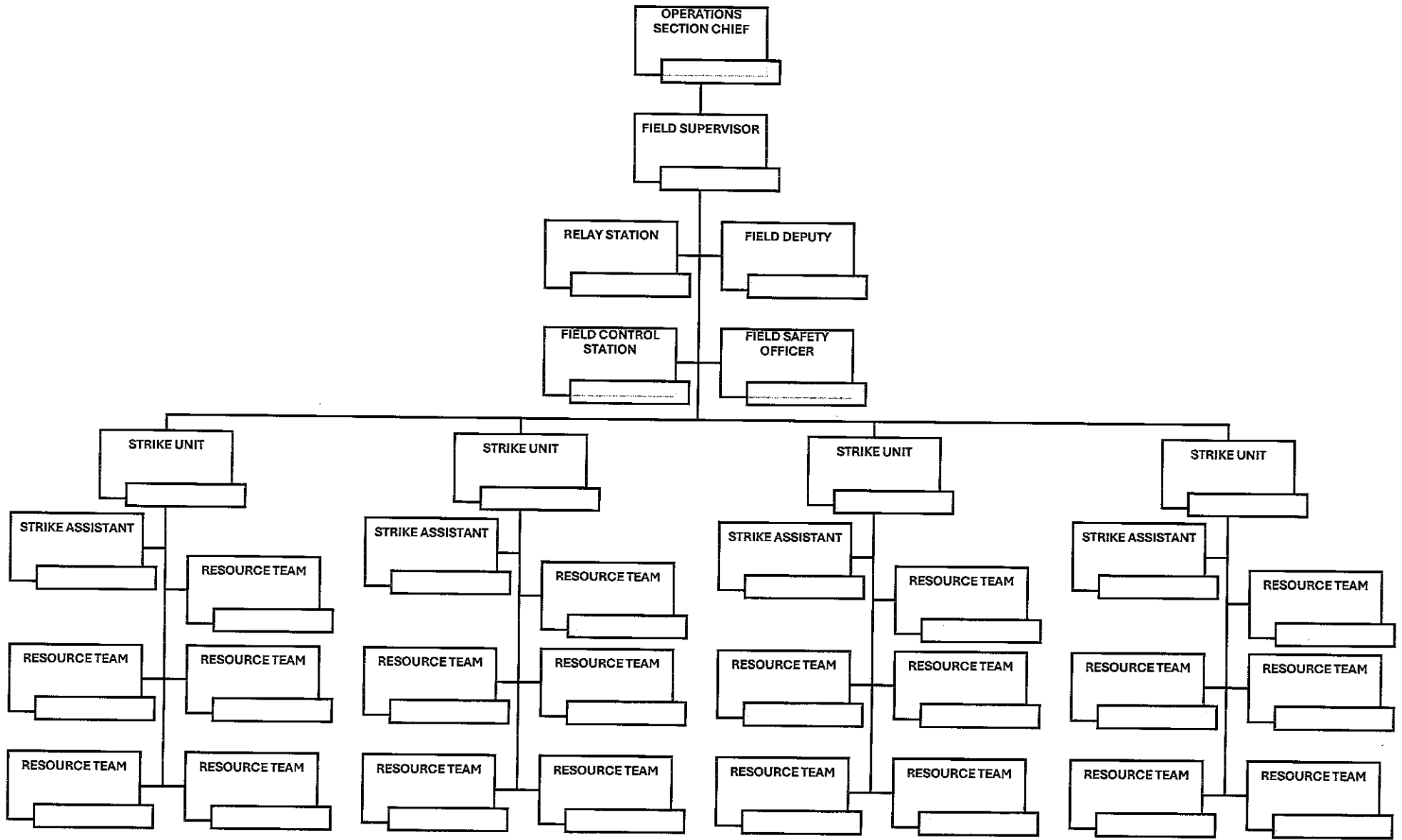


Field Operational Structure, Radio & Tactical Communications

NEMCO FIELD C.O.M.S. TRAINING

FIELD OPERATIONS WORKSHEET



FIELD INCIDENT LOG

1. Incident Name:			2. Operational Period:		Date From:		Date To:		
					Time From:		Time To:		
3. Agency Name:		4. Field Commander:		5. Radio Operator 1:		Name:		6. Radio Operator 2:	
				FCC License:		FCC License:			
7. Field Command Frequency / Channel				8.				9. Page Total for Set:	

10. Unit Teams													
Strike 1 (10 Teams)			Strike 2 (20 Teams)				Strike 3 (30 Teams)				Strike 4 (40 Teams)		
11. Log Number	12. Call From To (if needed)	13. Call											
							14. Incident Open/Close				15. Attach To	16. Call Time / Open Incident Time	17. Close Incident Time
0-1							<input type="checkbox"/> - Open						
							<input type="checkbox"/> - Close						
0-2							<input type="checkbox"/> - Open						
							<input type="checkbox"/> - Close						
0-3							<input type="checkbox"/> - Open						
							<input type="checkbox"/> - Close						
0-4							<input type="checkbox"/> - Open						
							<input type="checkbox"/> - Close						
0-5							<input type="checkbox"/> - Open						
							<input type="checkbox"/> - Close						
0-6							<input type="checkbox"/> - Open						
							<input type="checkbox"/> - Close						
0-7							<input type="checkbox"/> - Open						
							<input type="checkbox"/> - Close						
0-8							<input type="checkbox"/> - Open						
							<input type="checkbox"/> - Close						
0-9							<input type="checkbox"/> - Open						
							<input type="checkbox"/> - Close						

18. Notes / Comments:

FIELD INCIDENT LOG

1. Incident Name:					19. Added Page Number		
3. Agency Name:		4. Field Commander:		5. Radio Operator 1: Name: _____ FCC License: _____		6. Radio Operator 2: Name: _____ FCC License: _____	

11. Log Number	12. Call From To (if needed)	13. Call Details	14. Incident Open/Close	15. Attach To	16. Call Time / Open Incident Time	17. Close Incident Time
-0			<input type="checkbox"/> - Open			
			<input type="checkbox"/> - Close			
-1			<input type="checkbox"/> - Open			
			<input type="checkbox"/> - Close			
-2			<input type="checkbox"/> - Open			
			<input type="checkbox"/> - Close			
-3			<input type="checkbox"/> - Open			
			<input type="checkbox"/> - Close			
-4			<input type="checkbox"/> - Open			
			<input type="checkbox"/> - Close			
-5			<input type="checkbox"/> - Open			
			<input type="checkbox"/> - Close			
-6			<input type="checkbox"/> - Open			
			<input type="checkbox"/> - Close			
-7			<input type="checkbox"/> - Open			
			<input type="checkbox"/> - Close			
-8			<input type="checkbox"/> - Open			
			<input type="checkbox"/> - Close			
-9			<input type="checkbox"/> - Open			
			<input type="checkbox"/> - Close			

18. Notes / Comments:

Incident Log

Purpose. The Incident Log records details of incidents, activities and communication of field teams. These logs provide basic activity, tracking and monitoring of field teams for situational awareness, team status and as a reference for any after action report.

Preparation. An Incident Log is to be initiated for any field team activity where reporting is required or as needed or where appropriate. Personnel should document all radio calls, including who the call is from, call details, if call is attached to a previous call, time of call and if active incident, the time the call is closed.

Distribution. Completed Call Logs and all supporting pages are submitted to supervisors, who forward them to the Document Unit. All completed original forms must be given to the Document Unit, which maintains a file of all Call Logs.

Notes:

- The Call Log start with the master page identified as zero (0) page. All additional pages attached log pages will follow the numbering sequence of One (1), Two (2), Three (3), etc...
- Use additional copies of second page Call Log and make copies as needed for operational period.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none"> • Date and time from • Date and time to 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Agency Name	Enter the name of organizational Unit
4	Field Commander	Enter the name of Field Commander assigned.
5	Radio Operator 1	Enter name and FCC license Call Sign
6	Radio Operator 2	Enter name and FCC license Call Sign
7	Field Command Frequency / Channel	Enter the radio frequency or channel being used by Field Control Station being used.
8	TBA	
9	Page Total for Set	At end of operational period, enter the total number of added pages used for this log.
10	Unit Teams	Enter Tactical Team names to each Strike Team. (e.g., Under Strike 1- Med 10, Med 11, Search 10, Under Strike 2, Med 20, Rescue 20, Rescue 21, Aid 20.)
11	Enter Log Number	Enter the page number to identify log line number. (e.g., 0 page is master sheet, for supplemental sheet 1 enter 1 before each dash, for supplemental sheet 2 enter 2 before each dash, etc...)
12	Call From / To (if needed)	Enter who the call is from. If into Control, no to is required. If call is between two different positions, enter From / To information.
13	Call	Enter the call information.
14	Incident Open / Close	Check OPEN if incident or activity is ongoing, (e.g., Search team 10 entering building to search). Check CLOSED when incident or activity is completed (e.g., Search team 10 reports they have completed building search.)
15	Attach To	If ongoing incident or activity has a follow up call, enter the Log Number of the first call.
16	Call Time / Open Incident Time	Enter the time in 24 hour format the call was received. If incident is open, this will also be the time of the incident open time.
17	Close Incident Time	If an incident was opened, enter the time the incident was closed. (Call closing also needs to be logged with resolution and what time call was received in the log.)
18	Notes/Comments	Enter notes or comments for the active call log sheet.