

HICS 252 - SECTION PERSONNEL TIME SHEET

1. Incident Name St Elsewhere Loss of Water				2. Operational Period (# 1) DATE: FROM: 19-DEC-2019 TO: 19-DEC-2019 TIME: FROM: 0800 TO: 1200				
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	Walt Disney	E	123456	Command – PIO	12/19/19 0805	12/19/19 1930	11.5	<i>Walt Disney</i>
2	Elvis Presley	E	789101	Command – Liaison	12/19/19 - 0810	12/19/19 1930	11.25	<i>Elvis Presley</i>
3	Sandra Day O'Connor	E	121314	Command – Safety Officer	12/19/19 0802	12/19/19 1945	11.75	<i>Sandra Day O'Connor</i>
4	Louisa May Alcott	E	151617	Command – Incident Commander	12/19/19 0807	12/19/19 2000	12	<i>Louisa May Alcott</i>
5	Abraham Lincoln	E	181920	Command – Medical Technical Specialist	12/19/19 0820	12/19/19 1900	10.75	<i>Abraham Lincoln</i>
6								
7								
8								
4. Prepared by								
			PRINT NAME: Alex Trebek			SIGNATURE: <i>Alex Trebeck</i>		
			DATE/TIME: 19-DEC-19			FACILITY: St. Elsewhere		



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