

# Wales Fire and Rescue Service

# Circular



Llywodraeth Cymru  
Welsh Government

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Status: For Action

Title: **Notification of Fires on Crown Premises, and Reporting of Fires where a Fatality Occurs**

#### Issued by:

Steve Pomeroy  
Head of Fire Services Branch

#### Addressed to:

Chief Fire Officers  
Chairs of Fire and Rescue Authorities  
Clerks to Fire and Rescue Authorities

#### Please forward to:

Fire Public Relations Officers  
Control Room Managers and Staff

#### Summary

A review of reporting Incidents on Crown Premises has been undertaken, resulting in new reporting requirements. This circular provides a new return for reporting such incidents. Arrangements for reporting fires where a fatality occurs remain unchanged.

#### For further information contact:

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

CLG Ref: N/A

## NOTIFICATION OF FIRE RELATED INCIDENTS ON CROWN PREMISES

1. A review of reporting Incidents on Crown Premises has been undertaken, resulting in new reporting requirements. Amendments to the return referred to in circular W-FRSC(2014)01 are outlined below:
  - The return has been renamed “Crown Premises Fire Incident Notification (CPFIN)”.
  - The form should now be sent ONLY to the Welsh Government Fire Branch mailbox [fire@wales.gsi.gov.uk](mailto:fire@wales.gsi.gov.uk) with the e-mail subject “Crown Premises Fire Incident Notification”
  - Circumstances of Incident and Action Taken by FRS – the brief narrative should include the following details:
    - Cause of Incident
    - Stop message
    - Action taken by FRS personnel
    - Any other information thought to be relevant.
  - Fire Safety Concerns – the form will now be used to inform the Crown Premises Inspector of any obvious concerns relating to fire safety within the premises that have been observed by FRS personnel e.g. fire doors wedged open, fire alarm panels showing fault, fire exits obstructed or blocked etc.
2. An amended return is attached at Annex A (version 01/2015). This should be used to report all future incidents.
3. W-FRS(2014)01, issued on 13 February 2014, also referred to reporting fire incidents where a fatality occurs. The arrangements for reporting these incidents remain the same. FRS controls should continue to inform Fire Services Branch (through the fire mailbox: [fire@wales.gsi.gov.uk](mailto:fire@wales.gsi.gov.uk)) as soon as possible of any fire where a fatality occurs, even if, at the time, it is not clear whether the fatality is a direct result of the fire. Should any further information be needed, Fire Services Branch officials will contact the respective FRS.

### Contact Details for the Crown Premises Inspector

4. All information relating to Fire Incidents should be reported through the fire mailbox. However, contact details are shown below for any other queries aimed directly at the Crown Premises Inspector.

[Stephen.Gutierrez@wales.gsi.gov.uk](mailto:Stephen.Gutierrez@wales.gsi.gov.uk)

Tel : 07748 539999

**Steve Pomeroy**  
**Head of Fire Services Branch**  
**Welsh Government**