
Unit 10: Demobilization

STUDENT GUIDE

Objectives

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

- Manage and document the demobilization of resources that are the responsibility of the Facilities Unit Leader
- Identify excess Unit resources that are to be released
- Describe the tasks that may occur in area restoration
- Explain the process of transitioning to a replacement organization
- Describe the procedures for demobilization and checking out

Methodology

This unit uses lecture and discussions.

Knowledge of unit content will be evaluated through practical exercises and the Course Final upon completion of the course.

The purpose of this unit's exercise is to provide the student with the opportunity to outline the Facilities Unit Leader's role and responsibilities in the demobilization process.

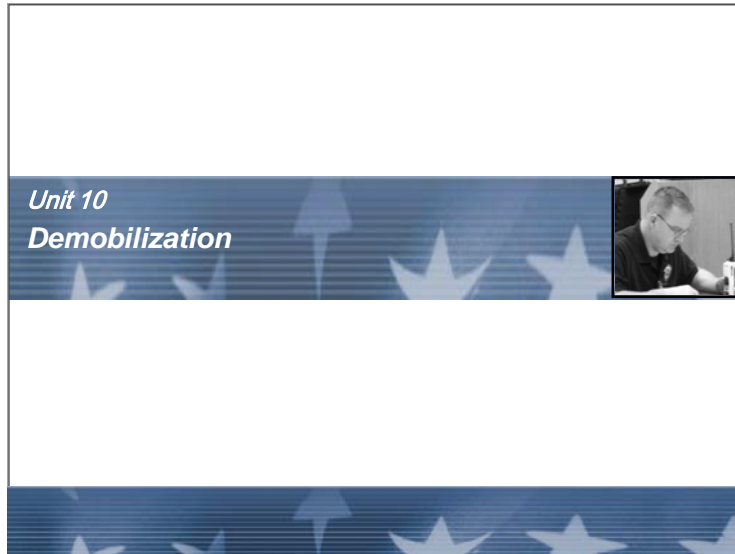
Time Plan

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

Topic	Time
Lesson	45 minutes
Exercise	45 minutes
Total Time	1 hour, 30 minutes

A suggested time plan for the final course exercise and wrap-up is shown below. More or less time may be required based on the experience level of the group.

Topic	Time
Final Exercise	5 hours
Expectations Review	15 minutes
Course Final	45 minutes
Total Time	6 hours

**Key Points**

Scope Statement

Through this unit, students will gain a general understanding of the responsibilities involved in demobilization. These responsibilities fall mainly into three categories: Facilities Unit demobilization, transition, and individual demobilization.

Unit Terminal Objective

Manage and document the demobilization of resources that are the responsibility of the Facilities Unit Leader.

**Key Points**

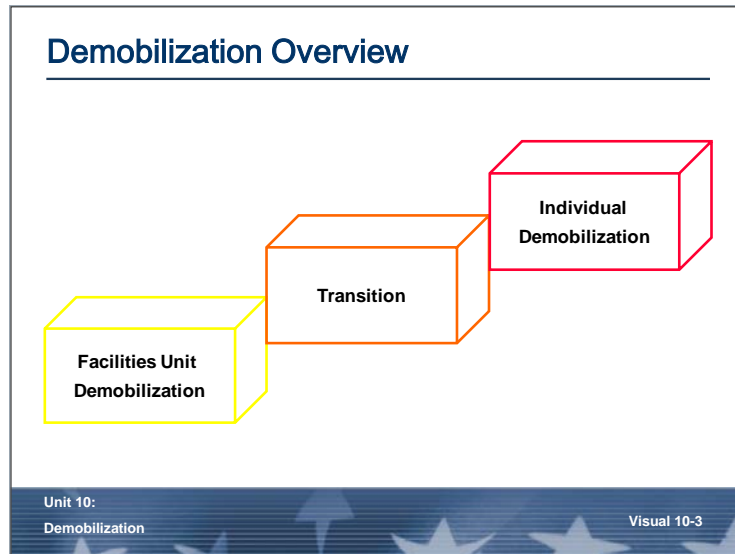
Unit Terminal Objective

Manage and document the demobilization of resources that are the responsibility of the Facilities Unit Leader (FACL).

Unit Enabling Objectives

- Identify excess Unit resources that are to be released
- Describe the tasks that may occur in area restoration
- Explain the process of transitioning to a replacement organization
- Describe the procedures for demobilization and checking out

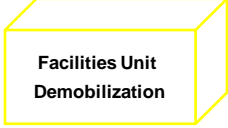
Topic Demobilization Overview

**Key Points**

The Facilities Unit Leader has demobilization duties related to Unit demobilization, transition to another Incident Management Team, and individual demobilization.

Excess Resources

- Identify excess personnel and facilities that should be released
- Provide a list to the Demobilization Unit Leader (DMOB)



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Demobilization

Visual 10-4

Key Points

If the incident is winding down, the Facilities Unit Leader will have excess resources such as showers, portable toilets, and space as incident personnel leave. The Facilities Unit Leader should hold on to support staff as long as possible as the process of demobilizing facilities can be labor intensive at the end of the incident.

Ensure that Facilities Unit demobilization is timely and complete.

Area Restoration

- Conduct a post-use inspection
- Keep a copy and send copies to the Procurement Unit Leader (PROC) and Documentation Unit Leader (DOCL)
- Follow terms in Land Use Agreement for either rehabilitation or restoration



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Visual 10-5

Key Points

It is the responsibility of the Facilities Unit Leader to restore the areas used for incident facilities.

Work with the Procurement Unit Leader (PROC) to ensure that all of the terms of the Land Use Agreement are met. If necessary, hire a professional cleaning service to restore the facilities to their original state.

Documentation is important throughout the Land Use Agreement. Follow the terms of the agreement when conducting rehabilitation or restoration of the area.

Coordination

- Coordinate with other responders regarding demobilization of their facilities
- Coordinate with contract vendors for demobilization and collection of items

Facilities Unit
Demobilization

Unit 10:
Demobilization

Visual 10-6

Key Points

Throughout the incident, good relationships and interactions with your fellow responders and agency personnel are important. You will need their information and cooperation.

The Facilities Unit has to coordinate with responders to arrange for the demobilization of all of their facilities' resources. If responders are sleeping in hotels, find out who is leaving so that you can stop renting those rooms. You can save money by consolidating the space and facilities in use as the incident response declines.

The Facilities Unit Leader also has to coordinate with any contracted vendors who provided resources to arrange for the demobilization of their items. Know ahead of time how much lead time is required for them to collect their equipment and have a plan to deal with potential delays.

Topic

Transition

Transition

- Brief relief personnel regarding the status of infrastructure and services
- Provide inventory of infrastructure and services

Transition

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Visual 10-7

Key Points

In Unit 3, we discussed the differences between arriving as part of the initial response and transitioning from another Incident Management Team. During demobilization, you will either need to transition to the local incident agency or to a new Incident Management Team. Be sure to set them up for success by providing adequate documentation and updates on the status of current facilities.

Be organized with your documentation throughout the incident so that you can easily brief the incoming Incident Management Team or incident agency on the status of the facilities' resources.

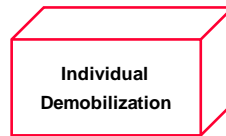
You should have a written Transition Plan that provides all of the necessary information about the remaining facilities resources at the scene. It should also include any remaining issues regarding the incident, actions that still need to be taken, and any other information necessary for the incoming Incident Management Team or incident agency to be successful. Have a copy of the Land Use Agreement that you can show them.

If you are using T-cards or another tracking system for facilities resources, the system will be helpful to show the incoming team where everything is.

Topic Demobilization and Checkout

Demobilization and Checkout

- **Submit all required information**
- **Receive demobilization instructions from Supervisor**
- **Brief staff on demobilization procedures and responsibilities**
- **Ensure that incident and agency demobilization procedures are followed**



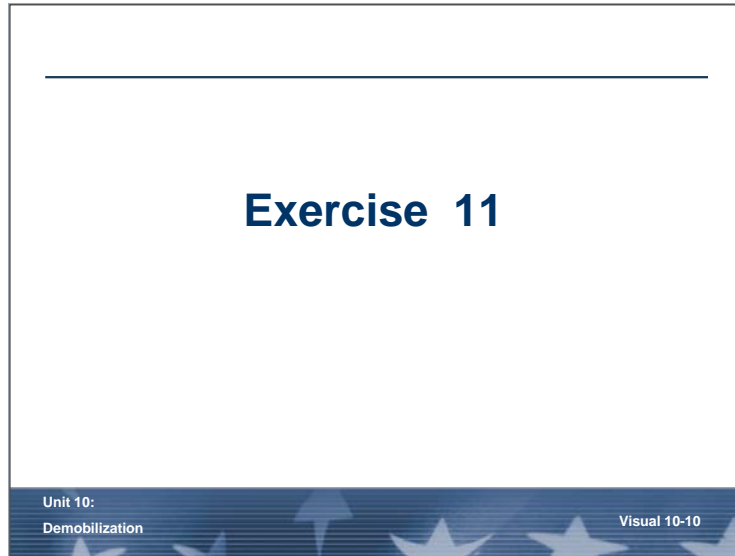
Unit 10:
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Visual 10-8

Key Points

Make sure that all regulations are followed with regard to rest requirements and applicable vehicle operating licenses, both for you and for your staff.

Submit all required information to the Documentation Unit and the Finance/Administration Unit, including contract administration and payment documents.



Key Points

Objectives Review

1. *How does the FACL identify excess resources?*
2. *What should the FACL consider during area restoration?*
3. *What are important steps of transitioning?*
4. *What tasks must the individual responder accomplish during demobilization and check-out?*

Key Points

Unit Terminal Objective

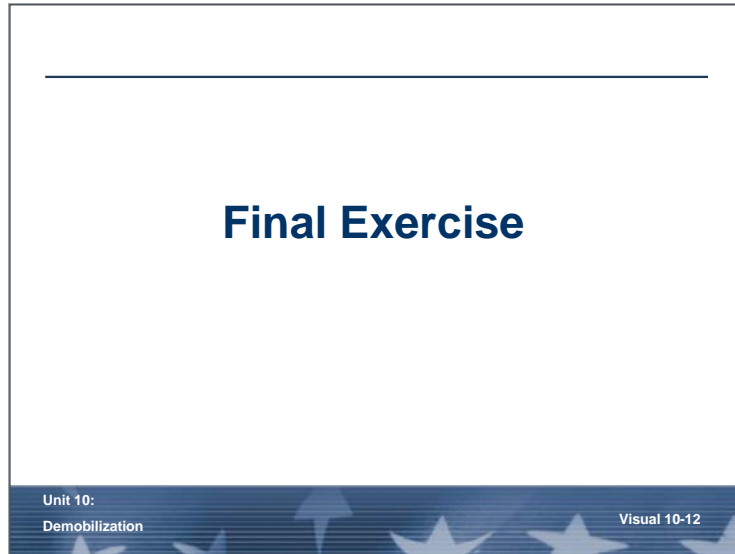
Manage and document the demobilization of resources that are the responsibility of the Facilities Unit Leader.

Unit Enabling Objectives

- Identify excess Unit resources that are to be released
- Describe the tasks that may occur in area restoration
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Topic

Final Exercise



Key Points

Topic

Review Course Expectations



Key Points



Key Points
