

DEPARTMENT OF HOMELAND SECURITY
U.S. COAST GUARD

ACTIVITY LOG (ICS 214-CG)

PRIVACY ACT STATEMENT

AUTHORITY: USCG is authorized to collect the information pursuant to COMDTINST M3010.24, HSPD-5, PPD-8, COMDTINST M3010.11, 40 CFR § 300.125(a)(b), and 14 U.S.C. § 504; Commandant; general powers.

PURPOSE: USCG collects the information to record details of notable activities at any Incident Command System (ICS) level, to provide basic incident activity documentation, and to serve as a reference for any after-action report. ICS 214-CG is also used by FEMA to document personnel support and may be critical to cost reimbursement for state, local, tribal, and territorial agencies.

ROUTINE USES: USCG collects the information to assist emergency response personnel in the application and execution of the Incident Command System (ICS) and corresponding documentation during incident operation. Information from this form may be disclosed externally as a "routine use" pursuant to DHS/USCG-013 SORN – Marine Information for Safety and Law Enforcement (MISLE), June 25, 2009, 74 FR 30305.

CONSEQUENCES OF FAILURE TO PROVIDE INFORMATION: Providing this information is voluntary. In order to assist with maintaining confidentiality respondents are advised not to disclose any additional personally identifiable information (PII) in their free-form responses.

GENERAL INSTRUCTIONS

Purpose. The Activity Log (ICS 214-CG) records details of notable activities at any ICS level, including individuals, single resources, equipment, Task Forces, etc. These logs provide basic incident activity documentation, and a reference for any after-action report. ICS 214-CG are also used by FEMA to document personnel support and may be critical to cost reimbursement for state, local, tribal, and territorial agencies.

Preparation. An ICS 214-CG 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. All completed original forms MUST be given to the Documentation Unit. The Documentation Unit maintains a file of all Activity Logs.

Item #	Item Title	Description
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period <ul style="list-style-type: none"> • 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.	Member Name	Enter the name of the individual completing the form.
4.	ICS Position	Enter the ICS position of the individual filling out the form.
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	Enter the resources 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	Enter the resources designated ICS Position.
	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.
7.	Activity <ul style="list-style-type: none"> • Date/Time Notable Activities	<ul style="list-style-type: none"> • 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.
8.	Prepared by <ul style="list-style-type: none"> • Name • Position Title • Signature • Date/Time 	Enter the name, position title and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

