



GOVERNMENT OF BERMUDA
MINISTRY OF NATIONAL SECURITY

PATI Information Statement

Name of Public Authority: Bermuda Fire and Rescue Service (BFRS)

Introduction:

The Public Access to Information 2010 (PATI) legislation was designed to make central Government, and the larger public sector, more open and accountable by giving the public the legally enforceable right to request and access information subject to limited and prescribed exemptions. Each public authority is required to produce an information statement that gives the public an overview of the types of information accessible through the public authority.

This information statement provides information on the functions and services of the Bermuda Fire and Rescue Service (BFRS) and the classes of records held.

Section A: Structure, Organization and Legislation [s5(1)a]

The Bermuda Fire and Rescue Service (BFRS) operates under the supervision, direction and administration of the Chief Fire Officer, and as outlined in the diagram below, is divided into two (2) divisions with various sub-divisions:

- **Service Delivery** which includes- Airport Operations, Clearwater Station, Hamilton Station, Port Royal Station, Emergency Medical Dispatch (911 call center), Fire Prevention & Fire Safety.
- **Service Support** which includes- IT, Training, Admin, HR, Finance, Chief Mechanic, Cafeteria.

The Bermuda Fire and Rescue Service executes its duties by employing one hundred and sixty-one (161) full-time employees.

Reporting Framework:

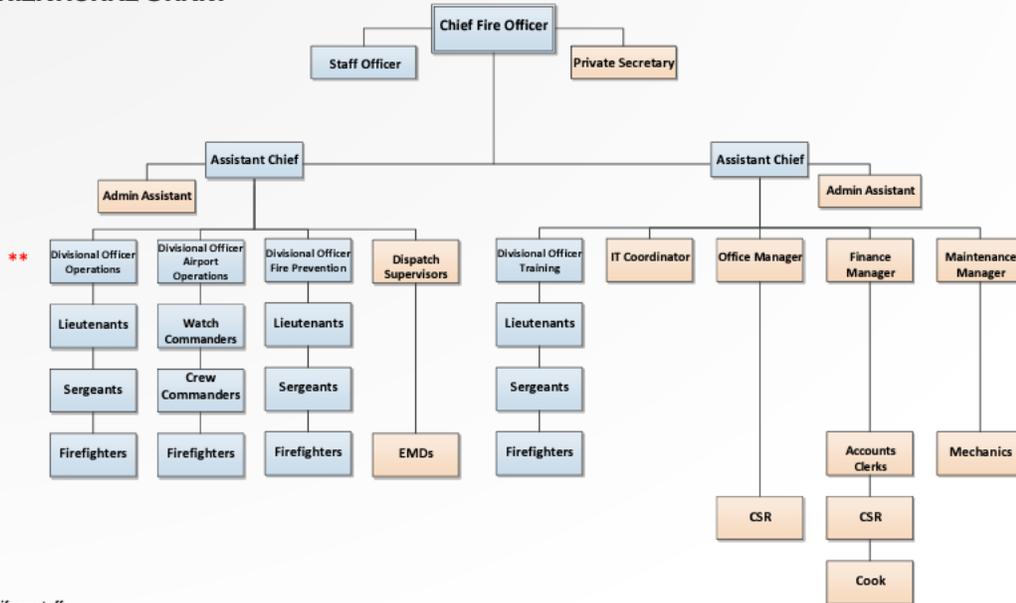
As we are a disciplined service, our reporting framework is as follows:

- Firefighter, Sergeant, Lieutenant, Divisional Officer, Assistant Chief Fire Officer, Chief Fire Officer
- Civilian, Supervisor, Chief Fire Officer
- Chief Fire Officer, Permanent Secretary, Minister of National Security

BERMUDA FIRE & RESCUE SERVICE



ORGANIZATIONAL CHART



KEY:

- Uniform staff
- Civilian staff

** 3rd tier indicates 'Head of Divisions'

Legislation

- The Bermuda Fire and Rescue Service Act 1982 and subsequent regulations and amendments*
- The Fire Safety Act 2014 and subsequent regulations and amendments*
- The Fire Safety (Prescribed Forms) Regulations 2017*
- Public Service Commission (“PSC”) Regulations (“Regulations”)*
- Bermuda Fire & Rescue Service Discipline Regulations 2013*
- Fire Service General Orders*
- Collective Bargaining Agreement (*FSA and BPSU)*
- National Fire Protection Association (NFPA) Standards (*as it relates to commercial buildings only)*

Section B: I) Functions, powers, duties of the Authority [s5(1)b]

The mission of the Bermuda Fire and Rescue Service is, “To provide protection and medical services for all areas of these islands, to extinguish fires, protect life and property in case of a fire, road traffic accident or other calamity as defined by the Fire Service Act or subsequent legislation(s)”.

Roles and Responsibilities

Duties of the Department:

- (1) The duties of the Department shall be to —

- (a) extinguish fires;
- (b) protect life and property in case of fire or other calamity;
- (bb) in the case of fire or other calamity, to assist any person who appears to need prompt or immediate medical attention by—
 - (i) securing his safety;
 - (ii) resuscitating or sustaining his life; and
 - (iii) reducing his suffering or distress
- (c) carry out such other duties as may be imposed on it by law or by any direction of the Minister;
- (d) do anything which is necessary or desirable to carry out effectively any duty which is specified in this section or imposed under paragraph (c).

(2) For the purposes of paragraph (bb) of subsection (1), it shall be the duty of the Minister to consult with, and act in accordance with the advice of, the Minister for the time being responsible for health, in respect of—

- (a) the training to be undertaken by such fire officers as are intended to be assigned to the duties specified in 2 that paragraph; and
- (b) the qualifications which must be attained by those fire officers prior to such assignment.

(3) A fire officer who does not satisfy the requirements of subsection (2) as to training and qualification shall not be assigned to duties under subsection (1)(bb).

Powers in respect of extinguishing fires:

- (1) Any fire officer, who is on duty or any police officer may enter and if necessary break into —
 - (a) any premises or, place in which a fire has or is reasonably believed to have broken out; or
 - (b) any premises or place which it is necessary to enter for the purpose of extinguishing a fire or preventing the spread of fire or of protecting the premises or place from acts done for fire-fighting purposes; or
 - (c) any such premises or place for rescuing any person or property therein; or
 - (d) any such premises or place for the purposes of section 6(1)(bb), and any such entry or breaking may be carried out without the consent of the owner or occupier thereof and the person effecting such entry or breaking may do all such things as he may deem necessary for extinguishing the fire or preventing its spread or for accomplishing any of the purposes giving rise to the entry or breaking.
- (2) The senior fire officer present at any fire may take all reasonable measures to ensure that water supplies for fire-fighting purposes are adequate, and may use any convenient and suitable supply of water with or without the consent of the owner: Provided that, where water is taken from any private storage tank, arrangements shall be made by the Chief Fire Officer as soon as practicable after the fire for the quantity of water taken to be replaced.
- (3) The senior fire officer present at any fire may —
 - (a) close to traffic (whether pedestrian, animal or vehicular) any street or may stop or regulate such traffic in any street whenever in the opinion of that officer it is necessary or desirable to do so, for fire-fighting purposes; and
 - (b) designate a fire zone into which no unauthorized person shall be allowed to enter or remain except for firefighting purposes.

Section B: 2) Obligations under PATI Act [s5(1)b]

To provide an **information statement** for the public and promulgate it [s5],

- To provide **other information** to the public so that the public needs only to have minimum resort to the use of the Act to obtain information [s6]. This includes:

- General information, e.g. activities of the Authority
- Log of all information requests and their outcome
- Quarterly expenditure (upon request) [s6(5)]
- Contracts valued at \$50,000 or more.
- To **respond to information requests** in a timely manner [s12-16]
- To **track information requests**, and provide this data to the Information Commissioner
- To respond to requests from the Information Commissioner [s9]
- To **amend personal information** held by the Authority that is wrong or misleading following a written request by the person to whom the information relates [s19]
- To conduct an **internal review** if formally requested [part 5]
- To give evidence for **review by the Information Commissioner** [part 6, 47(4)], or for **judicial review** [s49], if required
- To provide an **annual written report** to the Information Commissioner of the status of information requests [s58 (3)].
- **To do anything else as required** under the PATI Act and subsequent Regulations [s59, 60], including:
 - **Fees** for Requests for information
 - Management and maintenance of **records**
 - **Procedures** for administering the Act
- To **train staff and make arrangements** so as to facilitate compliance with the Act [s61]
- To **designate one of its officers** to be the person to whom requests are directed [s62]

Section C: Services and Programmes [s5(1)c]

The Fire and Rescue Service provides the following: -

Services:

- Fire Safety
- Fire Prevention
- Fire Protection Consultation
- Operational firefighting
- Emergency medical services
- Rescue

Programmes:

- Public Fire Safety Education
 - Fire Safety Week
 - Home Safety Visits
 - Radio Commercials and Social Media Feeds
- Community Risk Reduction

Section D: Records and documents held [s5(1)d]

The current classes of records held by the Fire and Rescue Service include:

- Employee records

- Vendor records
- Financial records (i.e. budget, capital expenditure, purchase orders, payroll etc.)
- Correspondence – BFRS to/from various stakeholders
- Correspondence – BFRS to/from various Government Departments/Ministries
- Correspondence – miscellaneous
- Fire incident reports
- Fire investigation reports
- Emergency response records (statistical data)
- Fire Certificate applications
- Fire Safety records
- Service administration forms
- Maintenance records (buildings and vehicles)
- MOUs’ – various

Section E: Administration (all public access) manuals [s5(1)e]

The Bermuda Fire and Rescue Service are governed by the guidelines outlined in:

- Fire Service General Orders
- Collective Bargaining Agreement (*FSA and BPSU)
- NFPA Standards (***as it relates to commercial buildings only**)
- Conditions of Employment and Code of Conduct (CECC)
- International Civil Aviation Organization (ICAO)

Section F: Decision-making documents [s5(1)f]

Depending on the scope of the decision to be made, the Bermuda Fire and Rescue service will use one of the following methods to reach a decision.

General – Decisions are made in the first instance via the Chain of Command; the Chief Fire Officer holds delegated responsibility and authority for all matters pertaining to the Bermuda Fire and Rescue Service, as detailed in the Bermuda Fire and Rescue Service Act 1982 and the Fire Service General Orders.

Committees - If the CFO warrants, a planning committee may be put in place for the purposes of carrying out a large-scale project or task.

Boards – Normally used when the policy or initiative considered has a number of stakeholders across several departments. Boards are appointed by the Minister and report to the Minister through the Secretary for National Security. Current boards include:

- Fire Service Advisory Board

Public Consultation – Normally used when input from the public is essential in the decision making process. Public consultation is especially useful when the subject matter is of heightened public interest. Opinions from the public can be fielded through written submissions or from public meetings.

Policy proposals. From time to time a review of policies is carried out and where necessary, updates or revisions to policy are made and are then disseminated via amendments to Standing Orders, or in certain cases by publication.

Decisions by Cabinet – Where a decision requires a financial outlay of more than \$100,000, the decision must be agreed by Cabinet. Likewise, decisions that are cross-Ministry or that have a far-reaching effect on the public must be considered by Cabinet. The deliberations of the Cabinet are confidential and exempt from the Public Access to Information law.

Internal review – Normally used when the Government is seeking to be proactive regarding new policies or initiatives, or amendments to existing policies or initiatives. The results of these reviews often lead to further decision-making methods as outlined above.

In all cases, the Bermuda Fire and Rescue Services must adhere to Government wide manuals and guidance regarding the decision making processes.

Section G: The Information Officer [s5(1)g]

Information Officer (Interim)
Ms. Denyelle Dublin-Swan
Project Officer

Physical Address:
Bermuda Fire & Rescue Service
Clearwater Fire Station
15 Wallers Point Road
Southside St. David's DD03

Mailing Address:
Bermuda Fire & Rescue Service Headquarters
49 King Street
Hamilton HM19

Telephone:
441-292-5555 ext. 206

Web Address:
www.gov.bm

Email: ddublinswan@gov.bm

Section H: Any Other Information [s5(1)h]

Classes of Information Not Generally Disclosed

While the primary objective of PATI legislation is to promote a culture of openness and transparency within central government, there is certain information that will not be released to the public.

The Ministry of National Security will not release to the public any information that could compromise security or confidentiality requirements or information that is exempt from disclosure under PATI legislation subject to a public interest test. Such information exemptions include:

- a. Health or safety, where disclosure would endanger the physical or mental health or the safety of an individual;
- b. Personal information, subject to certain instances where disclosure may be allowed;
- c. Commercial information, for example trade secrets or contractual negotiations;
- d. Information received in confidence;
- e. Cabinet documents, including official records of deliberations or decisions;
- f. Ministerial responsibility, where disclosure of records could undermine free and frank discussion and advice between Ministers, or between Ministers and public officers, in the course of their public duties;
- g. Deliberations of public authorities, where disclosure could undermine free and frank discussion and advice during the course of the deliberative process;
- h. Operations of public authorities, where disclosure could prejudice the effectiveness of operations of public authorities e.g. with respect to negotiating positions and industrial relations, or in relation to investigations, inquiries or audits conducted by public authorities;
- i. Records for which disclosure could have an adverse effect on the financial and economic interests of Bermuda;
- j. National security, defence, immigration and international relations;
- k. Governor’s responsibilities and communications with the United Kingdom;
- l. Law enforcement records for which disclosure of certain types of information would prejudice law enforcement efforts or would endanger a person’s life or safety;
- m. Legal professional privilege, where disclosure of records would be exempt from production in legal proceedings on the basis of legal professional privilege;
- n. Records for which disclosure would be in contempt of court or a breach of parliamentary privilege; and
- o. Disclosure prohibited by other legislation.

Section I: Any Other Information To be Provided? [s5(1)i]

The Bermuda Fire and Rescue Services has a vast amount of information on its website, www.gov.bm We urge the public in their quest for information or data to make the above stated website their starting point.

Section J: Information Statement: Copies and Updates [s5(2,3,4,5)]

Every public authority shall update its information statement at least once a year, and make it available for inspection by the public at reasonable times by [s5(1-5), PATI Act]:

Date Information Statement was updated: *11th March 2026*

Locations of Information Statement:

Confirm copies of the Information Statement are available at the following sites:

- Your principal office: Bermuda Fire and Rescue Service –
(Hamilton Fire Station, Clearwater Fire Station, Port Royal Fire Station) Y
- The Bermuda National Library; Y

- | | |
|---|---|
| - The Bermuda Archives; | Y |
| - Available electronically, | Y |
| - Website for public authority (www.gov.bm). | Y |
| - Have you published a notice in the Gazette indicating the places where the information statement is available for the public? | N |
| - With the Information Commissioner. | Y |

Sign and Date:



13th March 2026