

ICS-309 COMMUNICATIONS LOG INSTRUCTIONS

Logs will be kept using Incident Command System Form 309 (ICS-309) Communications Log, as adapted for Kings County ARES, and printed on the reverse of these instructions.

LOGGING REQUIREMENTS

ALL STATIONS ARE REQUIRED TO MAINTAIN COMPLETE LOGS OF ALL COMMUNICATIONS that occur during any period of activation.

This log will contain the DATE & TIME (in local, 24 hour time) of each message, the CALL SIGN of the contacted station and brief content of the message, or the message number and subject, and disposition.

Each log sheet will contain the tactical ID (call sign), the location of the station, the call sign of the operator and be signed by the control operator.

A COPY OF ALL FORMAL TRAFFIC WILL BE KEPT AND BECOME PART OF THE LOG. ICS-213 Message Forms should be included, if in use.

ALL LOGS, INCLUDING COPIES OF ALL FORMAL TRAFFIC, SHALL BE SUBMITTED TO YOUR SUPERVISOR AT THE END OF YOUR SHIFT. Your supervisor will forward them to the Documentation Unit.

| Item # | Item Title | Instructions |
|--------|------------------------|---|
| 1 - 2 | For Operational Period | Record the start and end date (month, day, year) and time (24 hour local time). |
| 3 | Tactical ID | Enter the tactical call sign identifier for this station |
| 4 | Task Number | Enter any task or incident number assigned by served agency |
| 5 | Task Name / Location | Enter the task or incident name. Also enter location, which typically will be the location for a fixed station such as Brookdale Hospital or ARC. |
| 6 | Operator Call Sign | Enter the call sign of the radio operator |
| 7 | Operator Signature | Enter the signature of the radio operator |
| 8 | Date / Time Prepared | Enter date and time this log was finalized and submitted with copies of all messages handled during the operating period. Include ICS-213 Message Forms if used. |
| 9 | Operator Printed Name | Print the name of the radio operator |
| 10 | Time | Enter Time (24 hour) the communications took place |
| 11 | Station ID FROM/TO | Enter station that was contacted (TO) or the station that contacted you (FROM). Only one of the sections should be completed per contact. It shows if you called the other station or if they called you. |
| 12 | Subject | Enter message number and addressee for formal message traffic. Enter brief summary for informal traffic. |
| 13 | Disposition | Enter "Complete", "Forwarded", or other indicator for formal message traffic that requires a reply |
| 14 | Page ___ of ___ | Sequentially number all pages for the operational period covered by the log. Page numbers start over at 1 at the beginning of each new operational period. |