

COMM Log ICS 309-SCCo ARES/RACES	1. Incident Name and Activation Number <i>Saratoga Quarterly Drill</i> <i>SAR-20-03T</i>	2. Operational Period (Date/Time) <i>08/22/2020</i> From: <i>10:00</i> To: <i>12:00:</i>
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3. Radio Net Name (for NCOs) or Position/Tactical Call	4. Radio Operator (Name, Call Sign) <i>Bob Smith, KN6ZZZ</i>
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5. COMMUNICATIONS LOG

Time (24:00)	FROM		TO		Message
	Call Sign/ID	Msg #	Call Sign/ID	Msg #	
10:12	<i>KN6ZZZ</i>	<i>ZZZ-012</i>	<i>N6CJN</i>	<i>CJN-101</i>	<i>Number of Ducks at Location 5</i>
10:25	<i>KN6ZZZ</i>	<i>ZZZ-013</i>	<i>N2CJN</i>	<i>CJN-109</i>	<i>Number of stars visible</i>

6. Prepared By (Name, Call Sign)	7. Date & Time Prepared	8. Page ____ of ____
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Communications Log (ICS Form 309-SCCo ARES/RACES)

Purpose: The Comm Log records the details of message traffic and is used by either an individual or a Net Control Operator (NCO). 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 Operator (NCO) 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	For NCOs: Enter the name of the radio net For Others: 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	Time: Enter the local time in 24-hour format From: Enter the <i>From</i> call sign or ID and the message number To: Enter the <i>To</i> call sign or ID and the message number Message: 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.