



# COES 201 CARES NCS Log Form Instructions

## General Instructions

- Use this NCS Log to capture all message requests between stations.
- Sequentially number the first column starting with 001 and continue the numbering on subsequent forms.
- Enter the date in the Date Field at the top for the period this form covers. Start a new form when the date changes.
- Fill in the fields as follows:

1. Incident Name: See the EOC for name
2. Date: MM/DD/YY
3. Message ID. The ID number assigned once the originating station is granted permission to send its traffic.
4. Priority. The Urgency of the message (see below).
  - EMERGENCY: (E) Life-threatening, Situations, reports, and updates that might directly result in deploying or prioritizing resources for an incident involving life-saving efforts.
  - URGENT (U) Property threatening, Situations and reports of new threats, revised flood projections, wind direction changes in a major fire, and reports of additional damage from an earthquake aftershock suggesting additional rescue efforts or surveillance.
  - Routine (R) Includes information such as damage reports, correspondence between agency representatives, material and logistics messages, welfare inquiries, resource requests, shift planning, relief requests, etc.
5. Time. The time when the request to pass traffic was received.
6. Originating station. The Tactical or FCC Call sign of the initiating (From) station
7. Receiving Station. The Tactical or FCC Call sign of the receiving (To) station.
8. Time Ack. The time the Receiving Station acknowledges the message

If an official NCS Log is not available, draw 6 columns on a sheet of paper as shown below.

**INCIDENT NAME :** \_\_\_\_\_ **DATE:** \_\_\_\_\_

(1) Msg ID	(2) Priority	(3) Date/Time	(4) Originating Station	(5) Receiving Station	(6) Time Ack