

Demobilization Plan Exercise 8 Overview—Unit 8

Purpose

The purpose of this exercise is to provide the students with the opportunity to practice completing a written Incident Demobilization Plan.

Objectives

Students will:

- Demonstrate proficiency completing a written Demobilization Plan.

Exercise Structure

This exercise is designed to take approximately 45 minutes. The exercise scenario is a continuation from previous exercises. Students will be given a template and asked to fill out the missing sections of the Demobilization Plan. They will also be asked to identify missing information and where it could be found.

Rules, Roles, and Responsibilities

Following are the specific activities/instructions for your participation in the exercise:

1. Review the completed Demobilization Plan as an example.
2. Review the template and the scenario update and determine what information is missing and where to find it. Request needed information from your instructor using an ICS Form 213.
3. Fill in blanks in the template with missing information, using the completed Plan as a guide.
4. Identify any information that is still missing and where you would go to find it.

Exercise 8 Schedule

Activity	Duration	Participation Type
Exercise Introduction and Overview	5 minutes	Classroom
Discussion/Documentation	30 minutes	Small Groups
Debrief/Review	10 minutes	Classroom

Exercise 8 Scenario

You have been assigned as the Demobilization Unit Leader (DMOB) to the Roaring River Derailment Incident. You have set your Unit up near the Resources Unit and have established communication with the Resources Unit Leader (RESL). You have received copies of the Check-in Sheets and have been briefed on the resources assigned.

It is 8/14 at 1300 hours and the Planning Section Chief (PSC) has asked you to prepare a Demobilization Plan for the incident to be presented at the Command and General Staff Meeting. He has advised you that the Incident Commander (IC) has already established the resource release priorities and they are as follows:

1. Private Contractors
2. All out of county resources
3. Central City Fire
4. Central City Police
5. All other Central City resources

Exercise 8
Demobilization Plan Template

DEMOBILIZATION PLAN

**Roaring River Derailment
Demobilization Plan**

Location: _____

Date and Time Prepared: _____

Prepared by: _____

Title: Demobilization Unit Leader

Approved by: _____

Title: _____

Approved by: _____

Title: _____

Approved by: _____

Title: _____

Approved by: _____

Title: _____

Approved by: _____

Title: _____

Approved by: _____

Title: _____

Approved by: _____

Title: _____

Approved by: _____

Title: _____

DEMOBILIZATION PLAN

This Demobilization Plan contains five (5) sections:

- 1.
- 2.
- 3.
- 4.
- 5.

1. General Information:

All releases of resources from the Incident will be initiated in the Demobilization Unit after the approval of Unified Incident Command (List Unified Commanders):

No resources are to leave the Incident until authorized to do so.

At this time, no off-Incident Demobilization center will be activated.

The Logistics Section will provide for all ground transportation of released personnel and equipment.

All property, including rental vehicles shall be properly returned and appropriate records forwarded to Finance.

The following are general guidelines to be followed for resources that are leaving the Incident:

- A. No person(s) will be released without having a MINIMUM of _____hours rest (unless specifically approved by Unified Command or delegated authority.)
- B. All vehicles leaving the incident will have a safety inspection. (Any deficiencies noted or corrected)
- C. If applicable, all oversize vehicles (e.g., mobile command posts, I-Tech vehicles, transports) MUST have appropriate permits to comply with State Vehicle Codes and State Road Department and Highway Patrol requirements.
- D. All resources MUST be able to arrive at their home base prior to 0100 hours (1:00 a.m.).
- E. All resources must meet their individual agency regulations pertaining to rest and travel.

2. Responsibilities:

Demobilization Unit Leader (or Planning Section) is responsible for:

The Incident Commander is responsible for:

The Safety Officer is responsible for:

The Planning Section Chief is responsible for:

The Logistics Section Chief is responsible for:

The Finance Section Chief is responsible for:

The Operating Section Chief is responsible for:

The Agency Ordering Point is responsible for:

3. Release Priorities:

The following release priorities have been established by Unified Command / Demobilization Unit:

4. Release Procedures:

Section Chiefs and Unit Leaders will identify surpluses within their Units and submit information to the Demobilization Unit leader in the Planning Section.

Demobilization Unit will form a “tentative release” list for approval by Unified Command.

Demobilization Unit will work with the Resource Unit Leader to ensure that resource status system is updated.

5. Travel Information:

All resources will have a minimum amount of rest prior to being released from the incident.

Any heavy or oversize equipment must have appropriate permits and follow any limitations on the movement of their equipment on public highways

All resources will meet any agency-specific requirements on hours of travel per day or other restrictions concerned with travel.

During travel resources should check in with the Agency Ordering Point (661) 333-1111 IMMEDIATELY should any problems occur.

All released resources will check-in with their home unit upon arrival.

Demobilizing Resources Exercise 9 Overview—Unit 8

Purpose

The purpose of this exercise is to provide the students with the opportunity to practice completing the required documentation to demobilize resources on the Demobilization Checkout (ICS Form 221).

Objectives

Students will:

- Demonstrate proficiency in demobilizing resources using the ICS Form 221.

Exercise Structure

Each group of students will receive a different list of resources designated for demobilization. Students will complete a Demobilization Checkout (ICS Form 221) for all resources designated for demobilization. They will then update the T-card rack to reflect demobilized resources. The instructor will distribute more demobilization lists as the exercise progresses.

Rules, Roles, and Responsibilities

Following are the specific activities/instructions for your participation in the exercise:

1. Review list of resources designated for demobilization.
2. For each resource, complete an ICS Form 221. If time is a limiting factor, teams can complete ICS Form 221s for a selection of the resources, as long as each team completes at least five (5) ICS Form 221s.
3. If there is a DMOB separate from the RESL, the DMOB liaisons with the RESL and requests that the T-card rack be updated. In this case, update the T-card rack to reflect demobilized resources by moving T-cards to a column labeled “tentative demobilization” for all resources on the tentative demobilization list.

Exercise 9 Schedule

Activity	Duration	Participation Type
Exercise Introduction and Overview	5 minutes	Classroom
Discussion/Documentation	35 minutes	Small Groups
Debrief/Review	5 minutes	Classroom

Exercise 9 Scenario

You have a final and approved Demobilization Plan.

At the Planning Meeting on the night of 8/16, the Operations Section Chief (OSC) stated that the containment and cleanup was almost completed. It was also discussed at the meeting that another derailment had occurred and that resources might be needed to respond to that incident. Resources will begin being available for demobilization at 0600 hours on 8/17. You remind the Command and General Staff (C&G) of the release priorities established in the Demobilization Plan.

At 2030 hours on 8/16, you receive the attached tentative release list.

Prepare the appropriate form for these resources to begin check-out.

Demobilization Unit Leader Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.



Task

1. Obtain briefing from Planning Section Chief:

- Determine objectives, priorities and constraints on demobilization.

2. Review incident resource records to determine scope of demobilization effort:

- Resource tracking system.
- Check-in forms.
- Master resource list.

3. Meet with agency representatives to determine:

- Agencies not requiring formal demobilization.
- Personnel rest and safety needs.
- Coordination procedures with cooperating-assisting agencies.

4. Assess the current and projected resource needs of the Operations Section.

5. Obtain identification of surplus resources and probable release times.

6. Determine logistical support needs of released resources (rehab, transportation, equipment replacement, etc.).

7. Determine Finance/Administration, Communications, Supply, and other incident check-out stops.

8. Determine de-briefing requirements.

9. Establish communications links with off-incident organizations and facilities.

Demobilization Unit Leader Position Checklist

10. Prepare Demobilization Plan (ICS Form 221):

- General - Discussion of demobilization procedure.
- Responsibilities - Specific implementation responsibilities and activities.
- Release Priorities - According to agency and kind and type of resource.
- Release Procedures - Detailed steps and process to be followed.
- Directories - Maps, telephone numbers, instructions and other needed elements.
- Continuity of operations (follow up to incident operations):
 - Public Information.
 - Finance/Administration.
 - Other.
- Designate to whom outstanding paperwork must be submitted.
- Include demobilization of Incident Command Post staff. In general, Incident Command Post staff will not be released until:
 - Incident activity and work load are at the level the agency can reasonably assume.
 - Incident is controlled.
 - On-scene personnel are released except for those needed for final tactical assignments.
 - Incident Base is reduced or in the process of being shut down.
 - Planning Section has organized final incident package.
 - Finance/Administration Section has resolved major known finance problems and defined process for follow-up.
 - Rehabilitation/cleanup accomplished or contracted.
 - Team has conducted or scheduled required debriefings.

11. Obtain approval of Demobilization Plan (ICS Form 221) from Planning Section Chief.

12. Distribute Demobilization Plan (ICS Form 221) to processing points both on and off incident.

13. Monitor implementation of Demobilization Plan (ICS Form 221).

Demobilization Unit Leader Position Checklist

14. Assist in the coordination of the Demobilization Plan (ICS Form 221).

15. Provide briefing to relief on current activities and unusual events.

16. Document all activity on Unit Log (ICS Form 214).

17. Give completed incident files to Documentation Unit Leader for inclusion in the final incident package.

Sample Demobilization Unit Leader Kit List

Basic items include:

- NWCG Fireline Handbook, PMS 410-1
- U.S. atlas
- Example of demobilization plan(s)
- General Message (ICS Form 213)
- Activity Log (ICS Form 214)
- Demobilization Check-Out (ICS Form 221)
- Additional forms (i.e., tentative release forms)
- General supplies
- Current mnemonics list
- Airport designators
- National Mobilization Guide
- Manifest Passenger/Cargo Form (SF-245, NFES 1289)
- T-card racks

SAMPLE DEMOBILIZATION PLAN

Gap Fire Incident Demobilization Plan

I. GENERAL INFORMATION

All functional units (Operations, Logistics, Finance, Command & General Staff) will advise the Planning Section of resources that are surplus to their sections/units. The Planning Section will identify resources surplus to the incident's needs and obtain approval from the Incident Commander for release. The Demob Unit will manage the release, return or reassignment of all surplus resources. The Demob process requires close coordination between the Incident Demobilization Unit Leader and (Incident Dispatch Center(s) Location).

The size and location of the Incident Base lends itself to the holding of surplus equipment and personnel while in the demobilization process.

II. GENERAL GUIDELINES

- A NO resources will leave the Incident until authorized to do so by the Incident Commander facilitated through the Demob Unit.
- B All releases and travel home or to a reassignment will be in compliance with the National Work/Rest Guidelines. Emphasis will be placed to ensure that all released personnel arrive home no later than 2200 hours local time or as authorized by the Incident Commander. Resources will have a minimum of at least 8 consecutive hours off duty before beginning a shift or demobilization (re; Sec 23. 1.1 R5 Mob Guide).
- C All Vehicles leaving the incident will have a safety inspection and deficiencies will be corrected prior to departure for home or reassignment. In addition, all vehicles will be washed to prevent the spread of noxious weeds.
- D All Party Chiefs, Crew Supervisors, and Strike Team Leaders will be briefed by the Demob Unit prior to leaving the incident. The briefing will include: 1) method of travel 2) itinerary 3) manifests with destinations.
- E All personnel flying commercial airlines will be given time to shower and dress in clean clothes prior to departure. A photo I.D. and travel authorization number (if necessary) is required by all personnel. The Demob Unit and/or Expanded Dispatch will make all flight arrangements unless another process is agreed upon.
- F Notification of Incident personnel will be by posting of "Tentative Releases" in advance. Crew supervisors will be paged when the Demob process is to begin.

- G Resources that have been reassigned within Geographic Areas will always be released on the original order and request number.
- H Contractors/Operators of oversize vehicles (e.g. transports) are responsible for obtaining required permits for the return trip back to their point of hire.
- I Actual departure times and estimated time of arrival (ETA) at final destination will be relayed to Expanded Dispatch upon departure of all resources from the base. This includes all contract equipment and services.
- J Performance Ratings are required for:
 - a. Trainees
 - b. Outstanding performance
 - c. Deficient performance
 - d. By personal request

III. RESPONSIBILITIES

Section Chiefs are responsible for determining resources surplus to their needs and submitting a written list to the Planning Section with destination, travel needs and Request Numbers.

The Demobilization Unit Leader is responsible for:

- Preparing the Demobilization Plan with input from the TNF Center Manager or Expanded Dispatch.
- Providing Expanded Dispatch with “Tentative” releases.
- Providing Expanded Dispatch with confirmation of departing resources (including contract equipment) with their departure time and ETD at their final destination (if they have their own transportation).
- Making advance notification to incident personnel regarding tentative and final releases.
- Ensuring that all signatures are obtained on the Demob Checkout Form (ICS-221).
- Monitoring the Demob process and making necessary adjustments in the process to maintain an orderly and safe release of all resources and ensure accurate and timely flow of release information.

The Incident Commander is responsible for:

- Establishing Incident release priorities in concert with the Geographic Area Coordinator.

- Review and approval of the Demobilization Plan
- Review and approval of tentative release lists.

The Safety Officer is responsible for:

- Identifying any special safety considerations for the Demob Plan.
- Approval of tentative surplus resources

The Planning Section Chief is responsible for:

- Review and approval of the Demob Plan
- Review and approval of the tentative release lists.

The Logistics Section Chief is responsible for:

- Insuring through the Facilities Unit, that all sleeping and work areas are cleaned up prior to release.
- Insuring, through the Supply Unit, that all non-expendable property items are returned or accounted for prior to release.
- Insuring, through Ground Support, that there will be adequate ground transportation during the release process and that all vehicles receive a safety inspection prior to leaving the incident. Any deficiencies must be corrected. Prevention of the spread of Noxious Weeds, by vehicles, will be followed as per (Location)
- Insuring through the Communications Unit that all communications equipment has been returned or accounted for.
- Insuring, through the Food Unit, that there will be adequate meals for those being released and for those remaining in camp.
- Follow the Hazardous Material Haulback Guide (R-5 letter dated 5/24/2000)
- Review and approval of the Demob Plan.
- Approval of tentative surplus (Logistics) resources.

The Finance Section Chief is responsible for:

- Completion of all time and equipment reports for released resources.

- Coordination for any ADO payoff(s).
- Contract equipment payments.
- Reviewing and providing excessive shift length justification with IC's signature.
- Approval of tentative surplus (Finance) personnel.
- Review of the Demob Plan.

The Operations Section Chief is responsible for:

- Review of the Demob Plan.
- Approval of the tentative surplus (Operations) personnel.

The Liaison Officer is responsible for:

- Providing any agency specific requirements for the Demob Plan.

IV. RELEASE PRIORITIES

The following release priorities have been established by the IC in concert with TNF (Tahoe National Forest) Expanded Dispatch and the GACC (Northern California Redding):

1. Local Government and OES Engines (Type 1,2,& 3) (Priorities coordinated with OES Agency Representative)
2. CDF Engines (Priorities coordinated with CDF Agency Representative)
3. CDF Crews (Priorities coordinated with CDF Agency Representative)
4. State and Local Government Overhead
5. Forest Service Engines
6. Forest Service Type 2 crews
7. Federal Overhead

V. RELEASE PROCEDURES

Section Chiefs and Command & General Staff will identify surpluses within their units and submit a list (or lists) to the Demob Unit Leader in the Planning Section.

Demob will combine lists and form a "Tentative Release" list to be submitted to the Planning Section Chief and Incident Commander for review and approval. The Demob Unit will coordinate with the Resources Unit so that the resource status board(s) can be kept current. All incident formed strike teams and/or task forces must be disbanded before IC approval and release from the incident.

After IC approval, Demob will notify Expanded Dispatch of the tentative releases and obtain approval. **Demob will provide a minimum of 24 hours notice for all resources.** Demob will also give Ground Support sufficient time to arrange for ground transportation for crews and overhead from the base to the departure point.

Demob will advise Expanded Dispatch of all surplus resources available for release, specifying those needing air transportation, identifying the nearest commercial airport to their home unit.

Expanded Dispatch will notify the appropriate GACC (Redding or Riverside) of all State and Federal surplus resources.

Expanded Dispatch will notify GVECC/OES R-4 Dispatch (Grass Valley) of all surplus/released OES 5 Party resources.

If the resource is to be reassigned, Expanded Dispatch will so advise the Demob Unit. The resource will be released to the new assignment and Expanded Dispatch advised of the ETD & ETA.

If there is no reassignment for the resources and the resource has transportation, Expanded Dispatch will advise Demob to release the resource back to the home unit. If the resource requires ground transportation, the Ground Support Unit will arrange transportation and coordinate with the Demob Unit.

When the Demob Unit receives confirmation of the release from Expanded Dispatch, notification will be as follows:

- Personnel to be released and prepare transportation manifests,
- Provide the crew leader or individual the Demob Checkout form (ICS-221)
- Crew leader or individual will take the Demob Checkout form (ICS-221) to the destinations checked off to:
 - Communications U.L. (if communications equipment has been issued).
 - Ground Support U.L. (for vehicle safety inspection as needed)
 - Facilities U.L. (to be sure all sleeping areas are clean)
 - Supply U.L. (to return all non-expendable property)
 - Finance Unit (to close our time and obtain Fire Time Report)
 - Documentation Unit (ie: Unit Logs, performance ratings)
 - Demob U.L. (**WITH ALL SIGNATURES**)

Demob Unit will be last stop in the release process. Demob will:

- Collect and sign-off the Demob Checkout Form (ICS-221)
- Brief the released personnel on method of travel, schedule, and time frames.
- Release the resource from the base.
- Advise Expanded Dispatch of ETD & ETA to the home base or transportation point.
- Coordinate with the Resources Unit so that resource status is kept current.
- Coordinate with Security for inspection, if required by the Incident Commander.

VI. TRAVEL INFORMATION- Incident Directory

INCIDENT BASE PHONE NUMBERS

COMMUNICATIONS _____

DEMOB- _____

PLANS- _____

SUPPLY- _____

FINANCE- _____

PIO- _____

GROUND SUPPORT- _____

EXPANDED DISPATCH - _____

RADIO FREQUENCIES:

AGENCY DISPATCH:

FOREST NET: RX _____
 TX _____

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