
Demobilization Annex

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Demobilization Annex

This annex explains the function and responsibilities of the Demobilization Unit during a disaster. The response checklists that follow will serve as reminders during the actual response effort. The Demobilization Leader is appointed by the Planning Section Chief, and usually is a member of the Department of Planning and Public Works and/or someone with expertise in the type of incident.

I. OBJECTIVES

- A. Preparation of the Demobilization Plan.
- B. Assist Sections, Branches, and Units in an orderly return to normal status.

II. PHASES OF THE EMERGENCY

A. Before

During this phase, review the checklists for this position. Any weaknesses in them shall be corrected through the Office of Emergency Services.

B. During

1. Warning phase

This phase could begin with a warning such as the forecast of a flood, fire, winds or tsunami. Alert personnel, train and assign more personnel, make sure that facilities and equipment are in a state of readiness, and take other measures as needed.

2. Impact Phase

Mobilize staff and use the checklists to guide your actions.

C. After (Recovery)

Coordinate the return to normal operations of activated Sections, Branches, and Units.

III. ORGANIZATION AND RESPONSIBILITIES

Within ICS, the Demobilization Unit reports to the Planning Section Chief.

When a disaster occurs this Unit will:

- A. Meet with Section Chiefs and assist agencies to determine what demobilization help they will need.
- B. Determine identification and description of surplus resources and probable release times.
- C. Prepare a Demobilization Plan to include the following:
 - 1. Demobilization procedures
 - 2. Implementation responsibility.
 - 3. Release priority, by agency and type.
 - 4. Release procedure.
- D. Obtain Demobilization Plan approval from the Director of Emergency Services (DES).
- E. Distribute the Demobilization Plan.
- F. Monitor the implementation of the Demobilization Plan.
- G. Keep the Planning Section Chief informed of Demobilization Unit activities.