

# RACES / ARES / Public Service

## Instructions for UNIT LOG (ICS FORM 214-AR) [Amateur Radio]

**Purpose** - The Unit Log records details of unit activity, including team activity or individual activity. These logs provide the basic reference from which to extract information for inclusion in any after-action report.

**Preparation** - The AR Unit Log is initiated and maintained by Radio Officers, Staging Managers, Strike Team/Task Force Leaders, and Unit Leaders. Completed logs are submitted to supervisors who forward them to the Documentation Unit.

**Distribution** - The Radio Officer or Team Leader maintains a file of all Unit Logs. All completed original forms MUST be given to the Radio group leader.

<u>Item #</u>	<u>Item Title</u>	<u>Instructions</u>
1.	Incident/Event Name	Enter the name assigned to the event/incident.
2.	Date Prepared	Enter date (month, day, year).
3.	Time Prepared	Enter time prepared (24-hour clock).
4.	Unit Name/Designators	Enter the title of the organizational unit or resource designator (e.g., Facilities Unit, Safety Officer, Communications Team, RACES, ARES).
5.	Unit Leader/Position	Enter the name, call, and ICS Position of the individual in charge of the Unit.
6.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time.
7.	Personnel Assigned	List the name, call, position, and home base of each member assigned to the unit during the operational period. Enter name and call if individual log.
8.	Activity Log	Enter the time and briefly describe each significant occurrence or event (e.g., task assignments, task completions, injuries, difficulties encountered, etc.).
9.	Prepared By	Enter name, call, and title of the person completing the log. Provide log to immediate supervisor, at the end of each operational period.