

# Keeping an ICS 214a Individual for your Winlink Exercises

## What is an ICS 214a:

- The ICS 214a is a official form designed for an Individual who is working on an exercise, or working in the field, in a shelter, in an EOC during an emergency event.
- We are going to use the ICS 214a to keep track of the time we spend working on our Winlink exercises each month.
  - Each month we will start a new ICS 214
  - We should record the time it takes to prepare for the exercise
  - We should record the time it takes to compose/build the exercise
  - We should record the time it takes to send the exercise
- I will provide you with a fillable ICS 214a PDF

## How to fill out the form:

- Best way to show you is to give you an example

Example of the top of an ICS214 that you would prepare to send to me.

1. Incident Name Bi-weekly ARES/AuxComm Winlink nets		2. Operational Period (Date / Time) 01/01/2026 to 01/31/2026		INDIVIDUAL LOG ICS-214a	
3. Individual Name Bob Jesus		4. ICS Section N/A		5. Assignment / Location N/A	
6. Activity Log Work performed to accomplish two Winlink exercises for the month of January 2026					Page of 1
Time	Major Events				
1/11	Prepared exercises for ARES and AuxComm nets 4 hours				
1/15	Commented and recorded exercises that were sent for 1 hour				
1/18	Commented and recorded exercises that were sent 1/2 hour				

Example of the bottom of an ICS214 that you would prepare to send to me

