



## AREA COMMAND COMMUNICATIONS LIST (AC 305)

**Special Note.** This form, AC 305, is used to provide, in one location, information on all methods of contact for personnel assigned to the Area Command (AC) and Incidents below the AC (radio frequencies, phone numbers, pager numbers, etc.), and functions as an AC directory.

**Purpose.** The AC Communications List records methods of contact for personnel.

**Preparation.** The AC Communications List can be filled out during check-in and is maintained and distributed by the Assistant Area Commander Logistics or AC Communications personnel.

**Distribution.** The AC Communications List is distributed within the Area Command as well as given to the Incidents below the AC and posted, as necessary. All completed original forms MUST be given to the Area Command Documentation.

<u>Item #</u>	<u>Item Title</u>	<u>Instructions</u>
1.	AC Identifier	Enter the name assigned to the Area Command.
2.	Management Cycle	Enter the time interval for which the form applies.
3.	Basic Comms Info Assignment Name Method(s) of contact	Enter the communications methods assigned and used for each assignment. Enter the ICS Organizational assignment. Enter the name of the contact person for the assignment. Enter the radio frequency, telephone number(s), etc. for each assignment.
4.	Prepared By Date/Time	Enter the name of the AC Communications Unit Leader preparing the form. Enter date (month, day, year) and time prepared (24-hour clock).