

****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.