

## **Demobilization Check-Out Procedure**

- ☐ Complete unfinished business and reports.
- ☐ Talk to your on-scene supervisor to see if additional assistance is required.
- ☐ Clean up any debris or trash associated with unit assignments.
- ☐ Contact your State Coordinator to ensure that all return travel arrangements have been finalized.
- ☐ Brief your replacement, subordinates, and supervisor.
- ☐ Notify the Incident Commander or designated representative prior to leaving the scene, and provide follow-up contact information.
- ☐ Return any incident-issued equipment or supplies.
- ☐ Evaluate the performance of subordinates.
- ☐ Follow incident and agency check-out procedures.
- ☐ Complete all payment and/or payroll issues or obligations.
- ☐ Keep a copy of all timecards, receipts, and mobilization paperwork for your records.
- ☐ Upon arriving home, notify the home unit (i.e., whoever is tracking you) of your arrival.
- ☐ Develop and implement procedures for conducting after-action reviews (AAR) of MRC unit emergency operations. Document and review recommendations, lessons learned, and corrective actions.