

VOLUME II, CHAPTER 1. STATION LOGBOOK

1. DEPARTMENTAL POLICY SYSTEM

(January 2014)

I. POLICY

The Department is required to accurately maintain a Station Logbook that records the daily activities of the Department. The Station Logbook shall contain all incident responses the apparatus was alerted to respond for, daily equipment/station checks and inventory, any pertinent information to operations including apparatus repairs, injured members, any documentation executed and submitted, and any other event or information that is deemed necessary to be recorded in the Official Record of the Department by the Station Officer In Charge (OIC).

II. CHECKLIST (N/A)

III. DEFINITIONS

Station Logbook: A document maintained at each Fire/EMS Station to provide a complete and accurate daily history of the activities of personnel, maintenance and use of the apparatus/station, and any other significant issues that affect the day-to-day delivery of Fire and EMS Services.

Incident Response: Any event whether emergent or non-emergent (Proceed) that Departmental Apparatus is alerted or requested to respond to by Public Safety Communications (PSC).

Proceed: Terminology used by Public Safety Communications (PSC) and/or the Incident Commander to indicate a non-emergent event.

Respond: Terminology used by Public Safety Communications (PSC) and/or the Incident Commander to indicate an emergency response; an emergency response requires the use of all audible and visible emergency warning devices.

Local Alarm: An emergent or non-emergent incident requiring the dispatch of usually one

unit (i.e. Auto Fire, Investigation, Brush Fire, Etc.)

Rescue Local: A personal injury automobile collision or other incident with entrapment.

Ambulance Local: A Non-Life-Threatening Medical Emergency requiring a Basic Life Support (BLS) Ambulance only as determined by Emergency Medical Dispatch (EMD) Protocols.

Medical Local: A Life-Threatening Medical Emergency requiring the dispatch of an Advanced Life Support (ALS) Ambulance as determined by EMD Protocols.

Street Alarm: An emergency incident requiring the dispatch of several units to investigate and mitigate a potentially hazardous situation. Shall consist of two (2) Engine Companies, One (1) Truck Company, One (1) Special Service and a Command Officer.

Box Alarm: A fire incident in a structure, not including a detached shed or a fire contained to the chimney or flu. Shall consist of four (4) Engine Companies, two (2) Truck Companies, one (1) Special Service, one (1) Basic Life Support (BLS) Ambulance and two (2) Command Officers.

Working Fire Dispatch: Terminology used by Public Safety Communications (PSC) and/or the Incident Commander to announce/request the dispatch of additional pre-determined units to the scene of a confirmed working fire. Shall consist of one (1) Advanced Life Support (ALS) Ambulance, Safety Officer, EMS Duty Officer and the On-Duty Fire Investigator.

Fire Task Force: An alarm that is a combination of single resources that are assembled for a specific tactical need. Shall consist of two (2) Engine Companies, one (1) Special Service and a Breathing Air Unit.

Water Supply Task Force: An alarm that is a combination of single resources that are assembled for a specific tactical need. Shall consist of one (1) Water Supply Company and

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one (1) Engine Company in hydrant areas. In Non-Hydrant areas shall consist of one (1) Water Supply Company, one (1) Engine Company, and two (2) Tankers.

Rapid Intervention Task Force: An alarm that is a combination of single resources that are assembled for a specific tactical need. Shall consist of two (2) Engine Companies, one (1) Rescue Squad, one Basic Life Support (BLS) Ambulance, one (1) Advanced Life Support (ALS) Ambulance, one (1) Breathing Air Unit, one (1) Command Officer, and one (1) Thermal Imaging Camera Unit.

Multiple Alarm (2nd, 3rd, etc.): An additional assignment dispatched to help mitigate an incident. Shall consist of four (4) Engine Companies, two (2) Truck Companies, (1) Special Service and one (1) Command Officer.

Special Alarm: An emergency involving special circumstances and/or requiring special apparatus or expertise.

Hazmat Local: An alarm that involves the investigation of a hazardous material release (small or contained gasoline, fuel oil, diesel, etc.), or an investigation of potential incidents such as abandoned or discarded hazardous material containers with no evidence of release. Shall consist of one (1) suppression unit.

Hazmat Street Alarm: An alarm that involves the investigation for an unconfirmed presence of a hazardous material with possible victims such as: Natural Gas or Propane Leaks, Carbon Monoxide Detector activations with victims complaining of symptoms, or fluid leaks from large vehicles (greater than 5 GVW). Shall consist of two (2) engine companies, one (1) special service, one (1) Hazmat Unit or Support Company, one (1) Basic Life Support (BLS) Ambulance, one (1) Advanced Life Support (ALS) Ambulance, an EMS Medical Duty Officer, and a Command Officer.

Hazmat Box Alarm: An alarm that involves the investigation of a confirmed presence and possible release of a hazardous material with possible victims, confirmed release of any

hazardous material greater than one hundred (100) gallons or an incident suspected to involve Weapons of Mass Destruction. Shall consist of four (4) Engine Companies, two (2) Truck Companies, one (1) Special Service, one (1) Hazmat Support Company, one (1) Primary Hazmat Team, one (1) Basic Life Support (BLS) Ambulance, one (1) Advanced Life Support (ALS) Ambulance, one (1) EMS Duty Officer, and two (2) Command Officers.

Hazmat Task Force: An alarm that is a combination of single resources that are assembled for a specific tactical need. Shall consist of two (2) Engine Companies, one (1) Special Service, one (1) Hazmat Support Unit, and one (1) Primary Hazmat Unit.

EMS Task Force: An alarm that is a combination of single resources that are assembled for a specific tactical need. Shall consist of two (2) Basic Life Support (BLS) Ambulances and one (1) Advanced Life Support (ALS) Ambulance.

Mass Causality Task Force: An alarm that is a combination of single resources that are assembled for a specific tactical need. Shall consist of four (4) Basic Life Support (BLS) Ambulances, two (2) Advanced Life Support (ALS) Ambulances, one (1) Medical Care Support Unit (MCSU), one (1) Ambulance Bus, one (1) Rescue Squad and EMS Duty Officer.

Transfers: All move/cover up assignments shall be alerted by Public Safety Communications (PSC) as an Incident Response. Transfers are determined by Public Safety Communications (PSC) Supervisors, the Duty-Chief and other Command Staff.

Unavailable Staffing: When Station Staffing Levels fall below the minimum required to respond in any single piece of apparatus.

Contingent: Term used to describe a situation when available staffing does not exceed Department minimum staffing requirements to allow for more than a single unit response, or the response of both a single suppression unit and an EMS unit. Contingent staffing is the default

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staffing level for stations considered to have a single crew. Stations at the contingent staffing level will ensure minimum staffing for the first dispatched unit. Any additional unit may respond, provided it has a minimum of two personnel.

Dedicated Staffing: Personnel (above the required minimum) assigned to respond with a specific unit that does not affect the staffing of additional units from the same station.

IV. FORMS (N/A)

V. PROCEDURES

1. The Station Officer In Charge (OIC) shall be responsible for ensuring all necessary entries are accurate in the Station Logbook.
2. Any member may place an entry in the Logbook with the explicit permission of the Station Officer In Charge (OIC).
3. The top of each page shall contain the day of the week and the date written Month Day, Year in BLUE or BLACK ink. (i.e. Wednesday December 4th, 2013)
4. The Logbook shall be continuous with no breaks for different days.
5. At 0001 hours of everyday an entry shall be made reflecting the new day of the week and the date.
6. Any changing in Staffing Levels shall be documented in the Logbook, including the name and ID number of the individual who contacted Public Safety Communications (PSC) and advised of the change as well as the time of the notification.
 - a. Staffing Levels shall be identified as
 - i. Unavailable
 - ii. Contingent
 - iii. Normal

- iv. Dedicated BLS Ambulance
 - v. Shared Suppression Apparatus
 - vi. Multiple Suppression Crews
7. All Incident Responses that MVFD or Transfer Apparatus are alerted for shall be properly documented in the Logbook in a timely manor.
8. A sequential unit response number for the calendar year shall be maintained in the left margin of the Logbook.
 - a. All unit response numbers shall be made in red.
 - b. **E** – Shall designate Engine
 - c. **RE** – Shall designate Rescue Engine
 - d. **SQ** – Shall designate Squad
 - e. **A** – Shall designate Ambulance
 - f. The count shall begin and start over at 0001 hours each January 1st.
9. All Incident Responses must include the Apparatus alerted to respond, the dispatch time, the incident number assigned, type of alarm, disposition and personnel assigned to the unit.
10. Any equipment that is utilized on an emergency scene shall be documented in the Logbook with the associated Incident Response.
11. Permanent Ink only shall be used to write in the Logbook. The only approved colors are RED, BLUE or BLACK.
12. Any entry of importance may be written in part or entirety in RED ink.
13. All Incident Response Types and Apparatus alerted to respond shall be written in RED ink only.
14. All incidents of companies Transferred to Company 27s quarters

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- shall be written in all BLUE or BLACK ink.
15. All Incident Responses that occurred while a unit was on a transfer shall be recorded in all RED ink.
 16. No pages shall be removed; no entries shall be covered or obscured.
 17. All corrections in the Logbook shall be made by drawing a single line through the error, initialing in the immediate area of the error and clearly writing the correct entry.
 18. Any problems reported with the station, apparatus or equipment shall be documented in the Logbook.
 19. Any incident that the Basic Life Support (BLS) Ambulance responds to shall include the EPCR Report Number in the disposition.
 20. Any patients transported to a hospital by the Basic Life Support (BLS) Ambulance shall be recorded including priority of patient and receiving facility.
 21. All Patient Initiated Refusals obtained by EMS Licensed Apparatus shall record the Barcode or Sticker Code of the Refusal Form and the EPCR Report Number with the Incident Response Disposition information.
 22. All suppression apparatus that arrives on the scene of an Incident

- Response shall include as appropriate
- a. Type of Roadway (if applicable)
 - b. Number of Stories (if applicable)
 - c. Type of Building Construction (if applicable)
 - d. Type of Occupancy (if applicable)
 - e. Conditions on arrival (if applicable)
 - f. Position Due (if applicable)
 - g. Actions Taken (if applicable)
 - h. Forcible Entry (if applicable)
 - i. Amount of Pump Time (if applicable)
 - j. Amount of Generator Time (if applicable)
 - k. Ground Ladders Raised (if applicable)
 - l. All hose lengths laid and used in feet and diameter for each (if applicable)
 - m. Number of SCBA utilized (if applicable)
 - n. Type of ventilation (if applicable)
 - o. Number of and type of fans used (if applicable)
 - p. Hurst Equipment used (if applicable)

Format (Examples)

Tuesday December 3rd, 2013

0700	Staffing changed to three (3) dedicated suppression crews with a dedicated Basic Life Support (BLS) Ambulance by Hendley #1619.
0800 133370296 E - 1,159 SQ - 1,567 RE - 1,123	Box Alarm E827, SQ827, RE827 7611 Camelia Ct. (25-16) f/ House Fire f/ 2-Story, Wood-Frame, Single-Family, Detached with Smoke Showing from the 1 st floor Side-Alpha. RE827 Dispatched 3 rd Due, 3 Story Side – Charlie, Located a Fire in the basement, Extinguished Same, Laid & Used 250’ of 2” and 300’ of 3” hose, 1 hrs Pump Time, 5 SCBA. E827 Dispatched 4 th Due, Picked-Up RE827’s Line, Backed-Up RE827 in the Basement, Assisted w/ Extinguishment, Laid & Used 20’ 5”, 500’ 1.75” hose, 1 hrs. Pump Time, 5 SCBA. SQ827 Dispatched as the 3 rd Due Special

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	Service, Arrived and Placed 1 st Due, Assigned Division I Supervisor, Opened up for E825, Forced Entry x 2 doors, raised 3 – 14’ and 2 – 24’ ground ladders, ventilated horizontally, 1 hrs Generator Time, 7 SCBA.	
	<i>E827</i> : Belfield, White, Collins, Kelly, M. O’Brien, Moorland	
	<i>RE827</i> : Oliver, Poetker, Bowers, Canino, Steinbach, Thomas	
	<i>SQ827</i> : Warren, Truesdell, Williams, Olszewski, McKnight, McAllister, Mavaddat	
0830	Rescue Engine 833 in quarters on a transfer	
0845 133370297	Rescue Local RE833 f/ 9I	IL of 495 / Branch Ave (27-36) f/
1115	Rescue Engine 833 returned to quarters	
1118 133370298 RE – 1,124	Transfer RE827 f/ Transfer <i>RE827</i> : Oliver, Hansen, Bowers, Canino, Steinbach, Thomas	11900 Glen Dale Blvd. Co. 18 f/ Same
1130 133370299 RE – 1,1,25	Box Alarm RE827 F/House Fire <i>RE827</i> : Phillips, Fuller, Stout, Balmaceda, Steinbach, Thomas	7189 Hawthorne St. (33-02) f/ Small fire out on arrival, held Co. 33
1135	On above incident #133370296 – one (1) section of 3” hose was damaged from RE827’s supply bed. Replaced damage section with section from the garage. Damaged section placed in hose tower. Equipment electronic form executed by Poetker.	
1137 133370300 A – 2,986	Ambulance Local A827 f/ Fall <i>A827</i> : Goldberg, Mavaddat	6201 Suitland Rd (27-01) f/ Priority 3 Transport to SMH <i>RR#</i> 123456789
1140	Rescue Engine 827 clear of the transfer to Company 18	
1145 133370302 SQ – 1,568	Rescue Local SQ827 F/ 9I <i>SQ827</i> : Slattery, Riley, Wise, Tran, Jones, Shayne	Suitland Pkwy / Suitland Rd (27-22) f/ Two (2) vehicle accident on a limited access highway, one (1) victim trapped, Squad removed drivers side doors and B-post, 20 min. Generator Time, Used Spreaders, Cutters, Combi-Tool and Sawzall.
1146 133370305 E – 1,160	Local Alarm E827 f/ Automatic Fire Alarm <i>E827</i> : Cordero, L. Hedrick, Elzy, Beuttenmuller, Howell, McCool	3900 old Silver Hill Rd (29-01) f/ Cancelled before response
0001	<u>Wednesday December 4th, 2013</u>	
0013 133380004 A – 2,987	Medical Local A827 f/ Trouble Breathing <i>A827</i> : Miller, Gazzale	6200 Suitland Rd (27—01) f/ Assist M829, No Transport <i>RR#</i> 123456789

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VI. Governing Legislation & Reference

- *Prince George's County Fire and EMS Department, General Orders, Division 3, Chapter 11 – Standard Response Dispatch Procedure*
- *Prince George's County Fire and EMS Department, General Orders, Division 3, Chapter 14 – Fire Records Management System*
- *Prince George's County Fire and EMS Department, General Orders, Division 6, Chapter 29 – Resource Availability & Tracking*