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. Conduct a final exit interview with all crew members (as a group) to identify accomplishments during the incident, identify suggestions from crew members for response improvements, document unfinished projects, and identify future UFST response needs. Write a brief report for the Advisory Committee capturing this information.

2. Account for crew equipment and update the appropriate check-in forms. 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 at UFST website (or do this during the week following demobilization). This should include an update to each crew member's "Response History". Alternatively, have each crew member update their UFST contact information including "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
1	☐		Conduct exit interview and report: ▪ Identify accomplishments completed during incident ▪ Identify suggestions for improvement (barriers and solutions) ▪ Document unfinished projects ▪ Identify future UFST response needs	
2	☐		Final Team Leader debriefing: ▪ Process equipment returns ✓ UFST Task Specialist Equipment Check –in Records ✓ UFST Crew Equipment Checkout Record ▪ Update crew "Response History" at www.UFST.org ▪ Debrief State Coordinator and community ▪ Brief in-coming Team Leader ▪ Pass along "Incident Project" notebook with copies of all checklists, daily project maps, and interim reports ▪ Replenish "Toolbox"	
3	☐		Update project (in-progress) report.	
4	☐		Make final www.UFST.org updates/additions ▪ Data ▪ Report ▪ Maps	
5	☐		Final presentation to State Coordinator and community (if last team).	

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