ICS 214 UNIT LOG 060722	1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED

4. UNIT NAME/DESIGNATOR	5. UNIT LEADER (NAME AND POSITION)	6. OPERATIONAL PERIOD

7. PERSONNEL ROSTER ASSIGNED

NAME	ICS POSITION	TEAM/AGENCY

8. ACTIVITY LOG

TIME	MAJOR EVENTS

ICS 214	9. PREPARED BY

8. ACTIVITY LOG	
TIME	MAJOR EVENTS

ICS 214 Unit Log Instructions

Every person in the EOC, or field unit team, with a responsibility for the Disaster Response, should fill out an ICS 214 (Unit Log).

ICS 214 should be used by the Team Leader to record all pertinent operational milestones and decisions that are made. The Unit log is a chronological, free-form record, and can be filled in in a narrative manner. At the end of the operational period, the unit log is passed to the in-coming Assignment Leader. At the end of the incident, all unit logs become part of the incident paperwork record.

1. Incident Name	Event is named when it occurs. Ask your Incident Commander or Emergency Manager.
2. Date Prepared	MM/DD/YY, Current date
3. Time Prepared	hhmm, Current Local Time
4. Unit Name	Your function (Logistics/Supplies, Ops/MRC, Communications, etc).
5. Unit Leader	Your EOC or Field Supervisor. If you are a function leader, put your own name here.
6. Operational Period	HH:MM to HH:MM. This is the period of time for which this log is kept. Designated during Action Panning meeting. Could be 1 hour to 24 hours.
7. Personal Roster Assigned	List of the individuals assigned to this Operating Location, include ICS or other Position name, and Agency or organization with which they are affiliated. **If you are in an Emergency Operations Center –** Use these spaces to keep names and phone numbers of people you are frequently contacting. **If you are a field responder** - list other people working within your specific function. **Name** – Their name **ICS Position** – Their role in the EOC/Field **Home Base** – LEAVE BLANK in EOC. ICP/Reporting location if field responder.
8. Activity Log	List all major milestones, occurrences, decisions, notes, and observations pertinent to the Event at this Operating Location. Include: **Time** – Time you received information, made decision, etc. **Major Events** – Items such as Reporting for duty and ending shift. People who made promises to you. People you made promises to. Anything that would help your next shift know what's going on. Use additional pages as needed. **Write page ___ of ___** on each page before turning in to Planning and Intelligence Section Chief.
9. Prepared By	Name and signature of author