

COMMUNICATIONS LOG (ICS109 SAR)

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Incident Communications Log

Purpose. Record electronic, voice, and radio communications during an incident. Formal communications between stations contain information germane to the status and progression of activities during the incident. Informal communications consist of party to party conversations and are not necessarily logged. It can be used as the mission log or unit log in place of ICS 214 where additional detail is not needed.

Preparation. The ICS 109 SAR is initiated at a number of incident locations including: Staging Areas, Base, and Incident Command Post (ICP). Preparation may be completed by: (1) overhead at these locations, (2) the Incident Communications Center Manager located in the Communications Center, (3) a recorder from any of the operational subdivisions.

Distribution. ICS 109 SARs, which are completed by personnel at the various check-in locations, are provided to the Documentation Unit within Planning Section for final disposition in the mission documentation packet.

Notes:

- If additional pages are needed for any form page, use a blank ICS 109 SAR and repaginate as needed.

#	Item	Instructions
1	Incident Name	Name of the incident given by Command.
2	Operational Period	For the operational period this form covers given by Command.
3	DEM, KCSO #	Department of Emergency Management number and/or agency or department incident number
4	Task Name	Assigned number and/or name. Used to distinguish unique assignments and occurrences of assignments, and organizational unit completing this log.
5	Radio Operator	Name of radio operator. Note change of operator within log. Final operator or supervisor completes box 8.
6	Station ID	Name of this incident location or team designation.
7	Log	If form is to be used for one team/unit/agency, list them here.
	Time	Using a 24 hour clock, enter time of communication.
	Station I.D.	To/From station identifiers. Broadcast notices To station same as From.
	Subject	If formal messages are used, note message id from message request form and include topic of communication. If no formal messages are used, include complete contents of message.
8	Prepared By	Name of individual(s) preparing this information.