Personnel Resources

DATE:		PERSON REPORTING:							PAGE #:	
CHECK IN TIME	CHECK OUT TIME	NAME	CONTACT (CELL #)	PREFERRED ASSIGNMENT(S)				SKILLS (EMT, NURSE, HAM OP)	TEAM ASSIGNMENT	TIME ASSIGNED
				ADMIN	MED	SAR	LOGIS			

Have people sign in and mark their preferred assignment and skills. When you assign someone a team, add team assignment and enter the time assigned. When someone returns from assignment, draw a line through their name and all boxes and have the person sign in again. Remember to check how long people have been assigned and who hasn't been assigned yet.