

Fauquier County Department of Fire Rescue

OPERATING PROCEDURE

No. 133



Daily Logs

Effective Date: July 1, 2010
Revision Date: February 5, 2018

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Forms:

Approved By: Darren L. Stevens, Fire Rescue Chief

A handwritten signature in black ink, appearing to read 'Darren L. Stevens', is written over the printed name.

PURPOSE

To establish a procedure for the maintenance of a daily log to record activities occurring throughout the day in the stations.

SCOPE

This regulation pertains to all Fauquier County Fire, Rescue and Emergency Management operational personnel.

I. PROCEDURE

- A. Each station will keep a log in the prescribed electronic format of their daily activities.
- B. The ranking officer, or senior technician in the absence of an officer, shall be responsible for upkeep of the log at the beginning of each shift.
- C. This log shall include time on duty, personnel on duty at the station, station chores performed, deficiencies noted in checking out apparatus and any corrective action taken, incidents responded to (to include time of dispatch, time of response, nature of call, time in service and incident number), accidents or injuries sustained, the name and organization of any person visiting the station for business purposes and any incident/situation necessitating a log entry.
- D. All logs will be kept current and completed prior to shift change (exceptions to be approved by the Battalion Chief).
- E. In addition to the "Log" some stations may elect to utilize a "Pass On Book". Personnel shall comply with the individual volunteer department's procedures on completing the "Pass On Book."

Desire to Serve

Ability to Perform

Courage to Act