



Wintergreen Fire and Rescue Standard Administrative Policy	
Subject:	End of Shift Report
Reference Number:	ADM 01-007
Effective Date:	30-Jul-04
Last Revision Date:	8-Feb-05
Signature of Approval	Curtis Sheets, Chief

Purpose:

The purpose of this SAP is to create a uniform procedure on how an “End of the Shift” report should be filled out and/or given to the on coming shift.

Policy:

All personnel shall use the following guidelines when filling out an “End of the Shift” report:

Names of the personnel on duty and his/her assignment shall be reported.

Daily Assignments completed and if not an explanation.

Additional assignments completed.

Physical fitness training completed.

Fire and/or EMS training completed.

Street names that were drilled, problems found should be noted in the “additional comments” section on the “End of the Shift” report. Problems may include things such as missing house numbers, or hydrants without markers or blocked by vegetation.

Number of Fire, EMS, and MVC calls.

Employee’s name, signature, and date.

The report shall be faxed to station one or placed on the Assistant Chief’s desk.

All personnel shall use the following guideline when giving an oral report to the on-coming shift:

Each on-coming shift shall receive an oral status report on the following:

- Equipment and/or apparatus out of service
- Projects that need to be completed during their shift
- Apparatus scheduled for service (time and location)
- Additional important information