PURPOSE: Identify the activities and events that must be recorded in the Fire Alarm Daily Log.

The fire alarm operator (FAO) shall be the only person authorized to make entries into the Fire Alarm Logbook.

All routine entries shall be recorded in black ink.

All alarm entries in the manual shall be recorded in red ink.

All entries recording personnel working overtime shall be recorded in black ink and highlighted with a green highlighter.

All entries recording vehicles and equipment reported out of service shall be recorded in black ink and highlighted with a yellow highlighter.

Each page of the logbook shall have the date written at the top of each page.

Logbook entries shall not be erased or “whited-out.” False entries, mistakes, and/or incorrect information shall have a single (black) line drawn through the entry. The author shall initial (roll call number also acceptable) and notate the date and time of the strike-out.

The following items shall be in maintained in the Fire Alarm Logbook.

Beginning of each shift:

- Platoon (A, B, C, D)
- Current weather (temperature, conditions, wind direction, speed)
- Personnel as follows:
    - Fire Alarm Operator
    - Shift Commander
    - Fire Marshal (weekdays)

- Personnel on Leave Status (Sick, Vacation, Military, Admin., etc.)
- Personnel off on swap (Indicate name(s) for both)
- Personnel & Assignment on Overtime

Example:

January 5, 1998

0735 HOURS: Weather: Hi temp 35 degrees, clear skies, moderate wind, SE 5-10MPH
"A" Platoon
FAO: FF S. Barber
D.C.: D. Klozowski
F.M.: J. St. Jean
Vacation Leave: Lt. G. Walsh, F.F. W. Bonneau
Sick Leave: F.F. G. Tucker
Overtime: Lt. W. Merritt (E1)
Swap: F.F. M. Boynton swap w/ F.F. T. Sweeney
R. Capt. J. Frey swap w/ R. Capt. M. Bartnick

The following data shall be recorded in the Fire Alarm Logbook as required:

- Apparatus reporting in/out of service
- Any personnel changes of both line and staff members as they occur.
  - I.E. 1100Hrs - Lt. Burrows SL - Lt. Williamson on-duty
- All Fire, EMS, and Service Calls in the following manner:

0812 Alarm # 1234
EMS 5600 Ten Rod Rd.
E-1, R-1 Recall: 0915

1001 Alarm # 5678
Building Fire 65 Post Rd.
E-1, 3, 6, 5, R-1, 3, L-1, C-2 Recall: 1130

1545 Alarm 9012
Service 1 Gate Rd.
E-6 Recall: 1558

0930 Alarm 3456
Investigation/Burn Permit 6250 Oak Hill Rd.
E-5 Recall: 0955

Also enter any other data that identifies an event that would be considered as being important to either the fire alarm office operations or the department in general.

Example:

L-1 O.O.S. for Repair - L-1 running SH-1
M-5 O.O.S. for Repair - No Marine Unit Available

Additionally, if/when any apparatus is placed out-of-service for repair and is not replaced with another similar apparatus (i.e. Ladder OOS - Running SH-1, M-5 OOS - no marine firefighting capabilities available) a notation should be made in the logbook at the time the apparatus is placed out of service and again at the beginning of every day.