

ICS FORM 214B NDOW Unit Debrief Log

Purpose. The Unit Debrief Log records details of Unit/Branch/Group/Team activity, including strike team activity or individual activity. These logs provide the basic reference from which to extract information for inclusion in any after-action report and to find details of what you accomplished for that daily operational period.

Preparation. A Unit Debrief Log is initiated and maintained by Command Staff members, Branch/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.

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

Instructions to complete blocks on form:

- 1. Incident Name:** Enter the name assigned to the incident.
- 2. Date Prepared:** Enter Date(month, day, year).
- 3. Time Prepared:** Enter time prepared (24-hour clock).
- 4. Unit Name/Designators:** Enter the title of the organizational unit or resource designator (e.g., Facilities Unit, Safety Officer, Strike Team).
- 5. Unit Leader:** Enter the name and ICS Position of the individual in charge of the Unit.
- 6. Daily Operational Period:** Enter the start date (month/day/year) and time(using the 24 hr clock) and the end date and time for the daily operational period to which the form applies.
- 7. Personnel Roster Assigned:** Enter and list the name, position, and affiliation (USCG, TGLO, EPA, TCEQ, Contractor Name)home base of each member assigned to the unit during the operational period.
- 8. Operational Period Debrief:** Enter the time and briefly describe tasking accomplishments, significant occurrence or events, Health and Safety issues, difficulties and problems encountered, and resource needs for next daily operational period(more personnel and equipment needs).
- 9. Equipment Assigned:** List all support vehicle types, Vehicle (cars/boats/trailers) and associated I.D numbers, Agency associated with the equipment, mileage used for that operational period, and any equipment that needs to be documented for reimbursement purposes. This section includes both support vehicles and equipment utilized during the daily operational period. It also has a section to note unused equipment that you have on hand.
- 10. Prepared By:** Enter name and title of the person completing the log. Provide log to the immediate supervisor, at the end of each operational period.