Start: 1948 L – Stop: 2000 L

Record Keeping

1.1 OVERVIEW.

Thank you, Bob. Good evening to the net. I hope everyone had a good Christmas. Tonight, I would like to talk about record keeping during an activation event.

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.

1.2.1 Site Activity Log ICS 214

There are two logs that should always be maintained during an activation event or exercise. The first is the ICS 214 Activity Log. The ICS 214 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.

The ICS 214 has eight numbered fields. The six fields at the top of the form are unique to the activation event, site, and operational period.

    a.   **Incident Name (Block 1)**: This field contains the name of the Incident/activation event that is associated with the ICS 214. It will be provided to the Net Manager by the Radio Officer or his designee.

    b.   **Operational Period (Block 2)**: This field contains the start date (month/day/year) and time (24-hour local time) and end date and time for the activation event. This is the period over which the ICS 214 is applicable.

Blocks three through six are designed for used by standard ICS organizations and are not fully applicable to Pinellas ACS. So, although I'll discuss these fields, the Radio Officer may request that users modify these entries based on the type of activation event or location being supported.

> c. **Name (Block 3):** This field contains the name of the facility being supported by Pinellas ACS. For example, if the individual is supporting an emergency evacuation shelter, the name of the shelter should be entered into this field.
>
> d. **ICS Position (Block 4)**: This field identifies the job being performed by the organization completing the form. In almost all cases users should enter ***Radio Operator.***
>
> e. **Home Agency (and Unit) (Block 5)**: This field contains the name of the organization completing the form. For us, always enter ***Pinellas ACS***.
>
> f. **Resources Assigned (Block 6):** This field contains the Name and FCC call sign of the individual that is associated with the ICS 214. Now it is important that each individual maintain a personal ICS 214; however, if a site ICS 214 is also being maintained, the name of each individual at the site should also be listed.

Once the top of the form is complete, users will enter significant events into Block 7. When entering information onto the form, time should be entered using a 24-hour format. Entries should be in local rather that 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, sewer 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 final block on the form, Block 8, contains the name, title, and signature of the individual completing the form. Once complete, the time and date that the form was closed should also be entered. The completed form must be provided to the Pinellas ACS Admin Officer.

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) <u>Formal message</u> – Include the message number and its associated precedence.

(2) <u>Informal message</u> – 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

In addition to the Activity Log (ICS 214) and Site Communications Logs (ICS 309), users should also retain:

a. Copies of all ICS documentation provided to the deployment team (e.g., ICS 201 (Incident Briefing), ICS 205 (Incident Radio Communications Plan), ICS 217A (Communications Resource Availability Worksheets), etc.)

b. Copies of all formal messages sent and received. Messages should be kept in numerical order (if possible) to simplify later location if a response to a message is received or if retransmission or clarification is required.

c. Net Control Logs should record the call sign, tactical call sign, location, and status of each station that checks into the net. The log should also list all traffic that is passed and any significant issues that were encountered.

These records should be provided to the Pinellas ACS Admin officer at the conclusion of the exercise, event, or activation period.

1.3 QUESTIONS OR COMMENTS

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 or provide me with your comment.

This is WA1RYQ.

<p style="text-align:center">ACTION - PAUSING FOR QUESTIONS</p>

1.4 CONCLUSION.

That's all I have for this week's training session. Let me conclude with a couple of reminders.

1.   There is no Winlink Training this week. The next Winlink Training net is scheduled for Wednesday, January 5th, 2022, at 1930 hours local. This will be a mixed voice and data net with the voice segment taking place on the W4ACS repeater.

A Winlink bulletin describing the planned net activities will be sent to all registered Winlink net participants on Monday January 3rd, 2022. A copy of the bulletin and detailed instructions for creating the planned messages exchanged during the net will also been posted on the Pinellas ACS Website.

2.   I strongly encourage everyone to provide me with comments and suggestions for future training activities. I can be contacted at WA1RYQ@ARRL.net.

Now with that, I'll wish everyone a happy new year and 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
		No Questions or comments	