



## Communications Log (ICS Form 309)

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

**Preparation:** The Comm Log is initiated and maintained by the Net Control Station (NCS) or the individual operator (e.g. a field communicator). Completed logs are submitted to the supervisor who forwards them to the Documentation Unit.

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

### Instructions for completing the form:

Field #	Field Title	Instructions
1	Incident Name / Number	Enter the name and activation number assigned to the incident
2	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time
3	Net / Position Name	<b>For NCSs:</b> Enter the name of the radio net <b>For Others:</b> Enter the name of the position or tactical call
4	Radio Operator	Enter the name and call sign of the radio operator
5	Communications Log	<b>Time:</b> Enter the local time in 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:</b> Enter the message
6	Prepared By	Enter the name and call sign of the person completing the log
7	Date & Time Prepared	Enter the date and time the form was prepared (24-hour clock)
8	Page numbers	Enter the page number and number of pages

**Submit this form to your supervisor at the end of your shift.**