



STATE OF UTAH DEMobilIZATION CHECKLIST

General Information

- Resources will be released after the agreed mission time, or at such time that the requesting jurisdiction's Emergency Operations Center (EOC)/the Incident Commander determines a resource is surplus to current missions.
- No resources will de-mobilize until authorized to do so by the requesting state.

General guidelines applying to SMAA resources before leaving the Requesting Jurisdiction:

- No resources will be released without having a minimum of eight (8) hours off shift unless specifically approved in advance.
- All resources must be able to return to their home organization prior to 2200 (10:00PM), unless specifically approved in advance.
- The Requesting SMAA/EMAC Coordinator will attempt to debrief all personnel assigned to the incident prior to departure. The debriefing will include:
 - Confirmation of travel arrangements
 - Review of individual responsibilities for demobilization.
 - Ensuring any issued equipment for the incident is returned and all documentation is completed and submitted as required.

Common Responsibilities

- Safety of all personnel is paramount during demobilization.
- All personnel shall follow the procedures established in the SMAA Guidebook and set forth in this checklist.
- The SMAA Personnel Demobilization Form and all other event required documents (i.e., ICS Form 221) should be used to demobilize personnel and redeploy back to their home organization.

All Deployed Personnel and/or Resources shall:

- Make contact with the Requesting jurisdiction's SMAA/EMAC Coordinator for debriefing and other demobilization instructions as necessary.
- Notify the Requesting jurisdiction's SMAA/EMAC Coordinator and Responding Political Jurisdiction/officials to safe arrival at home organization, upon return.
- Complete and submit the SMAA After Action Response Survey Form #111 as instructed upon arrival at home organization.

For Reimbursement, under the SMAA:

As a provider of personnel and/or equipment through the SMAA, Responding Entities are entitled to reimbursement for expenses related to the response.

If the SMAA is enacted, reimbursement will be addressed between the local requesting and responding agencies. Disputes will be resolved by the Statewide Mutual Aid Committee.

To be eligible for reimbursement, Responding Entities must have been assigned an official mission in accordance with SMAA guidelines, with all forms and agreements executed as required.

If the mission of any Responding Entity's employees changed during deployment, please provide a narrative description of the activities and locations of the revised mission assignment in addition to the executed supplemental agreements.

All Responding Entities are initially responsible for the costs associated with their employees' response.

Responding Entities must provide copies of proof of payment documents and back-up documentation (including receipts) to Division of Emergency Management (DEM) in order to be eligible for reimbursement only if responding as an Agent of the State.

In general, eligible costs include:

1. Personnel costs (all or over time)
2. Travel costs
3. Equipment costs
4. Certain contractual costs
5. Response-related commodities
6. Other costs incidental but necessary to response

Non-eligible costs include:

1. Incidental expenses not directly related to deployment
2. Staff time used to backfill deployed personnel
3. Staff time to prepare for deployment or to prepare the request for reimbursement
4. Workers compensation or death benefit losses

- Ensure all expenditure accountability documents are understood and identified before departure
- Obtain and utilize appropriate personal, group and or equipment cost tracking documents
- If used by your jurisdiction, a copy of the Intergovernmental Reimbursement SMAA Form #110
- Form 115 Resource Expense Summary and supporting documentation
- Ensure receipts and documentation are maintained to keep track of time worked, receipts for items purchased and equipment used