



MOBILIZATION CHECKLIST

Incident Name/Mission Number: _____

Your IMAC mission is _____

You are being deployed to the political subdivision of _____

The address is _____

You are to report to _____

Your scheduled reporting time/date is _____

Expected duration of assignment _____

Expected operating environment, communication protocol, assignment details _____



DE-MOBILIZATION CHECKLIST

- ✓ Contact the County EMA Coordinator or the Incident Commander for debriefing and any demobilization instructions as necessary.
- ✓ Advise the County EMA Coordinator or the Incident Commander of your method of travel, point of departure, destination and estimated time of arrival at your home station.
- ✓ Return any equipment checked out for use during deployment.
- ✓ Submit any documentation as needed or requested by the Requesting County.
- ✓ Notify the Requesting County of your safe arrival at home station upon return.
- ✓ Assemble and provide all receipts for meals, lodging, equipment expenses etc. and submit to your Resource Provider (assisting organization).