



## 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 of the contacted station and brief CONTENT of the message, or the message number and subject.

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 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 the agency served.

## ICS 309 COMMUNICATION 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	Incident Name	Enter name of exercise or incident (e.g., Hurricane Wilma)
5	Location	Enter the location for a fixed station such as xxxx SHELTER or County EOC. Enter the address if available.
6	Date / Time Prepared	Enter date and time <b>this log was finalized and submitted</b> with copies of all formal traffic handled during the operating period.
7	Operator Signature	Enter the signature of the radio operator
8	Operator Call Sign	Enter the Call Sign of the Radio Operator
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). <u>Only one of the sections should be completed per contact.</u> It shows if you called the other station or if they called you.
12	<b>SUBJECT / INFO</b>	Enter message number and addressee for formal traffic. Enter brief summary for informal traffic.
13	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.