
Unit 5: Demobilization and Closeout

STUDENT GUIDE

Objectives

By the end of this unit, students will be able to:

- Describe the Finance/Administration Section Chief's responsibilities in relation to development, review, and implementation of the Demobilization Plan.
- Describe section demobilization and closeout procedures.
- Describe information to provide to a replacement Finance/Administration Section Chief and Incident Agency Personnel.

Methodology

This unit uses lecture, exercises, and discussion. Knowledge of unit content will be evaluated through the Final Exam (to be administered upon completion of the course).

The purpose of Exercise 9 is to provide participants with the opportunity to identify the Finance/Administration Section Chief's roles and responsibilities in planning, developing, and implementing the Demobilization Plan. The purpose of Exercise 10 is to provide participants with an opportunity to understand the Finance/Administration Section Chief's responsibility for completing an accurate Incident Finance Package.

Time Plan

A suggested time plan for this unit is shown below. More or less time might be required, based on the experience level of the group.

Topic	Time
Lesson	1 hour
Exercise 9	30 minutes
Exercise 10	30 minutes
Expectations Review	30 minutes
Final Exam	1 hour
Final Exam Review	30 minutes
Total Time	4 hours

TopicUnit Title Slide

**Key Points**

Scope Statement

Through this unit, students will gain a greater understanding of the responsibilities of the Finance/Administration Section Chief during demobilization.

Topic Unit Objectives

Unit Terminal Objective

Describe the Finance/Administration Section Chief roles and responsibilities for demobilization.



Unit 5:
Demobilization and Closeout

Visual 5-2

Key Points

Topic Demobilization Plan

Demobilization Plan

The Demobilization Unit develops the incident Demobilization Plan:

- Outlines resource release priorities
- Describes demobilization process
- The plan is reviewed and approved by section chiefs
- The plan is distributed to appropriate incident personnel



Unit 5:
Demobilization and Closeout

Visual 5-3

Key Points

Topic Demobilization Schedule

Demobilization Schedule

- Demobilization Unit develops schedule
- Identifies data and time of release, travel methods, home base, etc., of released sources
- Posted for incident personnel information



Unit 5:
Demobilization and Closeout

Visual 5-4

Key Points

Coordinate with the Operations Section Chief on plan, scheduled release, and what he or she considers excess.

The Agency Administrative Representative and his or her staff might be willing to assist with demobilization.

It is important that the Finance/Administration Section Chief works closely with the people creating the demobilization schedule. It does not do any good to demobilize 10 crews in 1 hour because the Finance/Administration Section might only be able to do 1 every 20 minutes. There will just be a bottleneck.

Topic Demobilization Plan Implementation

Demobilization Plan Implementation

- Finance/Administration Section Chief and Unit Leaders establish staff work schedules to cover timeframes established in plan
- Work hours may be extended
- Finance/Administration Section Chief ensures adequate staffing
- Finance/Administration Section Chief discusses contingency plans with Unit Leaders

Unit 5:
Demobilization and Closeout

Visual 5-5

Key Points



Key Points

Follow directions from instructor on how to complete this exercise.

Topic Finance/Administration Section Closeout

Finance/Administration Section Closeout

- Incident Finance Package completion
- Release of personnel
- Performance appraisals



Unit 5:
Demobilization and Closeout

Visual 5-7

Key Points

All personnel must be officially released from the incident, even if traveling with the IMT.

Topic Agency Administrative Representative Closeout

Agency Administrative Representative Closeout

- Finance/Administration Section Chief facilitates closeout session with After Action Report
- Each Unit Leader meets with agency counterpart(s) to discuss Incident Finance Package



Unit 5:
Demobilization and Closeout

Visual 5-8

Key Points

Discuss with the Agency Administrative Representative the Finance/Administration Section Chief's responsibilities related to closeout.

Topic Finance Narrative

Finance Narrative

- Identify the major issues
- Identify problems and corrective measures
- Communicate those things to people that influence changes
- Remain professional and objective

Unit 5:
Demobilization and Closeout

Visual 5-9

Key Points

The Finance Narrative requires both technical and creative writing, such as:

- Identifying the major issues—the things that went extremely poorly or extremely well.
- Identifying problems and corrective measures that can be put in place.
- Spending time identifying solutions, not harping on problems.
- Communicating those things to people that influence changes.
- Keeping the process professional and objective.
- Noting things that could be done better in the future.



Key Points

Follow directions from instructor on how to complete this exercise.

Topic Always Remember

Always Remember

- Communicate
- Document
- Be Assertive
- Stay Flexible

Unit 5:
Demobilization and Closeout

Visual 5-11

Key Points

Topic Objectives Review

Objectives Review

1. *What are the Finance/Administration Section Chief's responsibilities in relation to development, review, and implementation of the Demobilization Plan?*
2. *What are the section's demobilization and closeout procedures?*
3. *What information should be provided to a replacement Finance Section Chief and incident agency personnel?*

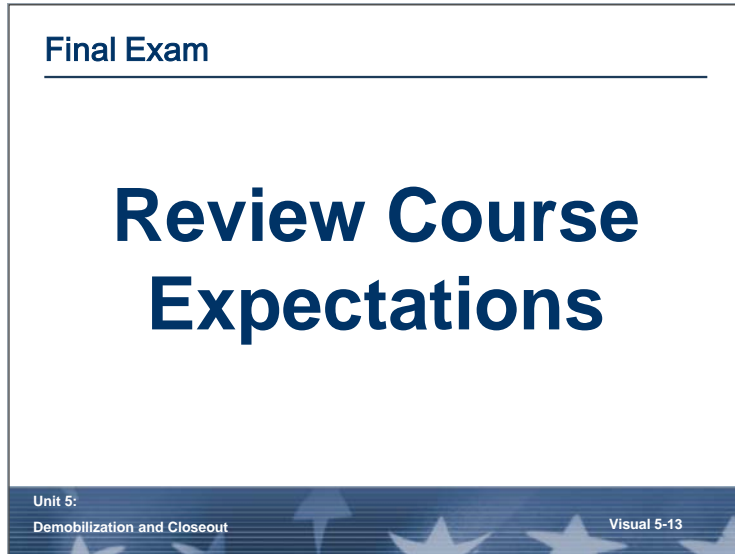
Unit 5:
Demobilization and Closeout

Visual 5-12

Key Points

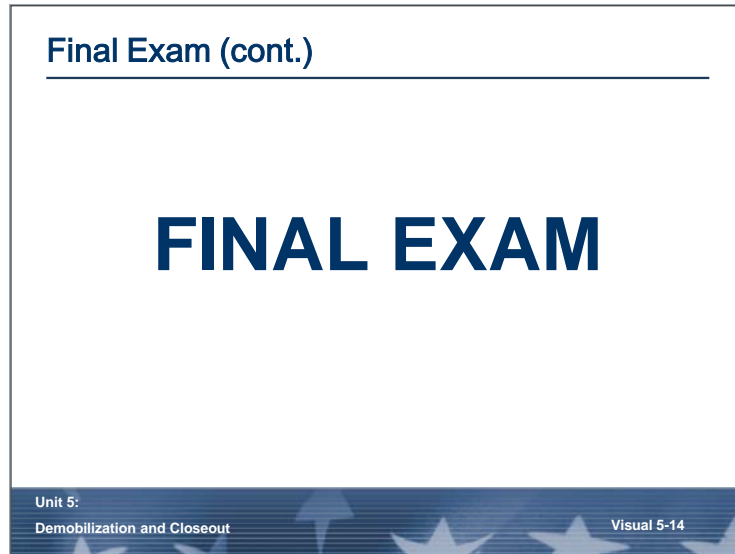
Topic

Final Exam



Key Points

Topic Final Exam (cont.)



Key Points

Follow directions from instructor on how to complete the Final Exam.

Students must score at least 70% or better to pass the Final Exam. As the final is 34 points total, students must score at least 24 points to pass.