

DEMOBILIZATION UNIT LEADER

Mission: Develop and coordinate demobilization activities that include specific instructions for all personnel and resources that will require demobilization.

Position Reports to: Planning Section Chief Command Location: _____		
Position Contact Information: Phone: () - Radio Channel: _____		
Hospital Command Center (HCC): Phone: () - Fax: () -		
Position Assigned to:	Date: / /	Start: ____:____ hrs.
Signature:	Initials:	End: ____:____ hrs.
Position Assigned to:	Date: / /	Start: ____:____ hrs.
Signature:	Initials:	End: ____:____ hrs.
Position Assigned to:	Date: / /	Start: ____:____ hrs.
Signature:	Initials:	End: ____:____ hrs.

Immediate Response (0 – 2 hours)	Time	Initial
<p>Receive appointment</p> <ul style="list-style-type: none"> • Obtain briefing from the Planning Section Chief on: <ul style="list-style-type: none"> ○ Size and complexity of incident ○ Expectations of the Incident Commander ○ Incident objectives ○ Involvement of outside agencies, stakeholders, and organizations ○ The situation, incident activities, and any special concerns • Assume the role of Demobilization Unit Leader • Review this Job Action Sheet • Put on position identification (e.g., position vest) • Notify your usual supervisor of your assignment 		
<p>Assess the operational situation</p> <ul style="list-style-type: none"> • Obtain information and status from Planning Section Units • Provide information to the Planning Section Chief on the operational situation of the Demobilization Unit 		
<p>Determine unit objectives, tactics, and assignments</p> <ul style="list-style-type: none"> • Document unit objectives, tactics, and assignments on the HICS 204: Assignment List • Based on the incident objectives for the response period consider the issues and priorities: <ul style="list-style-type: none"> ○ Appoint Demobilization Unit personnel in collaboration with the Planning Section Chief ○ Determine strategies and how the tactics will be accomplished ○ Determine needed resources • Brief unit personnel on the situation, strategies, and tactics, and designate time for next briefing 		
<p>Activities</p> <ul style="list-style-type: none"> • Obtain and provide key information for demobilization activities, including status updates from all Sections, Branches, and Units 		

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<ul style="list-style-type: none"> • Begin drafting the Demobilization Plan • Consider development of a unit action plan; submit to the Planning Section Chief if requested 		
Documentation <ul style="list-style-type: none"> • HICS 204: Document assignments and operational period objectives on Assignment List • HICS 213: Document all communications on a General Message Form • HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis • HICS 221: Prepare the Demobilization Check-Out for distribution to designated Hospital Incident Management Team (HIMT) personnel • HICS 252: Distribute Section Personnel Time Sheet to section personnel; ensure time is recorded appropriately, and submit it to the Finance/Administration Section Time Unit Leader at the completion of a shift or end of each operational period 		
Resources <ul style="list-style-type: none"> • Assess issues and needs in unit areas; coordinate resource management • Ensure equipment, supplies, and personal protective equipment (PPE) are available as needed 		
Communication <i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i>		
Safety and security <ul style="list-style-type: none"> • Ensure that all unit personnel comply with safety procedures and instructions 		

Intermediate Response (2 – 12 hours)	Time	Initial
Activities <ul style="list-style-type: none"> • Transfer the Demobilization Unit Leader role, if appropriate <ul style="list-style-type: none"> ○ Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital ○ Address any health, medical, and safety concerns ○ Address political sensitivities, when appropriate ○ Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A) • Continually update a consolidated Demobilization Plan until a final version is prepared for approval and utilization • Meet with unit personnel to address ongoing issues • Meet regularly with the Planning Section Chief for status reports • Advise the Planning Section Chief immediately of any operational issue you are not able to correct 		
Documentation <ul style="list-style-type: none"> • HICS 204: Document assignments and operational period objectives on Assignment List • HICS 213: Document all communications on a General Message Form • HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis 		

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<ul style="list-style-type: none"> HICS 221: Ensure distribution of HICS 221 to designated Hospital Incident Management Team (HIMT) personnel 		
Resources <ul style="list-style-type: none"> Assess issues and needs in unit areas; coordinate resource management Ensure equipment, supplies, and personal protective equipment (PPE) are replaced as needed 		
Communication <i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i>		
Safety and security <ul style="list-style-type: none"> Ensure that all unit personnel comply with safety procedures and instructions Ensure physical readiness through proper nutrition, water intake, rest, and stress management techniques Ensure unit personnel health and safety issues are being addressed; report issues to the Safety Officer and the Logistics Section Employee Health and Well-Being Unit Ensure personal protective equipment (PPE) is available and utilized appropriately 		

Extended Response (greater than 12 hours)	Time	Initial
Activities <ul style="list-style-type: none"> Transfer the Demobilization Unit Leader role, if appropriate <ul style="list-style-type: none"> Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital Address any health, medical, and safety concerns Address political sensitivities, when appropriate Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A) Continue to assess the status of the incident; recommend deactivation of positions and personnel as the magnitude of the incident decreases Continue to monitor the ability of the Demobilization Unit to meet workload demands, personnel health and safety, resource needs, and documentation practices 		
Documentation <ul style="list-style-type: none"> HICS 204: Document assignments and operational period objectives on Assignment List HICS 213: Document all communications on a General Message Form HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis HICS 221: Ensure distribution of HICS 221 to designated Hospital Incident Management Team (HIMT) personnel 		
Resources <ul style="list-style-type: none"> Assess issues and needs in unit areas; coordinate resource management Ensure equipment, supplies, and personal protective equipment (PPE) are replaced as needed 		
Communication <i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i>		

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<p>Safety and security</p> <ul style="list-style-type: none"> • Ensure that all unit personnel continue to comply with safety procedures and instructions • Observe all staff and volunteers for signs of stress and inappropriate behavior and report concerns to the Safety Officer and the Logistics Section Employee Health and Well-Being Unit Leader • Provide for staff rest periods and relief • Ensure physical readiness through proper nutrition, water intake, rest, and stress management techniques • Ensure personal protective equipment (PPE) is available and utilized appropriately 		
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Demobilization/System Recovery	Time	Initial
<p>Activities</p> <ul style="list-style-type: none"> • Transfer the Demobilization Unit Leader role, if appropriate <ul style="list-style-type: none"> ○ Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital ○ Address any health, medical, and safety concerns ○ Address political sensitivities, when appropriate ○ Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A) • Submit Demobilization Plan(s) to the Planning Section Chief for approval • Upon approval, distribute the Demobilization Plan(s) to all Command Staff and Section Chiefs • Assist with communications to hospital staff to support the Incident Commanders decision to demobilize • Revise the Demobilization Plan as needed, once implementation is underway • Continue to assess the status of the incident; recommend to Section Chiefs and Incident Commander the deactivation of positions and personnel as the magnitude of the incident decreases • As objectives are met and needs decrease, return unit personnel to their usual jobs and combine or deactivate positions in a phased manner • Ensure the return, retrieval, and restocking of equipment and supplies • Notify the Planning Section Chief when demobilization and restoration is complete • Coordinate reimbursement issues with the Finance/Administration Section • Upon deactivation of your position, brief the Planning Section Chief on current problems, outstanding issues, and follow up requirements • Debrief unit personnel on issues, strengths, areas of improvement, lessons learned, and procedural or equipment changes as needed • Submit comments to the Planning Section Chief for discussion and possible inclusion in an After Action Report and Corrective Action and Improvement Plan. Topics include: <ul style="list-style-type: none"> ○ Review of pertinent position descriptions and operational checklists ○ Recommendations for procedure changes ○ Accomplishments and issues • Participate in stress management and after action debriefings 		
<p>Documentation</p> <ul style="list-style-type: none"> • HICS 221: Collect and review information from the Demobilization Check-Out. All completed original forms must be given to the Documentation Unit. • Ensure all other documentation is also submitted to the Documentation Unit 		

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Documents and Tools

- HICS 203 - Organization Assignment List
- HICS 204 - Assignment List
- HICS 213 - General Message Form
- HICS 214 - Activity Log
- HICS 215A - Incident Action Plan (IAP) Safety Analysis
- HICS 221 - Demobilization Check-Out
- HICS 252 - Section Personnel Time Sheet
- HICS 256 - Procurement Summary Report
- HICS 257 - Resource Accounting Record
- Hospital Emergency Operations Plan
- Hospital Incident Specific Plans or Annexes
- Access to the appropriate electronic systems
- Hospital organization chart
- Hospital telephone directory
- Telephone/cell phone/satellite phone/internet/amateur radio/2-way radio for communication