

Station Activity Book/Memorandums/Bulletins

CHAPTER 7.11

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Submitted by: Operations

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Station Activity Book

The Station Activity Book is a communication tool that is used to provide written communication between shifts, officers, and managers. The Station Activity Book is a vital record of daily activity at the station.

It is the responsibility of the Station Officer (highest classification) on-duty to ensure that entries are made in the Station Activity Book and that the book is maintained. It is the responsibility of the Station Officer to request a replacement book prior to exhaustion of their current book. Request for a replacement book shall be made to CSW at least one week prior to requiring the new book.

There shall be one Station Activity Book per station, regardless of number or type of companies assigned.

Activities not entered into the Station Activity Book are items or activities entered into the Department electronic record programs such as, hose records, hydrant records, training records, vehicle status, etc... **No medical information shall be entered into the Station Activity Book.**

Activities do not have to be entered in chronological sequence. All entries into the Station Activity Book shall be printed and legible. Activities entered into the Station Activity Book are:

- crew changes
- visitor's information
- special detail assignments
- station deficiencies
- completion of station duties
- vehicle changes
- initiation or completion of daily assignments
- **assigned incidents to include the control number, time of call, and type of call (fire or rescue)**

The following is the Department outline for information entered in the Station Activity Book:

- Each twenty-four hour shift begins with a new page, or a line drawn across the page to denote a new shift.
- Date, shift and apparatus number (Fleet and Dept. number) listed on the top of the page.
- Crew members on duty (names w/Dept. ID #).
- Any crew changes during the shift.
- Station duties completed.
- Deficiencies with the Station or grounds and action taken to correct deficiencies.
- Apparatus check completed with deficiencies recorded in the Electronic Vehicle Status Page.
- Daily Activities
- Any information that needs to be relayed to oncoming crew.
- **Dispatched incidents (CR#, times, type of call [fire or rescue], NO MEDICAL INFORMATION.**
- Entries should be thoroughly communicated (what was actually done, what actually happened).

The on-duty Station Officer (highest classification) is the custodian of the station's records. In the absence of the Station Officer the District Chief will serve as custodian of the station's records. All requests by the public or other agencies to view station records shall be forwarded to the records custodian. Custodianship of station records must be maintained at all times. Station records shall be inspected and or examined only under the supervision of the custodian of the records.

All completed Activity Books are to be sent to Headquarters for storage.

Memorandums - Bulletins

Numbered Memorandums

All memorandums and bulletins will be sent electronically.

Numbered memorandums are official documents/directives of the Department.

Each member shall review their e-mail daily, initially at the beginning of their shift. Employees are required to open and read all Departmental and County issued e-mail. Opened e-mail is read e-mail.

Employees will be notified of amendments to the Rules and Regulations and S.O.G. electronically (via email).