

**Galveston Fire Department
Standard Operating Procedure
#1600.02 Report Q & A Review**

Interim Fire Chief _____

Implementation Date: October 2010

Review Date: November 2011

In order to ensure accurate and professional reports, Battalion Chiefs and Acting Battalion Chiefs will review and ensure corrections are made to all Firehouse incident reports and Injury/Accident reports prior to these reports being cleared for public access. Such reviews shall occur in accordance with Policy #1000.11 Quality Assurance of Reports.

Q & A Process

Firehouse Reports

1. Login to Firehouse using your personal access.
2. Click on the Incident Tab
3. Go to the Date of the Alarm
4. Locate the Incident #
5. Open the incident report
6. Verify proper coding
7. Click on Narrative Tab and review narrative
8. Click on Other Tab
9. Click ADD under the Report Authorization window
10. Open the Look up box
11. Add QC
12. Save and Close report **(only after any needed corrections are made).**

Injury/Accident Reports

1. Receive report from Safety Captain
2. Ensure all required information is on the report
3. Ensure that all necessary statements are attached
4. Review all statements for appearance and accuracy
5. Ensure all documents are submitted to Fire Administration
(only after any needed corrections are made).