

Unit Log (ICS Form 214)

Purpose: The Unit Log records details of unit activity, including team activity or individual activity (a unit of one). These logs provide the basic reference from which to extract information for inclusion in any after-action report.

Preparation: The Unit Log is initiated and maintained by the unit leader or the individual (for a single person unit). Completed logs are submitted to the supervisor who forwards them to the Documentation unit.

Distribution: The Documentation Unit maintains a file of all Unit Logs. All completed original forms **MUST** be forwarded to the Documentation Unit.

Instructions for completing the form:

Field #	Field Title	Instructions
1	Incident Name / Number	Enter the name of the event or incident and the activation number assigned to the incident
2	Operational Period	Enter the time interval for which this form applies. Record the start and end date and time.
3	Unit Name	For individuals: Enter your tactical call (e.g. Checkpoint 3, Rover 1, County EOC, etc.) or position name For teams: Enter the name of the organization unit or tactical call sign or resource designator
4	Unit Leader	For individuals: Enter your name and call sign For teams: Enter the name, call sign and ICS position of the individual in charge of the unit.
5	Personnel Roster	For individuals: Leave blank For teams: List the name, call sign, ICS position and home base/city of each member assigned to the unit during the operation period.
6	Activity Log	Time: Enter the local time 24-hour format Activity: Briefly describe each significant activity or event (e.g. task assignments, task completions, injuries, difficulties encountered, etc.). Occasional message traffic can be logged here. For more than occasional traffic, use a 309.
7	Prepared By	Enter the name, call sign and ICS position of the person completing the log.
8	Date & Time Prepared	Enter the date and time the form was prepared (24-hour clock)
9	Page Numbers	Enter the page number and total pages.

Submit this form to your supervisor at the end of your shift.