

DEMOBILIZATION UNIT LEADER

Mission: Develop and coordinate an Incident Demobilization Plan that includes specific instructions for all staff and resources that will require demobilization.

Date: _____ Start: _____ End: _____ Position Assigned to: _____ Initial: _____

Position Reports to: Planning Section Chief Signature: _____

Hospital Command Center (HCC) Location: _____ Telephone: _____

Fax: _____ Other Contact Info: _____ Radio Title: _____

Immediate (Operational Period 0-2 Hours)	Time	Initial
Receive appointment and briefing from the Planning Section Chief.		
Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.		
Notify your usual supervisor of your HICS assignment.		
Establish initial contact with all Section Chiefs to obtain status of events and begin discussions about resources and personnel can be demobilized and when.		
Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.		
Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
Monitor incident response activities and needs. Regularly meet with all Section Chiefs and staff to maintain information regarding changes in their resource needs.		
Attend Incident Action Planning meetings and briefings.		
Continually update a consolidated Incident demobilization plan until a final version is prepared for approval.		

Extended (Operational Period Beyond 12 Hours)	Time	Initial
Continue to meet regularly with the Planning Section Chief for status reports.		
Continue to assess the status of the incident and recommend deactivation of positions and personnel as the magnitude of the incident decreases.		
Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.		
Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to appropriate Employee Health & Well Being Unit Leader. Provide for staff rest periods and relief.		
Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.		

Demobilization/System Recovery	Time	Initial
Continue to assess the status of the incident and recommend to Section Chiefs and Command the deactivation of positions and personnel as the magnitude of the incident decreases.		
Submit incident demobilization plan(s) to the Planning Section Chief for approval. Upon approval, distribute copies to all Section Chiefs.		
Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Planning Section Chief.		
Upon deactivation, brief the Planning Section Chief on current problems, outstanding issues, and follow-up requirements.		
Submit comments to the Planning Section Chief for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> • Review of pertinent position descriptions and operational checklists • Recommendations for procedure changes • Section accomplishments and issues 		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

Documents/Tools
<ul style="list-style-type: none"> • Incident Action Plan • HICS Form 207 – Incident Management Team Chart • HICS Form 213 – Incident Message Form • HICS Form 214 – Operational Log • Hospital emergency operations plan • Hospital organization chart • Hospital telephone directory • Radio/satellite phone