CHECK-IN LIST	1. INCIDENT NAME	2. CHECK-IN LOCATION __ BASE __ CAMP_____ __ STAGING AREA _____ __ ICP RESOURCES _____ __ HELIBASE	3. DATE/TIME

CHECK-IN INFORMATION

4. LIST PERSONNEL (OVERHEAD) BY AGENCY & NAME - OR- LIST EQUIPMENT BY THE FOLLOWING FORMAT:					5.	6.	7.	8.	9.		10.	11.	12.	13.	14.	15.	16.
AGENCY	SINGLE T/F S/T	KIND	TYPE	ID. NO./NAME	ORDER/ REQUEST NUMBER	DATE/TIME CHECK-IN	LEADER'S NAME	TOTAL NO. PERSONNEL	MANIFEST YES	MANIFEST NO	CREW WEIGHT OR INDIVIDUALS WEIGHT	HOME BASE	DEPARTURE POINT	METHOD OF TRAVEL	INCIDENT ASSIGNMENT	OTHER QUALIFICATION	SENT TO RESOURCES TIME/INT.

17. ICS 211 PAGE _____ of _____	18. PREPARED BY (NAME AND POSITION) USE BACK FOR REMARKS OR COMMENTS

CHECK-IN LIST (ICS FORM 211)

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 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 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.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Check-in	Enter an "X" in the box indicating where the resource or person checked in.
3.	Date / Time Prepared	Enter the date (e.g., 09/17/1996) and time (e.g., 1530) prepared.
4.	List Personnel (Overhead) by Agency & Name	Use this section to list agency three-letter designator and individual names for all overhead personnel. When listing equipment, use three-letter designator, indicate if resource is a single resource, task force or strike team; enter kind of resource (letter for single resource, 1-3 for Strike Team); enter type of resource (1-4), and designated id. no.
5.	Order / Request Number	Order number will be assigned by Agency dispatching the resources or personnel to the incident.
6.	Date / Time Check-In	Self explanatory.
7.	Leader's Name	Self explanatory.
8.	Total Number Personnel	Enter total number of personnel in strike teams, task forces or manning single resources. Include leaders.
9.	Manifest	Indicate if a manifest was prepared by entering "Yes" or "No" in the field.
10.	Crew Weight or Individual's Weight	Self explanatory.
11.	Home Base	Location at which the resource / individual is normally assigned.
12.	Departure Point	Location from which resource / individual departed for this incident.
13.	Method of Travel	Means of travel to incident (bus, truck, engine, personal vehicle, etc.)

14.	Incident Assignment	Assignment at time of dispatch.
15.	Other Qualifications	List any other ICS position the individual has been trained to fill.
16.	Sent to	Enter initials and time that the info. Pertaining to that entry was sent to the Resources Unit.
17.	Page	Indicate page no. and no. of pages being used for Check-In at this location.