

CAL FIRE Butte Unit
Policies and Procedures



Approved By: 
Darren Read, Unit Chief

Approval Date: **January 29, 2018**

Subject: **2600 Material Management**
Specific Subject: **2600.002 Log Book Procedures**

Original Policy Date: **N/A**
Revision Date: **N/A**

POLICY:

To ensure logbooks are completed accurately and standardized throughout the unit.

PROCEDURE:

TIME OF COMPLETION

- Complete the logbook by 0800 for the previous day's activities.

STORING THE DAILY LOGBOOK PAGES

- The completed logbook pages shall be:
 - Placed into three or two ring binder
 - Ordered with most recent days on top
- The completed digital logbook pages shall be:
 - Saved in a folder labeled STATION "##" LOGBOOK, subfolder for current year "YYYY", subfolder "MONTH", saved as MM-DD-YYYY

RESPONSIBILITY FOR COMPLETION OF LOGBOOK

- Assigned to the operator in command of the fire station. Maybe delegated to the firefighter, but the responsibility for accuracy resides with the operator.

COMPLETING THE DAILY LOGBOOK

- Using Butte County Fire/Cal Fire Logbook Template
 - Use blue or black ink for all writing except for emergency incidents
 - Incidents will be notated in red ink
 - Cover assignments will not be in red
- Date: Day, Month/DD/YYYY "Saturday, January 28th, 2017"
- Chief Officer coverage per BTU ECC morning report.
- Resource #: Rank/Name, Rank/Name, etc. "FC Olson, FAE Kennedy, FF Chavez"
- Ensure personnel for resource is accurate, any changes to staffing or resource are recorded in notes section with accurate times. "FF Chaves off, FF Fischer on at 0902".
- Weather: to be based on daily forecasts, Wind: range of mph, Sky: overcast, partly cloudy, clear. General: Temp, Rain, Snow, Lightning, other weather conditions not noted.
- Safety/tailgate message: Used for any considerations for the day that the crew should be aware of.
- Notes: Personnel changes, Resource changes, other.
- Time in/out: accurate times of dispatch and available recorded in 2400 hr. format.
- Sequence #: Used to keep track of the stations call volume, emergency and non-emergency incidents only, not used for cover assignments.
- BTU INC #: Utilizing CAD generated Incident number
- Other Agency/Unit Inc. #: Used for Stations that respond with other Agencies i.e. Chico, Oroville, Tehama-Glenn, Nevada-Yuba-Placer, Sutter County, etc. # reflects the agencies Inc. # for the incident.

- Call Type: Used to categorize various types of incidents.
- Abbreviations to be utilized:
 - Medical Aid: "M/A, Med, or Medical"
 - Public Assist: "P/A or Assist"
 - Traffic Collision: "T/C"
 - Hazardous Condition: "HAZCON"
 - Smoke Check: "SMOKE or CHECK"
 - Alarm sounding for fire, heat, smoke, water, CO alarms, Commercial or Residential:
 - "F/A or Alarm"
 - Hazardous Materials: "HAZMAT"
 - Structure Fire, Residential or Commercial: "STR or STRUCTURE"
 - Vegetation Fire: "VEGETATION or VEG"
 - Vehicle Fires passenger, commercial, or agricultural: "VEH, V/F, VEHICLE"
 - Technical/Water Rescues: "RESCUE"
 - Other type incidents: "Refuse, Improvement, Agency assist, etc. use OTH or clearly delineate the call type"
- Apparatus Assigned: First due Engine or Resource dispatched to incident, not the full dispatch. If engine from another station is covering, it will be that engine. "E44 covering Sta. 45, dispatched to medical, E44 is assigned apparatus, the call will be logged into Station 45's log book, not into Station 44's logbook, because the incident was in Sta. 45's Response area."
- Location: Numerical address, unit number, Intersection (Clark Rd X Bille Rd), other landmark designating a location.
- CAIRS: Mark "X" when CAIRS or respective reporting system is completed.

LOGBOOK STORAGE AT END OF YEAR

- At the end of each year, the physical logbook pages:
 - Will be secured together in a large envelope, or box.
 - Clearly labeled by year for easy recognition.
 - Placed in a dry area that protects from weather, moisture, and other contaminants.
 - Each year's logbook shall be stored for 10 years.
 - After which will be shredded and discarded.
- At the end of each year the digital logbook pages shall be:
 - Placed into a designated folder "STATION ## LOGBOOK", yearly subfolder "YYYY"
 - Stored in current computer, and transferred using an external memory/hard-drive if computer is being replaced.
 - Each year shall be stored 10 years.
 - After which will be deleted.