

██████████  
  
24 June 2014

Dear ██████████

**FREEDOM OF INFORMATION ACT 2000 - INFORMATION REQUEST  
(Our Ref: FOI\_14-105)**

We have now considered your request of 20 May 2014, clarified on 29 May, for information regarding fire incidents at UEA for the last 3 years.

Our response is in the accompanying Excel file 'FOI\_14-105 Appendix A' and on page 3 of this letter. For reference, your original and clarified requests are also copied on page 3. We hope this information will meet your requirements.

However, since our previous correspondence we have discovered that the cost of finding and assembling some of the requested information – specifically the cost of post-fire repairs/refurbishments – will exceed the 'appropriate limit' as defined by section 12 of the Act and the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004/3244.

The 'appropriate limit' of £450, which equates to 18 hours' work, relates to a request in its entirety. If the University cannot locate, retrieve and extract some or all of the requested information within the 18 hours we are not obliged to retrieve any of the requested information. However on this occasion we are happy to provide information on fire incidents and regret that we are not able to provide a full response to your request.

To explain our position, the University's job logging system does not have 'fire' in any of the searchable fields, which means we cannot simply call up a report based on these incidents. We have checked all the options on the system and can only narrow the request down to building (residences) and room number. As there is no filter for 'kitchen' we would then have to go through all of the reports for residences. To retrieve any associated costs we would have to open each job, read through the text, record the costs and total it up from there.

To give you some idea of the approximate time this process would take, there have been 75,000 jobs in UEA residences over the last three years and we would anticipate spending at least 3 minutes reviewing each job for relevant costs.

We appreciate your offer to sift through the raw data as an alternative to our withholding information; however the reports mentioned above contain personal data. We do not have permission of the students and staff involved to disclose this information and do

not believe it would be fair to do so. We therefore believe that release of the complete reports would breach Principle one of the Data Protection Act 1998.

Please note that any material over which UEA has copyright is released subject to the understanding that you will comply with all relevant copyright rules regarding reproduction and/or transmission of that information.

You have the right of appeal against this decision. If you wish to appeal, please set out in writing your grounds of appeal and send to me at the address noted in the heading to this letter.

You must appeal our decision within 60 calendar days of the date of this letter. Any appeal received after that date will not be considered nor acknowledged. This policy has been reviewed and approved by the Information Commissioner's Office.

You also have a subsequent right of appeal to the Information Commissioner at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow, Cheshire  
SK9 5AF  
Telephone: 0303 123 1113  
[www.ico.org.uk](http://www.ico.org.uk)

Please quote our reference given at the head of this letter in all correspondence.

Yours sincerely

David Palmer  
Information Policy and Compliance Manager  
University of East Anglia

## **Response to Freedom of Information Act 2000 request (FOI\_14-105)**

*This is a request for information relating to fire incidents within the kitchens of University Halls of Residence.*

*I would like to receive a list of all fire incidents and the cost of any resulting repairs/refurbishments during the last 3 years. Would you please include all incidents regardless of whether the fire service was called.*

[Clarification received on 29 May]:

1. How exactly do you wish to define a 'fire incident'?

*Any occasion where a fire has actually occurred, not for example when an alarm has accidentally been triggered by mistake or by a fault.*

2. What 'type' of incident do you wish us to count? (would 'cooking' as a type be sufficient?)

*Yes cooking would be sufficient.*

3. What type of 3 year span do you wish us to count, Jan-Dec, or Aug-July?

*I am most interested in recent data, so May to April would be idea, or if easier for you August to July.*

A list of all actual fire incidents is presented within the accompanying Excel file 'FOI\_14-105 Appendix A'. All were classified as 'fire alarm full', representing all cooking-related incidents which generated enough fire and/or smoke to set off the fire alarm and where the building was evacuated as a result.

### ***[Information withheld pursuant to s.12(1), Freedom of Information Act]***

The time/cost of locating and extracting information relating to the costs of any repairs or refurbishments in the last 3 years resulting from all fire incidents as defined above would exceed the statutory appropriate limit for the reasons noted in the letter above.