



# POLICY MANUAL

## Daily Operations - Policy

### Information Exchange

Revised: 03-18-98

Code: 1 – 10 – 5

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5.0 Purpose: Establish Procedures for the Exchange of Information at Shift Change.

5.01 Scope: All Shift Assigned Personnel.

#### 5.02 **GOAL**

To facilitate the transfer of information during shift change and to forward information to these individuals whose daily activities may be affected by this information. Each individual will be responsible for a rank for rank exchange of information that affects each rank. \*Examples:

#### 5.03 **BATTALION CHIEFS**

- a. Information pertinent to the status of the stations, which would include personnel/staffing , apparatus, special projects, etc.
- b. Training and inspection status.
- c. Information generally affecting the City overall.

#### 5.04 **CAPTAINS**

- a. Any information pertinent to the status of the stations, which would include personnel/staffing, apparatus, special projects, etc.
- b. All information exchanged by Firefighters and Engineers.
- c. Following these guidelines does not reduce or eliminate the responsibility of the Captains to make certain that all personnel receive all pertinent information needed for the performance of their job.

#### 5.05 **ENGINEERS**

- a. Status of apparatus.
- b. Change of inventory.
- c. Repairs and/or adjustments needed of equipment and accessories.

\*\* Prior to relieving the off-going Fire Engineer, the oncoming Fire Engineer shall ascertain whether there were any current problems with the apparatus, and verify that the appropriate action has been taken and what follow up action is required



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### 5.06 FIREFIGHTERS

- a. Supplies.
- b. Progress reports on special activities.
- c. Any information pertinent to station maintenance.

### 5.07 ALL PERSONNEL

- a. Discuss previous day's emergency operations.

### 5.08 ADDITIONAL INFORMATION

These are only examples, and exchange of information is not limited to just those subjects listed above.

Captains are encouraged to log information exchanged on the station's information log which is to be kept on each Captain's desk.