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# Unit 12: Demobilization and Closeout

STUDENT GUIDE

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**Objectives**

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

- Describe the Safety Officer's role in ensuring safety and disbanding the Safety Unit during incident Demobilization and Closeout
- List the actions involved in the Safety Officer's Demobilization Check-Out
- Describe the Safety Officer's role in the Closeout and debriefing with the Agency Administrator

**Methodology**

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This unit uses lecture, handouts, and discussion.

Content from this unit will be tested through the Final Exam.

**Time Plan**

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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.

<b>Topic</b>	<b>Time</b>
Lesson	1 hour
Expectations Review	30 minutes
Final Exam	1 hour
Final Exam Review	30 minutes
<b>Total Time</b>	<b>3 hours</b>

**Topic**Unit Title Slide

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**Key Points**

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**Scope Statement**

Through this unit, students will gain a general understanding of the requirements of the Safety Officer in Demobilization and incident Closeout, including checking out of the incident, filing all documentation, and debriefing with Agency Administrators. In addition, this unit will describe the challenges in protecting the health and welfare of incident personnel during Demobilization.

**Unit Terminal Objective**

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**Describe the Safety Officer's role in ensuring safety and disbanding the safety unit during incident Demobilization and Closeout.**

**Key Points**

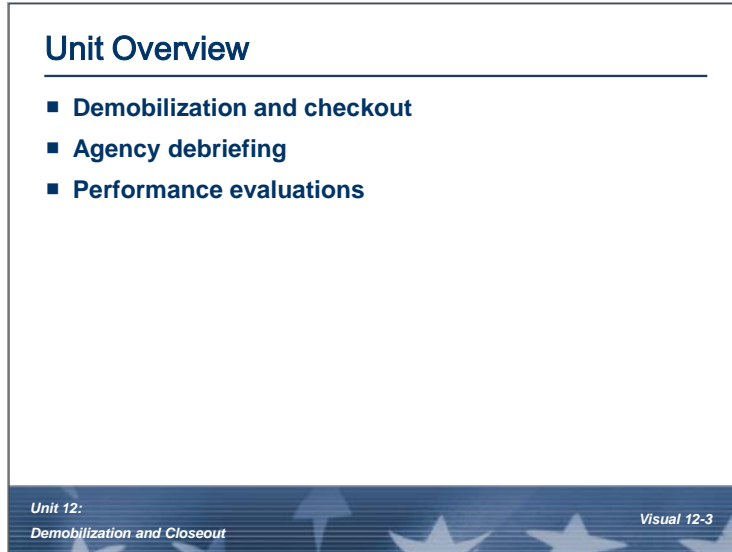
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**Unit Terminal Objective**

Describe the Safety Officer's role in ensuring safety and disbanding the Safety Unit during incident Demobilization and Closeout.

**Unit Enabling Objectives**

- List the actions involved in the Safety Officer's Demobilization Check-Out
- Describe the Safety Officer's role in the Closeout and debriefing with the Agency Administrator

**Key Points**

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This unit explains what the Safety Officer needs to do during Demobilization, including checkout, agency debriefing, and performance evaluations. However, do not forget about the safety issues associated with the Demobilization of other personnel!

**Topic** Demobilization and Checkout

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**Demobilization and Checkout**

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- Treat demobilization like any other incident activity
- Handout 12-1: Demobilization Plan

Unit 12:  
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Visual 12-4

**Key Points**

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The Safety Officer will receive instructions from his or her Supervisor. If you are an Assistant Safety Officer, this will be the Lead Safety Officer; if you are the Lead Safety Officer, this will be the Incident Commander.

Complete and submit documentation. The Demobilization Unit works under the Planning Section. They will give you ICS Form 221, Demobilization Checkout Form. Include the equipment that you are returning to the incident site, check out from your lodging with the Facilities Unit, return your vehicle or have your personal vehicle checked by Ground Support, and clock out with the Time Unit (so you get paid). Then return the form to the Demobilization Unit.

Review Handout 12-1, Demobilization Plan.

**Topic**Review ICS Form 221

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### Review ICS Form 221

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- Discuss Demobilization process at the Incident Command Post
- Review ICS Form 221 - Demobilization Checkout Form

*Unit 12:*  
*Demobilization and Closeout*

*Visual 12-5*

**Key Points**

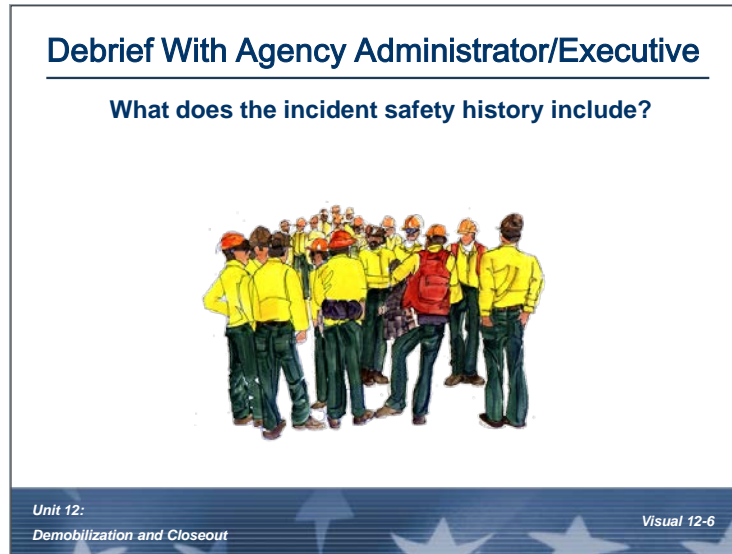
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- Discuss the Demobilization process at the Incident Command Post
- Review ICS Form 221, Demobilization Checkout Form



**Topic** Debrief With Agency Administrator/Executive

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## Key Points

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The debriefing with the Agency Administrator should contain a synopsis of all the things that the Safety Officer dealt with during the incident:

- Medical Unit: Injury report, injury and illness trends
- Comps/Claims: Administrator needs to know about potential payouts
- Logistics: Significant issues that were dealt with, especially involving contractors

The Safety Officer will generally do this briefing alone unless there is a trainee involved. Assistants will likely be demobilized before this point.

**Topic** Debrief With Agency Administrator/Executive (cont.)

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**Debrief With Agency Administrator/Executive (cont.)**

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- Ensure that copies of forms are given to Documentation Unit
- Prepare a Post-Incident Safety Narrative

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Visual 12-7

**Key Points**

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Ensure that copies of the forms are given to the Documentation Unit. The Safety Officer should keep his or her own copies of all documentation. The Safety Officer may be asked questions years later during litigation. It also documents what roles that he or she has filled in case no one is available to complete a PTB.

Prepare a Post-Incident Safety Narrative that discusses the entire incident, safety issues encountered, problems, and positive things that occurred. This is all part of the documentation package. Don't just offer criticism or negative comments. The Safety Officer needs to report unsatisfactory performance, but should also offer solutions as well.

Planning for demobilization starts as soon as resources arrive. The Safety Officer should save all of the Activity Logs, Safety Messages, and so forth; he or she should start outlining the Safety Narrative during the incident. Throughout the incident, the Safety Officer should be thinking about this broader picture.

**Topic** Demobilize Unit Personnel

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**Demobilize Unit Personnel**

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**Assistant Safety Officers**

- Coordinate release time with Logistics Section Chief
- Ensure documentation is complete and submitted before leaving the incident
- Sign off tasks completed in the Position Task Book (PTB) for subordinates



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Visual 12-8

**Key Points**

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Demobilization starts at mobilization, so Safety Officers should be thinking about these issues when the Assistant Safety Officers arrive. It is difficult to sign the PTB for your Assistants or trainees if you haven't been keeping track of what they were doing.

**Topic** Performance Evaluations

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**Performance Evaluations**

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- As required by Incident Management Team or agency policy
- Two special target groups:
  - Trainees
  - Exceptional performers (exceptionally good or exceptionally poor)

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Visual 12-9

**Key Points**

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The Safety Officer might be doing performance evaluations if requested by the Incident Commander or the agency. He or she may also do performance evaluations if trainees are involved.

Exceptional performance refers to both good and bad performance. Teams will remember which of their staff gets these ratings, so they are important. The Safety Officer may want to do an evaluation for exceptional performers even if he or she would not otherwise be evaluating them.

Remember that it is impossible to fairly rate people who work for you unless you have been keeping track of what they have done. Use the ICS Form 214s!

**Topic** Performance Evaluations (cont.)

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**Performance Evaluations (cont.)**

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Performance evaluations should:

- Emphasize results rather than processes
- Be candid and objective
- Concentrate on situations, not people
- Emphasize the important issues

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Visual 12-10

**Key Points**

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Be specific and use examples. List things that someone did right as well as the things that they did wrong.

**Topic** Performance Evaluations (cont.)

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**Performance Evaluations (cont.)**

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- Be based on objectives and direction
- Be finalized in face-to-face exchange
- Be documented and distributed as required by policy

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Visual 12-11

**Key Points**

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It is necessary to candidly tell people what they have done right and what they have done wrong. Offering specifics and solutions helps the exchange.

Documenting and distributing performance evaluations as required by policy means taking it to the Training Unit and making sure that it gets back to the person's home agency.

**Topic** Performance Evaluations (cont.)

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**Performance Evaluations (cont.)**

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- Evaluate individuals as required by agency policy
- Complete ICS Form 226 - Individual Performance Rating or equivalent agency form
- Discuss with the individual



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Visual 12-12

**Key Points**

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The Safety Officer should:

- Evaluate individuals as required by agency policy
- Complete ICS Form 226, Individual Performance Rating, or equivalent agency form
- Discuss the evaluation with the individual

Whether you are evaluated will depend on your agency's requirements. If you want an evaluation, make sure that your Supervisor is aware of this.

**Objectives Review**

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- 1. What are three actions involved in the Safety Officer Demobilization Checkout?*
- 2. What is the Safety Officer's role in the closeout with the Agency Administrator/Executive?*

**Key Points**

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Topic

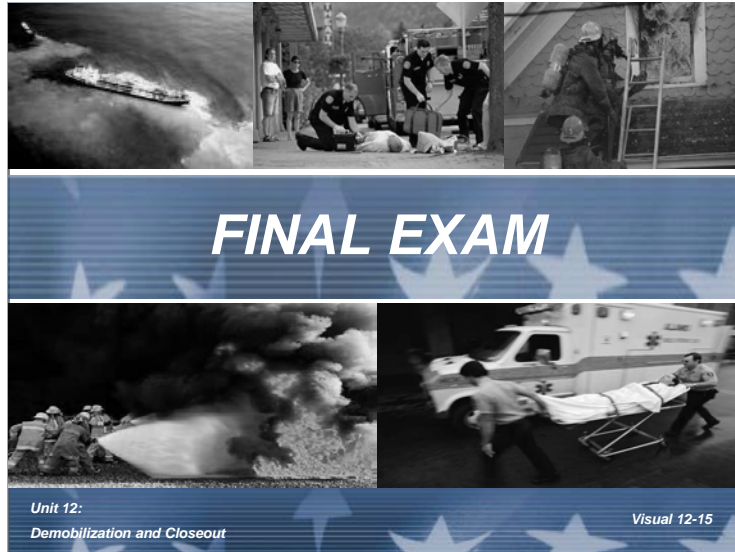
Review Course Expectations

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Key Points

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**Key Points**

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Follow directions from the instructor on how to complete the final exam.