

## CHECK-IN LIST - COMMUNICATIONS PERSONNEL (ICS-211A)

### ICS-211A Incident/Event Check-In List

**Purpose.** Personnel arriving at the incident/event can check in at various incident locations. Check-in consists of reporting specific information, which is recorded on the Check-In List (ICS 211A). The ICS 211A serves several purposes, as it: (1) records arrival times at the incident of all overhead personnel, (2) records the initial location of personnel to facilitate subsequent assignments, and (3) supports demobilization for resources checked in.

**Preparation.** The ICS 211A 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.

**Distribution.** ICS 211A, which are completed by personnel at the various check-in locations, are provided to the Administrative officer (Lead Unit), Communications Net Control lead. The Resource Unit/Event lead maintains a master list of all personnel reporting to the event/incident

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

Block Number	Block Title	Instructions
1	<b>Incident/Event Name</b>	Enter the name assigned to the incident/event.
2	<b>Incident Number</b>	Enter the number assigned to the incident. For event use a sequential number sequence.
3	<b>Check-In Location</b>	Check appropriate box and enter the check-in location under the check boxes for the incident/event.
4	<b>Date/Time</b>	Enter the date (month/day/year) and time (using the 24-hour clock) that the form was started.
5	<b>Agency</b>	Enter agency name or designation (e.g., Garland RACES, CCARES, CERT).
6	<b>Call Sign</b>	Enter amateur radio call sign of resource.
7	<b>Name</b>	Enter name of resource, first and last.
8	<b>Kind</b>	Enter resource Kind and Type (e.g., CRF-B or CRO-B).
9	<b>Time In</b>	Enter date (month/day/year) and time of check-in (24-hour clock) to the event/incident.
10	<b>Time Out</b>	Enter the departure time using the 24-hour clock from the event/incident.
11	<b>Remarks</b>	Enter any special information provided by the resource. This may include resource details or individual identifying designators (IDs) of Strike Teams and Task Forces. Other items such as demobilization departure location, travel companion or vehicle type may be noted.
12	<b>Prepared by</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position/Title</li> <li>• Signature</li> <li>• Date/Time</li> </ul>	Enter the name, event/ICS position title and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock)