



## ICS 309-DV Communications Log

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

**Preparation:** The Communications Log is initiated by the Net Control Station (NCS) or the individual radio operator. Completed Forms are submitted to the supervisor who forwards them to the Documentation Unit. The individual radio operator or Net Control Station manager may produce an optional copy of completed forms for personal reference.

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

Field #	Field Title	Instructions
1	Incident Name	Enter the name of the event or incident
2	Incident Number	Enter the activation number assigned to the incident
3	Operational Period	Enter the time interval for which this form applies. Record the start and end date and time.
4	Radio Network Name / Tactical Call / Position	<b>For individuals:</b> Enter your tactical call (e.g. Checkpoint 3, Rover 1, County EOC, etc.) or position name  <b>For NCS:</b> Enter the name of the radio network
5	Radio Operator (Name, Call Sign, ICS Position)	Enter the name, call sign and ICS position of the radio operator
6	Message Log	<b>Time:</b> Enter the local time 24-hour format <b>From:</b> Enter the <i>From</i> call sign or ID and the message number <b>To:</b> Enter the <i>To</i> call sign or ID and the message number <b>Message Title:</b> Enter title or subject of the message
7	Radio Operator (Signature)	Signature of the radio operator preparing the form
8	Date & Time Prepared	Enter the date and time the form was prepared (24-hour clock)
9	Page Index	Enter the page number and total pages

**Instructions for completing the form: Submit this form to your supervisor at the end of your shift.**