
Demobilization Annex

CHECKLIST FOR ALL DISASTERS

(There is no set order to these checklist items.)

Started/Completed

Notes

Before an Emergency

- Check to make sure forms and supplies in the EOC are up to date and available.

During an Emergency

Respond to the Emergency Operations Center, if activated.

- While in the EOC, identify yourself according to EOC Standard Operating Procedures.

Maintain an Activity Log.

- Obtain a briefing from the Planning Section Chief.

- Review disaster resource records to determine the demobilization effort.

- Obtain identification and description of surplus resources and determine a probable release time.

- Meet with Section Chiefs and assisting agencies to determine what demobilization help they may need.

Demobilization Annex

CHECKLIST FOR ALL DISASTERS, continued

Started/Completed

Notes

- Prepare a Demobilization Plan to include the following:
 - Demobilization procedure.
 - Responsibilities.
 - Release priority and procedures
- Prepare directories, maps, telephone numbers, and instructions as appropriate
- Obtain approval of Demobilization Plan.
- Distribute the Demobilization Plan to each Section Chief and assisting agency.
- Coordinate the implementation of the Demobilization Plan.

After an Emergency

- Continue coordination of the Demobilization Plan until all Sections and agencies have returned to normal operations.
- Forward all reports to the Planning Section Chief.
- Assemble and check financial records; forward to Planning Section Chief.
- Make suggestions for corrections or changes to the Demobilization Annex.