

**OKALOOSA COUNTY
EMERGENCY MEDICAL SERVICES
STANDARD OPERATING PROCEDURE**

Title:	Station Logbooks
Policy:	435.00
Purpose:	To provide documentation of information pertinent to daily operation for security and accountability, logbooks are issued to each station and the Communications Center to provide permanent record of all non-medical events pertinent to the operations of the unit/station.

Policy:

Each crew will record, as a minimum, the following:

- a. Time, crew names, and unit number when reporting for duty.
- b. Condition of medic unit, station, discrepancies, and missing/ damaged equipment.
- c. Controlled substance inventory.
- d. Record of scheduled/unscheduled leave, personnel leaving or returning during shift, and all shift swaps.
- e. Record of all personnel in station during shift including visitors, students etc., and for what reason.
- f. Correspondence, memos or policy and procedures received or sent.
- g. Training or Public Relations assignments.
- h. Any unusual incidents.
- i. Condition/status of back-up medic units.
- j. Record run activity with time, incident #, and whether ALS/BLS.
- k. End of Shift, time off duty.
- l. General information to be passed on to next shift.

Accountability and Compliance:

1. It is the responsibility of all OCEMS crewmembers to appropriately document information in the station logbook as outlined in this SOP.

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CAAS: N/A
Author: Carhart
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Approved: Leadership
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