

Emergency Operation Plan

Addendum M: Sign-in Sheet

Description

The Sign-in Sheet is used to keep a record of all persons in the meeting space (e.g., EOC, President's boardroom, etc.) at any time. The purpose of this log is to assist with recreating the event for after action reviews after response operations have concluded. A sign-in sheet should be used both in the EOC and in meeting space for the Policy Group as well.

Each individual must sign in and out immediately upon entering and exiting the meeting space.

The Resource Section will be responsible for ensuring that all persons have signed in and out. At the conclusion of response operations, the Planning Section will collect and maintain the sign-in sheet and along with all other incident documentation.

Instructions

1. Provide the name of the event.
2. Provide the location of the meeting space.
3. Provide the name of the individual entering the meeting space in the box below.
4. Provide the name of the individual's campus unit or agency.
5. Provide the date and time the individual entered the meeting space.
6. Provide the date and time the individual exited the meeting space.

