

ACTIVITY LOG (ICS 214)

1. Incident Name: MI H5N1 HPAI 2022	<div style="display: flex; justify-content: space-between;"> <div> 2. Operational Period: </div> <div> Date From: 4/17/2024 Date To: 4/17/2024 Time From: 0700 Time To: 1900 </div> </div>	
3. Name: Caitlin Watson	4. ICS Position: Site Manager	5. Home Agency (and Unit): USDA VS-PA
6. Resources Assigned:		
Name	ICS Position	Home Agency (and Unit)
Caitlin Watson	Site Manager	USDA VS-PA
7. Activity Log:		
Date/Time	Notable Activities	
0615	Arrived on site at I02	
0715/1720	There ere two mulch truck deliveries	
0700-1300	17 loads of core material for compost piles were moved from I02 to Compost site by 3 trucks	
	Due to severe weather opporations were cut short for the day	
0830	Two empty trailers were taken off site	
1045	A trailer with eggs was permitted off site to take the trailer to repair shop	
0700-1100	A van moved heaters from I02 to I03 throughout the day	
1530	Entered the hot zone with Compost SME to look at the manure barn	
1600	Exited the hot zone	
1400	A truck entered the hot zone to pick up a trailer	
1700	Trailer was not permitted off the site because the permit was not approved and issued yet	
	Talked with Nicole about issues due to permitting	
	Spoke with driver about permit issue, left the hot zone without the trailer	
1630	A truck with a trailer was returned to I02 because eggs were bad	
	Throughout out the day blue construction trucks were moving about the clean side picking up deliveries of PPE	
0930	Another trailer was held up because of permitting issue, but permit was found and trailer was able to move eggs off site	
	Spoke with Mulch delivery about times that mulch should be delivered by	
1900	Showered, washed car, wrote up 214	

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8. Prepared by: Name: Caitlin Watson Position/Title: Site Manager		Signature: <u>Caitlin Watson</u>	
ICS 214, Page 1		Date/Time: 4/17/2024 12:00 AM	

ACTIVITY LOG (ICS 214)

[illegible]

1. Incident Name: MN HPAI 2015	2. Operational Period: Date From: 7/31/2015 Date To: 7/31/2015 Time From: 07:00 Time To: 18:00		
ICS 214, Page 2	Date/Time: Date		

ICS 214

Activity Log

Purpose. The Activity Log (ICS 214) records details of notable activities at any ICS level, including single resources, equipment, Task Forces, etc. These logs provide basic incident activity documentation, and a reference for any after-action report.

Preparation. An ICS 214 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. Completed ICS 214s are submitted to supervisors, who forward them to the Documentation Unit. All completed original forms must be given to the Documentation Unit, which maintains a file of all ICS 214s. It is recommended that individuals retain a copy for their own records.

Notes:

- The ICS 214 can be printed as a two-sided form.
- Use additional copies as continuation sheets as needed, and indicate pagination as used.

Block Number	Block Title	Instructions
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	Name	Enter the title of the organizational unit or resource designator (e.g., Facilities Unit, Safety Officer, Strike Team).
4	ICS Position	Enter the name and ICS position of the individual in charge of the Unit.
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:
	<ul style="list-style-type: none"> • Name 	Use this section to enter the resource's 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.
	<ul style="list-style-type: none"> • ICS Position 	Use this section to enter the resource's ICS position (e.g., Finance Section Chief).
	<ul style="list-style-type: none"> • Home Agency (and Unit) 	Use this section to enter the resource's home agency and/or unit (e.g., Des Moines Public Works Department, Water Management Unit).
7	Activity Log <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. • This block can also be used to track personal work habits by adding columns such as "Action Required," "Delegated To," "Status," etc.
8	Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).