Incident Logging

Jeff Dovyak VE4MBQ

JUNE 2011

- Activity Log Sheet
  - Activity Log Guidelines
  - 2011 Flood Ops (municipal)
- Standby Assembly Roster
  - 2011 Flood Ops (municipal)
- Summary

Activity Log

Adobe Acrobat
7.0 Document

Activity Log Guidelines

- LOCATION   assigned operating station
- INCIDENT: what you are communicating for?
- DATE: DD MON YYYY
- LOCAL TIME: local time using 24 hour clock.
- RX FROM: who was message RECEIVED FROM?

  OR (don't fill in both – pick one)

- TX TO: who was message TRANSMITTED TO?
- MESSAGE #:   number of **formal** message TX or RX.
  - **# is Assigned by Net Control**.
- REMARKS: single line summary of message or noteworthy event

Activity Log Guidelines con't

ACTIONS/EVENTS TO BE DOCUMENTED:
- All radio traffic sent or received
- Telephone fan-out call
- Reception of voice alert on 2 meters
- Check-in to net
- Dispatch time, location, tactical callsign
- Time arrive/depart assigned location
- Time net closed
- Relief by another operator - who, when
- Vehicle odometer reading - on duty, off duty
- Off air/on air (meal, rest or other breaks)
- All unusual or noteworthy occurrences

Activity Logs 2011 Flood Ops (Municipal)

- TX To and RX From **both** filled out on same line
  - Only need to indicate one **or** the other
- Someone started numbering every line and seems like everyone followed
  - The "Message #" box refers to formal message numbers
- Operators on & off duty at the Volunteer Centres were not documented in most cases
- Unusual occurrences were not fully documented
  - e.g. overdue teenage volunteer located by a WARC member
    - Log entry that the teenager's whereabouts were of concern but no corresponding entry showing that matter was settled (MBQ knows that it worked out 'cause he monitored that call)

Activity Logs Flood Ops 2011 con't

- In most cases, ARES members in the field were not documented as coming on duty, where their assignment was or when they went off duty
  - the Standby Assembly Roster is a great tool to capture that info
- In many cases, ARES members that were on stand-by for field assignments were dismissed by radio or telephone but no note made to document that.

Standby Assembly Roster

Adobe Acrobat
7.0 Document

2011 Flood Ops (Municipal) – Standby Assembly Roster

- Wasn't used at all!
  - Was provided e-mailed to all towards end of MAR and then specifically to Vol Centre team early APR
    - Obviously MBQ should have been more forceful about it.

- Whether we are controlling an operation out of an EOC, Mobile Command Vehicle or other temporary location (eg Volunteer Registration Centre) this form should be used for volunteer accountability purposes (and it is much quicker than going thru the Activity Log trying to piece on/off duty times together).

Summary

- We just need to tighten up on logging practices a bit
  - Fortunately no problems resulted from the deficiencies mentioned
  - Everyone went home safe & sound
    - No one died
  - We should use the Standby Assembly Roster for scheduled Public Service Activities to get people comfortable with using it
    - eg Air Force Run

Adobe Acrobat
7.0 Document