

# Demobilization Unit Leader Checklist

*Responsible for the orderly, safe and efficient release of resources from an incident as well as initiating data collection for the after action process.*

**Instructions:** The checklist below presents the minimum requirements for the position. Note that some items are one-time actions, while others are ongoing or repetitive throughout the incident. Not all tasks may apply to every incident and additional tasks may be assigned during an incident.

Activities to be completed	Complete	NA
<i>Within the First Two Operational Periods</i>		
1. Receive initial briefing and immediate priorities from Planning Section Coordinator (PSC).		
2. Obtain a list of activated staff members from the Resource Unit.		
3. Obtain the telephone number assigned to the Resource Unit to include in demobilization paperwork.		
4. Establish the Demobilization Tracking Sheet.		
5. Review existing demobilization plan template/forms and update if necessary.		
6. Test the link to the online survey tool to track participant feedback.		
7. Finalize Demobilization Plan and provide to PSC for approval.		
8. Once approved by PSC and Emergency Coordination Officer (ECO), obtain all required signatures. Scan the signed plan and store in incident file.		
9. Provide PSC with approved Demobilization Plan for dissemination from the Planning Mailbox to the State ESF8 Event DL.		
10. Post the approved Demobilization Plan to EM Constellation as an information message.		
11. Obtain the People First charge object code assigned for this incident from Finance and Admin Section.		
<i>Each Operational Period</i>		
1. Sign-in/out at the beginning and ending of shift.		
2. Monitor workload and expand/contract staffing if necessary.		
3. Participate in Planning Section Meeting.		
4. Obtain updated lists of activated staff from Resource Unit.		
5. Obtain completed tentative release information from PSC and complete Tentative Release Form.		
6. Provide Staffing, Resource, and Mission Units with approved Tentative Release Forms.		
7. Develop and disseminate (via the Planning Mailbox) a personalized 221 for each staff member scheduled for demobilization. Add People's First code and Resource Unit contact number.		
8. Maintain Demobilization Tracking Sheet– reconcile with Resource Unit.		
9. Review and approve completed 221 Forms.		
10. Collect all completed demobilization forms.		
11. Update EM Constellation missions when resources are demobilized.		
12. Provide to the Resource Unit, the estimated time of arrival and contact information for resources returning to home base.		
13. Provide assistance to Resource Unit as demobilization workload permits.		
14. Coordinate with the PSC and Resource Unit to develop contingency plans for emergency demobilization of field personnel, as needed for responder safety.		
15. Save incident documentation in established incident file on z drive.		
<i>Upon Demobilization</i>		
1. De-activate Demobilization Unit personnel.		
2. Complete evaluations for direct reports.		
3. Complete demobilization paperwork.		

Activities to be completed	Complete	NA
4. Provide information for after-action report.		
5. Assure incident archive includes all any documents developed by Demobilization Unit.		
6. Return any equipment issued during activation.		
7. Clean up work space before departure.		