Check-in Sheet
Incident Command Post

☐ 1. Complete check-in at front entrance.
- ☐ Provide identification.
- ☐ Sign in
- ☐ Receive initial position assignment and name tag/credential.
- ☐ Obtain overview of Incident Command Post (ICP) layout

☐ 2. Receive initial site safety brief for ICP, and/or sign off on ICP safety plan (attached).
- ☐ Identify evacuation muster area.
- ☐ Identify evacuation signal/alert
- ☐ Identify evacuation routes from assigned work area including closest exit.
- ☐ Identify location of first aid station
- ☐ Identify location of closest fire extinguisher.
- ☐ Identify location of closest AED.

☐ 3. Review Common Responsibilities in the IMH. (Chapter 2)

☐ 4. Review Situation Status Board and/or receive incident overview from Situation Unit.
- ☐ Review ICS 201 form and/or current situation, incident objectives, priorities, weather, trajectories, resource status, common operational picture (COP), and critical incident reporting requirements.
- ☐ Review any additional information on Situation Status Display.

☐ 5. Review plans (attached) and/or obtain brief on information flow and internal messaging processes in the ICP from Comms Unit.

☐ 6. Review plans (attached) and/or obtain brief on Resource Ordering forms and process from Logistics Section

☐ 7. Obtain brief on your position assignment within the Incident Command System
- ☐ Gain understanding of work processes within your Section/Unit from your supervisor.
- ☐ Obtain a briefing from the person you are relieving (if appropriate).
- ☐ Review position responsibilities in the Incident Management Handbook and position specific job aids.
- ☐ Set up assigned work area to maximize efficiency and work flow

☐ 8. Obtain administrative tools and supplies from Logistics including:
- ☐ WIFI passwords, printers/networks access, and other required information.
- ☐ Sign for any assigned equipment (e.g. phones)
- ☐ Ensure assigned equipment is operational prior to each work period.

☐ 9. Resolve any remaining incident specific issues or questions related to checking into the ICP:
- ☐ parking
- ☐ meals
- ☐ lodging/berthing
- ☐ transportation

[Type text]
Printed Name _____ Agency/Organization: _____

Signature: _____ Date/time of Check-in Sheet Completion _____