

**V-C-N**

Volunteer Communications Network (V-C-N.org)



# Introduction to ICS-214

*Official Unit / Incident Log*  
*- A V-C-N.org Academy Course -*

## Why This Course?

- ❑ Provide standardized materials for course download and instruction.
- ❑ Explain purpose of using this standardized ICS-214 form.
- ❑ Explain why accurate documentation on an incident is necessary.
- ❑ Explain how to use this standardized form.
- ❑ Provide opportunities to practice using the form before it is actually required for a real incident.

## What You Will Learn

- ❑ Different “versions” of the ICS-214 form.
- ❑ Information required to start the form.
- ❑ Entries required by individuals, sections and units.
- ❑ Where to submit incident ICS-214 forms.

## What Is (or) Are “M-A-P-S”

- **Minimal Aceptable Proficiency Standards**
  - ❖ What exactly does “proficiency” mean?
  - ❖ How do you measure proficiency?
  
- **Minimal Aceptable Performance Standards**
  - ❖ Documented, Objective, Measurable, Evaluated

## YOUR ICS-214 LOG

- ❑ How you submit your ICS-214 reflects on you as a specialist or professional
- ❑ Your direct report “expects” you to turn in an ICS-214 form for **EACH** day of the incident
- ❑ Your ICS-214 will become an official incident document. It is **NOT** yours to keep.
- ❑ You need another way to keep a record of your incident assignments / activities



BARRINGER  
KB6UJW

# Steno Notes



60 SHEETS 6"x 9"  
EYE-EASE®  
GREGG 26

 National Brand 36-646

Reedform Inc., Cooper, TX 75019  
Manufactured in the United States of America  
© 1988

# Steno Notes



80 SHEETS 6" x 9"  
EYE-EASE  
GREGG 26

80 SHEETS 6" x 9"  
EYE-EASE  
GREGG 26





TOPS

6" x 9"

TOPS

PRISM  
STENO  
BOOKS

GREGG RULE  
4 GRAY  
BOOKS

80 SHEETS



NO. 80274

PRISM  
STENO  
BOOKS

4 GRAY  
BOOKS



Emirates

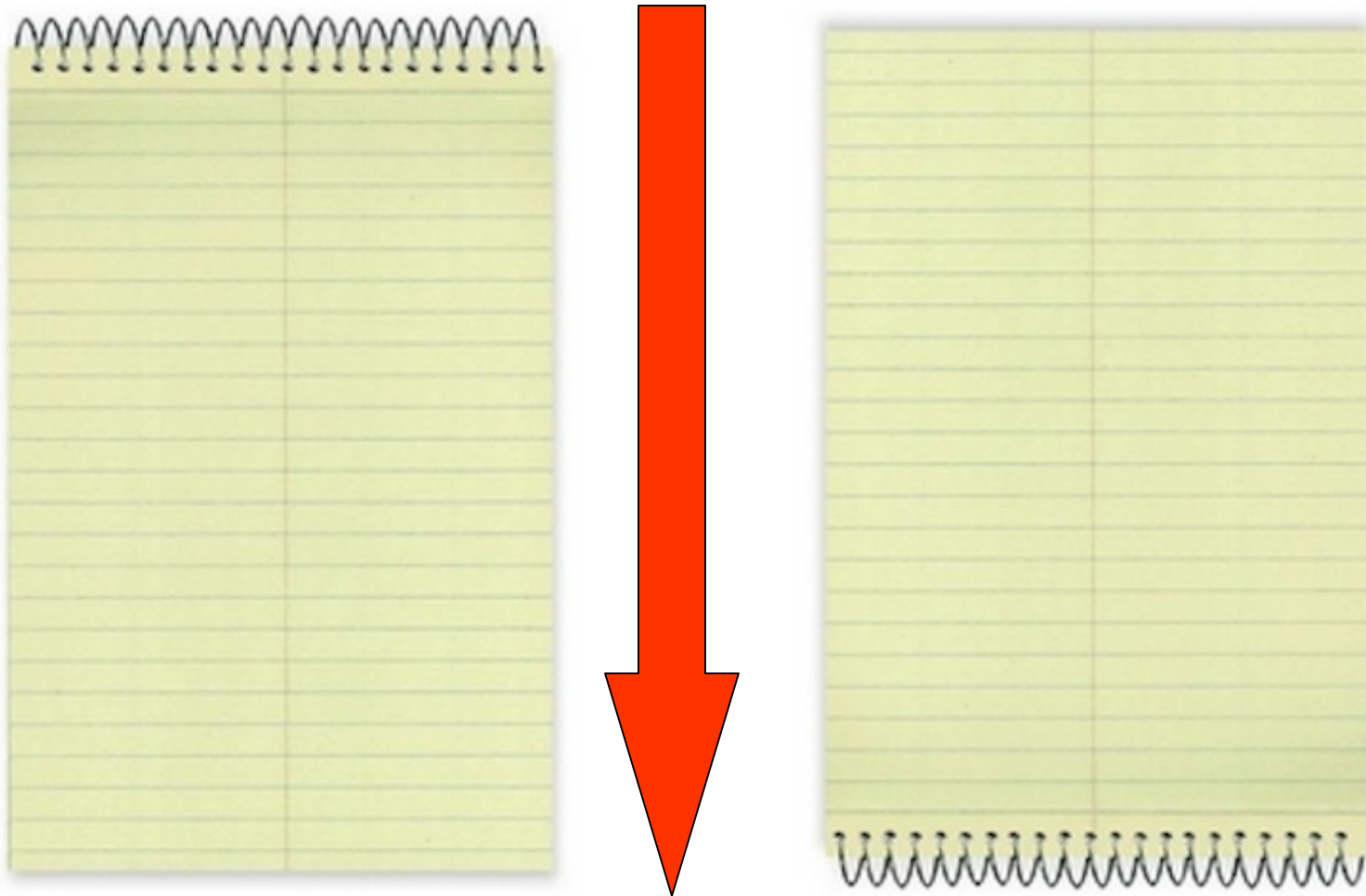
## STENO PAD SELECTION

- Get / Buy “simple” ( standard ) stenographer “steno” pads
  - ❖ If possible, “green tint” is best.
  - ❖ Avoid “white” paper
    - Reflects the sun and possibly hurt your eyes
    - May be hard to read in bright light
- If possible, get “top” spiral binding type, not “side” spiral (but it’s “YOUR” decision...)
- Usually cheaper if from “recycled” paper

# STENO PAD ENTRIES

- Always date / time / day your **FIRST** entry
  - ❖ For **EACH** day
  - ❖ Identifies the year, month, date, day
  - ❖ Indicate time only for subsequent entries on the **SAME DAY**
- When beginning a **NEW DAY**
  - ❖ Draw a line across the page
  - ❖ Enter date / time / day for your first entry

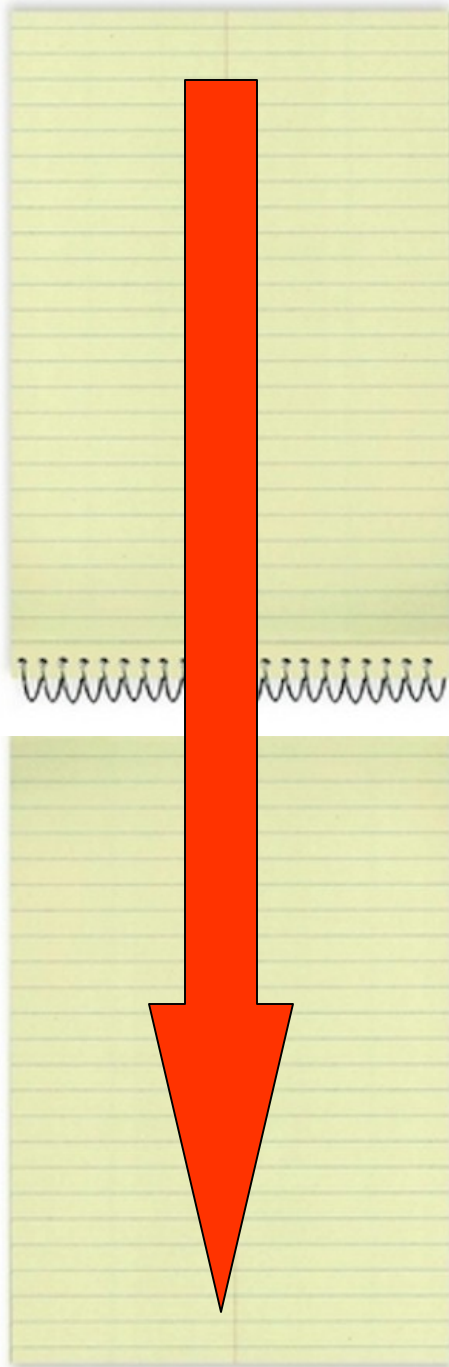
# Just Keep Going!!



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Network (V-C-N.org)



YYYY-MM-DD-TTTT  
C/F GUILLEMIN P4228 RE AVAILABILITY  
FOR PIO2 ASSIGNMENT IN RVC.  
I REQ 4-HR ETA WINDOW

TTTT  
C/F P4228. TELEGRAPH  
CA-MMU-123456 – PIO2 – O-231  
ICP: MARIPOSA FAIR GROUNDS  
ETA: 5-HRS  
RPT TO: GOETZ ICT-8 IO  
OVRNITE @ MARIPOSA HQ STN

TTTT: VSI OK – KB6UJW  
TTTT: DEP 139461.0  
TTTT: FUEL 139789.4 (SR-99/SR-41)  
TTTT: ARR 139862.3  
TTTT: CK-IN W/GOETZ – ICS-211 OK  
TTTT: INCIDENT CHECK-IN (PLN) ,  
STARTED TIME (FIN)  
TTTT: DEP ICP  
TTTT: ARR STN 139877.6

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NEW

YYYY-MM-DD-TTTT  
C/T GUILLEMIN: BRKFST? YES  
BRKFST @ MINERS INN  
TTTT: DEP FOR ICP  
TTTT: ARR ICP

TTTT: CK-IN W/GOETZ  
OTHERS IN CADRE: GUILLEMIN P4228,  
UPTON P2123, MOHLER/MRU,

TTTT: ATTEND OPS BRIEFING  
TTTT: ATTEND IO BRIEFING  
ASSIGNMENT: COMMUNITY OUTREACH

TTTT: FUEL @ ICP – 140016.9  
TTTT: CREATE TRAP LINE LIST  
TTTT: BEGIN CONTACTING TRAP LIST  
TTTT: COMPLETE TRAP LIST  
TTTT: IO UNIT REVIEW BRIEFING

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YYYY-MM-DD-TTTT  
TTTT: ENTRY GOES HERE  
TTTT: ENTRY GOES HERE  
TTTT: ENTRY GOES HERE

## STENO PAD ENTRIES

- ❑ Steno pad is for your **own** record of incident
- ❑ **WARNING:** Your personal steno pad can still become legal document
- ❑ Keep steno pad **updated** at all time. Make it your “go to” when writing details or recording facts/figures/dates/events on the incident (you **WILL** forget as incident continues)
- ❑ Refer to your steno pad to write accurate, concise ICS-214 entries

# STENO PAD ENTRIES

- Keep a “running log” of your activities
  - ❖ Departure / Arrival times and mileage
  - ❖ Phone contacts and call back numbers
  - ❖ “Significant” or “Important” occurrences
  - ❖ Fuel / Meal / Rest stops
  - ❖ Vehicle inspections / accidents
  - ❖ Assumed / Relieved from duty assignments
- **REMEMBER: DATE & TIME ALL ENTRIES**

# STENO PAD ENTRIES

- Keep a “running log” of your activities
  - ❖ Travel times: Departures / Arrivals
  - ❖ Radio frequencies
  - ❖ Net Control Operator (NCO) callsign / fname
  - ❖ Vehicle breakdowns / accidents/ assists
- **REMEMBER: DATE & TIME ALL ENTRIES**