



## INSTRUCTIONS FOR COMPLETING THE COMMUNICATIONS LOG (FORM 309)

ITEM TITLE	INSTRUCTIONS
Task#	Enter the mission, tracking, or task number assigned to the incident.
Date Prepared/ Time Prepared	Enter the date and time the form was initiated (using 24-hour clock).
Operational Period	Enter the time interval for which the form applies. Record the start and end date and time. When applicable, this should correspond to the operational period
Task Name	Enter the task, incident, or event name. When applicable, this should match the incident name assigned by the Incident Commander and should match all other ICS forms associated with the same incident or event.
Radio Operator Name	Enter the name of the radio operator.
Station I.D.	Enter the station identification (e.g., radio identifier or call sign) of the radio position for which activity is documented on the log.
<b>LOG</b>	
Time	Enter the time for each individual radio transaction documented.
From	Enter the station identification/radio identifier for the station initiating each documented radio transaction.
To	Enter the station identification/radio identifier for the station to which each documented radio transaction was directed.
Subject	Describe the information communicated during each documented radio transaction. Description may either be a summary of the transaction or a direct quote.
Page Numbers	Enter the page number for the current page and the total number of pages.
Submit this form to your supervisor at the end of your shift.	

**Purpose.** The Communications Log (Form 309) is used to document significant radio transactions and activity at radio positions in an Incident Communications Center (ICC). These logs provide basic incident activity documentation and a reference for an after-action report.

**Preparation.** The 309 is normally prepared by each Radio Operator (RADO) staffing a position in an ICC. A separate Form 309 should be kept for each RADO position. Personnel should document relevant radio transactions and other significant communications.

**Distribution.** RADOs should submit completed 309 Forms to their incident supervisor. It is recommended that individuals retain a copy for their own records.

### Notes:

- The Form 309 may be used in the absence of other electronic means (e.g., CAD, other software logging applications) to document activity at an ICC RADO position.
- Use a blank Form 309 for each Radio Operator position in an ICC.

Additional pages can be added for continuation if needed.

Form 309 is not an official ICS form, but is routinely used in the field to document message traffic.