

EMERGENCY RESPONSE ORGANIZATION LOGKEEPING	Identifier: EPI-81 Revision*: 9 Page: 1 of 3
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Emergency Management	Emergency Plan Implementing Procedure	For Additional Info: http://EDMS	Effective Date: 02/07/13
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Manual: 16E – Emergency Management – Emergency Plan
Implementing Procedures

USE TYPE 3

Change Number: 338257

*The current revision can be verified on EDMS.

1. PURPOSE AND SCOPE

This procedure provides guidance for initiating and maintaining activity logs from event initiation through event termination. It applies to Emergency Response Organization (ERO) personnel who respond to Designated Emergency Response Facilities.

ERO activity logs ARE official and legal documentation of emergency response activities, operational status, and historical data. Activity logs, combined with Information Management System (IMS) documentation, can be used to reconstruct occurrences for the purpose of audits and investigations.

2. INITIATING CONDITION

ERO personnel have been activated.

3. RESPONSIBILITIES

NOTE: *Information management coordinators are not required to maintain individual activity logs. The status boards they maintain are considered to be the activity logs for their respective ERO positions. On-Scene Communicators are also not required to maintain individual activity logs because they respond to the event scene and not to a Designated Emergency Response Facility.*

3.1 **ERO Personnel:** ERO personnel are responsible for initiating and maintaining activity logs while performing functions within designated emergency response facility when activated.

4. INSTRUCTIONS

NOTE: *Critical information is conveyed verbally, followed by a log entry.*

4.1 Initiating and Maintaining Activity Logs

4.1.1 **ERO Personnel:** Record each log entry using ink that will be easily photocopied or transmitted electronically (e.g., black or blue/black).

4.1.1.1 Ensure each log entry is legible and understandable.

4.1.1.2 Record each log entry based on a 24-hr clock.

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- 4.1.1.3 Use only abbreviations or acronyms defined in the ICP Emergency Plan/RCRA (Resource Conservation and Recovery Act) Contingency Plan.
- 4.1.2 **ERO Personnel:** Initiate an individual activity log.
- 4.1.2.1 Record the following information on Form 150.08, “ICP Emergency Response Organization Activity Log:”
- A. Name
 - B. Facility
 - C. ERO position
 - D. Page number
 - E. Date.
- 4.1.2.2 Record the time and enter an opening statement with any pertinent data that affects the position on the activity log.
- 4.1.3 **ERO Personnel:** Maintain individual activity log by continuing to make chronological entries, including as much information as necessary.
- 4.1.3.1 When recording a log entry, include significant information as it pertains to the functional responsibilities.
- 4.1.3.2 Do not allow logkeeping activities to interfere with actual event mitigation.
- 4.1.3.3 Do not leave blank lines between log entries.
- 4.1.3.4 Record a log entry as soon as possible after the actual activity or event without interfering with safe operations.
- 4.1.3.5 Record any late entry under the most recent entry in the log.
- 4.1.3.5.1 Write the statement “Late Entry” at the beginning of the entry and include the actual time of the late entry event.
- 4.1.3.6 If an activity log correction is necessary, document the correction.
- 4.1.3.6.1 Draw a single line through the incorrect information and initial and date beside the line.
- 4.1.3.6.2 Record the correct information.

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Page: 3 of 3**4.2 Shift Turnover**

- 4.2.1 **ERO Personnel**: Brief the ERO position replacement using the activity log and document shift turnover on the log.
- 4.2.2 **ERO Personnel**: Record a final entry on the activity log stating that the ERO position has been relieved and include the name of the replacement.
- 4.2.3 **Replacement ERO Personnel**: Initiate a new activity log by recording that you have assumed the ERO position.

4.3 Event Termination

- 4.3.1 **ERO Personnel**: Close out the activity log upon event termination.
- 4.3.1.1 Write the statement “no further entries” on the next available line.
- 4.3.1.2 Sign the activity log.
- 4.3.2 **ERO Personnel**: Submit the completed activity log to the EAM.

5. RECORDS

Form 150.08, “Emergency Response Organization Activity Log.”

6. APPENDICES

None