**Annex 9**

**Demobilization Checklist**

**POD Demobilization Checklist**

 1. Protect the incident scene from unauthorized personnel. Coordinate with outside agencies such as the Brule County Sheriff or Chamberlain Police for scene security if required.

 2. Close the POD when demand decreases or medications are no longer available.

 3. Secure and document all remaining pharmaceutical inventory. Contact the EOC for return instructions. Maintain security at all times.

 4. Inform local EOCs of the closing status of the Chamberlain POD.

 5. Release management and volunteer staff as workload allows in coordination with the POD Manager. Staff should assist in recovery and removal of administrative supplies from the POD facility. Professional medical staff will be released through the Medical Operations Branch Director in coordination with the POD Manager.

 6. Return the POD facility to the facility manager.

 7. Collect all costs associated with POD operations.

 8. Collect all records used or generated during POD operations.

 9. Issue a final POD close-out report to the EOC.