

### **Team Leader Demobilization Responsibilities**

The Team Leader "demobilization checklist" includes 5 activities. Not all of these will be appropriate for all incidents. This TL checklist identifies tasks for handing over TL responsibilities to an in-coming TL or when the incident response is completed:

1. Make crew, community, and agency interviews as required.
2. Account for crew equipment and update the appropriate ICS form(s). The TL will either brief the Coordinator and community or in-coming TLs as appropriate. Prior to shipping your state's UFST Toolbox back, replenish consumables or arrange for that to be done when received.
3. Update the final project report (or complete if incident response is ending).
4. Make any final update to ArcGIS on-line (or do this during the week following demobilization). This should include an update to each crew member's "Response History".
5. If you are the last TL on the incident, you will make a final presentation of reports and data to the community (or assist the Coordinator). This final briefing may include PR events as arranged by the PIO or community.

Team Leader – Demobilization

	Date	Activity	Actions/Results	
□		Conducts exit interview/report to document work and identify future Urban Forest Strike Teams for incidents: <ul style="list-style-type: none"> <li>▪ Provides a list of accomplishments completed during the incident</li> <li>▪ Provides a list of suggestions for improvement: barriers and solutions</li> <li>▪ Recognizes special individuals or groups for their help or activities</li> <li>▪ Provides an updated list of key contacts to be used by incoming Urban Forest Strike Team or specialists</li> <li>▪ Documents unfinished projects or projects requiring follow-up work</li> <li>▪ Makes recommendations for future urban forest storm damage response needs</li> <li>▪ Prepares and presents the final report</li> </ul>		1
□		Final Team Leader debriefing: <ul style="list-style-type: none"> <li>▪ Process equipment returns (ICS log)</li> <li>▪ Update crew "Response History" through ArcGIS on-line</li> <li>▪ Debrief State Coordinator and community</li> <li>▪ Brief in-coming Team Leader</li> <li>▪ Pass along "Incident Project" notebook with copies of all checklists, daily project maps, and interim reports</li> <li>▪ Replenish "Toolbox"</li> </ul>		2
□		Update project (in-progress) report.		3
□		Make final ArcGIS on-line updates/additions <ul style="list-style-type: none"> <li>▪ Data</li> <li>▪ Report</li> <li>▪ Maps</li> </ul>		4
□		Final presentation to State Coordinator and community (if last team).		5