

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Functional Area: SUPPORT SERVICES/FIRE SERVICES	Reference Number: IVN04-0004	Revises Previous Effective Date: 4/01/97
Subject: FIRE STATION OPERATION REPORTING PROCEDURES		
Authority: WETHERINGTON/FERRERO/HODGE	Effective Date: 8/15/01	Page 1 of 2

I. POLICY:

The GDC Fire Department's stations will maintain records of their activities/operations.

II. APPLICABILITY:

State Institutions designated by the GDC to operate a fire station.

III. RELATED DIRECTIVES:

- A. GDC Rule 125-2-2-.01 (b); 1986 Georgia General Assembly H.B. #618
- B. National Fire Protection Association Life Safety Codes 1949, 1967, 1976, 1981, & 1985, Ga. Code Title 8. Building and Housing and Title 25. Fire Protection & Safety.

IV. DEFINITIONS:

NONE

V. ATTACHMENTS:

Attachment 1 - Delivery Activity Mode Sheet

VI. PROCEDURE:

- A. Each station must complete the following report and complete data entry into FireHouse Software on a monthly basis and forward report to GDC Fire Services by the 5th day of the month.
 - 1. The Fire Chief or his designee will enter all fire calls and training in the FireHouse Software Program

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by the 5th of each month following the reporting period.

2. The Fire Chief or his designee will complete and submit the Delivery Activity Mode Sheet (See Attachment #1) to Fire Services by the 5th of each month following the reporting period.
3. On the first working day of each month, the Fire Chief or his designee must call in and give number of fire calls for previous month and certified and non-certified INMATE firefighters.