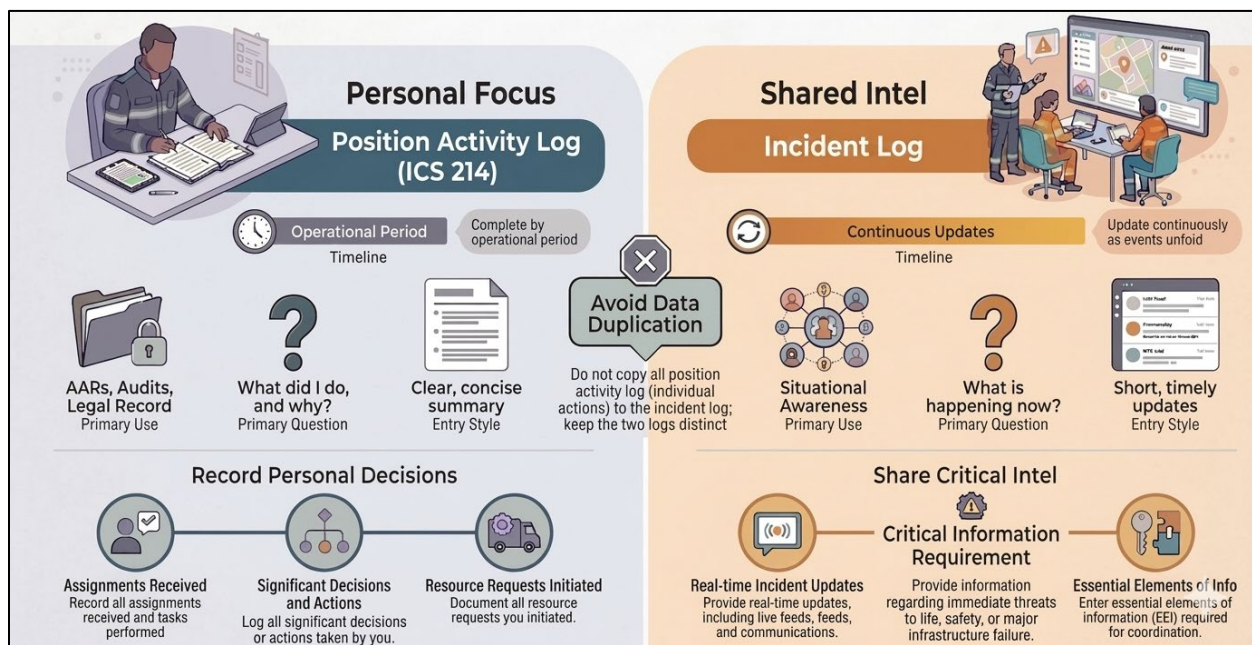


Procedural Reference 2: The ICS 214 vs. WebEOC Incident Log

This reference clarifies the purpose of the ICS 214 and the WebEOC Incident Log to guide staff in selecting the proper documentation tool.

The **ICS Form 214, Activity Log** tracks individual and unit actions to record significant events, decisions, and tasks while the **WebEOC Incident Log** captures broader operational updates. These tools create distinct layers of documentation that bolster personnel accountability and maintain a shared operating picture.

Key Differences Between the Documents



What & Where to Document Information

ICS FORM 214, ACTIVITY LOG:

Think about “What did I do this operational period, and why does it matter?”

Include the Following:

- Key actions you personally took and decisions you were involved in.
- Assignments received and completed
- Notable communications (especially direction given/received)
- Resource requests you initiated or managed
- Coordination with other agencies & functions
- Start & end times for major activities
- Any issues, challenges, or plan deviations

Helpful Tips:

- Be clear and concise, but include context
- Focus on important actions, not every detail
- Write so someone unfamiliar can understand later
- Complete by operational period

If someone asked, “What did Joe do during this operational period?” the ICS 214 Activity Log should answer that clearly.

WebEOC INCIDENT LOG – WHAT TO ENTER:

Think about “What does everyone need to know right now?”

Include the Following:

- Real-time incident updates
- Situation reports and field intel
- Resource requests and status updates
- Requests for information (RFIs)
- Critical Information and Essential Elements of Information
- Quick notes on actions taken

Helpful Tips:

- Keep entries **short and timely**
- Prioritize **speed and clarity**
- Update as information changes within the original WebEOC entry
- Avoid long narratives

Common Pitfalls & Best Practices

XX AVOID XX	Best Practice
Copying all WebEOC entries into ICS 214	Use both tools together
Waiting until the end to update logs	WebEOC → Real-time coordination
Overloading WebEOC with long narratives	ICS 214 → Clean, accurate record for documentation and After-Action Reports
Not completing ICS 214 each operational period	Continuous updates