

## DEMOBILIZATION UNIT LEADER JOB AID

**Position:** Demobilization Unit Leader

**Section:** Planning Section

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**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.

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**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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