

UNIT LOG ICS-214	1. Incident Leader (Name and Position)	2. Date Prepared	3. Time Prepared
	4. Unit Name/Designator	5. Unit Leader (Name and Position)	6. Operational Period

7. ROSTER OF ASSIGNED PERSONNEL / RESOURCES		
Name / Contact Info	ICS Position	Home Base

8. ACTIVITY LOG (Continue on Reverse)	
Military Time	Major Events
	Received Activation (Use 24-hour Clock to record all times)
	Left Home in what type of vehicle: Odometer Reading:
	Signed-In at Staging, Shelter, Evacuation, Staging, etc. (Specify where)
	Released from assignment and signed out on Sign-in Sheet
	Arrived home Odometer Reading:
	Total Mileage:

9. Prepared by (name and Position) Print Name:

Fill out separate Mileage Reimbursement Claim form

All completed forms go in the Grab and Go tote.

