

LOGGING REQUIREMENTS

ALL ACS 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 of the contacted station and brief CONTENT of the message, or the message number and subject, and disposition.

Each log sheet will contain the OPERATING CALLSIGN, the location of the station, the call 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.

ALL LOGS, INCLUDING COPIES OF ALL FORMAL TRAFFIC, SHALL BE SUBMITTED TO

- The agency being served, usually in the Plans Section, Documentation Unit
- The ACS Operations Section Chief. These logs will be kept as a part of ACS records. These logs should be submitted at the end the operational period they cover and must be received by no later than five (5) days after conclusion of the activation. If an operator requires copies for his/her own log, copies should be made and the originals remain with ACS.

ICS 309 COMMUNICATION LOG

Logs will be kept using Incident Command System Form 309 (ICS 309) COMMUNICATIONS LOG

| 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 I.D. | Enter the tactical identifier for this station |
| 4 | Task Number | Enter any task number assigned by served agency |
| 5 | Task Name / Location | Enter the task name. Typically this will be the location for a fixed station such as WILCOX SHELTER or SUMMIT EOC. Enter the address if available. |
| 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 formal traffic handled during the operating period. |
| 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 traffic. Enter brief summary for informal traffic. |
| 13 | Disposition | Enter "Complete", "Forwarded", or other indicator for formal 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. |