

**Big Tree Vol. Fire Company, Inc.**  
**Standard Operating Guideline**

**Sign-in Procedures**

*Revised May 23, 2002*

**Purpose:**

It is necessary for fire company members to sign-in for the various firematic activities that they attend so they receive proper credit for participation. Additionally, sign-in sheets serve an important role should litigation arise. This guideline outlines the proper forms to use and procedures to follow when signing-in for a call or function.

**Procedure:**

There are 2 different forms on which to sign-in for firematic / EMS activities. These forms are:

*EMS / Work Detail Form*  
*Fire Report*

The following lists the proper form to be used for signing-in for the various types of incidents members participate in:

- All EMS Calls      All members should sign-in on the *EMS / Work Detail Form*  
(Even if listed on the PCR, members should sign-in on the *EMS / Work Detail Form*)
- Auto Accidents    All members should sign-in on a *Fire Report*  
(Even if on #8 or Fire Police)
- All Fire Calls      All members should sign- in on the *Fire Report*  
(Even if on #8 or Fire Police)
- Still Alarms        All members should sign- in on the *Fire Report*  
(Even if on #8 or Fire Police)
- CO Calls            All members should sign-in on a *Fire Report*  
(Even if on #8)
- Chief's Calls        If fire related, Chiefs should fill out and sign-in on a *Fire Report*.  
If EMS related, Chiefs should fill out and sign-in on the *EMS / Work Detail Form*.

- Stand-Bys            All members should sign-in on the *EMS / Work Detail Form*
- Work Details        All members should sign-in on the *EMS / Work Detail Form*
- Monday Night Siren Check    All members should sign-in on the *EMS / Work Detail Form*
- Trainings            For **non-company** training or courses, an *EMS / Work Detail Form* should be used (e.g., State Pump Operator Course, etc.).  
For **inner-company** trainings, a *Company Training Sheet* should be used (e.g., County Smoke House, Auto Extrication, etc.).

Members that are attending approved fire company training or a company-sponsored function (e.g., BINGO) may sign-in for any call during the time they were at the training session. The same applies for calls that occur while a member is on another call. Personnel should use the appropriate form based on the type of call listed above. After a member signs-in, he/she should write next to their name that they were attending training, a company sponsored function (e.g., BINGO), or on another call.

In order to receive proper credit, sign-in sheets must be filled out completely including the time out and in, date, incident number and address.

Members who miss the apparatus should remain at the hall until released or until the ambulance calls in route to the hospital. Members that miss the apparatus may sign-in up until the ambulance calls in route to the hospital or until units are returning.

Fire Reports become confidential legal documents and can be subpoenaed to court. It is imperative that these forms are filled out properly with detailed comments of what occurred at the incident. Just as it is on a PCR, if it is not documented, it was not done in the mind of the court. In the event of a lawsuit, a properly filled out report may be the only proof of things done or not done at the scene of an emergency. In addition, the State Office of Fire Prevention and Control uses the information found on these reports to compile data for research purposes. Finally, the number of members responding, and which apparatus responds, is used by the ISO to determine the Big Tree Fire District fire insurance rating.

Other forms exist for signing-in for other non-firematic company functions such as BINGO, company meetings, etc. The procedures for these forms can be found elsewhere.

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