**Instructions for Completing 214 Activity Log**

1. Incident Name – Name of Response competing 214 Activity Log for
2. Operational Period

Date From – Date Operational Period Started

Date To – Date Operational Period Ends

Time From – Time Operational Period Started (usually 0700)

Time To – Time Operational Period Ended (usually 0659)

2a. Shift Start Time – Time your shift started

2b. Shift End Time – Time your shift ended

2c. Time Taken for Lunch – Total time you took for lunch break

2d. Total Hours Worked – The total hours worked for the day

1. Name – Your Name
2. ICS Position – Your response position
3. Home Agency (and Unit) – Your agency (MSDH) and what Unit/Department you work in
4. Resources Assigned – FILL OUT ONLY IF you have people that are assigned to you, have the same exact time as you and you are submitting their time for them
5. Activity Log

 7a. Total Response Hours Worked – Total hours worked on this response

1. Prepared by:

Name – Person completing form

Employee Signature – Signature of employee 214 is for

Date – Date employee signed

Supervisor Signature – Signature of response supervisor

Date – date response supervisor signed

If using the 2nd page see instructions above for each section number.

Once 214 Activity Log is complete upload into DocuSign for your signature and your response supervisors’ signature and a copy going to OEPR.214@msdh.ms.gov