

COMMUNICATIONS LOG		TASK #	DATE/TIME PREPARED	
FOR OPERATIONAL PERIOD			TASK NAME/LOCATION	
START DATE/TIME		END DATE/TIME		
OPERATOR CALL		OPERATOR SIGNATURE		STATION ID
LOG				
TIME	STATION ID		MESSAGE/SUBJECT	REPLY EXPECTED /DELIVERED TO TIME
	TO	FROM		
PAGE ____ OF ____.				ICS-309

LOGGING REQUIREMENTS

In accordance with the Ohio Section Emergency Response Plan, ALL ARES STATIONS ARE REQUIRED TO MAINTAIN COMPLETE LOGS of all communications that occur during any period of activation. ALL LOGS, INCLUDING COPIES OF ALL FORMAL TRAFFIC, SHALL BE SUBMITTED TO THE ARES EC. These logs will be kept as a part of ARES records. These logs should be submitted at the end the operational period they cover and must be received by the EC 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 ARES.

FIXED STATIONS

All fixed stations operating during an emergency must maintain a complete log of their operations.

This log will contain the DATE & TIME (in local, 24 hour time) of each message, the CALL of the contacted station and MESSAGE CONTENT of the message.

A Copy of all FORMAL TRAFFIC will be kept and become part of the log.

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.

MOBILE STATIONS

Mobiles should log the STATION CALLED, TIME, and brief CONTENT of each message. Each log should contain the operator's call sign and date and operators signature.

ALL LOGS will be kept as a part of the A.R.E.S. records. If an operator requires copies for his/her own log, copies should be made and the originals remain with the A.RE.S.

ICS 309 COMMUNICATION LOG

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

Item #	Item Title	Instructions
1.	Task Number	Enter any task number assigned by served agency.
2.	Date Prepared Time Prepared	Enter date and time this log was finalized and submitted with copies of all formal traffic handled during the operating period.
3.	For Operational Period #	Enter the time interval for which the form applies. Record the start and end date (month, day, year) and time (24 hour local time).
4.	Task Name	Enter the task name. Typically this will be the location for a fixed station such as WILCOX SHELTER or SUMMIT EOC
5.	Radio Operator Name	Enter Call Sign and Signature of control operator.
6.	Station ID	Enter Tactical Call Sign (if assigned, otherwise amateur call used) of the station.
7.	Time	Enter Time (24 hour) the communications took place
8.	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.
9.	Subject	Enter message number and addressee for formal traffic. Enter brief summary for informal traffic.
10.	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.