

# RACES / ARES / Public Service Instructions for Check-In List Personnel (ICS Form 211Ap-AR)

**Note:**

This form is to be used for personnel check-in and check-out only.  
The RACES BLMRS, T-Card or other tracking card will be used to track individuals' resource type(s), assignment(s) and contact information.

**Purpose:** This form is used to log individuals checking 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 personnel that have reported to the Incident or Event.

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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. **Name & Call** Enter the name and call sign of individual checking in.
5. **Unit #** Enter individual's unit number if applicable.
6. **Agency** Enter agency (RACES, ARES, Satern, MARS, CERT, etc.)
7. **Time In** Enter the time the individual checks in. (24-hour clock)
8. **Time Out** Enter the time the individual checks out. (24-hour clock)
9. **Hours** Enter the number of hours individual on duty.
10. **Remarks** Self explanatory.
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.