

IMS Form 109-AR Communications Log

INTERIM (2011-04-22)

1. **Incident Name:** The name assigned to the incident, by the Director for Amateur Radio, or the Clients Director or Incident Commander.
2. **Date/Time:** The Date and Time the form was initially fill in. (Time is local time, preferably in 24 hour format)
3. **Operational Period:** The period of time defined in the Incident Action Plan. This will come from Net Control, who would get the information from the person they report to, the Operations Section Chief, or the Director, depending on the IMS structure in place.
4. **Site Name:** The name of the location where the station is operating. It could be the EOC, City Hall, Station 24, Eldridge Primary School, etc.
5. **Tactical Call:** The on air name used to refer to this site. It could be Shelter NCS, Net 1 NCS, etc. NCS can be used, but only if there is only 1 net. When there is more than 1 net, the tactical call should specifically refer to the proper NCS, such as Shelter NCS, or Net 1 NCS, depending on how the Net ID.
6. **Station Callsign:** The radio callsign for the site or the operator that is being used for this site.
7. **Radio Operator:** The name and callsign of the main radio operator. The log keeper and radio operator may change places at times, but one person should be designated as the radio operator.
8. **Log Keeper:** The name and callsign (if they have a callsign) of the person who is maintaining the communications log. The radio operator may also be the Log Keeper, and if so, just put a line in the box to show that there was not log keeper, rather than wondering if it was just left blank by accident.
9. **Net ID:** When there is more than 1 net, each net must have a unique ID. It can be a name, such as Shelter Net, or a number such as Net 1. It is good practice to assign a Net ID even if there is only 1 net, so when a second net is activated, the next Net ID is assigned.
10. **Page ___ of ___:** Each page of the log should be numbered. The total number of pages will no be known until the end, at which time, as a final activity, the logger should enter the total number of pages on each of the log pages.

For each entry in the log, the following information will be recorded.

- **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. This can be a radio operator callsign or a tactical call.
- **Subject:** Enter the logging information. For more details on how and what to log, see EMRG training course; EMRG-407 Logging.