



# POLICY MANUAL

## Daily Operations - Reports

### Logbook

Revised: 01-18-00

Code: 1 – 12 – 1

Book Chapter Subject

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1.0 Purpose: Establish Policy And Procedures For The Maintaining Of Computerized Logbook (station journal).

1.01 Scope: All Officers and Acting Officers.

### 1.02 POLICY

It shall be the policy of this Department to maintain a computer record of activities for each fire station and first-due apparatus. The Logbook portion of the Daybook program in Sunpro will be used as the official record of activities at each fire station and shall be maintained on a daily basis by each Captain.

### 1.03 PROCEDURE

All activities involving a company and its personnel should be recorded in the log. It is no longer necessary to record the shift or personnel coming on, or going off duty in the log book (personnel information shall be recorded in the computer program designated for that purpose).

Company hours are recorded automatically from the start and end time for each entry. For example, training which takes place from 0900 to 1000 would be recorded as one hour for the company. If you wish the logbook entry to reflect an hour of training for each member of the company you should use the Man Hours column at the end of this entry and record the appropriate number of hours (# personnel x time).

### 1.04 INFORMATION ENTERED

Examples of items to be recorded in logbook are:

1. Deaths and injuries.
2. Personnel assisting ambulance to hospital.
3. Out of service time when assisting ambulance.
4. All incidents (tagged from the CFIRS report).
5. All training activities (tagged from the training record).
6. Pub. Ed Events.
7. Station Tours.
8. Equipment/station maintenance.
9. Administrative and program activities.
10. In-service activities.



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#### 1.05 STANDARD CODES

Numerous codes (abbreviations) have been entered into the Logbook portion of Daybook to facilitate the recording and tracking of common daily activities. Logbook codes and a brief description of the type of activity which should be recorded with each code are accessed through the look-up screen (F1).

These codes shall be used whenever possible to ensure consistent recording of daily station activities. Leaving the CODE entry blank should be limited to those instances when no pre-designated code is appropriate.

System codes such as ALARM, and TRNG should normally be tagged from the record in the specific Sunpro program in which it was initiated (i.e. ALARM, from the CFIRS report; TRNG, from the Training report, etc.).

A brief description should follow the code whenever the activity is not completely explained by the code itself, i.e;

|          |      |      |  |
|----------|------|------|--|
| MONDAY   | 0815 | 1200 |  |
| IN SERVC | 1330 | 1500 | In service to headquarters to refill SCBA bottles. |
| ADMIN    | 1530 | 1600 | Employee evaluations and annual awards.            |

#### 1.06 START AND END TIMES

As noted in 1.03 above, the start and ending times of each activity are used in calculating company hours. In certain situations, however, only a start time should be used. For example; a member of the company is injured during station maintenance. In this case, a log book entry should be made using the code INJURY, and noting only the time that the injury occurred (enter time in the start column). This type of entry must also include a description of what occurred.

#### 1.07 LOGBOOK REVISIONS

Revisions or updates to logbook entries should be made as soon as possible. The program will automatically lock-out any revisions thirty days after any given date. See the Sunpro Program Administrator in the event that revisions are necessary after thirty days.



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1.08 **EXAMPLE**

The following is an example of a typical station journal entry covering one full shift recorded in Daybook.

| To Do Items      |                  | Log      |  | FYI/Request |
|------------------|------------------|----------|--|-------------|
| Start Time       | End Time         | Entry    | Details  | Other Info  |
| 01/05/2004 08:45 | 01/05/2004 11:45 | Other    | Monday Emer. Equip. Repair Station 34          |             |
| 01/05/2004 09:00 | 01/05/2004 12:00 | Training | vehicle maintenance                            |             |
| 01/05/2004 11:45 | 01/05/2004 12:12 | Incident | 0000073 118 SUNNYSIDE - BC30, EN31, EN33, TK34 |             |
| 01/05/2004 11:54 | 01/05/2004 12:14 | Incident | 0000074 2965 Temperance Ave - EMS, EN34        |             |
| 01/05/2004 12:38 | 01/05/2004 12:55 | Incident | 0000077 3170 Fowler Ave - BC30, EN34           |             |
| 01/05/2004 13:12 | 01/05/2004 14:45 | Training | Aerial Apparatus (CJAC)                        |             |
| 01/05/2004 13:55 | 01/05/2004 17:25 | Other    | App/Eqpt maintenance Station 34                |             |
| 01/05/2004 16:04 | 01/05/2004 16:22 | Incident | 0000079 2151 Sunnyside Ave - EMS, EN34         |             |
| 01/05/2004 19:38 | 01/05/2004 20:16 | Incident | 0000084 2132 Golden Ave - EMS, EN34            |             |
| 01/06/2004 06:45 | 01/06/2004 07:45 | Other    | AM duties going off shift Station 34           |             |
|                  |                  |          |  |             |
|                  |                  |          |  |             |
|                  |                  |          |  |             |