

**Galveston Fire Department
1000.12 UTMB Incident Reports**

Interim Fire Chief _____

Implementation Date: October 2010

Review Date: January 2012

In order to improve our reporting system and tracking responses to the UTMB complex, it will be necessary to provide specific information on the Firehouse reports.

For all responses to a building/facility within the UTMB complex, please use the physical address of 301 University. On the second address line, type in the Building name that the incident occurred in.

An example would be a fire alarm at Levin Hall. The physical address for Levin Hall will be 301 University – Levin Hall.