



**City of Winchester
Fire & Rescue Department
STANDARD OPERATING PROCEDURE**



Section: Information Technology and Electronic Reporting	SOP: 11.8
Subject: Electronic Logbook	Executed: January 10, 2015 Revised: December 9, 2015
Approved:  Scott Kensinger, Deputy Chief	

PURPOSE

To provide direction for reporting logbook entries electronically in the department record management system in place of outdated manual methods.

BACKGROUND

The department has made significant efforts to reduce the amount of paper resources being utilized and for the consolidation of information that is maintained for archival purposes both in the office and field. Both the career and volunteer leadership have determined that to continue moving this philosophy forward we will be making efforts in our field activities to consolidate various manually prepared documents that include: logbooks, apparatus/generator/air compressor check sheets, drug box inventories, etc.

The first step in this transformation will be to move our existing paper logbook that is in each station to an electronic version in our record management system. This not only reduces paper but will help alleviate several issues that include: privacy, electronic archival storage, immediate review by personnel, and additional steps to create a true paperless system within our department.

PROCEDURE

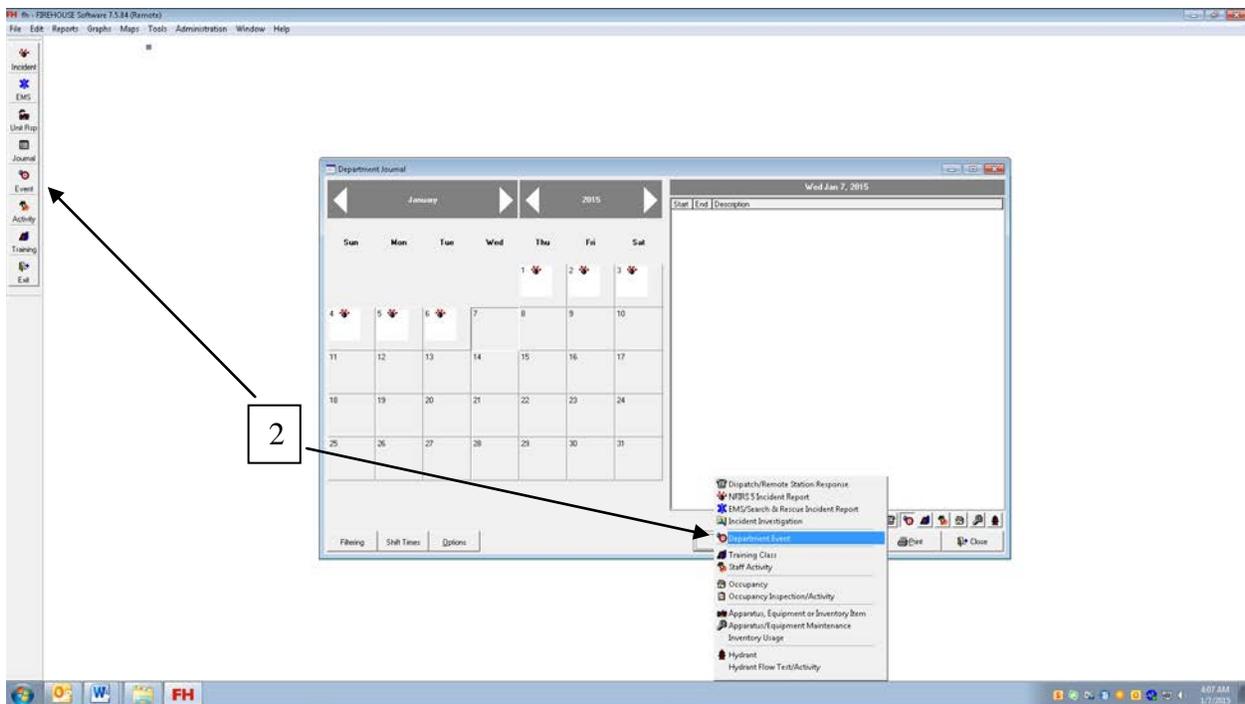
As of the creation date of this SOP, all WFRD fire stations will retire their paper logbooks and begin to use the department reporting management system to log their daily activities at the beginning of their shift. At this time the only exception will be at Rouss where the volunteer leadership would still like to maintain the paper log. In this instance **BOTH** electronic and paper logbooks will be maintained by station 2 personnel.

It is anticipated that each station company officer or his/her designee will be assigned the task of electronic logbook maintenance each day they are on shift. As this is a work in progress, additional configuration of the event logger may need to take place as needed. The only difference in completing this new method compared to what you are used to is that you will enter logbook entries electronically instead of manually. In other

words, what and how you log information manually today will be the same in which you log it electronically. The only exception to this is that you will no longer need to log incidents, public education, car seat installs, or training into the logbook. This information will be captured by the other means that we are used to completing such as with the training module and staff activities.

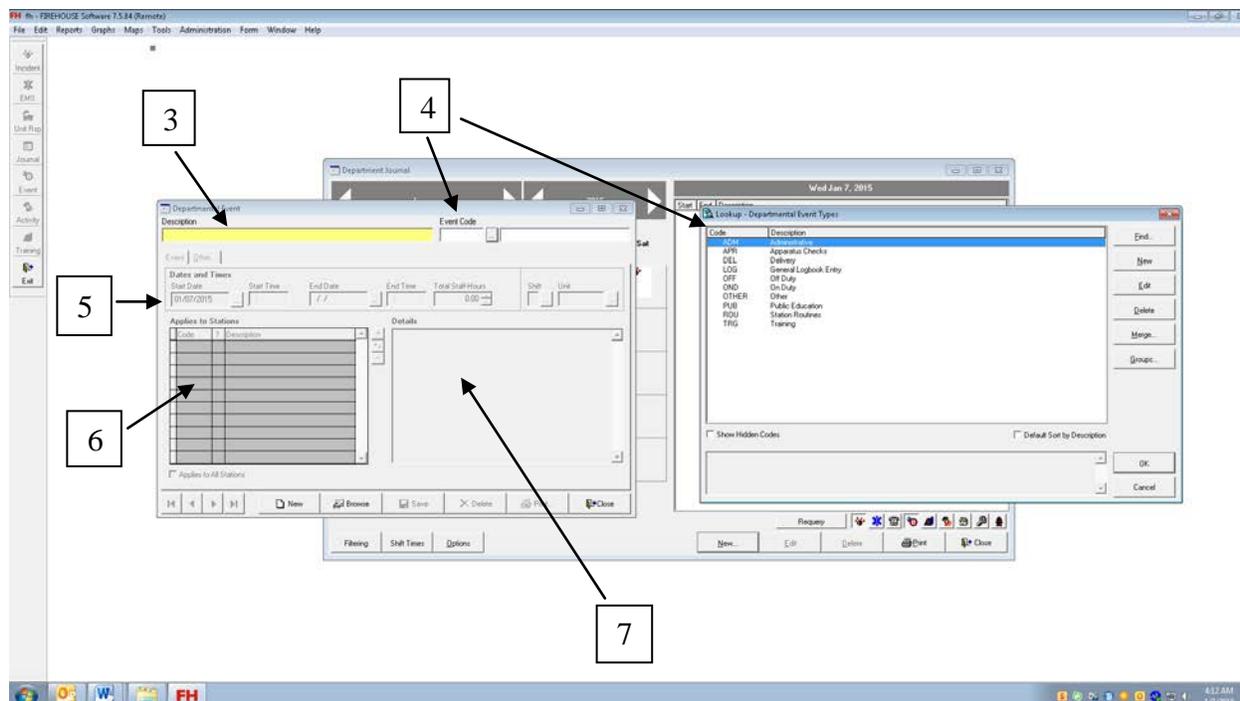
To successfully enter a logbook entry into the reporting system the following procedure has been established.

1. Logbook events should be placed in the reporting software as they are encountered and not held until the end of the day.
2. Upon logging into the department reporting system the screen will display the event journal. To make access to the event logger (electronic logbook) select the icon on the left tool bar or the “New” button in the journal that looks like a red clock and is labeled “Event” (see picture below).

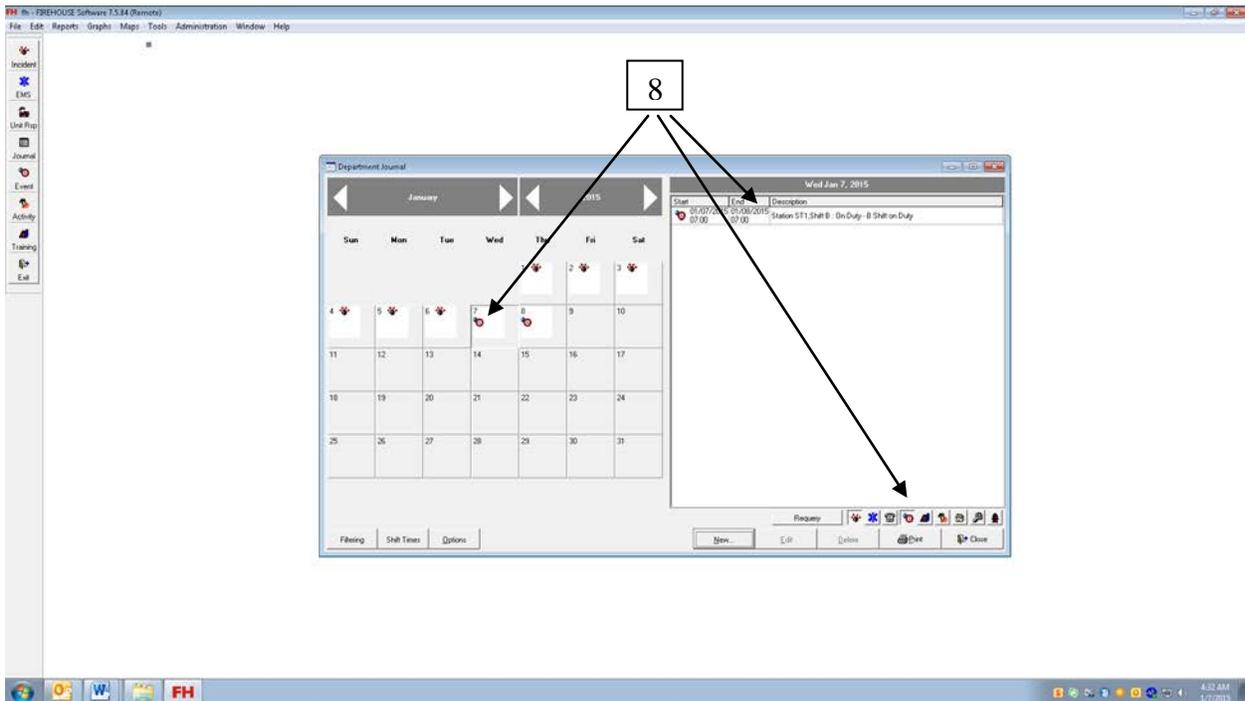


3. The “Event” window will display and you will now be able to make entry. The first entry will be the required “Description” field. This is where you describe what event you want to log (ie. “B Shift On Duty”, “Apparatus Checks”) (see picture below). **Note: separate events should be logged for each event. Do not group events together.**
4. The next field will be the drop down box “Event Type”. You will select the appropriate event type that you are trying to describe (see picture below).
5. The next fields will be the “Dates and Times”. There should always be a start date, time, and shift (see picture below). **Note: you will need to return to this log entry to complete the end date and time fields when the task is completed.**

6. The next field will be “Applies to Station”, the station in which is logging the task will be selected from the dropdown list of station entries (see picture below).
7. The final field that needs input will be the “Details” section where a brief but concise description of the event should be noted such as applicable personnel, units and what took place (see picture below).



8. Once the event is saved and the event screen is closed you will now be able to see the event in the journal as long as the radio button at the bottom of the journal screen has been selected. If the journal does not show your event, select the “Requery” button to update the journal events.



9. To make changes or additions to an already saved event, locate the event in the journal and double click it, make the change or additions and then re-save.

10. In the event that the record management system is not accessible, personnel shall keep a manual log on paper and transfer this information to the electronic logbook when the system is available.

As always this is a work in progress. If you have questions or suggestions on making this task a smoother operation, please send this through your chain of command. In the near future, we will be adding the apparatus, generator, air compressor, and drug box inventory sheets electronically as well.