

# Firefly 2017 Ranger Log

Welcome to the Firefly Ranger Log, and thank you for stepping up to serve the community as a Ranger Shift Lead (Khaki)! If you're new, or if you just need a reminder...

The Ranger Log is... a repository for knowledge for what happens during Firefly. It's also a tool you can use to provide feedback. It helps us to remember what happened (and when!) hours, days, and months from now.

Some helpful hints:

**Write Legibly!** – Make sure other Khakis and Rangers can read the details of your shift.

**Respect Confidentiality:** Please do not write any sensitive information which would be included in a Conduct Committee form in the log. Please use the ConCom Form located in the back of the Ranger Log. When complete, please deposit in the lock box.

**To Show Distinction Between Events:** Draw a line across the page after the log entry to separate events.

**When Using Acronyms:** Use the footer area to defined below on the page(s) they are used.

**And again, thank you on behalf of the entire Firefly community for stepping up to help keep our event safe!**

We are standardizing the log format to make it easier to read.

| T<br>I<br>M<br>E | E<br>V<br>E<br>N<br>T<br>T<br>Y<br>P<br>E | Ranger Log Notes<br><br>Incident & Description | F<br>I<br>R<br>S<br>T<br><br>A<br>I<br>D | S<br>A<br>N<br>C<br>T<br>U<br>A<br>R<br>Y | F<br>A<br>S<br>T | S<br>O<br>U<br>N<br>D | R<br>E<br>C<br>C<br>U<br>R<br>I<br>N<br>G | E<br>S<br>C<br>A<br>L<br>A<br>T<br>E<br>D | S<br>E<br>E<br>-<br>F<br>O<br>R<br>M | F<br>O<br>L<br>L<br>O<br>W<br>U<br>P | R<br>E<br>S<br>O<br>L<br>V<br>E<br>D |
|------------------|-------------------------------------------|------------------------------------------------|------------------------------------------|-------------------------------------------|------------------|-----------------------|-------------------------------------------|-------------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|
|                  |                                           |                                                |                                          |                                           |                  |                       |                                           |                                           |                                      |                                      |                                      |
| 1                | 2                                         | 3                                              | 4                                        |                                           |                  |                       | 5                                         |                                           |                                      |                                      |                                      |

**1) TIME of entry;**

Tracking the times that incidents (or non-incidents) happen show that something happened during your shift (even if nothing happened).

**2) TYPE of situation: (R)Routine, (E) Event, (I) Incident.**

**(R)outine** situations are something that doesn't constitute an emergency or an incident, but may still be worth recording.

**(E)vents** to log are situations in which rangers intervened or another core was involved or intervened with participants.

**(I)ncident** include emergencies that require ICS.

**3) NOTES: SITUATION & DESCRIPTION;**

Incidents /non-incidents may have multiple entries and/or evolve over multiple days; highlight them in some way so they can be easily tracked for future reference. Use stars, numbers, or other descriptors. Notes to include: participants description and/or initials, camp locations, rangers involved, other volunteers involved.

**4) Other CORES involved;**

If other departments were involved, note it by ticking the appropriate field to the right.

**5) STATUS: Recurring, Escalated, Follow Up Needed, Resolved**

**Recurring:** If it is a Recurring issue (e.g., sound complain from a particular camp) then tick that field.

**Escalated:** Any time an issue must be Escalated beyond Dirt Rangers then tick that field.

**See Additional Form:** Incident or Emergency Eval form, Alpha eval, ConCom form, etc., has been completed.

**Follow Up Needed:** The Follow Up field is to remind you or another Shift Lead that the event needs to be checked on at a later time. When follow up is complete and the issue is Resolved, then it can be closed out by ticking that field.

**Resolved:** You do not need to tick Resolved for all items - just the ones that need follow-up.