1. Incident Name				2. Period (Date/Time) From: To:	**ICS-214A Chronology of Events Log**

3. Activity Log

TIME	Briefing	Display	209/ SITREP	EVENTS
	☐ U / R	☐	☐	
	☐ U / R	☐	☐	
	☐ U / R	☐	☐	
	☐ U / R	☐	☐	
	☐ U / R	☐	☐	
	☐ U / R	☐	☐	
	☐ U / R	☐	☐	
	☐ U / R	☐	☐	
	☐ U / R	☐	☐	
	☐ U / R	☐	☐	
	☐ U / R	☐	☐	
	☐ U / R	☐	☐	
	☐ U / R	☐	☐	
	☐ U / R	☐	☐	
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	☐ U / R	☐	☐	
	☐ U / R	☐	☐	
	☐ U / R	☐	☐	
	☐ U / R	☐	☐	

4. Prepared by: **Date/Time**

CHRONOLOGY OF EVENTS LOG (ICS FORM 214A)

Purpose The Chronology of Events Log records details of unit activity, including strike team activity or individual activity that has been deemed relevant to the incident. Ensure all events are logged including when the data is received **and** when it is distributed, displayed, or briefed.

Preparation A Chronology of Events Log is initiated and maintained by the Situation Unit Leader but may also be used by Command Staff members, Division/Group Supervisors, Air Operations Groups, Strike Team/Task Force Leaders, and Unit Leaders. Completed logs are submitted to supervisors who forward them to the Documentation Unit. Use additional ICS 214A forms as necessary during an operational period.

Distribution The Documentation Unit maintains a file of all Unit Logs. All completed original forms MUST be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Period	Enter the time interval for which the form applies. Record the start and end date and time.
3.	Activity Log	**Time**. Enter the time the event is logged. **Briefing U / R** – Check block if the information needs to be briefed? Circle whether it is Urgent or Routine. Urgent means immediate briefing (e.g. meets the Critical Information Reporting Criteria) and Routine means at the next briefing in the Operational Cycle or informally passed along to appropriate unit leader. **Display** – Check block if the information needs to be displayed visually. **209/SITREP** – Check block if the information needs to be distributed in a written format. **Events** –Enter the event that you are logging. If the data is relevant to the incident then it needs to be logged on the form. In addition enter any methods for confirming the validity of the data and when/how the data is confirmed. Log the actions taken with the information as well.
4.	Prepared By	Print Name and enter date (month, day, year) and time prepared (24-hour clock).