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| **1. Incident Name**      | **2. Operational Period (Date/Time)**From:       To:       | **UNIT LOG****ICS 214-CG** |
| **3. Unit Name/Designators** | **4. Unit Leader (Name and ICS Position)**      |
| **5. Personnel Assigned** |
| NAME | ICS POSITION | HOME BASE |
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| **6. Activity Log (Continue on Reverse)** |
| TIME | MAJOR EVENTS |
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| **7. Prepared by:** **Date/Time**  |

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| **1. Incident Name**      | **2. Operational Period (Date/Time)**From:       To:       | **UNIT LOG (CONT.)****ICS 214-CG** |
| **6. Activity Log (Continue on Reverse)** |
| TIME | MAJOR EVENTS |
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| **7. Prepared by: Date/Time:**  |

**UNIT LOG (ICS FORM 214-CG)**

**Purpose**. The Unit Log records details of unit activity, including strike team activity or individual 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. Check-In Location 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).