**Demobilization Plan**

**Incident:**

**Location:**

**Date and Time Prepared:**

Prepared by:

Title:

Approved by:

Title:

Approved by:

Title:

Approved by:

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Approved by:

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Approved by:

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Approved by:

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Approved by:

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**DEMOBILIZATION PLAN**

This Demobilization Plan contains five (5) sections:

General Information Responsibilities Release Priorities Release Procedures Travel Information

**1. General Information:**

All releases of resources from the Incident will be initiated in the Demobilization Unit after the approval of the Incident Commander.

The size and location of the Incident Base lends itself to the holding of surplus equipment and personnel during the time it takes to process all of the releases in a safe and efficient manner. No resources are to leave the Incident until authorized to do so.

At this time, no off-Incident Demobilization Center will be activated. (An off-Incident Staging Area could be established at ).

The Logistics Section will provide for all ground transportation of released personnel and equipment. The Demobilization Unit will provide for any flight arrangements giving at least 24 hours notice to expanded dispatch.

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 the Incident Commander)

B. All vehicles leaving the Incident will have a safety inspection. (Any deficiencies noted or corrected)

C. If applicable, all oversize vehicles (e.g., cranes, 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 2200 hours (10 p.m.). E. All resources must meet their individual agency regulations pertaining to rest and travel.

F. All Strike Team/Task Force Leaders, Single Resources, and Incident Management Team (IMT)

members will be thoroughly briefed prior to leaving the Incident. The briefing should include:

1. Method of travel

2. Personnel

3. Destination

4. ETD Camp/ETA Home Base

5. Transportation arrangements

G. All personnel traveling on commercial aircraft should be clean. H. To prevent delays and work overloads:

1. Notify Logistics and Finance as soon as resources are identified for demobilization at least 24 hours in advance.

2. Expanded dispatch will be notified a minimum of 24 hours in advance.

3. Notification of Incident personnel will be by the posting of Tentative Releases 36 hours in advance.

4. Strike Team/Task Force Leaders, Single Resources, and IMT members will also be paged when their Demobilization process begins.

5. Performance Ratings are required for all personnel.

**2. Responsibilities**

Section Chiefs and Unit Leaders are responsible for determining resources surplus to their needs and submitting lists to the Demobilization and Resources Unit Leader or the Planning Section Chief.

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

• Preparing the Demobilization Plan

• Compiling “Tentative” and “Final” Release sheets

• Making all notifications regarding tentative and final releases from the Incident (on and off

Incident)

• Working with jurisdictional agency to arrange air transportation

• Ensuring that all signatures are obtained on the Demobilization Checkout Form ICS 221

• Monitoring the Demobilization Process and making any adjustments

**The Incident Commander is responsible for:**

• Establishing the release priorities

• Reviewing and approving the Demobilization Plan

• Reviewing and approving all tentative release sheets

**The Safety Officer is responsible for:**

• Identifying any special safety considerations for the Demobilization Plan

**The Planning Section Chief is responsible for:**

• Reviewing and approving the Demobilization Plan

**The Logistics Section Chief is responsible for:**

Insuring through:

• Facilities–that all personnel scheduled for release have good facilities for proper rest

• Facilities–that all sleeping and work areas are cleaned up before personnel are released

• Supply–that all non-expendable items are returned or accounted for prior to release

• Transportation–that there is adequate ground transportation during the release process

• Communications–that all radios, phones, and pagers are returned or accounted for

• Food unit leader–that there will be adequate meals for those being released and those remaining

**The Finance Section Chief is responsible for:**

• Completing all personal time reports

• Completing all rental and agency equipment time reports

• Contracting equipment payments as required

**3. Release Priorities:**

The following release priorities have been established by the Incident Commander:

1.

2.

**4. Release Procedures:**

• All IMT members shall be released at the same time to allow for after-action issues and smooth transition

• Section Chiefs and Unit Leaders will identify surpluses within their units and submit a list to the

Demobilization Unit leader in the Planning Section

• Demobilization Unit will form a “tentative release” list for approval by Incident Commander

• Demobilization nit will work with resources to ensure that status board(s) are current

• After “Tentative Release” approval, the planning section will contact expanded dispatch or appropriate agency

• Dispatch system will contact all respective home agencies

• Demobilization Unit will give a minimum of 24 hours notice for all resources needing flight arrangements

• Demobilization Unit will give Transportation lead-time to arrange for ground transportation

**When final approval for releases is obtained the Demobilization unit will:**

• Prepare transportation manifests

• Notify or page Incident Supervisors and/or personnel to be released

• Give Incident Supervisors and/or personnel the final release and briefing

• Resources and/or personnel will take the Demobilization Checkout form ICS 221 to:

o Communications Unit Leader: if communication equipment is issued

o Transportation Unit Leader: transportation plan, rental vehicle issued, and vehicle safety

inspection

o Facilities Unit Leader: to insure all facilities are clean

o Supply Unit Leader: to insure all expendable supplies are returned

o Finance Section: to close out all personnel and equipment time records

o Documentation Unit Leader: to turn in all ICS 214s and any necessary paperwork

o Demobilization Unit Leader: to turn in ICS 221 with all the signatures

**Demobilization Unit will be the last stop in the release process and:**

• Sign off the ICS 221 Demobilization Checkout Form

• Notify the Resource Unit so that T-Card information is complete

• Notify local agency and home unit of ETD and ETA, destination, and travel arrangements

• Collect and send all Demobilization paperwork to the Documentation Unit

**5. Travel Information:**

• All resources will have a minimum amount of rest prior to being released from the Incident

• Personnel traveling on commercial aircraft will be given time to shower and dress in clean clothes

• 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 by ground, resources should check in with the Dispatch every 2 hours

• During travel, resources should check in with the Dispatch immediately should any problems occur

• All released resources upon arrival at their home unit will check in with their home unit

**Incident Directory:**

See attached Incident Communication Plan and phone lists