

Start: 1956 L – Stop: 2008 L

Record Keeping

1.1 OVERVIEW.

Thank you, Bob. Good evening everyone. Tonight, I would like to talk about message traffic and record keeping.

1.2 RECORD KEEPING

Record keeping is an important component of any exercise, event, or activation period. It provides a historical record of the events and actions that occurred during the activation period and will be instrumental in the creation of after-action reports and correction plans. County, state, and federal officials will also likely make use of this information during their own after-action analysis.

Later this week, we have our monthly meeting at the EOC. And during that meeting we'll run a scenario that will give everyone an opportunity to practice filling out some of these forms, ask questions, and provide feedback.

1.2.1 Site Activity Log ICS 214

From our perspective, there are two logs that should always be maintained. The first is the ICS 214. The ICS 214 Site Activity Log is a standard National Incident Management System (NIMS) form. It is used to record all significant events that occur during an exercise, event, or activation period. A link to the PDF version of this form is located on the Pinellas ACS Web site or can be accessed directly from the FEMA web site.

Deployed members of ACS are required to maintain an up to date and accurate record of all significant activities. When entering information onto the form, time should be entered using a 24-hour format. Entries should be in local rather than UTC time.

Examples of the significant event that should be recorded include:

- a. Arrival and departure of ACS/ARES® personnel
- b. Shift and operator changes
- c. Changes to station operational availability. Include addition or loss of specific bands, modes, power, etc.
- d. Changes in utility status (e.g., shore power, internet, cell service, water, etc.)
- e. Events that could impact the ability of the deployed location to perform its defined mission (e.g., Generator failures, supply shortages, structural damage, overcrowding, unrest, etc.)
- f. Injuries
- g. Rumors
- h. Task assignments and completions

The Activity Log is provided to the Pinellas ACS Admin officer at the conclusion of the exercise, event, or activation period.

1.2.2 Site Communications Log ICS 309

The second log that should be maintained is the ICS 309. The Communications Log records the details of all event specific message traffic and is maintained by each ACS operator. These logs provide the basic reference from which to extract communications traffic history.

Since the ICS 309 is not a standard NIMS ICS form, you may encounter slightly different variants during a deployment. To help mitigate this problem, I have posted a PDF version of an ICS 309 on the Pinellas ACS Web site for users to download. The ICS 309 shown on the website is the same form shown in our emergency communications Plan.

When activated, users should log all incoming and outgoing formal message traffic, regardless of precedence. When exchanging informal/tactical message traffic, users should log any message with a precedence of Emergency or Priority. Additional tactical message traffic can be logged at the user's discretion.

For each entry in the site communication log, the following information should be included.

- a. The time each message was sent or received. Use 24-hour format (Local Time).
- b. The call sign of the station directly sending you the message; Note that this may not always be the same as the station who originated the message.
- c. The call sign of the station originating the message.
 - (1) Formal message – Include the message number and its associated precedence.
 - (2) Informal message – Include the message precedence.
- d. The call sign of the station to whom you passed the message.
- e. The message destination. This may be a call sign or a name and location.
- f. Any additional information that will help identify or track the message.

And, like the ICS 214, The Site Communications Log is provided to the Pinellas ACS Admin officer at the conclusion of the exercise, event, or activation period.

1.2.3 Additional Records

Finally, members should retain copies of all formal message traffic exchanged and any activation specific ICS documentation provided to them during the event. This also must be provided to the ACS Admin officer.

1.3 QUESTIONS OR COMMENTS

Before we wrap this up, I'd like to pause here for a minute and ask if anyone has a comment or question about tonight's presentation. If you have a comment or question, please provide me with your call sign, slowly, clearly, and phonetically so I don't make a mistake when I respond. And then ask your question.

This is WA1RYQ.

[PAUSING FOR QUESTIONS]

1.4 CONCLUSION.

Ok then, that completes this week's presentation.

I would like to thank everyone who has provided me with comments on the:

- a. The Pinellas County ACS/ARES® Emergency Communications Plan and Standard Operating Procedures document.
- b. The Pinellas ACS/ARES® Winlink Training Plan

These documents are still open for review, so don't hesitate to provide me with feedback.

This presentation will be posted to the ACS Web Site later this evening.

If you are interested in taking part in Winlink digital training, please send me an email. Our first training session is scheduled for tomorrow night, Wednesday July 14th at 1930. This first training session will take place via Zoom, and I will be sending everyone who has registered an email invitation tomorrow morning.

I can be contacted via email at WA1RYQ@arri.net. My contact information is also available on the Pinellas ACS Web site and is located within each of the new documents that have been posted.

Now with that, I turn it back to Net Control.

1.5 QUESTIONS AND COMMENTS.

The following table contains a summary of the comments and questions provided by the membership during the presentation.

No.	Call Sign	Comments	Response
1	W8QFE	Can a Radiogram form be used instead of an ICS 214?	Discussed difference between ICS 214 and ICS 309.
2	KJ4RUS	Comment: State and Federal government will only accept information on an ICS 214. Members should treat the ICS 214 as an individual timecard recording all significant events.	