UNIT LOG (ICS 214)

Purpose. The Unit Log is used to record details of unit activity including strike team activity. The file of these logs provides a basic reference from which to extract information for inclusion in any after-action report.

Initiation of log. A Unit Log is initiated and maintained by Command Staff members, Division/Group Supervisors, Air Operations Groups Strike Team/Task Force Leaders, and Unit Leaders. Completed logs are forwarded to supervisors who provide to the Documentation Unit.

Distribution. The Documentation Unit maintains a file of all Unit Logs. It is necessary that one copy of each log be submitted to the Documentation Unit.

ITEM TITLE - INSTRUCTIONS

Incident Name - Print the name assigned to the incident.

Date Prepared - Enter date prepared (month, day, year).

Time Prepared - Enter time (24-hour clock) prepared.

Unit Name - Enter the title of the organizational unit or resource designator (e.g., Facilities Unit, Safety Officer, Strike Team).

Unit Leader - Enter the name of the individual in charge of the Unit.

Operational Period - Enter the time span covered by the log (e.g., 1800 Oct 12 to 0600 Oct 13).

Personnel Roster - List the name, position, and home base of each member assigned to the unit during the operational period.

Activity Log - Enter the time and briefly describe each significant occurrence or event (e.g., task assignments, task completion, injuries, difficulties encountered, etc.)

Prepared By - Enter the name and title of the person approving the log. Provide log to immediate supervisor, at the end of each operational period.