

PERSONNEL CHECK IN	VMS 211 Rev 9/25/05
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This form provides accountability for ACPH-VMS personnel reporting to duty. A VMS-211 is completed for each operational period

VMS PLANS
Distribution to Admin/Finance Chief

1. INCIDENT NAME:	2. DATE/TIME PREPARED:	3. OPERATIONAL PERIOD:
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CHECK-IN INFORMATION

4. List ACPH-VMS Staff by Name & Position	5. List all updated contact numbers	6. List time in and time out
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Name	Position	Contact Numbers	Time In	Time Out
		C H P:		
		C H P:		
		C H P:		
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**Instructions for:
VMS 211 – Personnel Check-in**

This form provides accountability for ACPH-VMS personnel reporting to duty, and they report to the Plans location to document their arrival. ACPH-VMS Plans is responsible for the completion of this form, and a separate VMS-211 is developed and archived for each operational period. It is forwarded to ACPH-VMS Finance/Admin for documentation. For any section which requires more rows, these may be added electronically before completing the form (“insert rows”).

- ? *Section 1: Document the name given by ICS/IMS management to the name of the incident.*
- ? *Section 2: Document the time and date the 211 is being prepared.*
- ? *Section 3: Document the operational period the 211 applies to. For instance, if operating on a 12 hour cycle, then put 0700-1900 or 1900-0700 as appropriate. If operating on a 24 hour cycle, then 0700-0700 as appropriate.*
- ? *Section 4: List VMS personnel by name and by VMS position (if known).*
- ? *Section 5: List contact information for VMS personnel (c= cell, h=home, p=pager).*
- ? *Section 6: Document reporting time and relief time for each VMS member.*
- ? *Section 7: list page number*
- ? *Section 8: List name and signature of individual preparing VMS 211 form.*