Check a Group Member In or Out

During an incident, use the check in and check out features to ensure command staff and participants know whether individuals in the labor pool have arrived at the incident, are available, and are ready for an assignment.

To check a group member in

1. On the *Incident Dashboard*, click the **ICS Chart** tab. The *ICS Chart* page opens.
2. On the left, click **Labor Pool** or one of its subgroups.
3. On the right, click the **Group members** drawer.
4. Near the top of the drawer, click **Not Checked In**.
5. For each group member you want to check in, select the check box next to their name.
6. Click **Check In / Change Status**.
7. In the *Change Status* window, select **Check In**.
8. If appropriate, enter a comment.
9. Click **Save**.

To check a group member out

1. On the *Incident Dashboard*, click the **ICS Chart** tab. The *ICS Chart* page opens.
2. On the left, click **Labor Pool** or one of its subgroups.
3. On the right, click the **Group members** drawer.
4. Near the top of the drawer, click **Checked In**.
5. For each group member you want to check out, select the check box next to their name.
6. Click **Check In / Change Status**.
7. In the *Change Status* window, select **Check Out**.
8. If appropriate, enter a comment.
9. Click **Save**.

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