1. Incident Name	2. Operational Period (Date / Time) From: To:	UNIT LOG ICS 214-OS

3. Unit Name / Designators	4. Unit Leader (Name and ICS Position)

5. Personnel Assigned

NAME	ICS POSITION	HOME BASE

6. Activity Log (Continue on Reverse)

TIME	MAJOR EVENTS

7. Prepared by: **Date / Time**

Electronic version: NOAA 1.0 June 1, 2000

1. Incident Name	2. Operational Period (Date / Time) From: To:	UNIT LOG (CONT.) ICS 214-OS

6. Activity Log (Continuation Sheet)

TIME	MAJOR EVENTS

7. Prepared by: **Date / Time**

Electronic version: NOAA 1.0 June 1, 2000

UNIT LOG (ICS FORM 214-OS)

Special Note. ICS Form 214-OS is used to log activities for an entire unit, whereas the ICS form 214a-OS is designed for individual use.

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

Preparation. 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 submitted to supervisors who forward them to the Documentation Unit.

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

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Unit Name/Designators	Enter the title of the organizational unit or resource designator (e.g., Facilities Unit, Safety Officer, Strike Team).
4.	Unit Leader	Enter the name and ICS Position of the individual in charge of the Unit.
5.	Personnel Assigned	List the name, position, and home base of each member assigned to the unit during the operational period.
6.	Activity Log	Enter the time and briefly describe each significant occurrence or event (e.g., task assignments, task completions, injuries, difficulties encountered, etc.)
7.	Prepared By	Enter name and title of the person completing the log. Provide log to immediate supervisor, at the end of each operational period.
	Date/Time	Enter date (month, day, year) and time prepared (24-hour clock).