

# ICS 214 Unit Log Instructions

One log is kept at each location by the ARES Team Leader.

## HEADER:

1. Incident # and Name  
This is assigned by Incident Command. Leave blank if necessary but MUST be filled in later.
  2. Date Started:  
Enter date using military format: 01JAN2014
  3. Time Started:  
The time you arrived on location or began/assumed operations. Use 24 hour clock and local time. The start time of subsequent pages must match the end time of the preceding page.
  4. Unit Name/Designators  
This will always be "Communications"
  5. Unit Leader  
Name and ARES (Served Agency) Team Leader.  
EX: Deb Provo ARES MCECC Team Leader
  6. Operational Period  
Number sequentially. Operational Period changes when the Team Leader changes.
7. Personnel Roster Assigned
- |                      |   |
|----------------------|---|
| Name                 | Use this section as a sign in sheet. First line is you.<br>Name and call sign of each ARES operator present   |
| Time In and Time Out | Use 24 hour clock. At team leader shift change, if a RADO is staying on, leave Time out blank. New Team Leader will list those present and write "present" in Time In |
| ICS Position         | This will always be "Radio Operator" or the abbreviation "RADO"   |
| Home Base            | This will always be ARES. IF there is an operator from another county ARES group, add the county; ex: ARES Washington County  |
8. Activity Log
- |              |  |
|--------------|--|
| Time         | Enter the time the activity occurred or started. Use 24 hour clock and local time.   |
| Major Events | Types of event to log:<br>When unit activated and deactivated<br>Served Agency person in charge, and when this changes<br>Nets this unit operating on, and on which radio if there is more than one<br>Any equipment problems<br>Any event affecting operations at this location<br>No need to log breaks here. Breaks longer than 10 minutes are logged on ICS 309<br><u>Do not</u> log messages transmitted or received. Log these on ICS 309. |
9. Prepared by  
Team leader on duty when this page is complete or when unit is deactivated.  
If more than one sheet is needed during activation, number the sheets at the bottom as "Page \_\_\_ of \_\_\_." When operations at this unit are over, add the final page count at the bottom of each page after "of."