



## INCIDENT COMMAND SYSTEM FORM 309: COMMUNICATIONS LOG SHEET

**PURPOSE:** To provide detailed instructions for the ICS Form 309 Communications Log Sheet.

**REQUIREMENTS:** There is a mandatory requirement by the Department of Emergency Management, (DEM), that all radio traffic is accounted for on a ICS 309 Communications Log Sheet and retained for review after any exercise or mission. Retention period will be established by the local DEM authority.

**INSTRUCTIONS:** ALL On-duty radio operators will complete this form during their assigned shift.

1. All forms will be completed in ink using non-water based pens. Pencils or other non - permanent type devices (i.e. felt tip, roller ball, etc.) will **not** be used at any time.
2. All entries will be made in PRINTED HANDWRITTEN BLOCK STYLE LETTERS, ( i.e.: **ABCDEFGHIJKLMN OPQRSTUVWXYZ,abcdefghijklmnopqrtsuvwxyz**) or typed on a typewriter or word processor device and printed out for review.
3. The only 'Cursive' entries on the sheet are the Operators Signature and Initials.
4. Complete the 'Heading' (**PRINT USING AN INK PEN**) to include, but not limited to:  
**Date/Time Prepared:** *Month-Day-Year*, and local time using the format (*MMDDYYYY/24hour time*)  
**Task/Mission #:** *Task or Mission Number.*                    **Task Name:** *Task or Mission name or title.*  
**Operator's Name/Call Sign:** *Your Name/Call Sign*    **Station ID/ Call Sign:** *Tactical/FCC Call Signs*  
**Network Net/Call Sign:** *Network Name/Net Control Station Call Sign*  
**Freq/Mode:** *Network Frequency/Mode of Operation (i.e. Voice, CW, Packet, Etc.)*  
**Time:** *Local Time of this specific entry.*  
**Station I.D. To/From:** *To and From individuals FCC Call Signs.*  
**Subject:** *A one line brief description of event or activity. Keep it short and to the point.*
5. **DO NOT ENTER FORMAL MESSAGES. USE DESIGNATED MESSAGE FORMS FOR THIS.**
6. Entries required: (**Local Time**) (**To Call**) (**From Call**) (**Brief Description of event or activity**)  
**CAUTION- Beware of Non-Standard brevity codes, words and abbreviation. Use plain English .**
  - A. When opening and closing the site or when you go off duty for the day as primary radio operator.  
Example: **0800 NT7H KA4VVA Tom/KA4VVA On Duty**  
Example: **1945 WC7I KB7DFL Dan/KB7DFL On Duty**
  - B. Equipment inventory or any changes in the equipment operational status.  
Example: **1141 NT7H KA4VVA Replaced bad HF power supply with WC7I/Steve loaner unit.**
  - C. Time of Receipt (or) Transmit (QSL) on all formal message traffic requiring distribution outside of your area. Formal messages are recorded on the appropriate message form, NOT on the Log Sheet.  
Example- **Received Message: 1136 EOC Red Cross Received MSG 26 From Thurston EOC**  
Example- **Sent Message: 2350 CommVan EOC Sent MSG 109 To WA.ST. ECC/DEM**
  - D. Service traffic between operators involving mission/event communications related subjects, to include other networks or units/organizations and equipment status, etc.  
Example: **0855 KB7DFL NT7H Comm Van Moving to Rock Candy Mtn. per John/KD7ISO**
  - E. Any unusual event that may require a log reference after the mission. Be specific in all entries.
  - F. At the end of your shift, or the event/mission/exercise, complete the log sheet (s) and turn them over to the on duty Incident Command Staff or local event/mission official.

**REMEMBER: COMPLETE THIS FORM SO IT CAN BE READ EASILY. OTHER PEOPLE DEPEND ON IT!**

01 Jan 2010