DEMOBILIZATION UNIT LEADER JOB AID

Position:  Demobilization Unit Leader

Section:  Planning Section

Mission:
To prepare the demobilization plan and to assist incident sections/units in ensuring orderly, safe, and cost effective removal of personnel and equipment from the incident.

Duties:
- Obtain briefing from Planning Section Chief.
- Review incident resource records (ICS Briefing Form 201, Check-in List Form 211, and T-cards Form 219) to determine probable size of demobilization effort.
- Obtain incident command objectives, priorities, and constraints on demobilization.
- Meet with agency representatives.
- Obtain identification and description of surplus resources, and probable release times.
- Evaluate incident logistics and transportation capabilities to support the demobilization effort.
- Prepare Demobilization Plan.
- Obtain approval of Demobilization Plan.
- Distribute the Demobilization Plan and ensure that all sections/units understand their responsibilities within it.
- Monitor implementation of Demobilization Plan.
- Assist in the coordination of Demobilization Plan.
- Brief Planning Section Chief on progress of demobilization.
- Complete all records prior to departure.
- Maintain unit log (ICS form 214).