

## HICS 252 - SECTION PERSONNEL TIME SHEET

<b>1. Incident Name</b>	<b>2. Operational Period (# )</b> DATE: FROM: _____ TO: _____ TIME: FROM: _____ TO: _____
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**3. Time Record**

#	EMPLOYEE (E) VOLUNTEER (V) NAME (PRINT)	E / V	EMPLOYEE NUMBER	RESPONSE FUNCTION SECTION / ASSIGNMENT	DATE / TIME IN	DATE / TIME OUT	TOTAL HOURS	SIGNATURE (TO VERIFY TIMES)
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

<b>4. Prepared by</b>	PRINT NAME: _____	SIGNATURE: _____
	DATE/TIME: _____	FACILITY: _____



**Purpose:** Record each section's personnel time and activities  
**Origination:** Hospital Incident Management Team (HIMT) personnel as directed by Incident Commander or Section Chief  
**Copies to:** Time Unit Leader

## HICS 252 - SECTION PERSONNEL TIME SHEET

- PURPOSE:** The HICS 252 - Personnel Time Sheet is used to record each section's personnel time and activities.
- ORIGINATION:** Section Chiefs are responsible for ensuring that personnel complete the form.
- COPIES TO:** Provided to the Finance/Administration Section Time Unit Leader every 12 hours or every operational period (as directed by the Incident Commander). A copy is given to the Documentation Unit Leader.
- NOTES:** If additional pages are needed, use a blank HICS 252 and repaginate as needed. Additions may be made to the form to meet the organization's needs.

NUMBER	TITLE	INSTRUCTIONS
1	<b>Incident Name</b>	Enter the name assigned to the incident.
2	<b>Operational Period</b>	Enter the start date (m/d/y) and time (24-hour clock) and end date and time for the operational period to which the form applies.
3	<b>Time Record</b>	
	<b>Employee (E) / Volunteer (V) Name (Print)</b>	Print the full name of the personnel assigned.
	<b>E / V</b>	Enter employee (E) or volunteer (V).
	<b>Employee Number</b>	If employee of the organization, fill in employee number.
	<b>Response Function Section / Assignment</b>	Enter assignment being assumed.
	<b>Date / Time In</b>	Enter time started in assignment.
	<b>Date / Time Out</b>	Enter time ended in assignment.
	<b>Total Hours</b>	Enter total number of hours in assignment.
	<b>Signature</b>	Employee/volunteer signature verifying that times are correct.
4	<b>Prepared by</b>	Enter the name and signature of the person preparing the form. Enter date (m/d/y), time prepared (24-hour clock), and facility.