Logging

Each station should maintain a log during any emergency operation.

If the agency you work for has adopted a form for logging, you should use that form. If the agency has not adopted a form of its own, then *REACT* form 133 is the suggested format for logging (See Appendix D). Many agencies use ICS form 214. If the agency uses ICS form 214, talk with the agency about whether it would be acceptable to draw columns to keep track of the "received from" and "delivered to" for each message. If you don't add those columns you still need to be sure to record that information for each message. It may be more convenient to keep *BOTH* an ICS form 214 *and* REACT form 133.

If nothing else is available, plain lined paper may be used. Whatever form you use, *keep a complete and accurate station log*.

The basic information recorded in the log includes the time of each entry, who the message was from, and who it was sent or delivered to.

It is not always necessary to log the full text of each individual message in the station log, but the full text of every message must be kept as part of your record. Anyone checking the record must be able to match up each message with its matching log entry.

When sending formal written message traffic, the text normally is not included in the log because the text is already included on the written message form. Record the message number in the log. You may also want to include a *brief* subject of the message to make it easier to find "that message about xxxx I told you to send a half hour ago."

For tactical traffic that is not prepared on a written message form, include at least the basic content of the message in the log.

Experienced operators will sometimes omit logging "insignificant" traffic. The ability to recognize which traffic is or isn't "significant" comes only with experience and even the most experienced operators can never be completely sure. The best advice is to log *all* the traffic passing through your station during any emergency operation. You never know what will turn out to be important days, weeks, or even years later when a legal battle is waged over liability for actions taken or not taken during an incident.

Computer fillable versions of the ICS-214 and most other standard ICS forms are readily available. If using a computer version of *any* ICS form, check in advance that it matches the version of the form as used by the agency you are working with. Although the actual content of the form will almost always be identical, many agencies have adopted versions of ICS forms that look slightly different from the "standard" version. Sometimes the difference is just adding the agency name or logo, in other cases the agency may have added blocks for additional information. Just because an agency says they use a particular ICS form number does not guarantee that every online copy of that form will look exactly like the one the agency uses. Always verify *exactly* what form your agency is using.

RADIO LOG	1. INCIDENT NAME	2. DATE	3. INCIDENT NUMBER
4. OPERATOR LOCATION		5. FREQUENCY (OR SERVICE & CHANNEL)	

24 HR TIME	MESSAGE FROM	MESSAGE	MESSAGE DELIVERED TO
REACT FORM 133	6. LOG PREPARED BY		7. RADIO OPERATOR

A typical standard ICS form 214 and one modified to add columns to help record handling message traffic

ACTIVITY LOG (ICS 214)

1. Incident Name:
2. Operational Period: Date From: Date To: Time From: Time To:
3. Name:
4. ICS Position:
5. Home Agency (and Unit):
6. Resources Assigned:

Name	ICS Position	Home Agency (and Unit)

7. Activity Log:

Date/Time	Notable Activities

8. Prepared by: Name: _____ Position/Title: _____ Signature: _____ Date/Time: _____

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ACTIVITY LOG (ICS 214)

1. Incident Name:
2. Operational Period: Date From: Date To: Time From: Time To:
3. Name:
4. ICS Position:
5. Home Agency (and Unit):
6. Resources Assigned:

Name	ICS Position	Home Agency (and Unit)

7. Activity Log:

Date/Time	Notable Activities	Rec From	Message	Delivered To

8. Prepared by: Name: _____ Position/Title: _____ Signature: _____ Date/Time: _____

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Instructions for completing ICS form 214 Activity Log

Purpose. The Activity Log (ICS 214) records details of notable activities at any ICS level, including single resources, equipment, Task Forces, etc. These logs provide basic incident activity documentation, and a reference for any after-action report.

Preparation. An ICS 214 can be initiated and maintained by personnel in various ICS positions as it is needed or appropriate. Personnel should document how relevant incident activities are occurring and progressing, or any notable events or communications.

Distribution. Completed ICS 214s are submitted to supervisors, who forward them to the Documentation Unit. All completed original forms must be given to the Documentation Unit, which maintains a file of all ICS 214s. It is recommended that individuals retain a copy for their own records.

Notes:
- The ICS 214 can be printed as a two-sided form.
- Use additional copies as continuation sheets as needed, and indicate pagination as used.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Operational Period** • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	**Name**	Enter the title of the organizational unit or resource designator (e.g., Facilities Unit, Safety Officer, Strike Team).
4	**ICS Position**	Enter the name and ICS position of the individual in charge of the Unit.
5	**Home Agency** (and Unit)	Enter the home agency of the individual completing the ICS 214. Enter a unit designator if utilized by the jurisdiction or discipline.
6	**Resources Assigned**	Enter the following information for resources assigned:
	• Name	Use this section to enter the resource's name. For all individuals, use at least the first initial and last name. Cell phone number for the individual can be added as an option.
	• ICS Position	Use this section to enter the resource's ICS position (e.g., Finance Section Chief).
	• Home Agency (and Unit)	Use this section to enter the resource's home agency and/or unit (e.g., Des Moines Public Works Department, Water Management Unit).
7	**Activity Log** • Date/Time • Notable Activities	• Enter the time (24-hour clock) and briefly describe individual notable activities. Note the date as well if the operational period covers more than one day. • Activities described may include notable occurrences or events such as task assignments, task completions, injuries, difficulties encountered, etc. • This block can also be used to track personal work habits by adding columns such as "Action Required," "Delegated To," "Status," etc.
8	**Prepared by** • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

NOTES: When using ICS form 214 as a station log for an emergency communications station, Block 3 is the name of the station, such as "5th St Shelter Communications." Block 4 would be the lead operator in charge of the station and block 6 would list any additional operators, loggers, runners, etc., assigned to the station. Block 5 would be the organization each individual comes from, such as the name of the *REACT* Team, ARES or RACES unit, etc. In each block that calls for the ICS position of the individual, use the title as assigned by the served agency. This might be Radio Operator (RADO) but many agencies reserve the RADO position title for their dispatchers and use a different title for emergency communications volunteers. Typical titles include Technical Specialist (THSP) or AUXCOMM

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