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|  | **ACS BATTALION COMMUNICATIONS LOG**  **Form 309A** | **1. Start Date/Time:** |
| **2. End Date/Time:** |
| **3. Tactical ID:** |

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| **4. Location:** | | | | | | **5. Battalion Chief:** | | **6. Operator:** | | | | **7. Operator Callsign:** | | | | | | | | | | |
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| **MESSAGE LOG** | | | | | | | | | | | | | | | | | | | | | | |
| **8. Time:**  **(24 Hr Clock)** | **9.Message**  **Number:** |  | | | | | **11. Subject or Incident Address:** | | | | **12. Incident Type** | | | | | | | **13. Disposition** | | | | |
| **From** | | **To** | **10. Station ID:** | | **Fire/Haz.** | | **Medical** | **Rescue** | | **Infrastr.** | **Other** | **BC In** | | **Pending** | | **Finished** |
|  |  | **❒** | | **❒** |  | |  | | | | **❒** | | **❒** | **❒** | | **❒** | **❒** | **🔿** | **🔿** | | **🔿** | |
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| **14. Page \_\_\_\_\_ of \_\_\_\_\_** | | | **15. Operator Signature:** | | | | | | | **16. Date:** |  | | | | | | | | | | | |

**LOGGING INSTRUCTIONS**

In addition to completing the message forms, all ACS operators are required to maintain a log of all communications that occur during any period of activation**.** These logs remain at the station during the activation and are needed to keep track of all messages since the message forms may be given to the addressee for processing. Each operator should maintain his or her own log.

The log should include a record of the date and time (in local, 24 hour time) of all radio-related activity at this station, including all net maintenance activities, each message received or sent, change of operators, pauses in operation, etc.

The table below describes each element of the Communication Log form. The items marked with an asterisk (\*) can be completed before starting work.

A copy of all completed Message Forms will be kept and become part of the log. These should be submitted to the agency being served, usually the Documentation Unit of the Plans Section.

For ACS drills and exercises, these should be submitted to the Operations Section Leader at the end of the drill or exercise. These logs and message forms will be kept as a part of the ACS records. ACS participants may retain copies of logs and message forms for their own use.

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| **Item #** | **Item Title** | **Instructions** |
| **1.** | **Start Date/Time \*** | The date (Mo/Day/Year) and start time (24 hour clock, local time) for the start of this log sheet |
| **2.** | **End Date/Time** | At the end of the shift or Operational Period, enter the date and time. This information aids filing. |
| **3.** | **Tactical ID \*** | The **Tactical** identifier for this station |
| **4.** | **Location \*** | The physical location or Battalion number of this station (This could be identical to the Tactical ID.) |
| **5.** | **Battalion Chief \*** | The name of the Battalion Chief on duty |
| **6.** | **Operator \*** | Your name as responsible station operator. Start a new Log sheet when you change operators. |
| **7.** | **Operator Callsign \*** | Your FCC callsign |
| **8.** | **Time** | The time that the message was transmitted or received (24 hour clock, local time) |
| **9.** | **Message Number** | The Message Number from the Message Form, including any letters. |
| **10.** | **Station ID** | The identification of the station transmitting the message to you (and check **From**) or the station to which you are transmitting the message (and check **To**). For net maintenance, “All Stations” |
| **11.** | **Subject or Incident Address** | The activity (e.g. read net initiation script), the Subject on the Message Form or the address of the incident. Be **brief**; do not try to capture the whole message. |
| **12.** | **Incident Type** | Check the Incident Type as indicated on the Message Form |
| **13.** | **Disposition** | Check the box that indicates what you did with the completed Message Form |
| **14.** | **Page \_\_\_ of \_\_\_** | Sequentially number all pages of your log for your operating shift or the Operational Period. Start numbering from Page 1 for all subsequent Operational Periods. |
| **15.** | **Operator Signature** | Sign your log when it is complete. By signing the log you attest to its accuracy. |
| **16.** | **Date** | Enter the date you signed the log |