

****DEMOBILIZATION CHECKLIST****

Mission Number:

#### GENERAL INFORMATION

[ ]  The A-Team will facilitate all resource releases from an incident after obtaining concurrence from the International Coordination Group (ICG).

[ ]  The A-Team will coordinate its release with the respective State/Province’s PNEMA Designated Contact.

[ ]  Resources will be released after the agreed upon tour of duty, or at such time that the Requesting State/Province Emergency Operations Center (EOC) determines a resource is surplus to current missions.

[ ]  Demobilization activities will be coordinated with the Requesting State/Province EOC and the A-Team.

[ ]  Resources will not be released unless alternate arrangements are approved.

[ ]  No resources will demobilize until authorized to do so by the Requesting State/Province.

[ ]  The A-Team will evaluate and coordinate transportation requirements with the State/Provincial EOC.

[ ]  The ICG shall authorize release of an A-Team and return this function back over to the Requesting State/Province.

#### GENERAL GUIDELINES APPLYING PNEMA RESOURCES BEFORE LEAVING THE REQUESTING STATE/PROVINCE

 [ ]  No resource will be release without the approval of the A-Team.

 [ ]  No resources will be released without having a minimum of eight (8) hours off-shift for R&R, unless specifically approved in advance by the A-Team.

 [ ]  All resources must be able to return to their home duty station prior to 2200 hours (10:00 p.m.) unless specifically approved in advance by the A-Team.

 [ ]  The A-Team will attempt to debrief all personnel assigned to the incident prior to departure. The debriefing will include:

 [ ]  Confirmation of travel arrangements.

 [ ]  Review of individual responsibilities for demobilization.

[ ]  Ensuring any issued equipment for the incident is returned and all documentation is completed and submitted as required.

#### COMMON RESPONSIBILITIES

 [ ]  Safety of all personnel is paramount during demobilization.

 [ ]  All personnel shall follow the procedures established in the PNEMA Operations Manual and set forth in this checklist.

 [ ]  The PNEMA Personnel Demobilization Form and all other even required documents (i.e. ICS Form 221) should be used to demobilize personnel and redeploy back to their home duty station.

#### THE A-TEAM SHALL

 [ ]  Approve demobilization plans.

 [ ]  Ensure coordination and reporting of, demobilization activities with federal authorities and other member state of the Arrangement.

 [ ]  Prepare and execute demobilization plan in coordination with Requesting State/Province authorities.

 [ ]  Submit proposed release of resources for ICG approval.

 [ ]  Debrief all PNEMA personnel prior to release.

 [ ]  Use Personnel Demobilization Form and review other PNEMA documents (Personnel Information Form, REQ-As, etc.) to ensure all resources are accounted for and properly demobilized.

 [ ]  Post final Situation Report, with the ICG will approval from the ICG, to close out operations prior to departure.

 [ ]  Debrief Requesting State/Province personnel, complete and submit all demobilization documents and return PNEMA operations over to Requesting State/Province with approval from the ICG.

 [ ]  Gather all hard copy and electronic PNEMA documents and mission records and ensure they are sent to the ICG.

#### ALL DEPLOYED PERSONNEL AND RESOURCES SHALL

[ ]  Make contact with A-Team for debriefing and other demobilization instructions as necessary.

[ ]  Advise the A-Team of method of travel, point of departure, destination, and estimated time of arrival at home station.

[ ]  Return any equipment check out for use during the deployment.

[ ]  Submit any documentation as needed or requested by the A-Team and the Requesting State/Province.

[ ]  Notify the A-Team, Requesting State/Province of safe arrival at home station upon return.

[ ]  Complete and submit a brief trip report with lessons learned and recommendations to the ICG upon arrival at home station.