



SPECIAL EVENTS DEMOBILIZATION CHECKLIST

Major events do not end when the crowd starts leaving. The demobilization phase can create its own risks as personnel get tired, posts are collapsed, barriers come down, traffic patterns change, and command attention shifts toward standing down. A deliberate demobilization plan helps ensure that resources are released in the right order, essential coverage is maintained, temporary hazards are addressed, and the department does not create new problems while trying to shut the event down.

Planning Prior to the Event

- Identify who has authority to begin, pause, or stop demobilization actions.
- Define what conditions must be met before resources, posts, or support functions are released.
- Establish the order in which units, aid stations, traffic posts, command elements, and support assets will be demobilized.
- Identify which routes, access points, and response corridors must remain protected through the post-event flush.
- Determine what minimum fire and EMS coverage must remain in place until the footprint is truly stabilized.
- Coordinate demobilization expectations with law enforcement, emergency management, transportation, hospitals, and event organizers.
- Plan for how temporary vendor and support areas will be shut down without creating access, fire, or crowd hazards.
- Establish who is responsible for collecting accountability, equipment status, supply status, and outstanding issues before release.
- Resolve fuel, resupply, and sustainment responsibilities for assisting agencies before demobilization



Operational Period / Event End

- Confirm demobilization triggers and responsibilities before the event concludes.
- Reassess crowd conditions, traffic flow, hospital status, weather, and route protection before standing resources down.
- Maintain command oversight through the post-event egress period.
- Ensure medical aid, EMS access, and rapid response capability remain in place while crowds are still moving.
- Prevent early removal of barriers, lane controls, or staffing that protect emergency access.
- Confirm temporary sites, vendors, food service areas, and support spaces are shutting down in a controlled manner.
- Track which units, teams, and posts have been released and which remain committed.
- Require supervisors to report unresolved hazards, damaged equipment, staffing issues, or follow-on needs before demobilizing.

Post-Event Release

- Release resources in a deliberate sequence rather than all at once.
- Confirm accountability for personnel, apparatus, equipment, and temporary support assets.
- Refill fuel, medical supplies, hydration stocks, and rehab materials before returning units to normal readiness.
- Identify any units or personnel that need continued assignment for traffic, fire watch, cleanup hazards, or late medical demand.
- Document outstanding issues that must carry into the next operational period or next day.

Closeout

- Capture demobilization issues while they are still fresh, including route failures, premature release of resources, crowd-related delays, and sustainment shortfalls.



- Update demobilization triggers, release priorities, and coordination procedures based on lessons learned.
- Ensure after-action review includes how the event was stood down, not just how it was staffed and operated.