COMM Log ICS 309-SCCo ARES/RACES	1. Incident Name and Activation Number 2021 Spring ARES / RACES Communications Drill SNC-21-07-T-V	2. Operational Period (Date/Time) May 15^h, 2021 From: 0900 To: 1200
3. Radio Net Name (for NCOs) or Position/Tactical Call		**4. Radio Operator (Name, Call Sign)**

5.					**COMMUNICATIONS LOG**
Time **(24:00)**	**FROM**		**TO**		**Message**
	Call Sign/ID	**Msg #**	**Call Sign/ID**	**Msg #**	

6. Prepared By (Name, Call Sign)	7. Date & Time Prepared	8. Page _____ of _____

ICS 309-SCCo ARES/RACES (rev. 2014-Dec-18)

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 *From* call sign or ID and the message number **To:** Enter the *To* 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.