Shift Change – Information Exchange Template

Level 4 – Fatigue Risk Trajectory

**Administrative details**

| P**latoon #** | Fire House # | Recorded by | Handover to |
| --- | --- | --- | --- |
|  |  |  |  |

**Information exchange**

| H**andover Item** | **Description** | Notes |
| --- | --- | --- |
| Apparatus/trucks check | Document any issues noted during vehicle inspections, including fleet maintenance requirements. Recording of “hours/km” will ensure timely mechanical inspections and accountability for vehicle use. |  |
| Stow PPE | Document any concerns regarding gear including cleanliness, damage, or if something is missing. |  |
| Station | Provide updates on any changes, installations, or maintenance issues regarding the station facility and its amenities within. |  |
| Hydrants | Record any hydrants that are out of service. |  |
| Training | Provide updates to any training activities regarding skills, knowledge, or study time requirements. |  |
| Notifications | Document updates to standard operating procedures that may have been issued from various sources. |  |
| Tailboard items | Document new issues brought forth and highlight changes that crews need to be aware of including operational issues (e.g., road closures, construction) and personal issues (e.g., mental health check). |  |
| Events | Briefly document the number and type of events responded to over the course of the shift. |  |

Sample Shift Change – Information Exchange

| P**latoon #** | Fire House # | Recorded by | Handover to |
| --- | --- | --- | --- |
| 1 | 2 | Captain XXX | Captain XXX |

| H**andover Item** | **Description** | Notes |
| --- | --- | --- |
| Apparatus/trucks check | Document any issues noted during vehicle inspections, including fleet maintenance requirements. Recording of “hours/km” will ensure timely mechanical inspections and accountability for vehicle use.  | * FE–2: Engine 2: (180 Hrs.)
* 3512: LED-3A2 (2080 Km)
* C-4: Support
* FE–1: Engine – Moved to House 1
* 2180: EMS Spare
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| Stow PPE | Document any concerns regarding gear including cleanliness, damage, or if something is missing.  | * Hoods require replacement – order placed 04/11
* Missing traffic vest on E2
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| Station | Provide updates on any changes, installations, or maintenance issues regarding the station facility and its amenities within. | * Overhead door maintenance scheduled for 04/11
* New mattresses ordered; delivery in one week
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| Hydrants | Record any hydrants that are out of service. | * 163 Larch Crescent (Woodbend)
 |
| Training | Provide updates to any training activities regarding skills, knowledge, or study time requirements. | * ISO pre-course material ready for self study
* Fatigue awareness online modules now open for self study
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| Notifications | Document updates to standard operating procedures that may have been issued from various sources. | * AHS Notices:
* 024-2022: DCD Memo – CCC Dispatch Workflow Changes
* EMS Notices:
* N/A
* FD Notices:
* 049-2022: Training Opportunity – Electric Vehicles
* 050-2022: Workday – Guide to Changes for All Employees
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| Tailboard items | Document new issues brought forth and highlight changes that crews need to be aware of including operational issues (e.g., road closures, construction) and personal issues (e.g., mental health check).  | * FE-2–100 ml discharge on driver’s side leaking. SR015153
* Missing shop vac? No one knows whereabouts
* Oct POC Stats. Conversation about lack of POC response to All Calls
* 50 St curb replacement at 45 – 50 Ave
* Identified elevated stress in response to multi-vehicle collision with fatalities
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| Events | Briefly document the number and type of events responded to over the course of the shift | * Engine-2:
* MFR’s x2
* Alarms x0
* Fire x0
* MVC x1
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