CHECK-IN LIST (ICS FORM 211)

Purpose. Personnel and equipment arriving at the incident can check in at various incident locations. Check-in consists of reporting specific information which is recorded on the Check-In List. The Check-in List serves several purposes:

1. Used for recording arrival times at the incident of all overhead personnel and equipment.

2. Used for recording the initial location of personnel and equipment and thus a subsequent assignment can be made.

3. Used to support demobilization by recording the home base, method of travel, etc., on all check-ins.

Preparation. The Check-in List is initiated at a number of incident locations including:

1. Staging areas, base, camps, helibases, and ICP. Managers at these locations record the information and give it to the Resources Unit as soon as possible.

2. Communications Unit radio operators located in the Communications Center record the information and also give it to the Resources a soon as possible.

3. Check in at the ICP will be done by a recorder at the Resources Unit.

Distribution. Check-in Lists, which are completed by personnel at the various check-in locations, are provided to both the Resources Unit and the Finance Section. The Resources Unit maintains a master list of all equipment and personnel that have reported to the incident.

Incident Dispatchers, upon receipt of a check-in message by radio, record the information on the Check-in List (ICS Form 211) and then give the information to the Resources Unit.

Resources Unit Recorders, upon receipt of information on an in-person check in, record the information directly onto the Check-in List Form.

ITEM TITLE - INSTRUCTIONS

Incident Name - Print the name assigned to the incident.

Check-in Location - Place a check mark in the appropriate box indicating where the resource or person checked in at the incident.

Date/Time Prepared - Enter date (month, day, year) and time (24-hour clock) prepared.

List Personnel (Overhead) by Agency Name - Use this section to list agency three-letter designator and individual names for all overhead (supervisory) personnel. When listing equipment, use three-letter designator, indicate if resource is a single resource, Task Force or Strike Team; enter kind or resource (letter for single resources), Number 1-3 for Strike Team; enter type of resource (1-4) and designated identification number.

Order/Request Number - Order number will be assigned by Agency dispatching the resources or personnel to the incident.

Date/Time Check In - Self explanatory.

Leader's Name - Self explanatory.

Total Number Personnel - Enter total number of personnel in Strike Teams, Task Forces or manning single resources. Include leaders.

Manifest - Indicate if a manifest was prepared.

Crew Weight or Individual's Weight - Self Explanatory.

Home Base - Location at which the resource individual is normally assigned. (May not be departure location.)

Departure Point - Location from which resource individual departed for this incident.

Method of Travel - Means of travel to incident (bus, truck, engine, personal vehicle, etc.)

Incident Assignment - Assignment at time of dispatch.

Other Qualifications - List any other ICS position the individual has been trained to fill.

Sent to - Enter initials and time that the information pertaining to that entry was sent to the Resources Unit.

Page - Indicate page number and number of pages being used for Check-In at this location.

Prepared By - Enter name of Check-In Recorder.