
	<b>EMERGENCY MEASURES RADIO GROUP</b>
	<b>OTTAWA ARES</b>

Two Names - One Group - One Purpose

# Logging

# Course Introduction

**Course Number:** EMRG-407

**Course Name:** LOGGING

**Self Study:** YES

**Instructor Led:** YES

**Prerequisites:**

- Student must be able to hear and (write/print legibly or type)

**What You Should Learn From This Course:**

- Logging is easy, just write stuff down – but what is important, and how do you get it all down so fast?
- Why couldn't we do this with an MP3 recorder?

# Why?

Before looking at what or how to log, **why bother logging?**

- The log is your memory. You don't have to remember all the minutia that comes out your 'phones. Your boss at the site wants that one piece of information of all you hear in a day. – The one that *you logged* two hours ago.
- Logging provides continuity over operator changes.
- It also lets you keep straight the sequence of events, and the times. If you can't remember when you last checked the progress of the food truck, check your log.
- It may be needed to replace lost parts of someone else's log that got soaked or blew away.
- In some cases the info may be required for future reference, whether in a legal proceeding, or just a debrief session after the event.

# Why not just use a recorder?

Recorders are OK for recording, but not for accessing a part of the event log quickly.

- Suppose you have 36 hours of MP3 file from an event. It's been a while since you heard from VE3XYZ.
- When did you last hear them? Where were they?
- How do you find that information in an audio recording?
- **AN AUDIO RECORDING IS AN EXCELLENT SUPPLIMENT TO A LOG, BUT DOESN'T REPLACE IT**

# Logging (not the knocking down trees kind)

- If you are really lucky, there will be two people at a station, one logging and one operating the radio.
- Maybe you will also have a runner, to get messages to their intended recipient at your location.



**Operator**



**Logger**

# Logging

- Unfortunately, at events and even some exercises, you are by yourself.
- When that happens you run the radio, log and pass traffic to the person that needs the info in the first place.
- In the real world, you are all by your self, and you feel like that circus guy who keeps the plates spinning.



**YOU:  
OPERATOR,  
LOGGER AND  
MESSAGE  
RUNNER**

- If you can do it all by yourself, it will be a breeze if you get some help.
- All you have to do is write down the important stuff.  
-Easier said than done...

# FACTS FIRST

## A LOG IS ALL ABOUT FACTS

-The trouble is.. What's a fact?

Dictionary definition:

Something known to be done or have existed.

-Known by whom?

- If you saw it, it's a fact. Log it.
- If the person you work for says it, it's a fact as far as the log is concerned. Log it.
- If it sounds like a fact on the radio, it *probably* is,  
- so log it.
- Most questions are facts in disguise, or need the question to make sense of the answer. – Log them too.

## EXAMPLES -

- Sally Shelter says she needs 500 blankets by 17:30 (from Sally)
- George at the generator needs 50 litres of fuel by 21:00 (From George's radio operator)
- Weather network says 50 cm of snow to fall in next 24h
- VE3ABC from VE3XYZ (no answer)
- Has anybody seen Captain Majors recently?
- What is the supply truck route?

## **Non Facts – don't bother logging:**

- “Looks like it'll rain here soon”  
 (“It's raining”, or “It's not raining” are facts)
- “Two guys walk into a bar. Third guy says I bet that hurt”  
 (A non loggable exchange, and a waste of net time too.)

# Gray Areas

- Log if there is time
- **“When does shelter 1 close?”**  
**“I don’t know, I’ll check”**
- You might log the question just to ensure it gets answered eventually.  
(When they get a time, you get a fact you can log)
- There will always be lots of gray. There is no such thing as logging too much. There practical limit is the amount of time you can devote to the process.

## **What to Ditch** – Assuming you aren't at Net Control

- Anything that does not involve your location
  - George needs 50 litres of fuel by 21:00

## **What to Keep** – Assuming you aren't at Net Control

- Things that your boss at the location might want to know later – “What is the supply truck route?”

## **HOW TO LOG** – If it's worth logging, it's worth doing right

- Log the TIME of the exchange, in **LOCAL, 24 hour** time,
- Log WHO said it. and WHO they said it to.
- Make sure you can tell which of the two was sending. Use “traffic for net control” as your default, as you will usually find that is the case for more traffic than anywhere else.
- Log WHAT they said, not word-for-word, just what the facts were.
- Log WHETHER an item is “open” or resolved. a check mark will do.
- By coincidence, we happen to have a form for all that stuff.

DATE: \_\_\_\_\_

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[illegible]

Enter time and name when you start logging and when you stop. Next shift enters their time & name.

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## KEEP IT READABLE

- If you can type, and have the means to do so, great. Just remember that you need a hard copy on site, so you need a printer as well as a computer before you are ready to type your log. A manual typewriter is fine.
- Don't erase. Cross things out if you have to make corrections. Just put a line through the junk. Use a pen rather than a pencil if you can.
- If you can't write legibly, then print. If you can't print legibly, then trade jobs with someone who can.

## KEEP IT READABLE

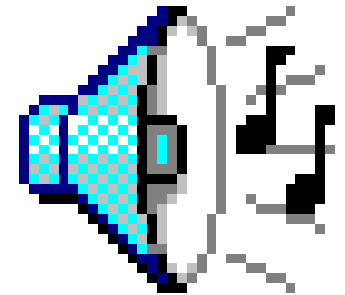
- On one page print the alphabet and numbers 0-9 so we can tell “Ss” from your “5s” and your “ls” from your “Is” (and don’t use Arial (this font) if you are typing your log)

*0123456789 abcdefghijklmnopqrstuvwxyz ABCDEFGHIJKLMNOPQRSTUVWXYZ*

- If you can’t tell one character from another except for context, consider practicing the way you write certain characters.
- If you can’t write fast enough to keep up, use abbreviations and work on your short term memory. Fill in the details after. Leave a space below each line to put in the final version. Don’t be afraid to use up the paper.

# A little practical example..

- The following is a weather bulletin. See how much of the information you can get down on paper...
- Just to make it easy, assume you are only interested in Alexandria.



# So...

- What is the low tonight?
- How much snow is Alexandria expected to get?

# Text:

- Environment Canada has updated a severe weather bulletin for Southern Ontario at 6:37 PM Eastern standard time Sunday December 16 2007.
- A winter storm warning is continued for Westport, Charleston Lake, Merrickville Wolford, Kemptville, Ottawa North Kanata, Orleans, Ottawa South Richmond Metcalfe, Gatineau, Prescott and Russell, Morrisburg, Long Sault, Cornwall, Lancaster, Winchester, Newington, Maxville, Alexandria, Plevna, Sharbot Lake, Western Lanark County and Smiths Falls, Perth, Eastern Lanark County.
- A winter storm warning is continued for Bancroft, Hastings Highlands, Denbigh, Barry's Bay, Kilaloe, Renfrew, Arnprior, Calabogie, Petawawa, Pembroke, Cobden, and Deep River, Whitney, Eastern Algonquin Park.
- Weather Conditions at 8 P.M.
- Ottawa Temperature -12. Relative humidity 94% Wind NNW 15 km/h Wind-chill -19 Barometric pressure 99.31 kPa and falling.
- Gatineau Temperature -12. Relative humidity 91% Wind North 17 km/h Wind-chill -19 Barometric pressure 99.33 KPa and falling.
- Kemptville -12 Wind N 15 KM/h Bancroft -13 Wind N 17 gusting to 31 km/h.
- The environment Canada Forecast for City of Ottawa, Gatineau, Prescott and Russell, Morrisburg, Long Sault, Cornwall, Lancaster, Winchester, Newington, Maxville, Alexandria, Merrickville Wolford, Kemptville, Westport, Charleston Lake, Smiths Falls, Perth, Eastern Lanark County, Plevna, Sharbot Lake, Western Lanark County.
- Winter storm warning in effect. For tonight snow at times heavy ending overnight then cloudy with 60% chance of flurries. Amounts 10 to 15 CM. Blowing snow. Wind NE 40km/h gusting to 60 becoming NW 20 this evening then becoming light overnight. Temperature steady near -12
- For Monday cloudy with 60% chance of flurries early in the morning. Clearing in the morning. Local blowing snow in the morning. High -10. For Monday night a few clouds. Low -17.
- Extended forecast:
- Tuesday a mix of sun and cloud. High -10. For Wednesday periods of snow. Low -10 high 0.
- For Thursday a mix of sun and cloud. Low -8 high 0. Normals for the period Low -12 high -3.

- 308 words in 3:24 = Just over 90 WPM
- This is **SLOW** compared to normal speech.
- Trained communicators  
(That's supposed to be you) SLOW DOWN  
when someone is trying to write.

- Sunday December 16 2007.
- A winter storm warning is continued for... ...Alexandria...
- Winter storm warning in effect.
- Tonight snow at times heavy ending overnight then cloudy 60% chance of flurries.
- Amounts 10 to 15 CM. ←
- Blowing snow.
- Wind NE 40km/h gusting to 60.
- Becoming NW 20 this evening then becoming light overnight.
- Temperature steady near -12 ←
- -----
- Monday cloudy 60% chance of flurries early morning. Clearing in morning. Local blowing snow in morning. High -10.
- For Monday night a few clouds. Low -17.
- Extended forecast:
- Tuesday sun and cloud. High -10.
- Wednesday periods of snow. Low -10 high 0.
- Thursday sun and cloud. Low -8 high 0.

**This is a lot fewer than 308 words**

# Practice:

- Try to write down the weather report.
- Listen to a “Yak” net
  - Start by just copying names and callsigns
  - Then try writing down any “facts” that go by
- Listen to the Swap net, part of the Capital City net on Mondays, 20:00L on VE2CRA, 146.940-
  - Try copying every item listed.
  - If you can’t keep up, try every second one.

# A short Pause..

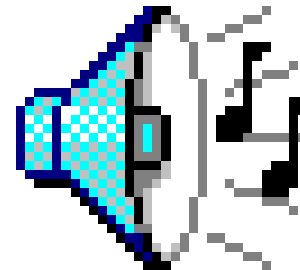
The fun part follows...

# Questions so far?

# AN EVENT

- The next audio is 15 minutes from an event (Tour Nortel)
- The audio is time compressed, meaning that things happen faster than in real time.
- Log it.
- (There is a quiz at the end)

(4)



- NC:RADIO CHECK VA3UNK OK
- NC:RADIO CHECK VE3ANO OK
- VA3UNK: SUPPLY TRUCK UNLOADING
- CP1: NORTEL CREW WITH THE BUS SETTING UP
- VA3UNK: RADIO CHECK OK
- VE3BSM: RADIO CHECK OK, RUNNING ON LOCAL REPEATER
- CP2: NORTEL ERT RADIO WORKING OK @ CP2
- BASKINS BEACH: ERT HERE
- BASKINS BEACH: WHEN DOES 60K START? ADVISE WHEN THEY GO THROUGH
- NC: 60K STARTS 09:00 30 k STARTS 09:30
- CP2: SOME CYCLISTS HAVE LEFT CARLING, 1ST 2 ARRIVED @ BASKINS BEACH
- VA3DB: CONFIRMS SEEING CYCLISTS ON CARLING
- CP1: WHICH WAY SHOULD TRAFFIC BE TRAVELLING ON HERZBERG?
- VA3DB: HERZBERG TRAFFIC GOING WRONG WAY, DIRECTED SOUTHBOUND, NOT NORTHBOUND
- CP1: NORTEL IS HAVING POLICE CHANGE TRAFFIC NORTHBOUND
- VE3URL: TRAFFIC DIRECTION CHANGED. 1ST CYCLISTS LEAVING NOW
- NC: TIME 09:02
- CP1: 1ST CYCLIST THROUGH
- CP2: AMBULANCE ARRIVED, HAVE NORTEL RADIOS,MAY USE THEM INSTEAD OF US, WILL BE GOING OUT ON COURSE PERIODICALLY, WILL INFORM US WHEN THEY LEAVE

- VA3DB: 2 CYCLISTS ON 6TH LINGE NEARING VANCES ROAD NOW
- CP1: ADVISE CP3 FIRST CYCLISTS THROUGH (ALREADY HEARD)
- VA3DB: RADIO CHECK (NO COPY) ,IMPROVED, NOW OK
- CP1: FIRST BUNCH OF CYCLISTS THRU CP1
- CP3: REMINDER, LOOK FOR CYCLISTS WITH NUMBERS
- VE3URL: REMINDER, BIBS MAY BE UNDER JACKETS, BRING ANY INCIDENTS TO ATTENTION OF NET
- NCS: 30K CYCLISTS STARTED
- VA3DB: FIRST TWO THRU VANCES SIDE ROAD
- CP3: 2 CYCLISTS AT CP3, STOPPING FOR A FEW MIN.
- BASKINS BEACH: SPECIAL EVENT SECURITY VEHICLE ARRIVED @ CP3
- VA3DB: SECURITY VEHICLE LEFT VANCES, WANTED TO ENSURE CYCLISTS WERE STOPPED FOR TRAFFIC
- NC: CP3, MAKE CONTACT WITH SECURITY, LET THEM KNOW WHO YOU ARE
- CP3: FIRST 2 CYCLISTS OUT OF CP3, GOING TO VANCES
- CP3: SECURITY VEHICLE HAS LEFT CP3
- CP2: DO WE GET BBQ TICKETS AT FINISH, OR FEND FOR OURSELVES FOR LUNCH?
- VE3URL: RETURN TO OARC BOOTH AT FINISH. VOLUNTEERS ARE ENTITLED TO FOOD AT FINISH.

# Quiz?

- What callsigns and tactical callsigns were heard?
- Where were they?
- What is the last known position of ERT and security?

<b>CALL</b>	<b>TACTICAL CALL</b>	<b>LOCATION</b>
<b>VE3RC</b>	<b>Net Control</b>	<b>Nortel</b>
<b>VA3UNK</b>	<b>Baskin Beach, CP3</b>	<b>Baskins Beach</b>
<b>VE3ANO</b>	<b>No tactical call given</b>	<b>Behind tents</b>
<b>no call given</b>	<b>CP1</b>	<b>Hertzberg Rd and Carling</b>
<b>VA3DB</b>	<b>No tactical call given</b>	<b>Vance's side road</b>
<b>VE3URL/</b>	<b>No tactical call given</b>	<b>Nortel</b>
<b>VE3BSM</b>	<b>CP2</b>	<b>No location given</b>
<b>ERT @CP2,3</b>	<b>Security OUT OF CP3 Going down the course</b>	

# Questions / Discussion

- I can't write that quickly, now what?
- I try to write stuff down, but somebody is calling me.  
What do I do first?
- I could read this an hour ago, but now I can't make heads or tails of it.

# www.emrg.ca

The EMRG web site provides information related to Amateur radio emergency communications, specifically as it relates to the City of Ottawa.

- Project Information
- Newsletters
- Upcoming Events
- Documentation
- Links to related information

Information: **training**  **ca**

DATE: \_\_\_\_\_

M2 of VC3FFK

M 0123456789 ABCDEFGHIJKLMNOPQRSTUVWXYZ

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Time (Local)	Name or Callsign	Comments	✓
00:00	VA3UNK	IN POS'N	
	VE3ANO/	BEHIND TENTS	
	BASKINS BEACH	= VA3UNK SUPPLY TRUCK ARR'D UNLOADING SUPPLIES	
00:01	CP1	NORTTEL CREW W. BUS SETTING UP	
	VA3UNK		
	VE3 BSM	CP2 RADIO CHECK "LOCKED BAND REPEAT" OK	
	CP2	NORTTEL ERT RADIOS WORK FROM CP2 ERT MAY BYPASS US	
00:02	BASKINS BEACH	ERT ARR @ BASKINS BEACH	
		WHEN DO CYCLISTS START, CAN CPS ADVISE FIRST IN	
	NCS	CP3: 60K 0900 30K 0930 FROM URV UNCONFIRMED	
00:03	CP2	SOME CYCLISTS ARRIVED	
	VA3DB	CONFIRMS SEEING CYCLISTS ON CARLING	
	CP1	WHICH WAY SHOULD TFC GO DOWN HZBERG (DUNNO)	
	VA3DB	TFC SEEMS TO BE GOING WRONG WAY (S INSTEAD OF N)	
00:05	CP1	NORTTEL HAVING POLICE CHANGE DIRECTION	
	VE3 URL	60K STARTING, POLICE CHANGING HZBERG TRAFFIC	

Enter time and name when you start logging and when you stop. Next shift enters their time &amp; name.

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## EMRG-501

Version: 0.1

Emergency Measures Radio Group

## Emergency Communications Log

Classification: PUBLIC

DATE: \_\_\_\_\_

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Time (Local)	Name or Callsign	Comments	✓
00:06	ALL STNS	TIME <del>2</del> 9:02	
00:06	CP1	1ST CYCLIST THRU CP1	
	CP2	AMBULANCE ARRIVED, HAS NOTEL RADIOS WILL ADVISE IF <sup>MOVED</sup>	
00:07	VA3DB	PASSED 2 CYCLISTS ON 6 TH LINE NEARING VANCES ASSIGNMENT	
07	CP1	LK 4 CP3 / 1ST CYCLIST THRU CP1	
00:08	VA3DB	LK 4 RADIO CHECK, NO PEOPLE HERE? SIG OK EVENTUALLY	
00:09	CP1	FIRST "BUNCH" THRU CP1	
	CP3/BASKINS BEACH	PAY ATTENTION TO CYCLISTS WITH NUMBERS	
00:10	VE3URL	REMINDER, CYCLISTS MAY HAVE BIBS UNDER JACKETS, REPORT ALL INCIDENTS	
00:11	NC	30 K STARTED	
	VA3DB	2 CYCLISTS W. BIBS THRU VANCES SIDEROAD	
00:11	CP3	2 EARLY CYCLESTS NOW AT CP3	
	BASKINS BEACH	SPECIAL EVENT SECURITY VEHICLES AT CP3	
	VA3DB	SECURITY TRUCK HAS LEFT <del>CP2</del> <sup>VANCES</sup> AFTER ENSURING	
	NC > CP3	MAKESURE SECURITY KNOWS YOU ARE THE HAM	
00:13		2 CYCLISTS THRU CP3	

Enter time and name when you start logging and when you stop. Next shift enters their time &amp; name.

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COMMUNICATIONS IN AN EMERGENCY

Version: 0.1

Classification: PUBLIC

### Emergency Measures Radio Group

DATE: \_\_\_\_\_

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Enter time and name when you start logging and when you stop. Next shift enters their time & name.

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