

1. Incident Name	2. Operational Period (Date / Time) From: To:	3. Check-in Location	CHECK-IN LIST (Personnel) ICS-211c	
Personnel Check-in Information			7. Time	
4. Personnel Name	5. ICS Section / Assignment / Skills	6. Incident Contact Info	In	Out
8. Prepared by:	Date / Time	9. Date / Time Sent to Resources Unit		

ICS 211c Incident Check-In List

Special Note. This form is used for CERT personnel check-in only.

Purpose. Personnel arriving at the incident can be checked in at various incident locations. Check-in consists of reporting specific information that is recorded on the form.

Preparation. The Check-In List is initiated at a number of incident locations including staging areas, base, camps, and the ICP. Managers at these locations record the information and give it to the Resources Unit as soon as possible.

Distribution. Check-In Lists are provided to both the Resources Unit and the Finance/Administration Section. The Resources Unit maintains a master list of all equipment and personnel.

Notes:

- The ICS-211c is a version of the standard ICS-211 customized for use by CERT
- Use reverse side of form for remarks or comments.
- If additional pages are needed for any form page, use a blank ICS 211c and repaginate as needed.
- Contact information for sender and receiver can be added for communications purposes to confirm orders.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies. Record the start and end date and time (24 hour clock).
3.	Check-in Location	Enter description of check-in location, e.g. ICP, Staging, Other
4.	Personnel Name	Print name of personnel in block letters
5.	ICS Section / Assignment / Skills	Enter ICS Section and assignment, if known, and note any other ICS qualifications or CERT-related skills.
6.	Incident Contact Info	Enter the contact information for use at this incident, e.g. HAM Radio call sign, Cell phone number, etc.
7.	Time In / Out	Enter the time the person checks in and/or out (24 hour clock).
8.	Prepared By Date/Time Prepared	Enter name and title of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock)
9.	Date/Time Sent to Resources Unit	Enter date (month/day/year) and time prepared (24-hour clock) the form is sent to the Resources Unit.