

## ESCAMBIA COUNTY FIRE-RESCUE

*Standard Operating Guidelines*

**1230.020**

### **Station Logbook**

Implemented: 1/9/19

Revised:

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*Rusty C Nail*, *Fire Chief*

### **PURPOSE:**

To provide a written record of all pertinent information and activities of the daily operations of the fire department at each fire station

### **OBJECTIVE:**

To maintain a written record of all pertinent information occurring during each shift at each fire station to allow for continuity of information and operations.

### **SCOPE:**

All Personnel

### **RESPONSIBILITY**

It shall be the responsibility of the lieutenant or acting lieutenant to review the station logbook of all information from the previous 48 hours at minimum.

It shall be the responsibility of the lieutenant or acting lieutenant to maintain an accurate record of all pertinent information and activities that occurred during their shift.

The station logbook shall be located on the officer's desk to be easily located and referenced.

### **DAILY REPORTS**

The daily report in the station logbook shall start at 0700 hours. Information and activities should be entered as they occur or as soon as possible afterwards. The log shall be updated before retiring for the night and completed at shift change in the morning. All entries shall be in chronological order (as they occur). Any notifications made concerning situations such as but not limited to equipment out of service, fire watches, facility maintenance issues, etc., shall be noted with the persons name to which the notification was made. No entries shall be removed, such as with correction fluid. Any mistakes shall have a single line drawn through them and the persons initials to the right.

### **FORMAT**

The following format shall be used when entering data in the station logbook:

- A. A report shall be made for each shift day. The report shall begin at the beginning of the shift at 0700 hours and be completed at the end of the shift at 0700 hours on the following day.
- B. Items A through L except for item C under contents shall be in blue or black ink. Item C shall be in red ink.
- C. The date and shift at the top of the page.

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- D. The on-duty lieutenant or acting lieutenant's name
- E. Times are to be recorded to the left side of the double red lines on the left side of the page.
- F. All other entries shall be to the right side of the double red lines.
- G. The signature of the person completing the report shall be entered at the end of the report.

**CONTENTS**

The following shall be recorded in the station logbook:

- A. Date and shift
- B. On-duty lieutenant or acting lieutenant's name, crew members and seat assignments
- C. Significant incidents that require the use of equipment, tools, hose lines, etc. The specific equipment shall be listed for later reference.
- D. Equipment found or placed out of service and/or placed back in service (note repairs that were made)
- E. Apparatus condition:
  - 1. New damage discovered or inflicted
  - 2. Placed in or out of service
  - 3. Maintenance such as repairs made, or parts replaced (headlights, wipers, etc.)
  - 4. Please note reserve apparatus being utilized
- F. Gallons of fuel for apparatus and/or vehicles assigned to station
- G. Equipment damaged or lost
- H. Station maintenance by fire personnel, facilities management or contractor
- I. Station visitors (anyone not assigned to the station during the current shift)
- J. Fire watches in first due area

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K. Hydrants placed out or back in service in first due area:

1. Note time
2. Location
3. Problem
4. Person who placed it out of service

L. Public education programs and special details:

1. Time and location
2. Type of program (presentation, tour, etc.)