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.