

Appendix 5 ICS Form Instructions

Under the Incident Command System, there are two primary forms that RACES members need to be familiar with: ICS Form 214 - Unit Log and ICS Form 309 - Communications Log.

The ICS Form 214 is filled out by the assigned team leader. Most of the information is self-explanatory. At the completion of the mission, the ICS 214 is turned into the IC Commander and provides a summary of the events occurring during the mission. Here is a brief run down on the various information blocks as they pertain to us.

1. Incident Name - Usually a title such as Crown Fire, East Gate Hazmat, etc. Search and Rescue missions are usually assigned a specific mission number from the state to be reimbursed under. The Sheriff's Office SAR coordinator takes care of getting the state assigned incident number.
2. Date Prepared - Self Explanatory
3. Time Prepared - Usually the time the mission was called or assigned.
4. Unit Name/Designation - RACES/ARES Team
5. Unit Leader (Name and Position) - Name of the person assigned as team leader for the mission.
6. Operational Period - Beginning and end date and time for the shift you are manning.
7. Personnel Roster Assigned - Name of each operator on duty, ICS Position (Communications Operator) and Home Base (Home City Location)
8. Activity Log - The activity Log identifies key events that occurred during the assignment. They are not a simple regurgitation of the detailed events on the Communications Log.

The ICS Form 309 - Communications Log is filled out by the duty operators in the ERV as well as any operator assigned to a Blue Eagle or other key assignment. This form provides a fairly complete log of the radio events occurring at or affecting the assigned location. Here is a brief run down of the various blocks and their content:

1. Task # - Task number should be assigned by the Communications Team Leader.
2. Date/Time Prepared - Self Explanatory
3. Operational Period - Identify the time period that is covered by your shift.
4. Task Name: Assigned by the IC Commander and available from the command staff.
5. Station ID - This may correspond with your Tactical Call but should identify your physical assignment.
6. LOG - The log consists of the Time that an event occurred, the station identifiers including who called whom, and a brief synopsis of the conversation. All location identifiers and or grid coordinates must be entered verbatim. For example, Ground Team 1 found a clue and reports it with the coordinate:

1405	Grnd Tm 1	Cmd Post	Located a shoe print matching description of missing person's shoe. Grid Coordinate 39 deg 10.555 min North, 109 deg, 14.62 min West
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You should also report results of welfare checks to assist the overhead staff know when we last had contact with a team. Example:

1405	Grnd Tm 2	Cmd Post	Code 900 check, Code 4, Grid Coordinate 39 deg 12.123 min North, 109 deg, 16.234 min West
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Recording this information may be important later if we lose track of Ground Team 2 and need to know where to start looking for them.