

ICS 309 Communications Log

1. Incident Name and Activation Number		2. Operational Period (Date/Time)	
		From:	To:
3. Radio Net Name (for NCS) or Position/Tactical Call		4. Radio Operator (Name, Call Sign)	

5.	COMMUNICATIONS LOG
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[illegible]

6. Prepared By (Name, Call Sign)	7. Date & Time Prepared	8. Page ____ of ____
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Communications Log (ICS Form 309)

Purpose: The Comm Log records the details of message traffic and is used by either an individual or a Net Control Station (NCS). These logs provide the basic reference from which to extract communications traffic history.

Preparation: The Comm Log is initiated and maintained by the Net Control Station (NCS) or the individual operator (e.g. a field communicator). Completed logs are submitted to the supervisor who forwards them to the Documentation Unit.

Distribution: The Documentation Unit maintains a file of all Comm Logs. All completed original forms **MUST** be forwarded to the Documentation Unit.

Instructions for completing the form:

Field #	Field Title	Instructions
1	Incident Name / Number	Enter the name and activation number assigned to the incident
2	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time
3	Net / Position Name	For NCS: Enter the name of the radio net For Others: Enter the name of the position or tactical call
4	Radio Operator	Enter the name and call sign of the radio operator
5	Communications Log	Time: Enter the local time in 24-hour format From: Enter the <i>From</i> call sign or ID and the message number To: Enter the <i>To</i> call sign or ID and the message number Message: Enter the message
6	Prepared By	Enter the name and call sign of the person completing the log
7	Date & Time Prepared	Enter the date and time the form was prepared (24-hour clock)
8	Page numbers	Enter the page number and number of pages

Submit this form to your supervisor at the end of your shift.