

RACES / ARES / Public Service Instructions for Check-In List Equipment (ICS Form 211Ae-AR)

Note: This form is to be used for equipment check-in and check-out only.

Purpose: This form used to log equipment checked in to the Incident or Event. Staging or Intake Manager will record information if received by radio. This document becomes the master list of all equipment that is supplied to the Incident or Event.

- 1. Incident Name** Enter the Incident or Event name assigned.
- 2. Operational Period** Enter the operational date and time prepared. (24 hour clock preferred)
- 3. Check-In Location** Check the appropriate box. If other selected, enter location name.
- 4. Equipment Description** Enter a description of the equipment (e.g., Dual Band Radio, Antenna, APRS Tracker, etc.)
- 5. Equipment Identifier** Enter Identifier of equipment (e.g., Type Number, call sign, frequency, license tag, etc.)
- 6. Supplier/Owner** Enter the supplier or owner of the equipment.
- 7. Assignment** Work assignment if known. Initial equipment may not have an assignment at check-in.
- 8. Time In** Enter the time the individual checks in. (24-hour clock)
- 9. Time Out** Enter the time the individual checks out. (24-hour clock)
- 10. Contact Information** Enter the contact information for person owning the equipment.
- 11. Prepared By** Enter name and call sign of individual preparing this form.
- 12. Date / Time Sent** Enter date and time form is sent to either Resource Unit or Lead Agency Leader.
- 13. Pages** Self explanatory.