

FIELD STATION EVENT LOG (HIARES FORM FSELOG)

Purpose. The Field Station Event Log is an operator aid that individual stations use to keep track of important events that affect their station. This includes, but is not limited to, messages sent and received as well as the recording of significant events as they happen in real time.

Preparation. The operator on duty is responsible for filling out the Field Station Event Log as the event or incident unfolds. When a field station has multiple transmitters, a separate Field Station Event Log should be used for each transmitter.

The first entry in the Field Station Event Log should be the time and the call sign of the operator who opened the station. Each time a relief operator takes over, he should sign in by entering the time, his call sign, and a note that he is on duty. There is no need for the previous operator to sign out, since it is understood that when a new operator signs in, the previous operator has been relieved. Refer to the table below for additional information.

Distribution. Immediately after the event / incident has ended, the original log is to be delivered to the ARES Emergency Coordinator who will use it to prepare after-action reports. If one or more of the station operators would like to retain a copy for their personal records, they should photocopy the log before delivering it to the EC.

FIELD	INSTRUCTIONS
Event / Incident Name	For an event, print the name of the event and strikeout the word Incident. For an incident, print the name of the incident and strikeout the word Event.
Tactical Call Sign	Print the tactical call sign assigned to this station. For example, Waikoloa Red Cross Shelter .
Frequency	For High Frequency operation, enter the frequency in kilohertz; for example, 3993.5 kHz . For VHF and UHF operation, enter the frequency in Megahertz; for example, 146.52 MHz .
Date	Enter the date using the format: MM / DD / YY; for example, 12 / 31 / 08 .
Page Number	Enter page numbers using the format: page X of Y; for example, 1 of 9 . Total number of pages will not be known until this station has been closed.
Time	Enter the time of each significant event using 24 hour format; for example, 3:23 pm is 1523 . Use local time, i.e., HST not UTC, unless instructed to do otherwise. If you do need to use UTC, make sure you adjust the date accordingly.
Call Sign	Enter the call sign of the station you called or who called you.
Operator Notes and Comments	<p>a. Use this area of the form to document the initial operator on duty and all relief operators as the mission develops. For example, 0811 KH6CQ ON DUTY</p> <p>b. Use this area of the form to make notes; for example, record tactical call signs, record the locations of other stations, summarize informational bulletins, and so on.</p> <p>c. Use this area of the form as your to-do list. One way of doing this is to place a circle at the far right of this column when an action item is listed, then fill it in when the action has been completed.</p> <p>d. Use this area of the form to document messages sent and received. Examples of a convenient shorthand notation for doing this appear below. For an outbound message: 1 P → SCD → 7088 KH6HPZ (interpreted as: one priority Radiogram for State Civil Defense sent on 7088 kHz to KH6HPZ) For an inbound message: 1 ICS → SHELTER MANAGER ← SCD ← 7088 KH6HPZ (interpreted as: one ICS message for the shelter manager received from State Civil Defense on 7088 kHz via KH6HPZ).</p>
Cleared	Enter the time you completed this action item, i.e., the time you cleared this item from your to-do list. For messages, this is the time your message was acknowledged by the receiving station or the time you delivered a message you received to the recipient.