ICS 309 Communications Log Instructions

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

<u>HEADER:</u>

Incident # and Name	This is assigned by Incident Command. Leave blank if necessary but MUST be filled in later in later
Date Started:	Use military format: 01JAN2014
Time Started:	The time you arrived on location or began operations. Use 24 hour clock and local time.
Operational Period #	Numbered sequentially. Op period changes when Team Leader changes.
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 or band main frequency you are operating on

<u>LOGGING MESSAGES</u>:

TIME sent/rec	Enter the time the message is sent or received. Use 24 hour clock and local time.
FROM	Tactical or station callsign of sending station
TO	Tactical or station callsign of receiving station
Narrative	**For 213:** Callsign of originating station, date and time message was authored from boxes following subject on 213, and exactly what is in the "Subject" box on the ICS 213
	For NTS: NTS, message number, callsign of originating station, date and time from the NTS message header.
	For Tactical Message: These will be logged the same as ICS 213 except:
	Ssummarize 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 sign it. You <u>cannot</u> send a message without a signature.

Other things to note on the Communications log
When you check into or out of a net.
When you go to a different frequency.
When operator and logger changes with name and callsign of new person.
When any operator takes more than a 10 minute break.
Any significant event involving operation of this radio.
When you go off the air.

Note: Number each page as you go. When operations on this radio are over, add the final page count at the bottom of each page after "OF"