NM DOH ICS 211 – Check In/Out Log

Note: All boxes must be completed, either with information or NA, not applicable.

Item Number	Item Title	Instructions for completing this form
1	Incident Name	Print the specific name assigned to this incident, or put not applicable, NA.
2	Prepared Date/Time	Enter the specific date (mm/dd/yy) and time (24-hour time) the plan was prepared.
3	Operational Period Date/Time	Enter the time interval for which this form applies: date (mm/dd/yy) and time.
4	Check In Location	Enter the specific location personnel are checking in at.
5	Prepared By/Title	Enter the name and title of the person responsible for preparing and maintaining the log.
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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. Department Operations Center, Regional Operations Centers, Points of Dispensing, Receive, Stage and Store sites, and Staging areas. Managers at these locations record the information and give it to the Resources Unit in the Operations Center as soon as possible.
2. When Calling In Check-in or out, Incident Communications Center Manager located in the Communications Center record the information and also give it to the Resources Unit as soon as possible.
3. Check in at the DOC/ROC will be done by a recorder in 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.