



Salt Lake County A.R.E.S., Inc.

Station Traffic Record

[ARES314]
30 October 2005

General Instructions

Purpose	Record station traffic not elsewhere recorded on message forms pertinent to the event or operation of the station. Begin a new form each day. When this station is closed, the last operator returns all forms to the Event Emergency Coordinator.
Used by	All stations

Cell	Usage
Event:	Enter the name of the event or incident.
Date:	Enter the date the form was begun. Begin a new form each day.
Station Tactical Call:	Enter the tactical call sign for the station. This is the tactical call assigned by the Net Control Station (NCS.)
Station Location:	Enter the physical location of the station: a street address, building name and room number, description of location or the latitude/longitude.
Page of	Enter sequential page numbers when message traffic warrants. Place the final page total in the of space.

Blank Area	Record station traffic not elsewhere recorded on message forms pertaining to the event or operation of the station.
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Document Distribution	<p>This original form remains the property of Salt Lake County A.R.E.S., Inc. Agencies may make copies of this form for their own records. Retain this form with all other station records. When the station is closed, return this form along with all other station documents immediately to the ARES Event Emergency Coordinator.</p> <p>If this form is in NCR paper (multi-part form) format, the top (original) copy remains the property of Salt Lake County A.R.E.S., Inc. and is to be returned to the Event Emergency Coordinator (EEC) immediately upon the close of the station.</p> <p>When the station is closed, the middle copy should be given to the agency's person in charge of the station.</p> <p>When the station is closed, return the back copy with the front copy to the EEC for forwarding to the Incident commander.</p> <p>If this is a single sheet form (not multi-part), make a copy for the agency's person in charge of the station when the station is closed. The EEC will make a copy of this form for distribution to the incident commander.</p>
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Document Distribution			
NCR	Original → SLCo ARES	Middle → Agency at station	Back → Incident Command
Xerography		Agency at station	Incident Command