

## ICS 309 Communications Log

**Purpose.** The Communications Log (ICS 309) provides for a process to document significant radio messages and transmissions at a radio base station. The information documented by the Communication Unit to maintain a record of significant events or conversations conducted over the incident/event radio net(s). Communications Logs are filed daily with the Documentation Unit.

**Preparation.** The ICS 309 is completed and signed off by each Radio Operator/Dispatcher operating a base station during their operational shift.

**Distribution.** Completed Communications Logs are to be reviewed by the Communications Unit Leader before filing with the Documentation Unit.

Block Number	Block Title	Instructions
1	<b>Incident Name</b>	Enter the name assigned to the incident.
2	<b>Operational Period</b>	Enter the date (month/day/year) and time (using the 24-hour clock)
3	<b>Radio Net Name</b>	If it is required to track transmissions by individual networks indicate the name of network in this field. If this is a general communications log for all radio traffic, draw a line through this block or write "N/A"
4	<b>Radio Operator</b>	Name of Radio Operator. Include call sign if applicable
5	<b>Time</b>  <b>From</b> <ul style="list-style-type: none"> <li>• Call Sign/ID</li> <li>• Msg #</li> </ul> <b>To</b> <ul style="list-style-type: none"> <li>• Call Sing/ID</li> <li>• Message #</li> </ul> <b>Message</b>	Time transmission/reception was made (24 hr clock)  <ul style="list-style-type: none"> <li>• Call sign or identification of the message being received or sent from</li> <li>• Include the corresponding number matching the message in the "message" column.</li> <li>• Call sign or identification of the message being received or sent to</li> <li>• Include the corresponding number matching the message in the "message" column</li> </ul> Enter the message being receive or transmitted and ensure each message is matched with a corresponding number found in the From/To columns
6	<b>Prepared By</b>	Include the name of the operator completing the form
7	<b>Date &amp; Time Prepared</b>	Include the date and time this form was completed.