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.

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<tr>
<th>Topic</th>
<th>Time</th>
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<tbody>
<tr>
<td>Lesson</td>
<td>1 hour</td>
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<tr>
<td>Exercise 9</td>
<td>30 minutes</td>
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<tr>
<td>Exercise 10</td>
<td>30 minutes</td>
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<tr>
<td>Expectations Review</td>
<td>30 minutes</td>
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<tr>
<td>Final Exam</td>
<td>1 hour</td>
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<tr>
<td>Final Exam Review</td>
<td>30 minutes</td>
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<tr>
<td><strong>Total Time</strong></td>
<td><strong>4 hours</strong></td>
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## Unit 5  Demobilization and Closeout

### Topic

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<th>Topic</th>
<th>Unit Title Slide</th>
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### Key Points

**Scope Statement**

Through this unit, students will gain a greater understanding of the responsibilities of the Finance/Administration Section Chief during demobilization.
Unit 5 Demobilization and Closeout

Topic
Unit Objectives

Unit Terminal Objective

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

Key Points
Unit 5 Demobilization and Closeout

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

Key Points
Unit 5: Demobilization and Closeout

**Topic**  
Demobilization Schedule

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**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

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**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

Key Points
Topic: Exercise 9

Key Points

Follow directions from instructor on how to complete this exercise.
Key Points

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

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

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.
Unit 5: Demobilization and Closeout

Topic

Exercise 10

Key Points

Follow directions from instructor on how to complete this exercise.
Always Remember

- Communicate
- Document
- Be Assertive
- Stay Flexible

Key Points
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?

Key Points
Final Exam

Review Course Expectations

Key Points
Final Exam (cont.)

**FINAL EXAM**

**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.