ICS 214 - GUIDE

ACTIVITY LOG

PURPOSE
The Activity Log (ICS 214) records details of notable activities at any ICS level, including single resources, equipment, Task Forces, etc. These logs provide basic incident activity documentation, and a reference for any after-action report.

PREPARATION
An ICS 214 can be initiated and maintained by personnel in various ICS positions as it is needed or appropriate. Personnel should document how relevant incident activities are occurring and progressing, or any notable events or communications.

DISTRIBUTION
Completed ICS 214s are submitted to supervisors, who forward them to the Documentation Unit. All completed original forms must be given to the Documentation Unit, which maintains a file of all ICS 214s. It is recommended that individuals retain a copy for their own records.

NOTES
- The ICS 214 can be printed as a two-sided form.
- Use additional copies as continuation sheets as needed, and indicate pagination as used.

NO.	TITLE.	INSTRUCTIONS.
1	Incident Name / Number	Enter the name / number assigned to the incident.
2	Date Prepared	Enter date prepared (day/month/year).
3	Time Prepared	Enter the time prepared (Use 24-hour clock).
4	Unit Leader (Name)	Enter your Name.
5	ICS Position	Enter the ICS Position held.
6	Unit/Resource Designators	Enter the Name the resource is known by, eg: ENG101, DIVS Bravo, etc
7	Operational Period (Date/Time)	Enter the Start and End of the Operational Period including date and time.
8	Personnel Roster Assigned	Enter the names of all personnel assigned to you, listing Name, Position and Agency/Home Base.
9	Activity Log	Enter the Time and a description of all major events that occur during assigment on an incident.
10	Prepared By	Enter the name, position, date and time of the person completing the ICS 209.

ACTIVITY LOG

RESET FORM

ICS 214

1. INCIDENT NAME / NUMBER	2. DATE PREPARED		3.TIME PREPARED	
	DATE		TIME	

4. UNIT LEADER (NAME)	5. ICS POSITION

6. UNIT / RESOURCE DESIGNATORS	7. OPERATIONAL PERIOD (DATE / TIME)			
	FROM		TO	

8. PERSONNEL ROSTER ASSIGNED

NAME	ICS POSITION	AGENCY / HOME BASE

9. ACTIVITY LOG (CONTINUE ON REVERSE)

TIME	MAJOR EVENTS

10. PREPARED BY (INCLUDE POSITION, DATE & TIME)

NAME		DATE		TIME	

ACTIVITY LOG

RESET FORM

ICS 214

9. ACTIVITY LOG (CONTINUED)

TIME	MAJOR EVENTS

10.PREPARED BY (INCLUDE POSITION, DATE & TIME)

NAME		DATE		TIME	