INCIDENT CHECK-IN LIST (ICS 211-CG)

1. INCIDENT NAME:	2. INCIDENT NUMBER:	3. CHECK-IN LOCATION: ☐ BASE ☐ STAGING AREA ___ ☐ ICP ☐ OTHER ___	4. START DATE/TIME:

CHECK-IN INFORMATION (use reverse of form for remarks or comments)

5. LIST SINGLE RESOURCE PERSONNEL (OVERHEAD) BY AGENCY AND NAME – OR LIST RESOURCES BY THE FOLLOWING FORMAT:

STATE	AGENCY	CAT	KIND	TYPE	RESOURCE OR NAME IDENTIFIER	ST/ TF	6. ORDER REQUEST NUMBER	7. DATE/TIME CHECK-IN	8. LEADER'S NAME	9. TOTAL NO. PERSONNEL	10. INCIDENT CONTACT INFORMATION	11. HOME (BASE) UNIT OR AGENCY	12. DEPARTURE POINT, DATE/TIME	13. METHOD OF TRAVEL	14. INCIDENT ASSIGNMENT (LOCATION)	15. OTHER QUALIFICATIONS	16. DATA SENT TO RESOURCES UNIT

17. PREPARED BY: Name: ___	Position/Title: ___	Signature: ___	Date/Time: ___

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CHECK-IN LIST   ICS 211-CG (Rev 04/15)

Check-In List (ICS 211-CG)

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: Crew/Team Card – Green
- 219-3: Engine Card – Rose
- 219-4: Helicopter Card – Blue
- 219-5: Personnel Card – White
- 219-6: Fixed-Wing Card – 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 8½ x 14 (legal size) or 11 x 17 chart.
- Use reverse side of form for remarks or comments.
- 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 to confirm resource orders.

Item #	Item Title	Instructions
1.	Incident Name	Enter the name assigned to the incident.
2.	Incident Number	Enter Number assigned to incident (if assigned).
3.	Check-In Location	Check appropriate box and enter the check-in location for the incident. Indicate specific information regarding the locations under each checkbox. ICP is for the Incident Command Post.
4.	Start Date/Time	Enter the date (month/day/year) and time (using the 24-hour clock) that the form was started.
5.	List resource by format	Enter the following information for resources:
	State	List the home **state** for the resource
	Agency	List **agency** name (or designator), e.g. USCG, NYPD, etc.
	Category	List resource **category** based on NIMS, discipline or jurisdiction guidance (e.g. FF= Firefighting, SK = Skimmer, AM = Ambulance, LE = Law Enforcement, VT = Vacuum Truck, CB = Crew boat, DB = Deck Barge, OWB = Oil Work Boat, SAR = Search and Rescue, TV = Tank Vessel, HAZ = Hazmat, SCAT = Shoreline Cleanup Assessment Team, SERT = Salvage Engineering Response Team)
	Kind	List the resource **kind** based on NIMS, discipline or jurisdiction guidance (e.g. O = Overhead personnel, C=Crew, A=Aircraft , H=Helicopter, VL =vessel, VH = vehicle, EQ=Equipment, E = Engine, S=Supplies).
	Type	List the resource **type** based on NIMS, discipline or jurisdiction guidance (Not typically used by the USCG)
	Resource Name or	Enter the resource **name** or unique identifier. If it is Strike Team or Task Force,

	Identifier	list the unique identifier (if used) on a single line with the Strike Team or Task Force component resources listed on the following lines.
	ST or TF	Use to indicate whether the resource is part of a Strike Team or Task force.
6.	Order Request #	Enter Order Request Number assigned by the agency.
7.	Date/Time Check-In	Enter dates (month/day/year) and time of check-in (24-hr clock) to the incident.
8.	Leader's Name	For requipment – enter operators name. For ST or TF – enter Leader's name. Leave blank for single resource personnel (overhead).
9.	Total Number of Personnel	Enter total number of personnel assigned to the resource. Include leaders
10.	Incident Contact Information	Enter available contact information (e.g. radio frequency, cell phone number, etc.) for the incident
11.	Home (Base) Unit or Agency	Enter the home unit or agency to which the resource or individual is normally assigned (may not be departure location).
12.	Departure Point, Date and Time	Enter the location from which the resource or individual departed for this incident. Enter the departure time using the 24-hour clock.
13.	Method of Travel	Enter the means of travel the individual used to bring himself/herself to the incident (e.g., bus, truck, engine, personal vehicle, etc.)
14.	Incident Assignment (Location)	Enter the incident assignment at time of dispatch.
15.	Other Qualifications	Enter additional duties (ICS positions) pertinent to the incident that the resource/individual is qualified to perform. Note that resources should not be reassigned on the incident without going through the established ordering process. This data may be useful when resources are demobilized and remobilized for another incident
16.	Data Sent to Resources Unit	Enter the date and time that the information pertaining to that entry was transmitted to the Resources Unit, and the initials of the person who transmitted the information
17.	Prepared by	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock)