



## CHECK-IN LIST Personnel (ICS FORM 211p-OS)

**Special Note.** This form is used for 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, helibases, and 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 that have reported to the incident. All completed original forms **MUST** be given to the Documentation Unit.

