ICS 214 Unit Log Instructions

One log is kept at each location by the ARES Team Leader.

<u>HEADER:</u>

1. Incident # and Name — This is assigned by Incident Command. Leave blank if necessary but MUST be filled in later.

2. Date Started: — Enter date using military format: 01JAN2014

3. Time Started: — The time you arrived on location or began/assumed operations. Use 24 hour clock and local time. The start time of subsequent pages must match the end time of the preceding page.

4. Unit Name/Designators — This will always be "Communications"

5. Unit Leader — Name and ARES (Served Agency) Team Leader.
EX:Deb Provo ARES MCECC Team Leader

6. Operational Period — Number sequentially. Operational Period changes when Emergency Management tells us it changes

<u>7. Personnel Roster Assigned</u> — Use this section as a sign in sheet. First line is you.

    Name — First name and call sign of each ARES operator present

    Time In and Time Out — Use 24 hour clock. At team leader shift change, if an ARO is staying on, leave Time out blank. New Team Leader will list those present and write "present" in Time In

    ICS Position — This will always be "Radio Operator" or the abbreviation "ARO"

    Home Base — This will always be ARES. IF there is an operator from another county ARES group, add the county; ex: ARES Washington County

<u>8. Activity Log</u>

    Time — Enter the time the activity occurred or started. Use 24 hour clock and local time.

    Major Events — Types of event to log:
Any event affecting operations at this location
Arrival on site and check in with person in charge
When station is set up
When checked into or out of ARES nets
If you are net control, log when you open and close the net. Do not log net check-in on this form. Keep a separate list of checkins.
When unit activated and deactivated
Any major equipment problems and how they were resolved
        Roof mounted antenna damaged by wind, switched to vertical antenna on 20' mast

Any connectivity problems and how they were resolved

    Unable to connect to any gateway or digipeater. Notified N7MCU. Sending all messages by voice.

    (Later) Digipeater back on line. Now using Winlink

Voice or other communication between **ARES** personnel.

<u>Do not</u> log voice, Winlink, ICS213 or radiogram messages transmitted or received for, by or between non-ARES personnel. Log these on ICS 309.

9. Prepared by

Team leader on duty when this page is complete or when unit is deactivated.

If more than one sheet is needed during activation, number the sheets at the bottom as "Page ___ of ___." When operations at this unit are over, add the final page count at the bottom of each page after "of."