9.13 Keeping Logs and Documents SOP

Section 1 - Purpose and Objectives

(1) To ensure accurate and appropriate records are made and kept of events during fires and incidents.

Section 2 - Scope

(2) This procedure applies to all CFA members who are required to use a logbook during an incident.

Section 3 - Procedure

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Keeping Logs

(3) The Incident Controller is responsible for ensuring that appropriate operational notes/logs are kept and collected during fires and incidents.

(4) Operational notes/logs should record key operational activities, discussions and any relevant decisions made in relation to the management of an incident.

(5) CFA members recording operational activities / discussions and decisions should:

a. clearly identify the person and role;
b. where possible use a pen;
c. not use whiteout, strike through any corrections;
d. avoid post-it notes, if used transpose into notes/logs as soon as reasonably practicable;
e. where relevant ensure times and dates are accurate; and
f. any unused lines are crossed out at the end of the shift. The next person taking over must start from the next available line.

(6) Hard copy logbooks are advised to:

a. be hardbound or spiral bound;
b. have numbered pages.

Management of Logbooks in an Incident Management Team (IMT)

(7) All CFA members who have an incident management role shall keep notes/logs relevant to their area of responsibility.

(8) When undertaking a specific functional role within an incident management team, function logbooks are made available for all positions and used in preference to personal notes/logbooks.

(9) Where personal notes/logbooks are used, copies should be attached to the functional log or filed along with other documentation as per clause (13) prior to completion of the shift.

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(10) CFA members should ensure their personal logbook is appropriately stored and made available at the request of Chief Officer.

(11) Where an Incident Control Centre (ICC) is established, a signed copy of the log shall be handed in at the end of each shift or handed over to the incoming shift member.

(12) Logbooks shall be kept in a dry secure CFA location and retained for seven (7) years. If the log relates to a legal proceeding, the logbook may be required to be kept longer.

Other documentation

(13) All documentation, (including photos, printed maps, charts, plans, briefing notes, warnings) produced relating to an incident shall include:

a. Date and time of when it was printed.
b. Location produced.
c. Name and/or number of incident.
d. Author(s) name and role
e. Currency of document (e.g. valid from – to)
f. Version number, where appropriate.
g. Where the document is saved or stored (e.g. path/filename and location).

(14) Documents should be:

a. Filed and indexed by Incident Management Team (IMT) function/document type;
b. Filed in chronological order (shift by shift, day by day); and
c. Secured for collection and archiving by the control agency at the end of an incident.

Safety Notes

(15) Nil

Environmental Notes

(16) Nil

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Section 4 - Definitions

(17) Commonly defined terms are located in the CFA centralised glossary.

Section 5 - Related Documents

(18) Standing Order 9.00 Fires and Incidents - Management of

Status and Details

Status	Not Yet Approved
Effective Date	To Be Advised
Review Date	To Be Advised
Approval Authority	
Approval Date	To Be Advised
Expiry Date	Not Applicable
Accountable Officer	Jason Heffernan Chief Officer
Responsible Officer	Garry Cook Deputy Chief Officer Operational Response & Coordination
Author	Tim Connor
Enquiries Contact	Glenn Probstl Assistant Chief Fire Officer - State Operations --- Operational Response and Coordination

Glossary Terms and Definitions

"CFA member" - Refers to all CFA volunteers, volunteer auxiliary workers, officers, employees and secondees.

"Operational activities" - CFA approved, coordinated or pre-planned action, or series of actions, in response to and in support of a potential or existing emergency incident, including training and exercises.

"Incident Control Centre (ICC)" - The location where the Incident Controller and the appointed members of the Incident Management Team provide overall direction of response activities in an emergency situation.

"Incident Management Team (IMT)" - The group of incident management personnel comprising the Incident Controller, and the personnel he or she appoints to be responsible for the functions of Operations, Planning and Logistics.

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