



DEMOBILIZATION CHECKLIST

General Information

- ☐ Resources will be released after the agreed upon tour of duty, or at such time that the requesting Jurisdiction's Emergency Operations Center (EOC) determines a resource is surplus to current missions.
- ☐ Demobilization activities will be coordinated with the Requesting Jurisdiction EOC contact.
- ☐ Resources will not be released unless alternate arrangements are approved.
- ☐ No resources will de-mobilize until authorized to do so by the requesting Jurisdiction.

General guidelines before leaving the Requesting Jurisdiction:

- ☐ 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 (10:00PM) unless specifically approved in advance.
- ☐ The Requesting Jurisdiction will attempt to debrief all personnel assigned to the incident prior to departure. The de-briefing 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 WAMAS Operations Manual and set forth in this checklist.
- ☐ The WAMAS Personnel Demobilization Form and all other event required documents should be used to demobilize personnel and redeploy back to their home duty station.

WAMAS DE-MOBILIZATION CHECKLIST

The Requesting Jurisdiction Shall:

- ☐ Approve demobilization plans.
- ☐ Ensure coordination, and reporting of, demobilization activities with federal authorities and other member Jurisdictions of the System.
- ☐ Prepare and execute demobilization plan in coordination with Requesting Jurisdiction authorities.
- ☐ Debrief all WAMAS personnel prior to release.
- ☐ Use Personnel Demobilization Form and review other WAMAS documents (Personnel Information Form, Work Schedule Form, REQ-As, etc) to ensure all resources are accounted for and properly demobilized.
- ☐ Fully brief/debrief replacement staff of the resource and WAMAS operations status.
- ☐ Post final Situation Report as directed and other close out operations prior to departure as requested by the Requesting Jurisdiction.
- ☐ Debrief Requesting Jurisdiction personnel, complete and submit all demobilization documents.
- ☐ Return WAMAS operations over to Requesting Jurisdiction.
- ☐ Gather all hard copy and electronic WAMAS documents and mission records and ensure copies are available to the Requesting and Responding Jurisdictions upon request.

All Responding Personnel and/or Resources shall:

- ☐ Maintain contact with Requesting Jurisdiction Point of Contact for debriefing and other demobilization instructions as necessary.
- ☐ Inform Requesting Jurisdiction and Responding Jurisdiction of method of travel, point of departure, destination and estimated time of arrival at home station.
- ☐ Return any equipment checked out for use during deployment.
- ☐ Submit any documentation as needed or requested.
- ☐ Notify the Requesting Jurisdiction and Responding Jurisdiction of safe arrival at home station upon return.