

APPENDIX C

ICS 211, CHECK-IN LIST

A. Purpose

Personnel and equipment arriving at the incident can check in at various incident locations. ICS 211 consists of reporting specific information which is recorded on the ICS 211. The ICS 211 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.

APPENDIX C (continued)

B. Preparation

1. The ICS-211 is completed at 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. Check in at the ICP will be done by a recorder at the resources unit.

C. 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.

APPENDIX C (continued)

Instructions for completing the ICS 211, Check-List

BLOCK NUMBER	ITEM TITLE	INSTRUCTIONS
		Incident dispatchers, upon receipt of a check in message by radio, record the information on the ICS- 211,Check-in List 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.
	Check one:	Place a check mark in the appropriate box indicating the type of resource checking in.
1	Incident name	Print the name assigned to the incident.
2	Check-in location (complete all that apply)	Place a check mark in the appropriate box indicating where the resource or person checked in at the incident.
3	Date/time	Enter (month, day, year) and time prepared (24-hour clock).
4	List personnel (overhead) by agency and name; or list equipment by the following format:	Use this section to list agency designator and individual names for all overhead (supervisory) personnel. When listing equipment, use the agency 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.
5	Order/request number	Order number will be assigned by agency dispatching the resources or personnel to the incident.
6	Date/time check in	Self explanatory.
7	Leader's name	Self explanatory.
8	Total number personnel	Enter total number of personnel in strike teams, task forces or manning single resources. Include leaders.

APPENDIX C (continued)

BLOCK NUMBER	ITEM TITLE	INSTRUCTIONS
9	Manifest	Indicate if a manifest was prepared.
10	Crew or individual's weight	Self explanatory.
11	Home base	Location at which the resource/individual is normally assigned. (May not be departure location.)
12	Departure point	Location from which resource/individual departed for this incident.
13	Method of travel	Means of travel to incident (bus, truck, engine, personal vehicle, etc.)
14	Incident assignment	Assignment at time of dispatch.
15	Other qualifications	List any other ICS position the individual has been trained to fill.
16	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.
17	Prepared by	Enter name of check-in recorder.

