

## ICS 214 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.

Block Number	Block Title	Instructions
1	<b>Incident Name</b>	Enter the name assigned to the incident.
2	<b>Operational Period</b> <ul style="list-style-type: none"> <li>• Date and Time From</li> <li>• Date and Time To</li> </ul>	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	<b>Name</b>	Enter the title of the organizational unit or resource designator (e.g., Facilities Unit, Safety Officer, Strike Team).
4	<b>ICS Position</b>	Enter the name and ICS position of the individual in charge of the Unit.
5	<b>Home Agency (and Unit)</b>	Enter the home agency of the individual completing the ICS 214. Enter a unit designator if utilized by the jurisdiction or discipline.
6	<b>Resources Assigned</b>	Enter the following information for resources assigned:
	<ul style="list-style-type: none"> <li>• Name</li> </ul>	Use this section to enter the resource's name. For all individuals, use at least the first initial and last name. Cell phone number for the individual can be added as an option.
	<ul style="list-style-type: none"> <li>• ICS Position</li> </ul>	Use this section to enter the resource's ICS position (e.g., Finance Section Chief).
	<ul style="list-style-type: none"> <li>• Home Agency (and Unit)</li> </ul>	Use this section to enter the resource's home agency and/or unit (e.g., Des Moines Public Works Department, Water Management Unit).
7	<b>Activity Log</b> <ul style="list-style-type: none"> <li>• Date/Time</li> <li>• Notable Activities</li> </ul>	<ul style="list-style-type: none"> <li>• Enter the time (24-hour clock) and briefly describe individual notable activities. Note the date as well if the operational period covers more than one day.</li> <li>• Activities described may include notable occurrences or events such as task assignments, task completions, injuries, difficulties encountered, etc.</li> <li>• This block can also be used to track personal work habits by adding columns such as "Action Required," "Delegated To," "Status," etc.</li> </ul>
8	<b>Prepared by</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position/Title</li> <li>• Signature</li> <li>• Date/Time</li> </ul>	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

# ACTIVITY LOG (ICS 214)

<b>1. Incident Name:</b> GETTY FIRE	<b>2. Operational Period:</b> Date From: 9/14/12    Date To: 9/14/12 Time From: 1740 hrs    Time To: 2200 hrs
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<b>3. Name:</b> DPU / CERT	<b>4. ICS Position:</b> Cpt. C Cooper, DPU	<b>5. Home Agency (and Unit):</b> CERT-LA Battalion 11
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6. Resources Assigned:		
Name	ICS Position	Home Agency (and Unit)
BURLESON, CAROLYN	SCRIBE	CERT-LA BATT 11
VARGAS, JOE	EVOC	CERT-LA BATT 10
WEINBERGER, STEVE	EVOC	CERT-LA BATT 10 & 14

7. Activity Log:	
Date/Time	Notable Activities
9/14/2012	
1740	DEPLOYED TO GETTY FIRE ICP (SEPULVEDA & GETTY CENTER DRIVE)
1800	ARRIVED AT ICP
1810	ONE COOLER LEFT AT ICP
1820	RECEIVED ASSIGNMENT TO DELIVER HYDRATION TO ALPHA, BRAVO, XRAY & ZULU DIVISIONS
1831	CPT (EMS SUPERVISOR FOR FS-88) DROVE UP BEL AIR CREST TO FIRE ROAD
1901	DELIVERED TO BRAVO. XRAY AND ZULU (could not find ALPHA) ONE COOLER LEFT WITH 91's
	SAT ON FIRE ROAD WAITING FOR ALPHA TO FIND US (THEY DID NOT)
2034	DROVE BACK DOWN TO SEPULVEDA TO ICP
2050	LOOKED FOR ENGINE 71 (ALPHA) ALONG SEPULVEDA (WAS TOLD THEY HAD LEFT)
2100	DELIVERED HYDRATION TO OTHER FIREFIGHTERS ON SCENE
2110	CPT DROVE TRUCK BACK TO 88's to DETERMINE WHAT ELSE WAS NEEDED
2140	CPT. RETURNED TRUCK TO EVOC WEINBERG WITH INTRUCTIONS TO RESTOCK TRUCK TO RETURN TO COMMAND POST
2142	LEFT COMMAND POST TO ENROUTE TO 88's
2200	ARRIVED BACK AT 88's

<b>8. Prepared by: Name:</b> CAROLYN O BURLESON	<b>Position/Title:</b> SCRIBE	<b>Signature:</b> Carolyn O Burleson	<small>Digitally signed by Carolyn O Burleson DN: cn=Carolyn O Burleson, o=CERT-LA, ou=Los Angeles Fire Department, email=carolynoburleson@cert-la.com</small>
<b>ICS 214, Page 1</b>	<b>Date/Time:</b> 9/15/12 1830 hrs		