

NMDOH-221, Demobilization Checkout

Note: All boxes must be completed either with information or NA, not applicable.

Item Number	Item Title	Instructions for completing this form
1	Incident Name	Print the specific name assigned to this incident.
2	Incident Number	Enter the assigned Incident Number. This number is generally provided by NMDOH/DOC.
3	Operational Period	Enter the time interval for which this form applies: date (mm/dd/yy) and time (24-hour time).
4	Prepared Date/Time	Enter the specific date (mm/dd/yy) and time (24-hour time) the plan was prepared.
5	Demobilization Number	Enter Agency Request Number, Order Number, or Agency Demobilization Number if applicable.
6	Resource Released	Enter the actual resource released from the incident.
7	Mode of Transportation	Enter the mode of transportation that will be used to return the resource to its home base.
8	Actual Release	Enter the specific date (mm/dd/yy) and time (24-hour time) the resource is expected to depart.
9	Manifest	Check yes, or no. This will be a specific requirement for other than commercial public aircraft flights.
10	Destination	Show the actual physical destination of the resource.
11	Agency/Region/Area Notification	Enter the person, date and time the receiving office is notified of the release of incident personnel.
12	Unit Leader Responsible for Performance	List the responsible supervisor's name that will complete a performance evaluation.
13	Unit/Personnel Signoff	Check the appropriate function areas of the incident that will need to receive initials of an inspecting authority within that function.
14	Remarks	List any pertinent remarks necessary for the completion of the demobilization process.
15	Prepared By	Enter the name and position of the person completing form and the date and time.
NMDOH 2003		

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Purpose

The Demobilization Checkout Form provides the Planning Section with information on resource releases from the incident to include destination, actual release time, and estimated time of arrival at destination.

Preparation

The Demobilization Unit Leader in the Planning Section initiates the form. The Demobilization Unit Leader completes the top portion of the form after the resource supervisor has given written notification that the resource is excess to the needs of the incident.

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Distribution

The individual resource will have the unit initial the appropriate boxes in _____ prior to release from the incident. After completion, the form is returned to the Demobilization Unit in the Planning Section.