

<b>Communications Log</b> Record Communications & Major Events	TASK #:	FOR PERIOD:
		TO:
OPERATIONAL PERIOD #:	TASK NAME:	
RADIO OPERATOR:	LOG KEEPER:	STATION CALLSIGN:

TIME (Local)	STATION I.D.		SUBJECT
	TO	FROM	

- **TASK #:** Enter the assigned number. If you are not sure of the correct task #, ask the Net Control Station (NCS), or the Operations Manager.
  - This is critical in sites where there are operators on more than one frequency, so each radio station will have it's own log. For example, the Red Cross might have TASK # 1, the shelter net, TASK # 2, the ESS Command Net, and TASK # 3, the net with a neighbouring Municipality.
- **FOR PERIOD:** Enter starting Date and Local Time for your shift
- **TO:** Enter ending Date and Local Time for your shift
- **OPERATIONAL PERIOD #:** Like a shift number. Request from NCS. Planning and Operations will assign a number to each operational period they define.
- **TASK NAME:** Enter the site name. For example; Nepean Sportsplex Shelter.
- **RADIO OPERATOR:** Enter the name of the radio operator for this site. If there are 2 people sharing the Operator and Log Keeper roles, assign one person to each role and put a small double arrow between the two to indicate shared positions. <—>
- **LOG KEEPER:** Enter the name of the person writing the log for this site. If there are 2 people sharing the Operator and Log Keeper roles, assign one person to each role and put a small double arrow between the two to indicate shared positions. <—>
- **STATION CALLSIGN:** Enter the station callsign under which the site is operating. This may be a permanent EMRG callsign, or the radio operators callsign.
- **TIME (Local):** Enter the time for each entry in local time. Use 24 hour clock. (Do not use UTC).
- **STATION I.D.:** Enter the destination station in the TO box for outgoing messages and enter the source station in the FROM box for incoming messages.
- **INSTRUCTIONS:** Enter the logging information. For more details on how and what to log, see EMRG training course; EMRG-407 Logging.
- **PAGE \_\_\_ of \_\_\_:** Enter a new page number for each new log sheet. Enter the total number of pages at the end of the shift, on each page, on the line of \_\_\_.

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- Logging is an important part of message handling. For more information on logging, see EMRG training course; EMRG-407 Logging.
  - Where possible, EMRG uses the standard forms created for the Incident Command System. For logging, EMRG uses the ICS 309 Communications Log.
  - Each EMRG member should keep several copies of first page of this form in their go-kits, as well as a copy of this page of instructions.
  - ICS has been replaced by the Incident Management System (IMS) for most emergency management today. The Province of Ontario has mandated the use of IMS. IMS is based on ICS, but expands it to cover a broader range of integrated response. Most of the forms are still referenced as ICS.

