

SMA DEMOBILIZATION CHECKLIST

General Information

- The SMA Team Leader will facilitate all SMA resource releases from an incident after obtaining concurrence from the Requesting Locality point of contact.
- The SMA Team Leader will coordinate release from the Requesting Locality with the Assisting Locality EOC.
- Resources will be released after the agreed upon tour of duty, or at such time that the Requesting Locality Emergency Operations Center (EOC) determines a resource is surplus to current missions.
- Demobilization activities will be coordinated with the VEOC and SMA team members as needed.
- No resource or SMA team will demobilize until authorized to do so by the Requesting Locality.

General guidelines applying to SMA resources before leaving the Requesting Locality:

- No resource will be released without the approval of the Requesting Locality EOC point of contact.
- No personnel resources will be released without having a minimum of eight (8) hours off for R&R, unless specifically approved in advance by the SMA Team Leader or Requesting Locality point of contact.
- All resources must be able to return to their home duty station prior to 2200 (10:00PM) unless specifically approved in advance.
- The SMA Team Leader will attempt to debrief all personnel assigned to the incident prior to departure. The debriefing will include:
 - Confirmation of travel arrangements.
 - Review of individual responsibilities for demobilization.
 - Insurance any issued equipment for the incident is returned and all documentation is completed and submitted as required.

Common Responsibilities

- Safety of all personnel is paramount during demobilization.
- All personnel shall follow the procedures established in the SMA Operations Manual and set forth in this checklist.
- The SMA Personnel Demobilization Form and all other event required documents (i.e., ICS Form 221) should be used to demobilize personnel and redeploy back to their home duty station.

The SMA Team Leader shall:

- Approve demobilization plans.
- Ensure coordination and reporting of demobilization activities with locality authorities and VEOC.
- Prepare and execute demobilization plan in coordination with Requesting Locality authorities.
- Submit proposed release of resources to Requesting Locality for approval.
- Debrief all SMA personnel prior to release.
- Use Personnel Demobilization Form and review other SMA documents (Personnel Information Form, Work Schedule Form, SMA Event Agreements, etc) to ensure all resources are accounted for and properly demobilized.
- Fully brief/debrief replacement SMA team members on the resources and SMA operations status.
- Provide final Situation Report to VEOC for posting on the SMA Website.
- Debrief Requesting Locality personnel, complete and submit all demobilization documents and turn SMA operations over to Requesting Locality.
- Gather copies of all hard copy and electronic SMA documents, mission records and ensure they are sent to The Virginia Department of Emergency Management, 10501 Trade Court, ATTN: EOC/Resource Management Coordinator, Richmond, VA 23236.

All Deployed Personnel and/or Resources shall:

- Make contact with the SMA Team Leader for debriefing and other demobilization instructions as necessary.
- Return any equipment checked out for use during deployment.
- Submit any documentation as needed or requested by SMA Team Leader and the Requesting Locality.
- Notify the SMA Team Leader, Requesting Locality and Assisting Locality of safe arrival at home station upon return.
- Complete and submit the SMA Response Survey Form as instructed on the form upon arrival at home station.