

Personnel Tracking Specialist Checklist

Instructions: The checklist below presents the minimum requirements for the position. Note that some items are one-time actions, while others are ongoing or repetitive throughout the incident. Not all tasks may apply to every incident and additional tasks may be assigned during an incident.

Activities to be completed	Complete	NA
<i>Within the First Operational Period</i>		
1. Receive initial briefing and immediate priorities from Resource Unit Leader (RESL)		
2. Check-in with Resource Unit.		
3. Activate unit staff.		
4. Co-locate work location with the Staffing Unit.		
5. Assist RESL with development of Check-in procedures.		
6. Establish check-in and check-out points for personnel using the ESF8 Incident Check-in List.		
<i>Each Operational Period</i>		
1. Develop an ICS 203 Incident Assignment List.		
2. Develop an ICS 207 Incident Organization Chart		
3. Submit daily ICS 203 and 207 to Planning Section Coordinator (PSC) by 0700 for inclusion with the Incident Action Plan.		
4. Participate in Resource Status Meeting each operational period.		
5. Track all incident personnel from Check-in through Check-out to include: <ul style="list-style-type: none"> • Operational Status • Work Location • Lodging Location • Deployment Period • Daily Check-in Status 		
6. Immediately notify RESL of any lost or un-accounted for personnel.		
7. Collect incident check-in lists (ICS 211) and reconcile with ICS 203.		
8. Provide a daily written resource status report to RESL as directed.		
9. Update EM Constellation Missions with personnel check-in and check-out information.		
10. Notify Demobilization Unit of safe return of staff who have checked-out		
11. Attempt to contact staff who have not checked in / out within 1 hour of the expected check-in/ out time to verify status.		
12. Immediately notify RESL of staff who can not be reached for check-in/ check-out.		
13. Provide report to RESL regarding completion of any incident objectives.		
14. Save incident documentation in established incident file on z drive.		
<i>Upon Demobilization</i>		
1. Complete demobilization paperwork		
2. Provide information for after-action report		
3. Check-out with resource Unit		
4. Assure incident archive includes all: <ul style="list-style-type: none"> • Organizational Assignment Lists (203s) • Sign In Sheets (ICS 211) • Incident Organization Charts (ICS 207) 		