

SARES Unit Log (ICS Form 214)

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

Preparation: The Unit Log is initiated and maintained by the unit leader or the individual (for a single person unit). Completed logs are submitted to the supervisor who forwards them to the Documentation unit.

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

Instructions for completing the form:

Field #	Field Title	Instructions
1	Incident Name / Number	Enter the name and activation number 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	Enter the title of the organization unit or tactical call sign or resource designator (e.g. Checkpoint 3, Rover 1, Sunnyvale EOC, etc.)
4	Unit Leader	Enter the name, call sign and ICS position of the individual in charge of the unit.
5	Personnel Roster	List the name, call sign, ICS position and home base/city of each member assigned to the unit during the operation period.
6	Activity Log	Enter the time (24-hour clock) and briefly describe each significant occurrence or event (e.g. task assignments, task completions, injuries, difficulties encountered, messages passed, etc.)
7	Prepared By	Enter the name, call sign and ICS position of the person completing the log.
8	Date & Time Prepared	Enter the date and time the form was prepared (24-hour clock)