

## Instructions completing the ICS 211 form for BFCP sign-in/check-in

Person completing form shall complete the form by following the corresponding numbers:

Form shall be completed by "printing" clearly.

Check the "personnel" box to indicate what resources are signing in on the document.

- 1: **Incident Name:** Incident Name (if a meeting, title of meeting "BFCP General Meeting," "BFCP ACS Meeting," etc. – if training, title of the training "CERT Class," etc. – if a drill or exercise, name of drill or exercise – if an event, name of event "Fire Service Day," etc.)
- 2: **Check-in Location:** If one of the locations applies, check the box, if none of them apply, leave blank.
- 3: **Date/Time:** Date & Time of the meeting/training/exercise/drill/event
- 4: **List Personnel:** Under the "4" column, indicate BFCP in the Agency sub-column, check the "Single" box and indicate first & last name in "I.D. No./Name" sub-column.
- 5: **Order request Number:** Leave blank
- 6: **Date/Time Check-in:** Check-in time (date is not needed if same as form date)
- 7: **Leader's Name:** Indicate team leaders last name if assigned to a specific team.
- 8: **Total No. Personnel:** Unless a team leader with personnel assigned to them, this should be 1 person
- 9: **Home Base:** List BRK here, BRK is the three letter designator for Burbank Fire Department, and since BFCP resides within Burbank Fire, we will list as our home base.
10. **Departure Point:** Leave blank.
11. **Method of Travel:** List method of travel (i.e. veh for vehicle, foot for walking, air for flying, etc.)
12. **Incident Assignment:** If individual has a specific assignment, list here (i.e. CERT team 1, BFCP Group Sup, etc.)
13. **Other Qualifications:** Indicate any special skills (i.e. EMT, First Aid, CPR, HAM, etc.)
14. **Send to RESTAT:** If filling out T-cards for the individuals, indicate the time you send that individuals T-card to RESTAT.

Use additional pages as needed (indicate Page \_\_ of \_\_ ) in bottom left side. All completed forms are to be given to the BFCP Branch Director, Group Supervisor, Team Leader or person leading the event or meeting.