



## INDIVIDUAL LOG (ICS FORM 214a-OS)

**Special Note.** This optional ICS form 214a-OS is a log for individual use, and ICS form 214-OS is designed to log activities for an entire unit.

**Purpose.** The Individual Log, while not required, records details of each individual's activities. These logs provide a basic reference from which to extract information for inclusion in any after-action report.

**Preparation.** An Individual Log can be initiated and maintained by each member of the ICS. Completed logs are forwarded to supervisors who provide copies to the Documentation Unit.

**Distribution.** The Documentation Unit maintains a file of all Individual Logs. The original of each log MUST be submitted to the Documentation Unit.

| Item # | Item Title          | Instructions  |
|--------|---------------------|---|
| 1.     | Incident Name       | Enter the name 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.     | Individual Name     | Enter the name of the individual.   |
| 4.     | ICS Section         | Enter the ICS Section to which the individual is assigned.  |
| 5.     | Assignment/Location | Enter the assignment or location for the individual.  |
| 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).  |