POSITION TASK BOOK FOR THE POSITION OF

ALL-HAZARDS NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) DEMOBILIZATION UNIT LEADER (SINGLE TYPE)
DEMOBILIZATION UNIT LEADER (SINGLE TYPE)

1. Competency: Assume position responsibilities

Description: Successfully assume the role of Demobilization Unit Leader and initiate position activities at the appropriate time according to the following behaviors.

1a. Behavior: Obtain information relevant to position assignment

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</table>
| 1. Obtain and review necessary documentation:  
   ● Copy of Delegation of Authority, Letter of Expectation, Letter of Agreement or Memorandum of Understanding (MOU)  
   ● Applicable plans and reports  
   ● Directories: phone, notification  
   ● Written incident status summary  
   ● Authorizations: cell phones, rental vehicles, computer | E, F, I | | |
| 2. Receive briefing from the Planning Section Chief or the outgoing Demobilization Unit Leader:  
   ● Meetings and briefings schedule  
   ● Situational assessment  
   ● Incident objectives  
   ● Strategy  
   ● Hazards to incident personnel and public  
   ● Agencies/jurisdictions involved  
   ● Organizational structure  
   ● Resources summary  
   ● Logistical needs  
   ● Ordering procedures  
   ● Incident priorities and status: life safety, incident stabilization, property and environment  
   ● Timing and scheduling  
   ● Expected products | E, F, I | | |

1b. Behavior: Establish or determine organizational structure, resource and staffing needs

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| 3. Evaluate staffing needs required to manage the unit:  
   ● Ensure consistency with National Incident Management System (NIMS) organizational structure  
   ● Identify training opportunities  
   ● Ensure use of established procedures for ordering resources  
   ● Request appropriate technical specialists to assist with special incident conditions | E, F, I | | |
| 4. Utilize unit personnel:  
   ● Establish appropriate organization and assign roles and responsibilities, while maintaining span of control | E, F, I | | |

1c. Behavior: Ensure readiness for assignment
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| 5. Obtain, assemble and prepare information and materials for go-kit. The kit should contain critical items for the assignment and be easily transportable:  
  ● Supplies:  
    ○ Office supplies appropriate to the function  
    ○ Authority Having Jurisdiction (AHJ) identification badge and qualification card  
  ● Reference materials  
    ○ Functional guidelines relative to incident type (agency guidance or other functional guidelines)  
    ○ AHJ operations guides or other operational guides  
    ○ Position manuals  
  ● Forms:  
    ○ Agency-specific forms appropriate to the function | E, F, I | |
| 6. Arrive properly equipped at designated time and location and check in according to agency/organization guidelines:  
  ● Arrive with go-kit and any additional equipment  
  ● Carry out check-in procedures and ensure assigned personnel do the same | E, F, I | |
| 7. Obtain complete incident and logistical information:  
  ● Incident name, number, anticipated duration, size, type, responsibilities and expectations  
  ● Reporting time and location  
  ● Transportation arrangements and travel routes  
  ● Contact procedures during travel (telephone/radio)  
  ● Expected working conditions  
  ● Personal Protective Equipment (PPE)  
  ● Security measures  
  ● Updated contact information and information links | E, F, I | |
2. **Competency: Communicate effectively**

*Description:* Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a potentially rapidly changing environment.

2a. **Behavior:** Ensure the exchange of relevant information during briefings

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<tr>
<td>8. Lead staff briefings and debriefings.</td>
<td>E, F, I</td>
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| 9. Prepare for and participate in briefings:  
  ● Ensure briefings are accurate, timely and include appropriate personnel  
  ● Brief external support organizations  
  ● Share and evaluate information  
  ● Identify safety hazards and mitigation strategies with the Safety Officer  
  ● Maintain quality updates for the ICS Public Information Officer (PIO) | E, F, I | | |
3. Competency: Lead assigned personnel

Description: Influence, lead and direct assigned personnel to accomplish objectives and desired outcomes in a potentially rapidly changing environment

3a. Behavior: Communicate incident priorities and supervise personnel

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| 10. Communicate with assigned personnel:  
  ● Communicate priorities, objectives, strategies and any changes  
  ● Inform personnel of their assigned tasks and expectations  
  ● Clearly explain conflict resolution procedures and ensure that personnel understand  
  ● Ensure that assigned objectives and expectations for the operational period are reasonable and accurate | E, F, I | | |
| 11. Ensure debriefings occur and participate as necessary:  
  ● Ensure incident situation status information is current and complete | E, F, I | | |
| 12. Ensure that staff follows all applicable agency/jurisdiction policies, contracts, standard operating procedures and agreements:  
  ● Federal, state, local, tribal, territorial and regional relationships, as appropriate  
  ● Roles and responsibilities of potential responder agencies  
  ● Scope, jurisdiction and authority of potential responder agencies’ contingency plans | E, F, I, J | | |
| 13. Supervise and hold personnel accountable for executing assigned tasks:  
  ● Identify and promptly resolve disagreements, issues and misunderstandings  
  ● Prioritize work while considering immediate support for incident operations | E, F, I | | |

3b. Behavior: Model leadership values and principles

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| 14. Create a positive work environment:  
  ● Communicate leader’s intent and guidance  
  ● Manage unit and its activities effectively  
  ● Proactively assume responsibility for the unit and initiate action | E, F, I | | |
| 15. Establish and maintain positive interpersonal and interagency working relationships:  
  ● Understand scope, roles, responsibilities, jurisdiction and authority of responding agencies | E, F, I | | |
| 16. Exhibit principles of duty, respect and integrity as a leader. | C, E, F, I, J, T | | |
17. Understand and comply with NIMS/Incident Command System (ICS) concepts and principles:
   ● Establish and modify an effective organization based on changing incident and resource conditions
   ● Maintain appropriate span of control
   ● Act as a representative of incident leadership

3c. Behavior: Ensure the health, safety, welfare and accountability of assigned personnel

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| 18. Demonstrate knowledge of and comply with relevant health and safety requirements:
   ● Direct and oversee unit operations to ensure compliance with health and safety considerations and guidelines
   ● Coordinate with the Safety Officer to ensure that assigned personnel follow safety guidelines | E, F, I | | |
| 19. Evaluate mental and physical fatigue of assigned personnel:
   ● Ensure adequate rest is provided to section personnel | E, F, I | | |
| 20. Recognize potentially hazardous situations, inform assigned personnel of hazards and take precautions to mitigate risk:
   ● Adjust operations in response to hazards, weather and other relevant event | E, F, I | | |
| 21. Report or explain the procedures for reporting unexpected occurrences, such as fire, death, injury, illness, exposure to pathogens or hazardous materials (HAZMAT), accident, political contact or property loss or damage:
   ● Ensure report contains nature of event, location, magnitude, personnel involved and initial action taken (such as helicopter picking up injured or an appropriate subsequent action)
   ● Ensure the protection of Personally Identifiable Information (PII) while reporting
   ● Obtain information from the following sources regarding special hazards, threats or unexpected occurrences: subordinates, personal observation, other incident personnel and off-incident personnel | E, F, I | | |

3d. Behavior: Identify opportunities and meet requirements to provide equal access and reasonable accommodation in all activities

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<tr>
<td>22. Demonstrate the ability to assess and monitor for physical access, programmatic access and effective communications access</td>
<td>E, F, I, J</td>
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<td>23. Demonstrate the ability to identify opportunities for universal accessibility.</td>
<td>E, F, I, J</td>
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<td>24. Provide equal access, disability accommodations and access and functional needs (AFN) accommodations.</td>
<td>E, F, I, J</td>
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4. **Competency: Conduct operations and ensure completion of assigned tasks**

*Description:* Identify, analyze and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established time frame.

4a. **Behavior: Set the unit priorities**

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<tr>
<td>25. Analyze work assignments and staffing levels to ensure achievement of unit objectives.</td>
<td>E, F, I</td>
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<td>26. Attend and participate in strategy meetings as necessary:</td>
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<tr>
<td>● Assess organizational needs</td>
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<td>● Identify additional resource needs</td>
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<td>● Identify critical factors to ensure unit success</td>
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<td>● Prioritize incident, section and unit objectives</td>
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<td>27. Disseminate priorities and expected completion timelines to staff.</td>
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<td>28. Hold staff accountable for communicated priorities and deadlines.</td>
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4b. **Behavior: Develop and implement plans**

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<tr>
<td>29. Approve completed plans:</td>
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<td>● Ensure plans are complete, accurate, realistically attainable and relevant to the incident objectives</td>
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<td>30. Participate in the planning process:</td>
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<td>● Prepare for and participate in planning meetings</td>
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<td>● Assist in the development of plans, as necessary:</td>
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<tr>
<td>○ Long-range</td>
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<td>○ Strategic</td>
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<tr>
<td>○ Contingency</td>
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<tr>
<td>○ Demobilization</td>
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<tr>
<td>○ Continuity of Operations Plan (COOP)</td>
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<td>31. Review, validate and modify plans:</td>
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<tr>
<td>● Analyze alternate strategies and explain decisions</td>
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<td>● Validate or revise unit objectives</td>
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<td>● Review information covering health and safety principles, known hazards and importance of all periods</td>
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<td>● Validate unit organizational structure</td>
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<td>● Validate unit resource assignments</td>
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<td>● Review reserve resources</td>
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<td>● Evaluate immediate support needs</td>
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4c. **Behavior: Coordinate with all appropriate personnel and stakeholders**

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32. Establish effective relationships and coordinate with incident personnel:
   - IMT personnel
   - Other supporting personnel

33. Establish effective relationships with stakeholders and partners in the impacted jurisdiction(s)

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<td>4d. Behavior: Apply agency policy, contracts and agreements</td>
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| 34. Complete all work according to organization/agency direction, policy and incident objectives:  
   - Ensure that personnel complete all documentation requirements according to organization/agency direction, policy and incident objectives | E, F, I |
| 35. Demonstrate knowledge of and apply relevant legal, regulatory and fiscal constraints. | E, F, I |

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<tr>
<td>4e. Behavior: Ensure documentation is complete</td>
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| 36. Maintain and collect personal records related to incident:  
   - Time sheets  
   - Rental records  
   - Accident forms  
   - Property records  
   - Equipment time records  
   - Receipts | E, F, I |
| 37. Maintain and submit incident records for events, personnel, equipment, supplies and other data for incident management needs:  
   - Property loss/damage reports  
   - Agency-required incident reports  
   - Activity log  
   - Changes in strategy and tactics | E, F, I |
| 38. Review documents for accuracy, timeliness and appropriate distribution | E, F, I |

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<td>4f. Behavior: Gather information, coordinate section requirements and prepare the demobilization plan</td>
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<td>39. Complete demobilization plan within time frames specified by the Planning Section.</td>
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### Position Task Book: Demobilization Unit Leader (Single Type)

#### 40. Distribute demobilization plan:
- Distribute copies:
  - Command and General Staff
  - Unit leaders
  - Agency representatives
  - Checkout processing locations
  - Agency dispatch
  - Post plan in prominent location

#### 41. Gather resource information to produce demobilization plan:
- Initial briefing
- Incident Action Plan (IAP)
- Check-in list
- Resource order forms
- Resource status card

#### 42. Obtain objectives, priorities, schedules and constraints for the demobilization plan:
- Consult with:
  - Planning Section
  - Logistics Section
  - Ground Support Unit
  - Medical Unit
  - Finance/Administration Section
  - Time Unit
  - Facilities Unit
  - Agency representatives/liaison officers
  - Dispatch center

#### 43. Obtain review and approval of demobilization plan:
- Provide copies to Planning Section and Logistics Section
- Provide final plan to incident command for approval and signature

#### 44. Prepare demobilization plan release procedures section:
- Identify checkout points and procedures

#### 45. Prepare demobilization plan travel information section:
- Directory:
  - Phone numbers
  - Radio frequencies
- Maps
- Recommended travel routes
- Travel restrictions

#### 46. Prepare the demobilization plan general information section:
- Incident location
- Current incident status
- Incident potential
- Probable time restrictions
- Lead time necessary to process tentative releases

#### 47. Prepare the demobilization plan release section:
- Incorporate release priorities

#### 48. Prepare the demobilization plan responsibility section:
- Identify specific responsibilities by section, unit and off-incident locations
- Use appropriate agency guidelines and specific incident type requirements

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### 4g. Behavior: Monitor and document the demobilization process
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| 49. Advise Planning Section on demobilization progress  
  ● Provide summary for each operational period  
  ● Identify problems and concerns | E, F, I |                   |                             |
| 50. Monitor demobilization progress:  
  ● Advise all sections and units of their responsibilities to implement the demobilization plan  
  ● Maintain contact and coordinate efforts with those responsible for the demobilization process  
  ● Ensure released resources meet standards established in demobilization plan  
    ○ Rest and feeding  
    ○ Rehabilitation | E, F, I |                   |                             |
| 51. Prepare the Demobilization Checkout Form:  
  ● Prepare paperwork for each resource prior to major demobilization  
  ● Include detailed information:  
    ○ Incident name and number  
    ○ Checkout processing location(s)  
    ○ Resource name  
    ○ Request number  
    ○ Exceptions to normal checkout process  
    ○ Transportation information  
    ○ Destination | E, F, I |                   |                             |
| 52. Process emergency release requests:  
  ● Follow established demobilization processes  
  ● Complete process in an expedited manner  
  ● Coordinate with appropriate entities:  
    ○ Resources  
    ○ Agency representatives | E, F, I |                   |                             |
5. **Competency: Prepare for demobilization/transfer**

*Description:* Demobilize position and transfer position duties.

### 5a. Behavior: Transfer position duties while ensuring continuity

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| 53. Complete all necessary reports and narratives following common standards before turnover:  
  ● Activity log  
  ● Shift change  
  ● End of operational period  
  ● Reassignment  
  ● Deactivation/demobilization | E, F, I | | |
| 54. Complete the process for demobilizing position responsibilities  
  ● Brief and provide complete and accurate records to relief personnel  
  ● Discuss equipment release considerations  
  ● Provide information to supervisor to assist with decisions on release priorities  
  ● Coordinate with appropriate partners regarding demobilization procedures  
  ● Brief personnel on demobilization responsibilities  
  ● Ensure all personnel demobilize in a timely and complete manner  
  ● Emphasize safety and accountability during this phase of operations | C, E, F, I, J, T | | |
| 55. Coordinate an efficient transfer of position duties when deactivating or demobilizing resources:  
  ● Inform assigned personnel  
  ● Notify incoming personnel when and where transition of positions will occur  
  ● Conduct transition effectively  
  ● Document follow-up action and submit to agency representative | E, F, I | | |
| 56. Participate in transition or incident closeout:  
  ● Conduct debriefings with agency administrator(s) as requested  
  ● Close out incident as appropriate for the AHJ | E, F, I | | |

### 5b. Behavior: Plan for demobilization and ensure staff follow demobilization process

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| 57. Direct development of, approve and implement demobilization plan:  
  ● Coordinate with appropriate partners regarding demobilization procedures  
  ● Coordinate needs and responsibilities | E, F, I | | |