

FOR OFFICIAL USE ONLY

Incident Action Plan EOC Contact List		1. Incident Number / Name:		2. Operational Period (Date / Time):		3. Date / Time Prepared:	
				From: To:			
EOC PERSONNEL INFORMATION							
4. Position	5. Name	6. Phone	7. Pager	8. Email			
9. Prepared By:				10. Approved By: (EOC Director)			

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CHECK IN LIST Personnel (SCAF 205EOC)

Special Note: This form is used for EOC personnel contact information only.

Purpose: Personnel arriving at the EOC will be checked in at the secure entrance. Check-in consists of reporting specific information that is recorded on the form.

Preparation: The Contact List is initiated inside of the EOC. A manager at this location will record the information and give it to the EOC Director as soon as possible.

Distribution: Contact Lists are provided to the EOC Director and all station personnel within the EOC. The EOC Director maintains a master list of all EOC personnel that have reported to the EOC.

NOTE: All completed original forms **MUST** be given to the Documentation Unit.

Item #	Item Title	Instructions
1.	Incident Number/Name	Enter the number and/or name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies. Record the start and ending date and time.
3.	Date / Time Prepared	Enter the date and time that the list was completed.
4.	Position	Enter the position within the EOC that the individual fills.
5.	Name	Enter the name of the individual.
6.	Phone	Enter the EOC Phone number of the individual.
7.	Pager	Enter the pager number for the individual.
8.	Email	Enter the Email address for the individual.
9.	Prepared By Date / Time	Enter name and title of the person preparing the form. Enter date (month, day, year) and time prepared (24-hour clock)
10.	Approved By: Date / Time	Enter date (month, day, year) and time (24-hour clock) the form is approved by the EOC Director.

Due to the compilation of potentially sensitive data, this form is marked FOR OFFICIAL USE ONLY (FOUO). Also, this information may be exempt under the provisions of the Freedom of Information Act, 5 U.S.C. § 552. As such, anyone wishing to disseminate this document outside of the Amateur Radio Emergency Service should contact the Emergency Coordinator for disclosure review.