



INCIDENT CHECK-IN LIST

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 (ICS 211). The ICS 211 serves several purposes, as it: (1) records arrival times at the incident of all overhead personnel and equipment, (2) records the initial location of personnel and equipment to facilitate subsequent assignments, and (3) supports demobilization by recording the home base, method of travel, etc., for resources checked in.

PREPARATION

The ICS 211 is initiated at a number of incident locations including: Staging Areas, Base, and Incident Command Post (ICP). Preparation may be completed by: (1) overhead at these locations, who record the information and give it to the Resources Unit as soon as possible, (2) the Incident Communications Center Manager located in the Communications Center, who records the information and gives it to the Resources Unit as soon as possible, (3) a recorder from the Resources Unit during check-in to the ICP. As an option, the ICS 211 can be printed on colored paper to match the designated Resource Status Card (ICS 219) colors. The purpose of this is to aid the process of completing a large volume of ICS 219s.

The ICS 219 colors are:

- 219-1: Header Card – Gray (used only as label cards for T-Card racks)
- 219-2: Ground Crew Card – Green
- 219-3: Engine Card – Light Orange
- 219-4: Helicopter Card – Blue
- 219-5: Personnel Card – White
- 219-6: Fixed-Wing Card – Dark Orange
- 219-7: Equipment Card – Yellow
- 219-8: Miscellaneous Equipment/Task Force Card – Tan
- 219-10: Generic Card – Light Purple

DISTRIBUTION

ICS 211s, which are completed by personnel at the various check-in locations, are provided to the Resources Unit, Demobilization Unit, and Finance/Administration Section. The Resources Unit maintains a master list of all equipment and personnel that have reported to the incident.

NOTES

- Also available as A4 (legal size) or A0 chart.
- If additional pages are needed for any form page, use a blank ICS 211 and repaginate as needed.
- Contact information for sender and receiver can be added for communications purposes in the Remarks box to confirm resource orders.

NO.	TITLE.	INSTRUCTIONS.
1	Incident Name / Number	Enter the name / number assigned to the incident.
2	Incident Type	Enter the type of incident. Eg: wildfire, flood, etc.
3	Operational Period (Date/Time)	Enter the Start and End of the Operational Period including date and time.
3	Check-in Location	Enter the Check-in Location by means of name (Staging Area, ICP, etc) or coordinates.
5-17	Check-in Information	Self explanatory. Ensure information is clearly written.
18	Prepared By	Enter the name, position, date and time of the person completing the ICS 211.



INCIDENT CHECK-IN LIST

1. INCIDENT NAME / NUMBER

3. OPERATIONAL PERIOD			
FROM		TO	

2. INCIDENT TYPE

4. CHECK IN LOCATION

REMARKS

5. RESOURCE ID OR NAME	6. ARRIVAL		7. AGENCY	8. DESCRIPTION SINGLE / ST / TF	9. KIND	10. TYPE	11. NAME OF LEADER	12. NO. OF PERSONNEL	13. WEIGHT CREW/IND.	14. DISPATCHED		15. DEPARTURE FROM	16. DISPATCHED TO	17. METHOD OF TRAVEL
	DATE	TIME								DATE	TIME			

18. PREPARED BY (INCLUDE POSITION, DATE & TIME)			
NAME		DATE	

PAGE NO.		OF		PAGES
----------	--	----	--	-------