

SWIC 2023 214 Activity Log

Purpose. The Activity Log (SWIC 2023 214) records details of notable activities at any SW level, including single resources, equipment, committees, etc. These logs provide basic incident activity documentation, and a reference for any after-action report.

Preparation. An SWIC 2023 214 can be initiated and maintained by personnel in various ICT 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 SWIC 2023 214s are submitted to ICT members, who forward them to the Spanish Wells Board Secretary. All completed original forms must be given to the Spanish Wells Board Secretary, which maintains a file of all SWIC 2023 214s. It is recommended that ICT retain a copy for their own records.

Notes:

- The SWIC 2023 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	Default is Spanish Wells.
4	SW Position	Enter the name and SW position of the individual in charge of the team.
5	Organization (and Unit)	Enter the SW Committee of the individual completing the SWIC 2023 214
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"> • SW Position 	Use this section to enter the resource's SW position (e.g., CAM, Board Treasurer, Board President, G&CC Office Manager, etc).
	<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., SWCA, G&CC Main Building, Lakes & Ponds, G&CC Golf Course, etc).
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, SW position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).