e.g. water leaks, persons locked in or out etc;
- (d) Prior arrangements to attend incidents, which may include some provision of advice and inspections.

The training of individuals should not be recorded as a special service incident. In addition, some tasks that should not be included are performing dry riser tests, charging cylinders, loaning or testing equipment and interviewing or other fire safety activities.'

### **Special Service False Alarm Good Intent**

These are calls made in good faith in the belief that there really was a special service incident.

### **Time of Stop/Stop Message**

No further resource is required at the incident. A stop message has been sent to command and control. The number of appliances at the incident will not increase.

### **Under construction**

Constructors are in occupation

### **Under demolition**

The demolition contractors are in occupation

### **Unoccupied**

The owners have moved out but the property is not derelict

