

# DALTON FIRE DEPARTMENT

## Standard Operating Guideline

**S.O.G.:** SO- 1  
**Effective:** 01/01/2016  
**Revised:** 08/27/2019  
**Reviewed:** 08/24/2021

\_\_\_\_\_  
Fire Chief Signature

\_\_\_\_\_  
DATE

**Policy:** Use of station log book

**Scope:** All Personnel

### Procedure:

1. Company officers or acting company officers are responsible for station log book entries at all stations.
2. Entries are to be made in records management system as a staff activity utilizing the activity code station log book.
3. Entries are to be entered daily. On days no activity has taken place, an entry for “No Activity/Operations” or “Nothing to Report” is to be made.
4. Each entry can be numerically listed (preferable), and the entry will be date and time stamped at the end of the entry.
5. Oncoming officer in charge and/or company officers are to check the previous entries for informational purposes.
6. Examples of entries are, but not limited to:
  - A. Station or apparatus maintenance (example: “E-1 taken to shop for repairs”)  
NOTE: All other maintenance should be entered in maintenance reports in the appropriate records keeping software.
  - B. Training activities
  - C. Any activity begun during one shift that will be carried over to the next
  - D. Fuel received
  - E. Equipment loans
  - F. Equipment damaged, lost, replaced, or left on the fire ground
  - G. Messages for oncoming personnel
  - H. Additions, changes, or repair to hydrants
  - I. Property annexations
  - J. Renaming of businesses or structures
  - K. Findings or hazards encountered on fires, preplans, or inspections
  - L. Special information or tactics for specific occupancies or addresses
  - M. Anything the reporting officer feels is pertinent (reporting officer discretion)