PERSONNEL RESOURCES

DATE:	PERSON REPORTING:	PAGE #:

PRINT NAME AND TIME IN			SKILL SPECIALTY RANK FROM 1-5 OR PRINT "NO"					
NAME	TIME IN	TIME ASSIGNED	FIRE	MEDICAL	S&R	TRANSPORT	DOCUMENT	OTHER

Have people sign in and mark their special skills. 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 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.