

Santa Barbara City Fire Department - Standard Operating Procedures Routine Operations		Code: R-III-3
Firehouse Station Journal Entries		
Chpt: III	Procedures Section	Revised: 7/30/15 Pages: 4

I. PURPOSE

- A. The Department Journal is a component of the FIREHOUSE records management system and serves as an official administrative, legal, and historical record of the Santa Barbara City Fire Department.
- B. The purpose of the Department Journal is to record notable occurrences and the activities of each fire station and personnel during each 24 hour duty period.
 1. Entries in the Department Journal will be made in chronological order by the Company Commander in a prompt, brief and professional manner.
 2. All Journal entries for the duty period will be completed by the Company Commander(s) prior to going off duty, **the exception being the “morning check” entry to be completed by the apparatus operator assigned to that vehicle.** There are six (6) different types of Journal entries available.

II. DEPARTMENTAL EVENT

- A. Create a Departmental Event whenever you wish to record an event that is NOT associated with time (man/hrs.). Examples are: 0800 change of shift, fuel deliveries, mechanic in quarters for apparatus repair, apparatus out of service and 1800 hr. test etc.

III. STAFF ACTIVITY

- A. Make a Staff Activity entry when you wish to record an activity that involves your crew AND you wish to record the amount of time (man/hrs.) associated with that activity. Examples are: On duty assignments, morning apparatus checkout, station maintenance, apparatus service day, office work, prevention activity and incident activity.

IV. MORNING CHECK

- A. **This entry is the responsibility of the assigned apparatus operator.** Engineers and Rescue drivers are responsible for performing a thorough and complete morning check-out of the apparatus and equipment assigned to that apparatus. Documentation of this process is recorded in the “Morning Check” journal entry. Apparatus operators are responsible for documenting missing or broken equipment and notifying their company commanders of such occurrences.

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V. TRAINING CLASS

- A. Create a Training Class entry for each training activity you and your crew participate in.

VI. OCCUPANCY INSPECTIONS

- A. Enter Owners, and Contacts information changes. Enter Inspection & Activities information after returning from an inspection.

VII. FIRE INCIDENT REPORT

- A. Create a Fire Incident Report for each “first in” response. **IMPORTANT:** For each call that you respond to regardless of “first in” status, you must also create a Staff Activity entry listing you and your crewmembers.

VIII. PROCEDURE

- A. Generally, the first entry to appear in the Department Journal each day will be the 0800 change of shift and the status of all personnel assigned to or otherwise working in the fire station, followed by a roll call symbol. (See [R-IV-3](#) Roll call symbols)
- B. The following items and activities must be recorded:
 - 1. Department Events:
 - a) Identification and time of platoons coming on and going off duty. Status of personnel for the entire shift.
 - b) Exposures, illnesses, and injuries including time, location, treatment, actions taken, and personnel status changes.
 - c) Equipment lost, broken, damaged, missing or stolen including an item description, circumstances, time noticed, reported to and action taken.
 - d) Apparatus and vehicle accidents including apparatus or vehicle involved, time, location, circumstances, alarm number if appropriate, supervisor notified and required paperwork completed
 - e) Receipt of Fire Service publications including bulletins, special orders, S.O.P.s, inter-office memos, vacation schedules, magazines, newsletters, and other correspondence received through transmittal envelopes including revisions, changes, additions and deletions to the above.
 - f) Verbal orders; issued by.

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- g) Repairs to radios, fire alarm system, and any component of the buildings and grounds performed under work order or otherwise by City employees or contract workers, to include nature of work, who performed the work and status of work at time of departure.
 - h) Uniform, station, apparatus, safety equipment, buildings and grounds inspections, including the identity of the inspector. [Departmental Event]
 - i) Fire Hydrant removals, damage, new installations
 - j) Water main breaks, location and alternate responses.
 - k) Fuel and oil delivery, consumption and balances including all apparatus and vehicle numbers.
 - l) Major power outages.
 - m) Requisition for repairs including the item and nature of problem.
 - n) All tests including telephone, printers, fire alarm, smoke detector, emergency generator, compressor, station radio, air raid siren, etc.
 - o) Station Laundry including ordering, deliveries, and notation of any discrepancies.
 - p) Station Supplies including ordering, deliveries, and notation of any discrepancies.
 - q) Long distance and cell phone calls placed.
 - r) Burn Day and Red Flag Alert information.
2. Staff activities
- a) Time and identification of each platoon going on and off duty.
 - b) AM Morning Equipment Inventory and Apparatus Checks including acceptability or notice of discrepancy and daily SCBA check.
 - c) Fire Prevention
 - d) Public Education
 - e) Physical Training
 - f) Maintenance

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- g) Special Projects
 - h) Flow tests and servicing.
 - i) Hose Changes including apparatus number, size of hose and bed changed.
 - j) Service Days, lube, oil changes and repairs including apparatus numbers.
 - k) All tours, visitors, lectures, demonstrations and public education activities.
3. Fire incident report
- a) Alarms
4. Training class
- a) Training Activities/Priority Drills
 - b) All training activities including subject, participants and instructor.