

## INCIDENT CHECK-IN LIST (IMS 211)

<b>1. Incident Name:</b>						<b>2. Incident Number</b> (If applicable):		<b>3. Check-In Location</b> (Check as applicable):						<b>4. Start Date/Time:</b>			
								<input type="checkbox"/> Base <input type="checkbox"/> Staging Area <input type="checkbox"/> ICP (Resource Unit) <input type="checkbox"/> Helibase <input type="checkbox"/> EOC <input type="checkbox"/> *Other						Date:			
								Location Details:						Time:			
<b>5. Check-In Information</b> (List Resources according to the following format (for teams – list overhead only):																	
<b>6. Resource Description:</b>						<b>7. Order/ Request #</b>	<b>8. Date/ Time Check-In</b>	<b>9. Leader's– OR Individual Resource Name</b>	<b>10. Total No. Of Personnel</b>	<b>11. Incident Contact Information</b>	<b>12. Home Unit or Organization</b>	<b>13. Departure Point, Date and Time</b>	<b>14. Method of Travel</b>	<b>15. Incident Assignment</b>	<b>16. Other Qualifications</b>	<b>17. Data Provided to Resources Unit</b>	
Organization	Category	Kind	Type	Resource Name or Identifier	ST or TF												
<b>18. Prepared By:</b>						<b>Name:</b>			<b>Position/Title:</b>			<b>Signature:</b>					
<i>Use back for remarks or comments</i>									<b>Date/Time:</b>								

**IMS 211****Incident Check-In List**

**Purpose:** Personnel and equipment arriving at the incident can check in at various incident locations. In many cases, a specific check-in location or point may be established for an entire incident. 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 at the site or EOC, including: Base, Staging Areas, ICP (Resource Unit), Helibases, or other locations:

- Managers at these locations record this information and forward it to the Resource Unit as soon as possible.
- Check in at the ICP will be completed by the recorder at the Resource Unit.
- Check-in may also take place by radio. Incident Dispatches, upon receipt of a check-in message by radio, record the information on the Check-In List and then give the information to the Resource Unit.

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

**Notes:** Use reverse side of form for remarks or comments. If additional pages are needed for any form page, use a black IMS 211 and repaginate, as needed. Contact information for sender and receiver can be added for communications purposes to confirm resource orders.

Item No.	Item Description	Instructions
1.	<b>Incident Name</b>	Enter the name assigned to the Incident.
2.	<b>Incident Number</b>	Enter the number assigned to the incident (if applicable).
3.	<b>Check-In Location</b>	Check the appropriate box and enter the check-in location for the incident. Indicate specific information regarding the locations under each checkbox. Check the 'other' box if a check-in location is being used that is not included in this field (examples of 'other' check in locations include area or site-specific check-in areas, other IMS facilities, etc.). Note: ICP is for 'Incident Command Post'.
4.	<b>Start Date/Time</b>	Enter the date (YYYY/MM/DD) and time (using the 24-hour clock) that the form was started.
5.	<b>Check-In Information</b>	List resources according to the fields indicated below. Note: for teams - list overhead (supervisory) personnel only. OPTIONAL: Indicate if resource is a single resource versus part of Strike Team or Task Force. Fields can be left blank if not necessary.

Item No.	Item Description	Instructions
6.	<b>Resource Description</b>	Fill relevant information (below). Fields can be left blank if no necessary.
	• Organization	Use this section to list organization name (or designator), and individual names for all single resource personnel.
	• Category	Use this section to list the resource category based on IMS, discipline, or jurisdiction guidance.
	• Kind	Use this section to list the resource kind based on IMS, discipline, or jurisdiction guidance.
	• Type	Use this section to list the resource type based on IMS, discipline, or jurisdiction guidance.
	• Resource Name or Identifier	Use this section to enter the resource name or unique identifier. If it is a Strike Team or a Task Force, list the unique Strike Team or Task Force identifier (if used) on a single line with the component resources of the Strike Team or Task Force listed on the following lines.
	• ST or TF	Use ST or TF to indicate whether the resource is part of a Strike Team or Task Force. See above for additional instructions.
7.	<b>Order/Request #</b>	Enter order number of the dispatching organization.
8.	<b>Date/Time check-in</b>	Enter the date (YYYY/MM/DD) and time (24hr clock) of check-in.
9.	<b>Leader's Name</b>	For equipment, enter the operator's name. Enter the Strike Team or Task Force leader's name. Leave blank for single resource personnel (overhead).
10.	<b>Total Number of Personnel</b>	Enter total number of personnel associated with the resource. Include Leaders.
11.	<b>Incident contact information.</b>	Enter available contact information (e.g., radio frequency, cell phone number, etc.) for the incident.
12.	<b>Home Unit or Organization</b>	Enter the home unit or agency to which the resource or individual is normally assigned (may not be departure location).
13.	<b>Departure Point, date and Time</b>	Enter the location from which the resource or individual departed for this incident. Enter the departure time using the 24-hour clock.
14.	<b>Method of Travel</b>	Enter the means of travel the individual used to bring himself/herself to the incident (e.g., bus, truck, engine, personal vehicle, etc.).
15.	<b>Incident Assignment</b>	Assignment indicated at the time of dispatch.
16.	<b>Other Qualifications</b>	Enter additional duties (IMS positions) pertinent to the incident that the resource/individual is qualified to perform. Note that resources should not be reassigned on the incident without going through the established ordering process. This data may be useful when resources are demobilized and remobilized for another incident.
17.	<b>Data Provided to Resource Unit</b>	Enter the date and time that the information pertaining to that entry was transmitted to the Resources Unit, and the initials of the person who transmitted the information.
18.	<b>Prepared By</b>	Enter the name, IMS position/title, and signature of the person preparing the form. Enter date (YYY/MM/DD) and time prepared (24-hour clock). Use back of sheet for remarks, if required.