

# CHECK-IN LOG

[illegible]

## How to use this log:

- 1. Write name or description:** On the line, put their name, OR clothing, OR license plate digits
- 2. When they go IN:** Write time under "In" & check ☒ Inside
- 3. When they come OUT:** Write the time under "Out" & check ☒ Outside
- 4. If DETAINED:** Call their emergency contact, check ☒ Detained, leave OUT blank  
+ Call VWN (559-206-0151). Give "If Detained" sheet to family if present.
- 5. End of shift:** Tell next team: "These people are still inside...."
- 6. End of day:** Drop all pages in office mail slot (check email for address)