



Demobilization Unit Leader Responsibilities:

Responsibilities:

Reviews the EOC Common Responsibilities Checklist
Develops the EOC Demobilization Plan
Recognizes the indicators to begin demobilization
Coordinates with EOC Management and General staff to ensure an orderly release of resources

Reports to:

EM Director/EM Manager

Supervises:

Demobilization Specialists

Activation Phase:

- Maintain an overall vision of safety during all processes.
- Initiates position log in WEBEOC
- Receives assignment and briefing from EOC Planning Section Chief
- Recommends staffing levels needed within unit and requests support

Operational Phase:

- Maintains position log in WEBEOC
- Coordinates with EOC personnel to identify key indicators that incident is transitioning to demobilization phase:
 - o No new resources ordered
 - o End of the incident is in sight
 - o There are unassigned resources
- Develops an EOC Demobilization Plan detailing specific responsibilities and release priorities and procedures; submits for approval
- Coordinates demobilization with EOC personnel
- Monitors ongoing resource needs, consults with EOC personnel to identify surplus resources and track probable release time
- Evaluates logistics and transportation capabilities to support demobilization
- Establishes communications with off-site incident facilities
- Distributes approved EOC Demobilization Plan

Demobilization Phase:

- Ensures any open actions are assigned to appropriate staff
- Provides all final documentation to the Documentation Unit Leader
- Ensures implementation of EOC Demobilization Plan

- Briefs EOC Planning Section Chief on demobilization progress
- Ensures that EOC is restored to state of readiness

Unique Resources:

N/A