

# Responder Check-In Instructions

**Responders must notify the State ESF-8 Resource Unit at (850) 545-0223:**

- When you leave your home base to depart for your assignment.
- Every four (4) hours while enroute to your assignment.
- Immediately upon any accident, breakdown or significant delay.
- Upon arrival at your assignment.
- Team leaders may report for the entire team.**

**Responders must check-in daily by responding to a text message sent to your smart phone.**

**ReadyOp** Powered by **ReadyOp**

### Responder Tracking Form

Use this link to report your status and current location for safety and accountability.

**Responder Name**  
First:  Last:

**Team Name**

Select the option that best reflects your current status.

- I am standing-by for deployment.
- I am en route to destination.
- I have arrived on-scene.
- I remain on-scene and operational.
- I am demobilized and enroute home.
- I have arrived home safely.

**Time** (Click the Clock Icon to Auto-Populate)  HH :  MM AM

**Date** (Click the Clock Icon to Auto-Populate)  MM /  DD /  YYYY

Select "Get Position" or "Enter Location"

or

**Notes**

Please complete the entire form.

Check the appropriate option describing your current status.

Click the **Time** and **Date** icons to auto-populate the time and date.

Click the **Get Position** button to indicate your location.

Thank you.

**Responders must notify the State ESF-8 Resource Unit at (850) 545-0223:**

- When you leave your assignment to depart for your home base.
- Every four (4) hours while enroute to your home base.
- Immediately upon any accident, breakdown or significant delay.
- Upon arrival at your home base.
- Responders must report their safe arrival home individually.**