COMMUNICATIONS LOG – ICS 309 INSTRUCTIONS

Block 1 - The incident name (you will be given this by the EOC, if operational)

Block 2 - The date and time from when you open the log until you close it.
    NOTE: Each radio operator has a separate log from the time the start until they are relieved or the station is closed.

Block 3 - The position and tactical call sign (i.e. Caspar Community Center / Casper OR Howard Memorial Hospital / Howard OR Laytonville Local Net / Laytonville)

Block 4 - The radio operator name and call sign (i.e. Mike Carter – KC6MGM)

Block 5 –

Time in 24-hour clock
    NOTE: You do not need the date since it's in block 2

FROM call sign and msg#
You enter the call sign of the station sending you a message and THEIR message number

TO call sign and msg#
You enter the call sign of the station you are sending a message and YOUR message number
NOTE 1: Your message numbers will always be in sequence. The next radio operator will continue the message sequence until the event has ended.
NOTE 2: If you send information about your actions (i.e. break, away, changing battery, etc.) just list "ADM" in the MSG# block since it is not a "formal" message. These are normally messages where you will be temporarily unavailable.

MESSAGE – You just need a short description of the general message for your reference. (i.e. supply request OR Status Report OR Welfare Message)

Block 6 – Your name and call sign

Block 7 – The date and time prepared (List the start and end times for your shift)

Block 8 – List the page number in sequence but do not fill in the "OF" space. The last radio operator will fill in all of the "OF" boxes when the station is closed. So, if there are seven (7) radio operators who each do one page in their shift, the last operator will enter a seven (7) in the "OF" box for all of the logs.

All of the logs will be left at the radio station until the event has ended. This allows all radio operators to use the previous logs for reference to see when messages were sent or received.

You will notice that the last line (time 1800) on the example is when the radio operator is relieved and has a formal message number. Being relieved is a formal notice to the net control station that there is a new operator on duty. The next operator will enter the time they assumed duty and a message "relieved XX6XXX" in the first line in Block 5. In this example, the first line would say 1800 and Relieved KC6MGM.
The next message sent would be message #10.

EXAMPLE COMMUNICATIONS LOG

COMM Log ICS 309	1. Incident Name and Activation Number		2. Operational Period (Date/Time)	
	Ridgewood Landslide		From:011518 1130To:011518 1615	
3. Radio Net Name (for NCOs) or Position/Tactical Call			4. Radio Operator (Name, Call Sign)	
Willits shelter/Willits RC			Tim Hanna WB9NJS	

5. COMMUNICATIONS LOG

Time (24:00)	FROM		TO		Message
	Call Sign/ID	Msg #	Call Sign/ID	Msg #	
1130			EOC	adm	Opened shelter
1155			EOC	1	Request red cross trailer
1223	EOC	7			RC trailer sent ETA 1330
1255			EOC	2	Request CERT personnel
1345			EOC	3	Follow up on RC trailer
1350	EOC	15			5 CERT sent ETA 1405
1405	EOC	22			RC trailer new ETA 1500
1500			EOC	4	Shelter sit rep
1515			EOC	adm	Off air ETA 1530
1535			EOC	adm	On air
1555	UkiahRC	6			5 RC personnel sent ETA 1645
1615	EOC	adm			Relieved by KC6MGM