Responder Demobilization Instructions

I. **Purpose:**
This instruction describes the process by which all assigned resources will be released from an incident. Incident specific demobilization requirements will be noted on the ICS 221, Demobilization Checkout Form.

II. **General Information and Assumptions:**
- Demobilization is the orderly, safe, and efficient release of resources from an incident.
- Responders demobilize when their designated deployment period ends or the need for their services no longer exists.
- No resources, including responders, will leave the incident until authorized to do so.
- Demobilization activities are coordinated by the Demobilization Unit within the State ESF-8 Planning Section.
- All questions related to demobilization should be directed to the Demobilization Unit.

III. **Instructions:**
- *Team leaders*:
  a. Complete an ICS 225 Individual Performance Rating Form for all team members and turn it into the Demobilization Unit at **StateESF8.LogStaffing@flhealth.gov.**
  b. Review the ICS 221 with each team member, ensuring the required actions have been completed prior to release and approve the form by signing it.
  c. Ensure that all team members scheduled for release have had adequate rest before traveling to their home base.
- *All personnel being demobilized must*:
  a. Provide a situation briefing to on-coming replacements.
  b. Return property and equipment to its proper owner and location.
  c. Leave work and sleeping spaces clean and orderly.
  d. Complete ICS 221 prior to demobilization.
  e. Provide ICS 225 to team leader to complete.
  f. Complete the Post-Deployment Assessment form **OR** the Post-Deployment Assessment DECLINATION form, **but not both**.
  g. Complete all timesheets showing actual hours worked using the People First charge object code for the incident.
  h. Complete the Participant Feedback Online Survey: https://www.surveymonkey.com/r/RLFDGKX
  i. Work with the State ESF-8 Travel Unit to arrange return travel, if applicable.
  j. Have an adequate rest period before being released to return to their home base. Any exceptions must be approved by the ECO or the local Incident Commander.
  k. Submit a departure schedule to the State ESF-8 Resource Unit.
  l. Check-in with the State ESF-8 Resource Unit (850) 545-0223 at the following intervals during demobilization:
     - Departure from the incident scene
     - Every four (4) hours while in route home
     - Immediately upon any accident, breakdown, or significant delay
     - Upon safe arrival home
  m. Provide all receipts to the Finance Section or appropriate system.

Send all forms to: StateESF8.LogStaffing@flhealth.gov
State ESF-8 Resource/Demobilization Unit: 850 545-0223