

INCIDENT COMMUNICATIONS LOG (INTERNAL)

1. INCIDENT NAME _____ 2. DATE/TIME PREPARED _____ 3. OPERATIONAL PERIOD DATE/TIME _____

4. BASIC CONTACT INFORMATION

Assignment/ Name	Radio Channel/ Frequency	Phone Primary & Alt.	Fax	E-Mail/ PDA	Pager	Alt. Communication Device	Comments

5. PREPARED BY (COMMUNICATIONS UNIT LEADER) _____ 6. APPROVED BY (LOGISTICS SECTION CHIEF) _____ 7. FACILITY NAME _____

PURPOSE: DOCUMENT THE INTERNAL COMMUNICATIONS EQUIPMENT/CHANNELS TO BE USED WITHIN THE FACILITY. **ORIGINATION:** COMMUNICATIONS UNIT LEADER.
COPIES TO: COMMAND STAFF, GENERAL STAFF, BRANCH DIRECTORS AND DOCUMENTATION UNIT LEADER.

INCIDENT COMMUNICATIONS LOG (EXTERNAL)

1. INCIDENT NAME	2. DATE/TIME PREPARED	3. OPERATIONAL PERIOD DATE/TIME
------------------	-----------------------	---------------------------------

4. BASIC CONTACT INFORMATION

Assignment/ Name	Radio Channel/ Frequency	Phone Primary & Alt.	Fax	E-Mail/ PDA	Pager	Alt. Communication Device	Comments

5. PREPARED BY (COMMUNICATIONS UNIT LEADER)	6. APPROVED BY (LOGISTICS SECTION CHIEF)	7. FACILITY NAME
---	--	------------------

PURPOSE: DOCUMENT THE EXTERNAL COMMUNICATIONS EQUIPMENT/CHANNELS TO BE USED WITHIN THE FACILITY. ORIGINATION: COMMUNICATIONS UNIT LEADER.

COPIES TO: COMMAND STAFF, GENERAL STAFF, BRANCH DIRECTORS AND DOCUMENTATION UNIT LEADER.