Medical Reserve Corps of Greater Kansas City Volunteer Demobilization Policy

According to the National Incident Management System (NIMS) demobilization is the orderly, safe, and efficient return of a resource to its original location and status.¹ Volunteers are a vital force multiplier of the human resources needed to meet the needs of those affected by disasters. Organizations utilizing MRCKC for the use of volunteers shall include volunteer demobilization in the plans for the use of volunteers during an emergency.

Demobilization Considerations

The following checklist provides a set of actions recommended for use by Volunteer Coordinators during the various phases of demobilization.

- Confirm with ICS that volunteers have fulfilled their deployment time or are no longer required
- Coordinate with ICS PIO to disseminate messages that volunteer objectives have been met and additional volunteers are no longer needed.
- Ensure the transfer of any remaining roles and responsibilities held by volunteers to functional units within the NIMS structure and notify appropriate parties
- Manage the inventory of equipment and supplies assigned to volunteers.
- Ensure all volunteer data and reports are completed.
- Breakdown, cleanup and restore volunteer support facilities/stations and security measures to pre-event conditions
- Provide an exit briefing for volunteers including:
  - Resources for post-deployment emotional and spiritual care
  - Resources for post-deployment physical health care
  - Exit Interview (See appendix E)
- Address issues and follow-up support for volunteers (includes physical and mental health support where indicated)
- Ensure volunteers know who to contact if they have concerns

(maintain a history of volunteer use)
✓ Provide a volunteer operation summary for volunteer coordination partners