

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:

Kerry Citric
Fire Services Branch
Community Safety Division
Welsh Government
Merthyr Tydfil Office, Rhydycar
Merthyr Tydfil CF48 1UZ

Direct Line: 0300 062 8226
Fax: 0300 062 8547
E-mail: Kerry.citric@wales.gsi.gov.uk
Website: 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 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) 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

Tel : 07748 539999

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