

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).
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