

Emergency Operations Center (EOC) Skillset: I. Demobilization Unit

Task Categories:

Demobilization Unit Activation Phase Checklist

Demobilization Unit Operational Phase Checklist

Demobilization Unit Demobilization Phase Checklist

Task Category: Complete Demobilization Unit SEOC Activation Phase Checklist

Tasks	Code	Evaluation Record #	Evaluator Initials and Date
1. Complete tasks outlined in the Activation Phase of the SEOC General Responsibilities Checklist.	C, E, F, I, T, A		

Task Category: Complete Demobilization Unit SEOC Operational Phase Checklist

2. Establish and maintain Activity Log (ISM 214) and other necessary files.	C, E, F, I, T, A		
3. Review SEOC personnel roster to determine size and scope of any demobilization efforts.	C, E, F, I, T, A		
4. Meet individually with the general staff to determine the need for assistance in any demobilization planning.	C, E, F, I, T, A		
5. Advise the Planning Support Section Chief on the need for a formal written Demobilization Plan.	C, E, F, I, T, A		
6. If a Demobilization Plan is required, develop the plan using detailed specific responsibilities, release priorities, and procedures. See Appendix D: Demobilization Plan Process.	C, E, F, I, T, A		
7. In coordination with the Section Chiefs, establish which units/personnel should be demobilized first.	C, E, F, I, T, A		
8. Establish timetables for deactivating or downsizing units, including deactivation of specific SEOC positions.	C, E, F, I, T, A		
9. Determine if any special needs exist for personnel demobilization (e.g., transportation).	C, E, F, I, T, A		
10. Develop a checkout procedure, if necessary, to ensure all deactivated personnel have closed out all open tasks or transferred open tasks to remaining SEOC or normal operating positions.	C, E, F, I, T, A		
11. Submit any formalized Demobilization Plan to the Planning Support Section Chief for approval prior to implementation.	C, E, F, I, T, A		

Tasks	Code	Evaluation Record #	Evaluator Initials and Date
12. Meet with any activated agency representatives and technical specialists to determine if assistance is required for demobilization from the SEOC.	C, E, F, I, T, A		
13. Complete the Shift Change tasks outlined in the SEOC General Responsibilities Checklist	C, E, F, I, T, A		

Task Category: Complete Demobilization Unit SEOC Demobilization Phase Checklist

14. Complete tasks outlined in the Demobilization Phase of the SEOC General Responsibilities Checklist.	C, E, F, I, T, A		
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