


# East Lake Tarpon Special Fire Control District

	<b><i>SOP 304 Daily Training Report</i></b>	
	<b>Implementation Date: 11/2000</b>	<b>Revision Date(s): 01/05/2004</b>
		<b>Reviewed Date(s):</b>
	<b>Forms or Attachments: None</b>	

## Daily Training Report

The Daily Training Form 304.1 is to be filled out each shift Station by the Lieutenants. This information is to be entered in the Training (TR04081) account also. Proper procedures for filling out the form are

as follows by Section:

- a. Date: Should be day you came on duty
- b. Shift: A, B, C
- c. Station: 56, 57, 58
- d. Personnel: To be listed in following manner only. Last name first middle initial, and a department identification number. Example: Bumby, E. 130000.
- e. Subject: To be numbered from Section H of Training Report Form corresponding with subjects trained on. One subject per square.
- f. Hour: Training hours are to be recorded in the following manner  
only; One hour is to be listed as 1.0, One hour and fifteen minutes is 1.25, One hour and thirty minutes is 1.50, One hour and forty-five minutes is 1.75. All portions of hours are to be listed as:  
  
15 minutes = .25, 30 minutes = .50, 45 minutes = .75.
- g. This area is to list whether the training class was a class or practical, and whether it was conducted during the day or night. A "C" or "P" are to be used to designate Class or Practical. Use a "D" or "N" to designate Day or Night. This area of the form shall have a slash across it with the top portion containing either "C" or "P" and bottom portion will contain "D" or "N". Refer to Example of Training. Please note that up to four (4) subjects can follow one name on the same line. Each subject will be filled out as explained above.

- h.** Suppression and EMS subjects: The subject or subjects being taught are to be circled.
- i.** Shift Officer: Signature of Officer's name here.
- j.** Training Officer: Signature of Training Officer's name here.
- k.** Multi-Company and Multi Agency Drills: List any multi-company drills here. Multi-company drills consist of two or more unit training together. Location of where the occupancy drill was conducted is also to be listed.

Multi-agency - List multi-agency drills when two separate Fire Departments conduct drills together. List the Departments name, as well as, units involved.

Example: Type of exercises conducted, occupancy and address are filled out the same as multi-company drills. Safety Harbor Engine 53 and East Lake Engine 58.

It is expected that all Shift Officers and Training Division Chief become familiar with the procedures for filling out the Daily Training Report. Training Division Chief is to make sure all Acting Officers correctly fill out the Training Report Form.