

ICS 309 Communications Log Instructions

One log is kept for each radio operating at any location.

HEADER:

Incident Name and #	Assigned by Incident Command. Leave blank if necessary but MUST be filled in later.
Date and Time Started:	Use military time format: 01JAN2014. Use 24 hour clock and local time. Use the time THIS log started
Operational Period #	Determined by Incident Command, numbered sequentially. Start a new form at start of new Op Period
Task Name	This radio's role in the response, Ex: Command Net, Red Cross Tactical Net
Operator Name and Call	Name and call sign of radio operator at start of log.
Tactical ID	Tactical call sign of station, assigned by EC.
RADIO and/or BAND	Identify the radio, band and/or main frequency you are operating on

LOGGING MESSAGES:

TIME sent/rec	Enter the time the message is sent or received. Use 24 hour clock and local time.
FROM	Station or tactical callsign of sending station, use personal callsign if no tactical or station callsign
TO	Station or tactical callsign of sending station, use personal callsign if no tactical or station callsign

NARRATIVE: ONLY log messages relayed for non-ARES personnel (In exercises, drills, etc. log only ICS 213 and radiograms)

For 213: Station, tactical or personal callsign of originating station, date and time message was authored from the 213 header and exactly what is in the "Subject" field of the ICS 213

For NTS Radiogram: Message number, callsign of originating station, date and time from the radiogram header.

For Tactical Message: These will be logged the same as ICS 213 except: Summarize the subject and write the same exact subject on the message itself. For very short messages write the message itself in the log. If you take a verbal message by dictation, whether you write it directly into the log or on another piece of paper, have the author approve it

For direct communication between non-ARES personnel (you are control operator while they talk on air): log time, and station callsigns in To and From columns. Log name and/or position of person at your end
1530 To PBEM From K7MCE Alice Busch, Ops Chief talking direct.

Note: Number each page as you go. At end of operation period, add the final page count at the bottom of each page