

NMDOH-214, Unit Log

Purpose

The Unit Log is used to record details of unit activity including Team activities for each operational period. The file of these logs provides a basic documentation of significant events, injuries, changes in plans and unexpected results for future reference.

Preparation

Command and General Staff members, Division/Group Supervisors, Team Leaders, and Unit Leaders prepare a Unit Log (NMDOH-204).

Note: All boxes must be completed either with information or with NA, not applicable.

Distribution

Completed logs are forwarded to supervisors who provide to the Documentation Unit for filing after review.

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Item Number	Item Title	Instructions for completing this form
1	Incident Name	Print the specific name assigned to this incident.
2	Incident Number	Enter the assigned Incident number. This number is generally provided by NMDOH/EOC.
3	Operational Period	Enter the time interval for which this form applies, specific date (mm/dd/yy) and time (24-hour time).
4	Prepared Date/Time	Enter the specific date (mm/dd/yy) and time (24-hour time) this plan was prepared.
5	Unit Name	Enter the title of the organizational unit or resource designator (e.g., Supply Unit Leader, Safety Officer, etc.)
6	Unit Leader	Enter the name of the individual in charge of the unit. List the name, position and sending organization of each member assigned to the unit during the operational period.
7	Major Events	Enter the time and briefly describe each significant occurrence or event (e.g., task assignments, task completions, injuries, difficulties encountered, etc.)
8	Prepared By	Enter the name and position of the person completing form, and the date and time.
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