

HICS 221- DEMOBILIZATION CHECK-OUT

1. Incident Name St. Elsewhere Loss of Water	2. Operational Period (# 2) DATE: FROM: 19-DEC-2019 TO: 19-DEC-2019 TIME: FROM: 1200 TO: 2000
3. Section Demobilization Checks Use as positions and resources are demobilized. The position and the resources may only be released when the checked boxes below are signed off, all equipment is serviced and returned, and all paperwork turned in to the Documentation Unit Leader. Respective Section Chiefs must initial their sections showing approval for demobilization.	
COMMAND SECTION	

INCIDENT COMMANDER	REMARKS	INITIALS
<input checked="" type="checkbox"/> All units, branches, and sections have been demobilized. <input checked="" type="checkbox"/> All paperwork has been gathered for review and development of After Action Report. <input checked="" type="checkbox"/> Final message to staff, media, and stakeholders has been developed and disseminated. <input checked="" type="checkbox"/> All clinical operations have returned to normal or pre-incident status. <input checked="" type="checkbox"/> Hospital Command Center and Emergency Operations Plan are deactivated.	Hospital Command Center closed at 2020	LA
PUBLIC INFORMATION OFFICER	REMARKS	INITIALS
<input checked="" type="checkbox"/> Final media briefing is developed, approved, and disseminated. <input checked="" type="checkbox"/> Final staff and patient briefings are developed, approved, and disseminated. <input checked="" type="checkbox"/> Social media is updated with current status.	Final media briefing by Walt Disney at 1800	WD
LIAISON OFFICER	REMARKS	INITIALS
<input checked="" type="checkbox"/> All stakeholders and external partners are notified of Hospital Command Center deactivation/return to normal operations.	MHOAC aware of demobilization	EP
SAFETY OFFICER	REMARKS	INITIALS
<input checked="" type="checkbox"/> Final safety review of facility is completed and documented. <input checked="" type="checkbox"/> All potential hazards have been addressed and resolved. <input checked="" type="checkbox"/> All sites/hazards have been safely mitigated/repared and are ready to be used. <input checked="" type="checkbox"/> Appropriate regulatory agencies are notified. <input checked="" type="checkbox"/> All safety specific paperwork is completed and submitted.	Local Licensing and Survey scheduled for 1500 today for walk-through	SO
MEDICAL/TECHNICAL SPECIALIST (TITLE) <u> N/A </u>	REMARKS	INITIALS
<input type="checkbox"/> Position-specific roles and responsibilities have been deactivated. <input type="checkbox"/> Response-specific paperwork is completed and submitted to Documentation Unit Leader.	NA	
MEDICAL / TECHNICAL SPECIALIST (TITLE) <u> N/A </u>	REMARKS	INITIALS
<input type="checkbox"/> Position-specific roles and responsibilities have been deactivated. <input type="checkbox"/> Response-specific paperwork is completed and submitted to Documentation Unit Leader.	NA	
MEDICAL / TECHNICAL SPECIALIST (TITLE) <u> N/A </u>	REMARKS	INITIALS
<input type="checkbox"/> Position-specific roles and responsibilities have been deactivated. <input type="checkbox"/> Response-specific paperwork is completed and submitted to Documentation Unit Leader.	NA	



Purpose: Ensure all resources and supplies used in response and recovery are returned to pre-incident status
Origination: Hospital Incident Management Team (HIMT) personnel designated by Incident Commander
Copies to: Command Staff, Section Chiefs, and Documentation Unit Leader

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OPERATIONS SECTION		
STAGING AREA	REMARKS	INITIALS
<input checked="" type="checkbox"/> All supplies and equipment staged for response are returned to storage or pre-response state. <input checked="" type="checkbox"/> All personnel are debriefed and returned to daily work site.	Emergency Water Supply Cache restocked	QE
MEDICAL CARE BRANCH	REMARKS	INITIALS
<input checked="" type="checkbox"/> All procedures and appointments are rescheduled. <input checked="" type="checkbox"/> All evacuated patients have been repatriated and family members notified. <input checked="" type="checkbox"/> All clinical information/procedures/interventions have been documented in the electronic medical record. <input checked="" type="checkbox"/> Alternate care sites have been deactivated and physical sites returned to pre-response operations. <input checked="" type="checkbox"/> Medical supplies and equipment utilized in the response have been returned to pre-response state. <input checked="" type="checkbox"/> Staffing patterns have returned to pre-response state. <input checked="" type="checkbox"/> All units within the branch are debriefed and deactivated.	Outpatient Surgery rescheduled starting this weekend for extended hours.	JO
INFRASTRUCTURE BRANCH	REMARKS	INITIALS
<input checked="" type="checkbox"/> All damage assessments are completed and final report submitted to Operations and Planning Section Chiefs. <input checked="" type="checkbox"/> Repairs to infrastructure and equipment are complete or a new state of readiness is established by Operations Section Chief. <input checked="" type="checkbox"/> Utility services are in pre-response state. <input checked="" type="checkbox"/> Resupply of critical resources is underway. <input checked="" type="checkbox"/> All units within the branch are debriefed and deactivated.	Water restored and all systems flushed and new filters in place.	CB
SECURITY BRANCH	REMARKS	INITIALS
<input checked="" type="checkbox"/> Facility and/or campus lockdown is suspended. <input checked="" type="checkbox"/> Hospital personnel used to augment security staff are debriefed and demobilized. <input checked="" type="checkbox"/> Additional security measures used in the response are now discontinued. <input checked="" type="checkbox"/> All units within branch are debriefed and deactivated.	Daily Operations security back in place.	GJ
HAZMAT BRANCH	REMARKS	INITIALS
<input type="checkbox"/> Decontamination operations are concluded and all supplies, equipment, and personnel are returned to a pre-response state. <input type="checkbox"/> Water collected in decontamination operations is collected and disposed of safely. <input type="checkbox"/> Authorities are notified of the decon operations, including water collection. <input type="checkbox"/> Personnel involved in decon are referred to Employee Health for surveillance. <input type="checkbox"/> All units within branch are debriefed and deactivated.	N/A	
BUSINESS CONTINUITY BRANCH	REMARKS	INITIALS
<input type="checkbox"/> All supplies and equipment used in relocated services have been returned. <input type="checkbox"/> Interruptions in data entry have been resolved and documentation recovered. <input type="checkbox"/> All units within branch are debriefed and deactivated.	N/A	



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PATIENT FAMILY ASSISTANCE BRANCH	REMARKS	INITIALS
<input type="checkbox"/> All supplies and equipment used in relocated services have been returned. <input type="checkbox"/> All units within branch are debriefed and deactivated.	N/A	
PLANNING SECTION		
RESOURCES UNIT	REMARKS	INITIALS
<input type="checkbox"/> All tracking forms are complete and submitted to Documentation Unit Leader. <input type="checkbox"/> All tracking tools are demobilized and returned to storage.	All forms to Documentation Unit Leader	HS
SITUATION UNIT	REMARKS	INITIALS
<input checked="" type="checkbox"/> All tracking forms are complete and submitted to Documentation Unit Leader. <input checked="" type="checkbox"/> All tracking tools are demobilized and returned to storage.	Requested tracking forms be sent to Documentation Unit Leader	HS
DOCUMENTATION UNIT	REMARKS	INITIALS
<input checked="" type="checkbox"/> All paperwork created or used in the response has been submitted. <input checked="" type="checkbox"/> All paperwork is catalogued and correlated for review.		AT
DEMOBILIZATION UNIT	REMARKS	INITIALS
<input checked="" type="checkbox"/> All paperwork, including the approved Demobilization Plan, is submitted to Documentation Unit Leader.		BB
LOGISTICS SECTION		
SERVICE BRANCH	REMARKS	INITIALS
<input checked="" type="checkbox"/> All communications equipment is returned to readiness. <ol style="list-style-type: none"> 1. Radios and batteries are placed in charging stations. 2. Voice and text messages are reviewed and deleted. 3. Extra disaster telephones are returned to storage. 4. Satellite phones are returned and placed on chargers. 5. Hospital Command Center communication equipment is returned to storage. <input checked="" type="checkbox"/> All deployed information technology (IT) equipment is returned and inspected; all event specific data is removed and archived. <input type="checkbox"/> All food/water stores are returned to daily operations levels. <input type="checkbox"/> Disposable food preparation and delivery supplies are removed from service. <input checked="" type="checkbox"/> All units within branch are debriefed and deactivated.		EF
SUPPORT BRANCH	REMARKS	INITIALS
<input checked="" type="checkbox"/> Supplies and equipment used in response are inspected, cleaned, and returned to storage or daily use. <input checked="" type="checkbox"/> All equipment requiring calibration or repair is entered into preventive maintenance/service program. <input checked="" type="checkbox"/> All units within branch are debriefed and deactivated.	Awaiting delivery to replenish emergency water supplies used in incident.	MS
FINANCE / ADMINISTRATION SECTION		
TIME UNIT	REMARKS	INITIALS
<input checked="" type="checkbox"/> All timesheets and other documentation tools are collected and provided to Documentation Unit Leader.	Request sent to all Managers to recheck and confirm all timesheets for appropriate cost centers documentation	IG
PROCUREMENT UNIT	REMARKS	INITIALS
<input checked="" type="checkbox"/> All order forms, expense sheets, and other documentation tools are collected and provided to Documentation Unit Leader.		AE



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Origination: Hospital Incident Management Team (HIMT) personnel designated by Incident Commander
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COMPENSATION / CLAIMS UNIT	REMARKS	INITIALS			
<input type="checkbox"/> All timesheets and other documentation tools are collected and provided to Documentation Unit Leader. <input type="checkbox"/> All insurance forms are completed and submitted per policy.		JS			
COST UNIT	REMARKS	INITIALS			
<input type="checkbox"/> All time sheets and other documentation tools are collected and provided to Documentation Unit Leader. <input type="checkbox"/> All expense reports are completed. <input type="checkbox"/> All outstanding expenses, bills, purchase orders, check cards, bank cards have been resolved.	Coordinating with Time Unit Leader to ensure all documentation entered and verified.	BK			
ALL POSITIONS	REMARKS	INITIALS			
<input type="checkbox"/> All paperwork generated during the response and recovery is submitted to the Documentation Unit Leader. <input type="checkbox"/> All response and recovery equipment related to your role has been repaired, charged, restocked, and returned to storage. <input type="checkbox"/> Daily supervisor is notified of your deactivation and return to normal duties.					
<table style="width: 100%; border: none;"> <tr> <td style="width: 25%; vertical-align: top;">4. Prepared by</td> <td style="width: 40%; vertical-align: top;"> PRINT NAME: Louisa May Alcott POSITION: Incident Commander DATE/TIME: 19-DEC-2019 1200 </td> <td style="width: 35%; vertical-align: top;"> SIGNATURE: <i>Louisa May Alcott</i> FACILITY: St Elsewhere Hospital </td> </tr> </table>			4. Prepared by	PRINT NAME: Louisa May Alcott POSITION: Incident Commander DATE/TIME: 19-DEC-2019 1200	SIGNATURE: <i>Louisa May Alcott</i> FACILITY: St Elsewhere Hospital
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- PURPOSE:** The HICS 221 - Demobilization Check-Out ensures that resources utilized during response and recovery has been returned to pre-incident status.
- ORIGINATION:** The HICS 221 is completed by Hospital Incident Management Team (HIMT) personnel designated by the Incident Commander.
- COPIES TO:** Delivered to the applicable Command Staff and Section Chief(s) for review and approval then forwarded to the Demobilization Unit or the Planning Section. All completed original forms must be given to the Documentation Unit Leader. Personnel may request to retain a copy of the HICS 221.
- NOTES:** HIMT personnel are not released until form is complete and signed by their Section Chief. If additional pages are needed, use a blank HICS 221 and repaginate as needed. Additions may be made to the form to meet the organization's needs.

NUMBER	TITLE	INSTRUCTIONS
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period	Enter the start date (m/d/y) and time (24-hour clock) and end date and time for the operational period to which the form applies.
3	Section Demobilization Checks	As demobilization actions are taken, check off each appropriate box (or indicate "N/A"), and ensure Section Chief signs or initials approval before resource is released.
4	Prepared by	Enter the name, Hospital Incident Management Team (HIMT) position, and signature of the person preparing the form. Enter date (m/d/y), time prepared (24-hour clock), and facility.