Grant County Fire Protection District 3

POLICY AND PROCEDURE

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1. NUMBER: 4.3.13

2. SUBJECT: ***Sign-In***

3. POLICY: In order to protect the interests of the District and avoid costly errors, a common Sign-in system is adopted. This system shall be used for all Emergency Incidents and training classes. This Policy and Procedure is established to define that process

4. SCOPE: This Policy and Procedure is applicable to all personnel of Grant County Fire District 3.

5. RESPONSIBILITIES:

   A. The District Fire Chief is responsible for ensuring that this Policy and Procedure is adhered to.

   B. All personnel are responsible for complying with this Policy and Procedure.

6. PROCEDURE:

   A. A separate Sign-in sheet will be provided for alarms and drills. Personnel who respond to an alarm on fire district apparatus must sign the alarm report in the appropriate place for the apparatus on which they responded. Coding for the signature lines on the right column are as follows:

      1. OF - Officer
      2. DR - Driver
      3. FF - Firefighter

      Officers must also complete the sections entitled:

      1. Unit # - Apparatus radio call number
      2. Miles - Total round trip miles traveled
      3. Operations - What your apparatus function was

      Note: Any private vehicle used for transport to an emergency shall use the Unit # of 3000.

      Personnel who do not respond to the scene shall sign in at the bottom section of the left-hand column as standby firefighters.

B. Personnel who attend drills shall sign a drill sheet. The instructor should fill out the information on the top of the sheet. For recording drills attended outside the district the individual completing the sheet must fill out the information at the top of the sheet.

C. Emergency Incidents: To be counted present at an emergency incident, all responding personnel must sign the sign-in sheet. This can be done at the call if a sheet is available, or more likely by returning to the station after the call. Be sure to indicate the time out, along with the activity for the call.

D. Training Classes: As with an emergency call, all personnel must sign the sign-in sheet at each class, or their attendance will not be counted. Please be sure to indicate time out for classes.

E. Reimbursement Checks: Checks will only be handed out by a designated member.