

ICS 309 Communications Log

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.