# PERSONNEL RESOURCES

| DATE: | TIME: |
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| CERT VOLUNTEER COMPLETES THIS SECTION **PRINT NAME AND TIME IN** | | | CERT VOLUNTEER SKILL SELF-ASSESSMENT **(Mark 1 - 3)** (1 = basic, 3 = advanced) | | | | |
|---|---|---|---|---|---|---|---|
| **NAME** | **TIME IN** | **TIME ASSIGNED** | **FIRE** | **MEDICAL** | **US&R** | **DOCUMENTATION** | **OTHER** |
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FOR USE BY LOGISTICS AND STAGING

Have people sign in and mark their special skills (1-3). When you assign someone to a team, circle that team's box next to their name and enter the time assigned. When someone returns from an assignment, draw a line through their names and all boxes and have the person sign in again. When someone leave the staging area FOR GOOD, remember to draw a line through their name. Remember to check how long people have been assigned and who hasn't been assigned yet.