

**Scottish Historic Buildings National Fire Database
Annual Report
2007 - 08**



Corgarff Castle, Aberdeenshire

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COVER: Historic Scotland has recently commissioned the installation of a sprinkler system at Corgarff Castle, Aberdeenshire. It is believed that the castle is the first Scheduled Ancient Monument to be fitted throughout with automatic fire suppression and may also be the oldest building in the UK which is protected by a sprinkler system.

1. Introduction

A revised Minute of Agreement between Historic Scotland and the Scottish Fire and Rescue Services for the development of The Scottish Historic Buildings National Fire Database (SHBNFD) was signed in October 2007. Building on the work undertaken through two previous Minutes of Agreement dating back to 2002, the latest Minute of Agreement acknowledges the completion of research into Category A-listed properties and sets out a wider set of outcomes to reflect the fact that the SHBNFD is much more than a database, as a project it sets out objectives that drive forward the protection of the built heritage from the devastating effects of fire.

Mike Coull, Grampian Fire and Rescue Service, was appointed as Heritage Co-ordinator for the Scottish Fire Services and seconded to this post on 1st February 2005. Although he had to return to take up a post within Grampian Fire and Rescue Service in February 2007, he remained as Heritage Co-ordinator for the Scottish Fire Services on a part-time basis.

He returned to the post on a full-time basis in May 2008, as the requirement for this post was considered crucial in not only delivering the key objectives set out in the Minute of Agreement, but also to enable further research to be completed to develop strategies with the Fire Service that would contribute to the protection of the built heritage from the effects of fire.

During 2007/08 data gathering for the cities of Edinburgh and Glasgow was completed, therefore enabling all areas in Scotland to be included in the SHBNFD. A small number of properties not previously identified will be visited to ensure that all category A-listed properties are on the database; however this will be completed within a very short period of time.

One key objective within the Minute of Agreement is to improve the reporting of incidents in listed buildings, seven out of the eight Scottish Fire and Rescue Services are now reporting incidents to the SHBNFD. This is enabling more accurate data to be retrieved, consequently this will inform on future guidance and research to reduce the number of incidents in listed properties.

2. Scottish Historic Buildings National Fire Database

Since August 2002, a Historic Buildings Researcher, employed by Historic Scotland, has been tasked with compiling the database for all A-listed properties in Scotland. The researcher gathers information, initially from Historic Scotland list descriptions then adds relevant information taken from sources held within the Royal Commission on Ancient and Historical Monuments of Scotland such as journals, books, sales brochures, building plans and photographs. This information is translated into a suitable format for use by firefighters in an emergency situation and entered into the database.

Throughout 2007 the main focus of the project were the cities of Edinburgh and Glasgow, the bulk of research work undertaken by the researcher in this period has been in these two areas.

There are three key elements that must be considered before the category A-listed properties can be fully completed. Firstly is the development of procedures for updating the database, although it is not envisaged that the numbers involved would be sizeable. Secondly, whilst undertaking pilot research for a category B-listed properties project, the researcher identified twenty category A-listed properties that had not previously been identified in the Loch Lomond and Trossachs National Park. Finally, there are still some properties in the Highlands and Islands Fire and Rescue Service area that need to be visited by fire personnel to verify the information. The Heritage Co-ordinator is working with this service to develop a strategy for the completion of this work.

2.1 Progress with A-listed properties

The following table outlines the progress to date within each fire and rescue service area to complete the research and demonstrates how the information is being utilised.

Fire & Rescue Service	No. of A-listed Properties	Progress within Fire and Rescue Service
Strathclyde (excl. City of Glasgow)	504	Research completed and information on Vehicle Mounted Data System (VMDS).
Grampian	387	Research completed. Paper records as interim arrangement until VMDS implemented.
Lothian and Borders (excl. City of Edinburgh)	421	Research completed and information on the service intranet and VMDS. Whilst only certain appliances have VMDS, a rollout to all appliances is planned. In the interim, data is also available on Incident Support Units and the Control Room
Fife	204	Research completed and information on VMDS.
Central	125	Research completed and information on appliances that have VMDS. Data also held in Control Room.
Dumfries and Galloway	224	Research completed and information on VMDS
Tayside	344	Research completed and information on VMDS
Highlands and Islands	248	Islands and some areas of the mainland complete. Paper records on appliances and in fire safety files.

Table 1 – Current Project Progress

With most Fire and Rescue Services having either a paper based system or VMDS to provide fire crews with information when attending incidents in listed buildings, the information is being used by crews attending these incidents. As it is an intrinsic part of Fire Services' operational procedures to use information on buildings that they attend, it is difficult to quantify how often crews look at this information and how it influenced operational tactics at any incident. The following report received from Dumfries and Galloway Fire and Rescue Service however highlights the benefit of the information provided through the SHBNFD and held on their VMDS. This information relates to the former Carnsalloch Nursing Home, Kirkton near Dumfries.



The building is A-listed and was subject to 3 wilful fire raising incidents in April 2007. The worst incident was on 13 April 2007, and involved the attendance of 3 pumping appliances and an Aerial Ladder Platform.

The building had been unoccupied for some time and was thought to have been being used occasionally by squatters.

The fire on 13 April was notified to Dumfries and Galloway FRS at around ten minutes to seven in the evening and was brought under control before nine o'clock, with the last appliance returning to station at three o'clock the following morning.

The fire was started in an annex to the main building, in a former bedroom on the ground floor. Due to the poor condition of this non-listed part of the property, defensive firefighting was initiated using 4 main jets and a water tower from the Aerial Ladder Platform. Despite extensive damage to the annex, the A-listed part of the property was protected from fire.

Between 100 - 200 square metres of fire damage was caused to the property and due to the information being held on the Service's Vehicle Mounted Data System (VMDS), assistance was requested to supplement the water supply at an early stage.

The property was well known to the first attending crews but the information from the VMDS was most helpful in preserving the A-listed section of the building.

2.2 Development of SHBNFD in Edinburgh and Glasgow

One of the tasks identified within the Minute of Agreement was to gather research data on Category A-listed properties in the cities of Edinburgh and Glasgow for input into the Scottish Historic Buildings National Fire Database.

The primary difficulty identified within the cities is that often one Historic Scotland listing can cover a number of properties, such as a terrace. For example, the Park Circus area of Glasgow exists as one listing by Historic Scotland, but will be entered as at least 30 buildings on the Vehicle Mounted Data System.

Strathclyde Fire & Rescue seconded an officer for 12 months from January 2007 to undertake research of 267 identified A-listed properties in Glasgow. The identified properties were divided into 4 categories of Complex, Single, Church and Monument to aid the management of the project. While some monuments may only have taken 10 minutes to survey, complex sites could take several days.

Many of the complex sites were classified as such due to the fact that they included more than one building. The completed database for Glasgow was submitted in December 2007.

Lothian and Borders Fire and Rescue Service appointed a Research Officer to gather information on properties within Edinburgh. The Research Officer commenced in post in June 2006 and completed the work in March 2008. The total number of entries in Edinburgh is 913, but as with Glasgow, the actual number of properties far exceeded this number.

2.3 Development of SHBNFD to B-listed Properties

One of the requirements of the Minute of Agreement signed in October 2007 is to expand the SHBNFD to include entries for all Category B-listed property in Scotland. This had been identified as a five year programme commencing in April 2007, however due to the extended time required to complete the Category A-listed entries and finalise the new Minute of Agreement, this work has not yet commenced.

A research project to consider the most appropriate methodology to be applied to Category B-listed properties in Scotland has been completed and this was discussed with the Fire and Rescue Services at a meeting on 25 March 2008, to ensure that the methodology is applied in a manner that fully supports each service's Integrated Risk Management Planning process.

Whilst there is general agreement with the proposed methodology, the local nature of each Service's Integrated Risk management Plan (IRMP) requires a degree of flexibility to ensure that this meets the needs of each service. Consequently the Heritage Co-ordinator is meeting with each service to ensure that the most appropriate methodology is adopted, taking into account historical significance, vulnerability and firefighting special risks with a consistent approach.

Following on from these meetings, it is anticipated that short pilot projects will be completed, expanding the SHBNFD to include basic entries for every Category B-listed property, and assimilation of full data into the database for relevant Category B-listed properties deemed to be at higher risk by the Fire and Rescue Services and Historic Scotland.

3. Reporting of Incidents

One of the aims of the project was to facilitate the improved reporting and gathering of statistics on fires in historic buildings. In order to achieve this a project mandate was produced to ‘develop and implement reporting procedures with the Scottish Fire Services for incidents within listed buildings.’

An interim reporting procedure has been established which has enabled, for the first time, the scale of fire incidents in heritage properties in Scotland to be identified. During the past year additional Fire and Rescue Services have been able to report, ensuring more accurate data is available on the scale of loss. The following table highlights the extent of reportable fires in listed properties in Scotland for the period 1st April 2007 – 31st March 2008:

Service	A-listed	B-listed	C(S)-listed	Total	Notes
Central	-	-	-	-	Awaiting confirmation of reporting procedures
Dumfries & Galloway	3	6	4	13	To end of March
Fife	1	10	5	16	To end of January
Grampian	1	29	24	54	To end of March
Highlands & Islands	0	15	5	20	To end of March
Lothian & Borders	36	128	65	229	To end of March
Strathclyde	12	64	48	124	To end of March
Tayside	15	17	7	39	To end of March
	68	269	158	495	

Table 2 – Reporting of Incidents in Listed Buildings 2007-08

An analysis of the causes of fires provides the following details:

Electrical appliances / Installation	137
Cooking	163
Wilful	57
Smoking materials	44
Candles	9
Blow Torch/Hot work	15
Heating appliance	21
External source	21
Chemical Reaction	5
Unknown/Undetermined	23

Communities and Local Government are currently implementing an electronic system for the collection of Incident Data from Local Authority Fire and Rescue Services. Following extensive canvassing by the Heritage Co-ordinator, a question has been included within the new reporting system to identify that a property is a heritage/listed building. This will enable greater use of the statistics in identifying the scale of loss, identifying the main contributory factors to fires in historic buildings and provide a platform for identifying future research projects.

To date no Scottish Fire and Rescue Service is utilising the electronic Incident Reporting System, however, it is anticipated that all Fire and Rescue Services throughout the UK will be utilising the system by March 2009.

4. Communication Between Project Partners

In a project involving three different public bodies, it is imperative to maintain good communication networks. Ongoing liaison between the partners secures effective communication and ensures that the project objectives are delivered. Some examples of this are listed below:

4.1 Royal Commission on the Ancient and Historical Monuments of Scotland (RCAHMS)

The RCAHMS continue to accommodate the Historic Buildings Researcher and allow unrestricted access to their collections.

Liaison with staff members continues, with project updates being fed into the RCAHMS quarterly reporting system and adhoc meetings with Clare Sorensen. In addition, a presentation was undertaken to the Senior Management Team in July 2007.

When the fire project commences its roll out into Category B-listed properties, the Historic Buildings Researcher will continue to complete a database detailing the degree of coverage of listed properties in the RCAHMS collections.

The Historic Buildings Researcher, alongside the RCAHMS Survey, Photography and Graphics team, are in the process of producing display boards detailing the project in order to publicise and increase awareness of the project.

4.2 Scottish Fire and Rescue Services

The Heritage Co-ordinator for the Scottish Fire Services has established links with each Fire and Rescue Service, with each service providing a liaison officer who is the first point of contact for the Co-ordinator. During the year some restructuring within the fire services has meant some liaison officers have changed role and an updated list of liaison officers is provided in Appendix A.

In March 2008 a meeting was held with the liaison officers to consider the revised Minute of Agreement and to consider how the Fire and Rescue Services could deliver on the outcomes detailed within the agreement.

The Chief Fire Officers Association (CFOA) maintains an overview of the work of the project through quarterly updates provided by the Heritage Co-ordinator to the CFOA (Scotland) Intervention Business Stream. These updates include project mandates for specific elements of the project.

4.3 Historic Scotland

The project is managed through the Technical Research, Conservation and Education (TCRE) group of Historic Scotland. TCRE are kept informed of progress of the project through the Historic Buildings Researcher's line management and group meetings. In addition, the Heritage Co-ordinator meets with TCRE on a regular basis and provides written reports giving an update of progress and completed work.

Links to other areas of Historic Scotland have been established through the Heritage Co-ordinator and updates on progress of the project are also provided to the Historic Scotland chaired Scottish Historic Buildings Fire Liaison Group.

5. External Partnerships

The Heritage Co-ordinator represents the Scottish Historic Buildings National Fire Database project on a number of committees and through outreach work. Informal working partnerships have been developed with English Heritage and The National Trust and this is proving of great value in the sharing of information and good practice.

In November 2007 Northern Ireland Fire and Rescue Service (NIFRS) invited the Heritage Co-ordinator to visit Belfast where he met with senior officers of NIFRS along with a number of heritage agencies to assist in the development of their strategy for the protection of the built heritage from fire.

Following on from this visit, an action plan for the protection of the built heritage has been added to NIFRS Integrated Risk Management Plan for 2008/09. Further links with NIFRS are being developed and an officer has been invited to see the SHBNFD 'live' with Lothian and Borders Fire and Rescue Service and to attend the Scottish Historic Buildings Fire Liaison Group meeting to witness partnership working.

A presentation on the work of the SHBNFD project was given to the Historic Houses Association during a conference organised for its members at Thirlestane Castle, Lauder. In addition, the Heritage Co-ordinator also attended a number of properties, including Blair Adam House, Ballindalloch Castle and Darnaway Castle to offer advice on the development of fire safety management plans and damage limitation plans.

5.1 COST Action C17

Cost Action C17 is a European research initiative entitled 'Built Heritage: Fire Loss to Historic Buildings.' Through collaboration the aim is to reduce the significant physical and cultural loss of Europe's built heritage to the damaging effects of fire.

Involving a wide range of experts from 20 countries, this is being achieved in a multi-disciplinary, multi-national manner through the collaboration and integration of a variety of related research and practical projects. This includes the Scottish Historic Buildings National Fire Database.

The 4-year programme was initiated in December 2002 and concluded at the end of 2006. The chairman of the Action, Ingval Maxwell, TCRE, Historic Scotland, has produced the final report on the Action (three volumes) along with the conference proceedings (four volumes) and these have now been published.

5.2 Historic Buildings Fire Research Co-ordinating Committee

This committee is chaired by English Heritage and was established to foster the exchange of information on fire research relevant to historic buildings. The Heritage Co-ordinator and Historic Buildings Researcher attend meetings of this committee to provide information on progress of the Scottish Historic Buildings National Fire Database whilst also receiving information on other research programmes that will assist him in completing the tasks identified within the Minute of Agreement.

5.3 Fire and Rescue Statistics User Group

The Heritage Co-ordinator attends meetings of this group at the Communities and Local Government (CLG) where he provides information on the Scottish Historic Buildings National Fire Database.

Attendance at these meetings has been beneficial in obtaining support when the CLG consulted on the Incident Data to be collected from Local Authority Fire and Rescue Services following the implementation of the new reporting system.

5.4 Department for Culture, Media and Sport (DCMS) Training Sub-Group

The Heritage Co-ordinator attended a meeting of the DCMS training sub group at Schonbrunn Palace, Vienna.

This group comprises of members from English Heritage, National Trust, Historic Royal Palaces and the Victoria and Albert Museum. This group was initially set up to consider salvage training and mutual assistance in the London area. The Heritage Co-ordinator attended their meeting to see if it was possible to incorporate this work in Scotland. It is believed that there is an opportunity to progress this as a UK wide initiative, and the Heritage Co-ordinator will continue to attend this group.

5.5 National Fire Protection Association

The National Fire Protection Association (NFPA), whilst predominately an American organisation develops codes and standards across a wide range of fire related issues, which are implemented worldwide. The NFPA Technical Committee on Cultural Resources is responsible for the production and review of two of these codes:

- NFPA 909: Code for the Protection of Cultural resource Properties— Museums, Libraries and Places of Worship.

- NFPA 914: Code for Fire Protection of Historic Structures

In recognition of the work being undertaken through the SHBNFD project the Heritage Co-ordinator was invited to join the NFPA Technical Committee on Cultural Resources. During the past year the committee have been involved in re-writing NFPA 909 and this has been progressed through a meeting in May 2007 in Ottawa and a further meeting in September 2007 at Colonial Williamsburg, Virginia.

The Heritage Co-ordinator is also a member of a task group that has started to review NFPA 914 and attended a meeting of this group in Bellefonte, Pennsylvania in December 2007. This meeting location was chosen as the group are keen to develop guidance on the protection of historic town centres. In support of this work, a visit was undertaken to Chester in March 2008 and it is anticipated that the findings from this will be incorporated into the next edition of NFPA 914.

5.6 Assessing Fire Resistance of Historic Timber Doorsets

In many conversion projects historic timber doorsets are frequently deemed unsatisfactory in terms of their level of fire resistance, a potential weak point in an otherwise fire-resisting wall. Consequently they are often replaced, a loss to the heritage value of a property. The SHBNFD project team are currently involved in developing a fire testing programme, to try and achieve some performance test data for traditional timber doorsets. Furnace tests will be undertaken under laboratory conditions, with an attempt made to simulate 'real' fires. It is the intention that test data will be utilised by fire engineers and building control officers as part of a fire-engineered approach, a balanced solution to fire safety dilemmas, thus leading to the retention of historic doorsets.

The door testing project is also dovetailing with a Norwegian-led research project. The aim of this project is to establish an electronic tool to enable the fire resistance of timber doorsets to be estimated in-situ, as opposed to their removal or submission for furnace tests. Currently the only way to determine a door's resistance is to remove it and submit it to a furnace test, a hugely destructive and irreversible process.

6. Future Developments

A revised Minute of Agreement between Historic Scotland and the Scottish Fire and Rescue Services for the development of the SHBNFD was signed in October 2007.

Whilst the SHBNFD is vital in providing information to enable crews attending a fire to deal effectively with the incident, the revised agreement recognises the role this project plays in developing prevention and protection measures alongside any intervention strategies. As a result, the agreement has been renamed to reflect this and is now entitled '*Scottish Historic Buildings National Fire Database and related historic building fire protection outreach and partnership activities*'.

Within the agreement, the following outcomes have been identified for completion as part of the project:

- Develop the *Scottish Historic Buildings National Fire Database* into Category B-listed properties in a manner that fully supports all Scottish Fire and Rescue Services IRMP process.
- Manage a research project to consider the most appropriate IT platform for the *Scottish Historic Buildings National Fire Database* to enable partners to access information and update entries - ensuring full compatibility with Vehicle Mounted Data Systems and other IT systems utilised by partners.
- Explore opportunities through European or UK partners for any possible research funding bids identified as a result of this project to enable additional items of work to be undertaken.
- Produce a short guide to property owners to provide practical advice on the development of a fire management plan including arrangements for liaison with the Fire and Rescue Service, undertaking fire risk assessments and developing emergency procedures.
- Produce a firefighter development module to be incorporated into training of firefighters. This module to include sections on operational procedures, fire safety, exercises at historic buildings, liaison with owners and damage limitation.
- In conjunction with a commissioned author appointed by Historic Scotland, undertake as requested a review of the existing fire related Technical Advice Notes (TANs 11, 14, 22 and 28) produced by Historic Scotland to consider their relevance following changes to fire legislation and to develop a practitioners guide.
- Undertake a research project to consider a regional approach to damage limitation in Scotland in conjunction with relevant bodies and the Scottish Fire and Rescue Services.

A full list of the outcomes identified within the Minute of Agreement is shown at Appendix B.

7. Conclusions

The Scottish Historic Buildings National Fire Database continues to have a very practical end purpose, enhanced over the past year with the completion of entries for the cities of Edinburgh and Glasgow. With the research work undertaken by seconded officers in each Authority area, most Fire and Rescue Services now provide the information available to them through the database to appliances and personnel attending incidents within A-listed properties.

The signing of a revised Minute of Agreement in October 2007 has acknowledged the work of the project in not only providing information to fire and rescue crews attending incidents in category A-listed properties, but the wider influence the project can have on the protection of the built heritage from the devastating effects of fire.

The agreement to develop the database into Category B-listed properties will ensure that the protection of the built heritage is a fundamental part of each Fire and Rescue Services Integrated Risk Management Plan. The full value of the Scottish Historic Buildings National Fire Database can only be realised by developing the database to comprehensively cover Scotland's built heritage. Progressing the project to B-listed properties will make a significant contribution to achieving this.

One of the aims of the project was to facilitate the improved reporting and gathering of statistics on fires in historic buildings. Most Fire and Rescue Services are making use of the interim reporting arrangements established through this project, ensuring that more accurate statistics are available on the extent of fire loss in the built heritage. Amongst other uses for these statistics, this will prove a useful tool to inform future research programmes of the Technical Conservation, Research and Education Group of Historic Scotland. The reporting procedures will be further enhanced when the revised method of collection of incident data is implemented within all Fire and Rescue Services, the anticipated date for this being March 2009.

The Heritage Co-ordinator for the Scottish Fire Services has continued to undertake further research and forge closer links between the heritage agencies and organisations and the fire service. Each service provides a liaison officer and this has assisted the Heritage Co-ordinator to deliver key elements of the project. Recent meetings between the Heritage Co-ordinator and the liaison officers has secured further support for this partnership approach to deliver future elements of the Minute of Agreement.

Partnership working has been a major factor in the project. In addition to close liaison between the SHBNFD partners; Historic Scotland, Scottish Fire and Rescue Services and RCAHMS, the Heritage Co-ordinator has developed working partnerships with English Heritage and The National Trust, and is a member of both the Historic Buildings Fire Research Co-ordinating Committee and the Fire and Rescue Statistics User Group. Along with the work undertaken within Cost Action C17 and the NFPA Committee on Cultural Resources this provides the basis on which to build guidance for property owners and fire services on fire safety management in historic properties.

CONTACT OFFICER IN EACH FIRE & RESCUE SERVICE

Service	Name	Contact Details
Central Scotland Fire and Rescue Service	Paul Hannan	Service Headquarters Main Street Maddiston Falkirk FK2 0LG Tel: 01324 710228 Paul.Hannan@centralscotlandfire.gov.uk
Dumfries & Galloway Fire Service	Norrie Davies	Safety Commander Service Headquarters Brooms Road Dumfries, DG1 2DZ Tel: 01387 252222 SafetyCdr@dumgal.gov.uk
Fife Fire and Rescue Service	Alan Robertson	Service Headquarters Strathore Road Thornton Kirkcaldy Fife KY1 4DF Tel: 01592 778365 Alan.Robertson@fife.gov.uk
Grampian Fire and Rescue Service	Andy Coueslant	Service Headquarters 19 North Anderson Drive ABERDEEN AB15 6DW Tel: 01224 788731 Andy.Coueslant@GrampianFRS.org.uk
Highlands & Islands Fire and Rescue Service	Alec Kidd	Service Headquarters 16 Harbour Road Longman West Inverness IV1 1TB Tel: 01463 227009 alec.kidd@hifrs.org
Lothian & Borders Fire and Rescue Service	Peter Henderson	Community Safety Department Service Headquarters Lauriston Place Edinburgh, EH3 9DE Tel: 0131 659 7242

		Peter.Henderson@lbfire.org.uk
Strathclyde Fire and Rescue	Des Kingston	Strathclyde Fire and Rescue Bothwell Road Hamilton Lanarkshire ML3 0EA Tel: 01698 338985 Des.Kingston@strathclydefire.org
Tayside Fire and Rescue	Graeme Brown	Head of Risk Management Operations Headquarters Macalpine Road Dundee Tel: 01382 825295 Graeme.brown@taysidefire.gov.uk

OUTCOMES IDENTIFIED WITHIN REVISED MINUTE OF AGREEMENT

Heritage Co-ordination work and other duties to be undertaken by Grampian Fire and Rescue Service under this Minute of Agreement will include the following tasks:

1. Liaise with all Scottish Fire and Rescue Services to develop the *Scottish Historic Buildings National Fire Database* into Category B Listed properties in a manner that fully supports each service's IRMP process.
2. Liaise with the Royal Commission on the Ancient and Historical Monuments of Scotland (RCAHMS), where the central data gathering will take place.
3. Monitor progress of research being undertaken with Fire and Rescue Services and by the Historic Buildings Researcher in order to confirm progress is in line with the expected outcomes of the project. Progress of this is to be demonstrated in the Annual Summary Report produced by the Heritage Co-ordinator.
4. Manage Category B Listed properties short pilot projects to ensure the methodology to be applied considers significance, vulnerability and fire fighting special risks with a consistent approach. Produce a report for Historic Scotland to demonstrate how these elements have been captured.
5. Following the pilot projects, manage the Category B Listed properties roll out across the eight Scottish Fire and Rescue Services to ensure that information on all Category B listed properties is assimilated and input into the *Scottish Historic Buildings National Fire Database*.
6. Develop a sustainable mechanism for information exchange to enable database holdings to be updated to reflect changes to the Statutory List - as buildings are added, removed or their listing category is revised. This will involve developing a protocol for notification of updates by Historic Scotland, and data gathering, verification and assimilation work by the Historic Buildings Researcher and the respective Fire and Rescue Service.
7. Record Fire and Rescue Services' 'in kind' salary costs for Minute of Agreement activities which, over the five year period of the Agreement, are estimated to amount to circa £546,000.
8. Manage a research project to consider the most appropriate IT platform for the *Scottish Historic Buildings National Fire Database* to enable partners to access information and update entries - ensuring full compatibility with Vehicle Mounted Data Systems and other IT systems utilised by partners.
9. Explore opportunities through European or UK partners for any possible research funding bids identified as a result of this project to enable additional items of work to be undertaken.

- 10 Produce and submit by 1 May each year an Annual Summary Report of all Agreement activities for presentation to Historic Scotland, RCAHMS, the Scottish Fire and Rescue Services and the Scottish Historic Buildings Fire Liaison Group. Copies in electronic and hard copy format will be lodged with Historic Scotland, RCAHMS and Grampian Fire and Rescue Service, as representative of the Scottish Fire and Rescue Services.
- 11 Produce a Short Guide for Property Owners to provide practical advice on the development of a fire management plan including arrangements for liaison with the Fire and Rescue Services, undertaking Fire Risk Assessments and developing emergency procedures. The Short Guide shall be a Crown Copyright document suitable for publication by Historic Scotland with content to be endorsed by the Scottish Fire and Rescue Services and the Scottish Historic Buildings Fire Liaison Group.
- 12 In conjunction with a commissioned author appointed by Historic Scotland, undertake as requested a review of the existing fire related Technical Advice Notes (TAN's 11, 14, 22 and 28) produced by Historic Scotland to consider their relevance following changes to fire legislation.
- 13 Undertake a research project to consider a regional approach to damage limitation in Scotland in conjunction with relevant bodies and the Scottish Fire and Rescue Services.
- 14 Undertake, on request, audits of Fire and Rescue Services' preparedness for incidents involving heritage properties.
- 15 Produce a written Project Research Report at the end of the project. Copies in electronic and hard copy format will be lodged with Historic Scotland, RCAHMS and Grampian Fire and Rescue Service, as representative of the Scottish Fire and Rescue Services. The Report shall be a Crown Copyright document suitable for publication by Historic Scotland.
- 16 Keep abreast of research developments of RCAHMS' and the various Fire and Rescue Services' Geographical Information Systems (GIS) to facilitate the incorporation of relevant GIS links into the database to ensure its effectiveness.
- 17 Develop training and awareness programmes for fire fighters on fire safety and intervention strategies for historic buildings in conjunction with the Scottish Fire Services College and Scottish Fire and Rescue Services.
- 18 In conjunction with partner organisations within the UK, develop training and awareness programmes for heritage agencies and property owners.
- 19 Ensure appropriate reporting of fire incidents in Scottish listed buildings, determining and agreeing means of delivering the statistics and data required by Historic Scotland.
- 20 Report on developments to the Scottish Historic Buildings Fire Liaison Group as required.
- 21 Liaise with relevant bodies and each of Scotland's Fire and Rescue Services to promote the fire safety of historic buildings and maintain knowledge of current trends in fire incidents in historic buildings and the causes of fire incidents.

- 22 Liaise with manufacturers of fire protection equipment to encourage manufacturers to develop equipment appropriate to the fire protection of historic buildings.
- 23 Arrange for seconded fire officers to verify and assimilate information on Category A listed buildings in those areas noted below for inclusion within the *Scottish Historic Buildings National Fire Database*:
 - Highlands and Islands - mainland area only
 - Lothian and Borders - City of Edinburgh area only
 - Strathclyde - City of Glasgow area only
- 24 Hold central project funds on account, accepting payment instalments at six monthly intervals in advance from Historic Scotland; drawing down to meet Heritage Co-ordination work salary costs, to make payments to individual Fire and Rescue Services in relation to the work by seconded fire officers, and to reimburse RCAHMS on an annual basis for software licence fees incurred. Maintain appropriate accounting records of these monies and transactions for inspection by Historic Scotland on request and audit purposes.
- 25 Notify Historic Scotland in advance of any forthcoming inflationary salary increase and any divergences from scheduled RCAHMS software licence fees in relation to the project by 1 November each year so as to enable these costs to be considered in the following financial year's funding contribution.
- 26 Note that project funds will remain the property of Historic Scotland and may be reclaimed in whole or part until such time as the work described in this Minute of Agreement has been fully carried out to Historic Scotland's satisfaction.