ICS 214 – ACTIVITY LOG
Event Name:
Operational Period (Today's Date):

PERSONNEL INFORMATION

Name (Last, First)		Employee Number	
Classification/Rank		Unit of Assignment	

TIMEKEEPING

RDO	Straight Time Hours			Shift Details	
	Time In	Time Out	Total	Enroute to Incident	
☐ Yes				Staging (10-97)	
	Overtime Hours			Staging (10-98)	
	Time In	Time Out	Total	Arrival at UOA	
☐ No				18-Hour Time	

VEHICLE

Driver's Information (Passenger Skip this Section)

Vehicle Number		Starting Mileage	
Vehicle Make		Ending Mileage	
Vehicle Model		Total Mileage	

ASSIGNMENT SUMMARY

Call Sign		Squad	
Supervisor			

Mission Assignments (Check all that apply)	☐ Escort ☐ Evacuations ☐ Hard Closure ☐ Incident Management Team ☐ Logistics	☐ Rapid Response Force ☐ Roving Security ☐ Search & Rescue ☐ Scout ☐ Security Post	☐ Soft Closure ☐ Welfare Check ☐ Other

ACTIVITY LOG

Time	Mission# (If Applicable)	Notable Activity/Assignment Detail

☐ Continued (See Next Page)

SUBMITTED BY

Name		Signature	
Employee Number			
Date			

REVIEW & APPROVAL

Name		Signature	
Employee Number			
Date			

Time	Mission# (If Applicable)	Notable Activity/Assignment Detail

SUBMITTED BY

Name		
Employee Number		Signature
Date		

REVIEW & APPROVAL

Name		
Employee Number		Signature
Date		

(Updated 10/23)