

DEMOBILIZATION & RECOVERY CHECKLIST	VMS M4 Rev. 9/26/05
<p><i>This document provides guidance for required actions during demobilization and recovery of the ACPH-VMS. The VMS Manager is responsible for the functional demobilization of the system while the Logistics Section is responsible for the physical demobilization.</i></p>	<p>VMS MANAGER & LOGISTICS CHIEF</p>
<p>ACPH-VMS Demobilization</p>	
<p>Confirmation with ICS/IMS that volunteers are no longer required Recruitment function coordinates with ICS/IMS PIO to disseminate message that volunteer objectives have been met and additional volunteers are no longer needed Transfer of any remaining ACPH-VMS responsibilities to persisting functional unit of IMS and notification to appropriate parties* (Onsite Volunteer Coordinator) Inventory of ACPH-VMS equipment and supplies Breakdown, cleanup & restoration of VMC facility to pre-incident conditions Ensure that all volunteer data is complete and catalogued Incident review for ACPH-VMS staff ACPH-VMS staff performance evaluations Addressing medical issues and follow-up for ACPH-VMS staff (includes counseling where indicated)</p>	
<p>ACPH-VMS Recovery</p>	
<p>Send volunteer thank you letters in addition to formal work-report and issue public statement of recognition (volunteer awards ceremony + families) VMS system performance evaluation (internal After Action Review - AAR) Incorporate recommendation from AAR to ensure organizational learning</p>	
<p><i>* IMS and volunteers still assigned onsite.</i></p>	