

Purpose: The OSPR Daily Activity Report (ICS 214) records details of notable activities at any ICS level. 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.

Use additional copies as continuation sheets as needed and indicate pagination as used (Page x of x)

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	PCA/Index	Enter the PCA/Index code assigned to the incident (identified by OSPR Finance Unit)
3	Name	Enter the name of the preparer
4	ICS Position	Enter the ICS position the preparer is assigned
5	Operational Period	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.
6	Activity Log	<p>Be concise and descriptive.</p> <p>Enter the time (using the 24-hour clock) and briefly describe individual notable activities. Note that the date as well if the operational period covers more than one day.</p>
7	Expenses	<p>Identify expenses incurred during the event which may include lodging/per diem/incidentals/emergency purchases. Meals can not be claimed if meals are provided</p> <p>Document final mileage incurred during end of the operational period</p>
8	Prepared By Date Signature	Enter the date and signature of the person preparing the form.