

CAPITAL CITY FIRE/RESCUE

SOG NUMBER 50.12

STANDARD OPERATING GUIDELINES

DATE: August 17, 2007

REVISION DATES:

STATION RECORDS

OBJECTIVE:

This guideline's objective is to archive all pertinent data that occurs during the course of a 24-hour duty period in a "STANDARD DIARY" type of Logbook and on the Daily Roster. The Company Officer, Acting Company Officer, or ARFF/Specialist assigned to each CCFR Duty Station, will fill in the "STANDARD DIARY".

GUIDELINE:

50.12.1 Standard Diary

50.12.1.1 Each Career Structural and Airport Fire Station shall have in quarters and available for recording information, a Hardbound "STANDARD DIARY" type of Logbook. The "STANDARD DIARY" type of Logbook shall be of the type that dedicates a lined page to each day of the year.

50.12.1.2 The persons responsible for filling out this "STANDARD DIARY" shall be the Company Officer, the Acting Company Officer, or the ARFF/Specialist assigned to each CCFR Duty Station as assigned in the On Duty Roster.

50.12.1.3 The following format is required information for each day's beginning entry in the "STANDARD DIARY":

- Shift on Duty
- Name of Station Officer, Acting Station Officer, or ARFF/Specialist.
- Fire Apparatus in service, out of service
- Name of any personnel who are working or participating with the company for the entire 24-hour shift that are not staffing a normally assigned position. i.e....a volunteer not able to assign to the shift via the Daily Roster.

50.12.1.4 The following types of information should be entered when applicable along with the times that the event occurred. This list is non-inclusive. Examples:

- 0800 – Shift assignments detailed with company.
- 0900 – Daily Apparatus/Equipment checks completed.
- 1030 – Daily Station Routine Completed.
- 1430 – Utility 11/F.F. Jones, out to store, food shopping.
- 1500 – U-11 back in Quarters—U-11 Right Tail Light out, repaired.
- 1700-2000 Administrative staff meeting/Glacier Station
- Chief dropped off repaired Chainsaw from E-17, back on rig.
- F.F. Jones injured his right index finger doing paperwork. (paper cut) Minor Injury report logged.

50.12.1.5 The preceding examples are just some of the events that you may feel warrant an entry into this logbook. The “STANDARD DIARY” shall be considered an official document of CCFR and must be maintained as accurately as possible. The “STANDARD DIARY” shall be filled out in ink. No entries shall be erased or “Whited Out”. If necessary one line may be drawn through an entry to show it is not considered accurate. The name of the person who lines out any logbook entry shall be recorded adjacent to the lined out entry.

50.12.1.6 The recorder of the logbook for the Juneau International Airport ARFF “STANDARD DIARY” shall record the time of the nightly “*non-emergency pager tone test*” and also record the Duty Officer as reported during the “roll call”. This is in addition to the above examples.

Any information pertinent to airport operations should be noted in the station log Example: equipment status, airport ground construction etc.

50.12.2 Daily Roster

50.12.2.1 The purpose of this guideline is to have each person assigned to a working shift know who will be relieving them at shift change so they can confirm that they are properly relieved before going off duty and to also allow the shift personnel to transfer all pertinent information to the person who is relieving them.

50.12.2.2 This policy shall require that the department Company Officers assigned to each shift have their shift assignment roster filled out to the best of their knowledge at least two days in advance to insure that a “tentative” “On Coming” shift assignment is available for review before the shift change each morning).

50.12.2.3 The Company Officer or Acting Company Officer, assigned to each CCCFR career staffed fire station (Currently Juneau and Glacier Stations) shall be responsible to post, or have posted, *two* Daily Roster's; posted in plain view for all personnel to see and read. One Daily Roster shall show the shift that is on duty for that day (ON DUTY ROSTER) and the other shall list the Daily Roster showing the following days shift assignments (ON COMING SHIFT'S ROSTER).

50.12.2.4 The department understands that any future "Daily Roster" may change due to many factors. The daily roster shall be posted and any changes or modifications to the roster shall be made as is necessary.

50.12.2.5 The station Company Officer shall post the current days Daily Roster as soon as it is final for the shift under (ON DUTY ROSTER) and confirm that a roster is posted for (ON COMING SHIFT'S ROSTER).

50.12.2.6 All SHIFT PERSONNEL shall confirm from (ON COMING SHIFT'S ROSTER) who has been assigned to fill their position each morning prior to shift change and verify that their relief has arrived and that they have been made aware of any pertinent information concerning department equipment, events, or requirements before leaving the station to go off duty. If the person assigned to relieve someone going "Off Duty" does not report for duty then the person who has not been relieved shall notify his or her Company Officer.