

TRAIN INCIDENT

DEMOBILIZATION PLAN

Reviewed by: _____ Planning Section Chief

Reviewed by: _____ Operations Section Chief

Reviewed by: _____ Finance Section Chief

Reviewed by: _____ Logistics Section Chief

Reviewed by: _____ Safety Officer

Reviewed by: _____ Liaison Officer

Reviewed by: _____ Information Officer

Approved by: _____ Incident Commander

Date Approved: _____ 1-22-xx

DEMOBILIZATION PLAN

I. General Information: This Demobilization Plan will be adjusted and implemented within the operational/planning cycle of the incident. Guidelines contained within this plan will be used by the Command and General Staff in their efforts to properly release personnel and equipment from the scene with the approval of the Incident Commander. Staffing standards, work hours, overtime, and other personnel matters will be noted within this plan.

II. Responsibilities:

A. General

1. All field-deployed personnel and equipment can only be demobilized with the approval of the Incident Commander. Demobilization of critical resources is mentioned later.
2. No personnel or equipment will leave the incident until authorized to do so.
3. Demobilization will be accomplished in a cost-effective manner.
4. Safety of personnel is paramount during demobilization.
5. All incident response personnel shall follow the guidelines put forth in this plan.
6. All equipment checked out must be returned to the appropriate originator.

B. Emergency Operations Center Manager

1. Facilitates demobilization through normal operating procedures and ensures that the demobilization priorities are consistent with the geographic area and national guidelines.

C. Incident Commander

1. Follows normal procedures for developing and approving the Demobilization Plan and implementation procedures. May use the County/State's plan if it meets the needs or develop a new plan that addresses these issues.

D. Planning Section Chief

1. Ensures that demobilization information is disseminated in sufficient time to ensure the orderly downsizing or reorganization of incident resources.
2. Submits the proposed release of resources for the proper approvals. Ensures that the approved releases are received and complies with the Demobilization Check-out Form (ICS Form 221).

E. Operations Section Chief

1. Identifies and reports surplus personnel and equipment to the Incident Commander.
2. Reports surplus personnel and equipment that are available for demobilization to the Planning Section Chief.

F. Logistics Section Chief

1. Coordinates all personnel and equipment transportation needs to final destinations.
2. Ensures that all communications, facilities, and ground equipment and other returnable items are checked in and verified.

G. Finance/Administration Section Chief

1. Ensures that all personnel time reports are up-to-date.
2. Ensures that all equipment time reports are completed.
3. Ensures that all known claims are recorded.

III. Critical Resource and Release Priorities:

A. Critical Resources

1. The County EOC will assist the Incident Commander in identifying critical resources.
2. The Incident Commander will determine the release priorities for any critical resources in the Incident Management Organization. Prior to scheduling the release of a critical resource, the Planning Section Chief will notify the EOC Manager.

B. Non-Critical Resource Exchange

1. All non-critical resources will be demobilized through normal procedures.

C. Priority Release Guidelines

Personnel:

1. Personnel who have worked continuously for 14 days (this time standard should not be flexible based on the national work and rest guidelines)
2. Out-of-county personnel
3. Assisting agency personnel (released in accordance with agreements or other arrangements made with their respective agency)
4. Local personnel

Equipment:

1. Equipment designated as a critical resource
2. Equipment staged for long periods of time that is no longer expected to be needed
3. Rented or leased equipment
4. Equipment vital to other regional operations

IV. Personnel Demobilization Guidelines:

A. Personnel Demobilization

1. Demobilization Check-out Form (ICS Form 221): For each operational period where personnel demobilization is anticipated, the Demobilization Unit shall complete a Demobilization Checkout Form. This form is attached to this plan.
2. Demobilization Check-out Form (ICS Form 221): All personnel demobilizing permanently from the incident shall complete a Demobilization Checkout Form. This form will facilitate the return of:
 - Non-expendable equipment
 - Communications gear
 - Vehicles
 - Other equipment or administrative matters that need to be addressed before the release of the individual (e.g., removal of person from rosters,

employee profile database)

3. Debrief: Each demobilized person will receive an operational and safety/medical debriefing to ensure that the job that he or she was performing is either complete or the person has been properly relieved by another worker who will address ongoing issues. The safety/medical debriefing allows the Incident Management Team to determine any unsafe conditions that were not previously reported and to ensure that the person is leaving the incident in a healthy state.
4. Departure: For safety reasons, demobilized personnel should ensure that they are properly rested before beginning their travel to their normal workplace or home (especially if driving).
5. Travel Restrictions: Travel shall be conducted in accordance with existing rules and guidelines as per individual travel authorizations.

V. Equipment Demobilization Guidelines:

A. Equipment Demobilization

1. Check-out: All equipment demobilizing permanently from the incident shall be noted on the Demobilization Checkout Form (ICS Form 221).

Personnel Check-Out Process Checklist

General Check-Out		
Preparing for Departure	<input type="checkbox"/>	General. All personnel demobilizing from the response shall ensure that they are cleared to leave with their immediate Supervisor. If onsite relief is necessary, time should be allowed for accomplishing that task.
	<input type="checkbox"/>	ICS Form 211. Personnel demobilizing under the IMT or Incident Command shall ensure that the Resources Unit is aware of their departure so that they can be signed out from the response via ICS Form 211.
Logistics		
	<input type="checkbox"/>	Logistics. The Logistics Section Chief will ensure that lodging and other support needs are in place for the demobilized personnel while they are returning to their quarters. This would include transportation and other applicable issues needed to support their departure.
Equipment Return	<input type="checkbox"/>	Non-Expendable Equipment. Non-expendable equipment shall be returned before departure. Personnel shall not be allowed to fully demobilize without returning non-expendable property.
Transportation	<input type="checkbox"/>	Vehicles. Vehicles shall be returned prior to departure. Personnel are responsible for the return of the vehicle assigned to them, clean and inspected.
Finance		
	<input type="checkbox"/>	Timekeeping. Personnel are responsible for ensuring that their time records are completed prior to departure from the incident.
Health and Safety / Medical Debrief / Critical Incident Stress Management (CISM) Debrief		
Health and Safety	<input type="checkbox"/>	Health and Safety Debriefing. Personnel shall receive a health and safety debriefing prior to departure to document any outstanding issues.
	<input type="checkbox"/>	Medical Issues. Personnel with outstanding medical issues shall have them addressed prior to departure.
	<input type="checkbox"/>	Departure Rest. All responders shall ensure that they receive the proper amount of rest before departing from the incident. This is especially important for those who will be driving.