
Unit 8: Demobilization

STUDENT GUIDE

Objectives

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

- Manage and document the demobilization of incident resources
- Identify the functions of the Demobilization Unit
- Describe the responsibilities of the Demobilization Unit Leader (DMOB)
- Identify the sections of the Incident Demobilization Plan
- Identify sources of information needed to complete each section
- Prepare a written Incident Demobilization Plan
- Discuss the preparation of a schedule for demobilization of resources

Methodology

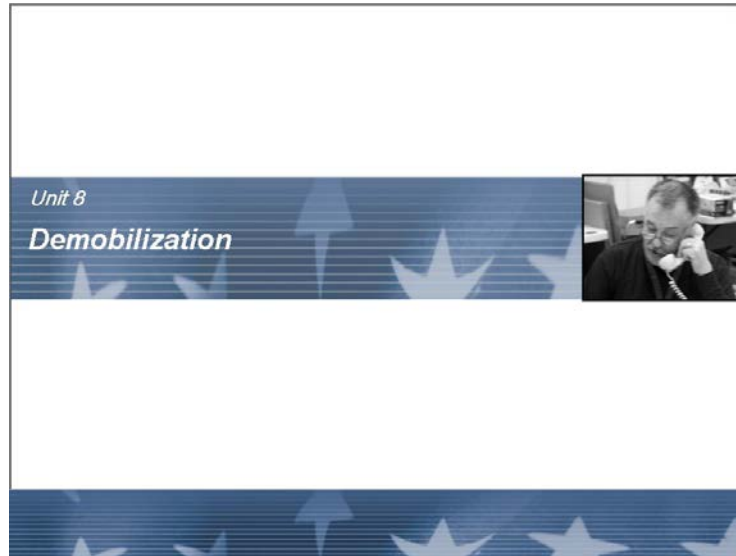
This unit uses lecture, exercises, and discussion.

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

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	2 hours
Exercise 8	45 minutes
Exercise 9	45 minutes
Total Time	3 hours 30 minutes

**Key Points**

Scope Statement

Through this unit, students will gain an understanding of the functions and responsibilities of the Demobilization Unit Leader. A detailed exploration of the Incident Demobilization Plan and the demobilization scheduling and checkout procedures will provide students with the tools and information to perform demobilization duties.

Unit Terminal Objective

Manage and document the demobilization of resources.

**Key Points**

Unit Terminal Objective

Manage and document the demobilization of resources.

Remind students that the Course Final questions are based on the Unit Enabling Objectives.

Unit Enabling Objectives

- Identify the functions of the Demobilization Unit
- Describe the responsibilities of the Demobilization Unit Leader (DMOB)
- Identify the sections of the Incident Demobilization Plan
- Identify sources of information needed to complete each section
- Prepare a written Incident Demobilization Plan
- Discuss the preparation of a schedule for demobilization of resources

RESL and DMOB

Why is the Resources Unit Leader well prepared to function as the Demobilization Unit Leader if necessary?



Unit 8:
Demobilization

Visual 8-3

Key Points

As the incident declines, the resource check-in function slows. The personnel working for the Resources Unit Leader are now available to work on demobilization activities.

Because the Resources Unit Leader has a close relationship with the Operations Section Chief, they are equally knowledgeable about the Operations Section Chief's glide path for the anticipated release of resources.

Topic Functions of the Demobilization Unit Leader**Functions of the Demobilization Unit Leader**

- Develops the Incident Demobilization Plan
- Addresses demobilization problems or issues



Unit 8:
Demobilization

Visual 8-4

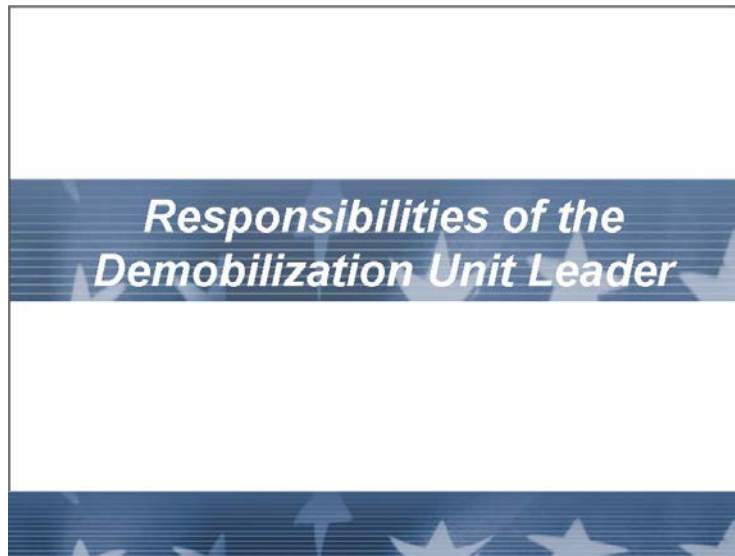
Key Points

During an all-hazards incident, the Resources Unit Leader may perform the duties of the Demobilization Unit Leader.

To many people, demobilization may seem like the anti-climactic part of the incident. Everyone is ready to go home. It is the Demobilization Unit Leader's task to keep everyone motivated to get things back in their place and complete the required documentation. Also, everyone is very tired during demobilization and there is a higher risk of accidents. It is important that personnel have enough rest before getting on the road after demobilization.

Topic

Responsibilities of the Demobilization Unit Leader



Key Points

Responsibilities of the Demobilization Unit Leader:

TopicImportance of the Demobilization Unit Leader

Importance of the Demobilization Unit Leader

- History shows that we are better at mobilizing than demobilizing
- Why do you think this is?

See Handouts 8-1 and 8-2

Unit 8:
Demobilization

Visual 8-6

Key Points

Difficulties involved in demobilization:

Topic Staffing the Demobilization Unit

Staffing the Demobilization Unit

Number of people needed depends on:

- Size of incident
- Number of personnel
- Types of resources
- Transportation needs
- Length of incident
- Time of year
- Other incidents going on at the same time
- Resources' points of origin

Unit 8:
Demobilization

Visual 8-7

Key Points

Review the incident resources records to determine the likely size and extent of the demobilization effort. Add additional personnel as needed.

Topic Staffing the Demobilization Unit (cont.)

Staffing the Demobilization Unit (cont.)

Simple

- One Demobilization Unit Leader with support from Status/Check-in Recorders

Moderately Complex

- One lead Demobilization Unit Leader for busiest shift with one assistant Demobilization Unit Leader or trainee to help cover additional operational periods with support from the Status/Check-in Recorder

Very Complex

- One lead Demobilization Unit Leader with 2–3 assistant Demobilization Unit Leaders to provide qualified coverage 24 hours/day with support from Status/Check-in Recorder

Unit 8:
Demobilization Visual 8-8

Key Points

These are some general rules of thumb for staffing, but every incident will be different in what it requires.

Topic

Responsibilities of the Demobilization Unit Leader

Responsibilities of Demobilization Unit Leader

- Internal Interactions
- Monitor ongoing Operations Section needs
- Evaluate logistics and transportation capabilities to support demobilization



Unit 8:
Demobilization

Visual 8-9

Key Points

Coordinate with other IMT members to make sure that the demobilization occurs safely and efficiently.

Topic Responsibilities of the Demobilization Unit Leader (cont.)

Responsibilities of Demobilization Unit Leader

- External Interactions
- Establish communication with off-incident facilities as necessary
- Coordinate demobilization with agency representatives



Unit 8:
Demobilization

Visual 8-10

Key Points

External interactions in which the Demobilization Unit Leader will participate:

TopicResponsibilities of the Demobilization Unit Leader (cont.)

Responsibilities of Demobilization Unit Leader

Develop an Incident Demobilization Plan detailing:

- Specific responsibilities
- Release priorities and procedures

Prepare appropriate directories for inclusion in the plan

Unit 8:
Demobilization

Visual 8-11

Key Points

Release priorities and procedures are determined by the Agency Administrator with input from team guidelines, or the Incident Commander, and local and national guidelines. This can be a political matter, so make sure that you are sticking to the established policies and procedures so that you can justify your actions.

Topic

Incident Demobilization Plan



Key Points

Incident Demobilization Plan:

General Section

- Identifies which Administrative Unit will coordinate with the incident for the release of all resources
- States the Incident Commander's expectations of a safe and efficient release of resources
- States safety and wellness considerations

See Handout 8-3

Key Points

Administrative Units that may coordinate with the incident for the release of resources include firefighting, law enforcement, or State police.

The Incident Commander's expectations are generally the desire to get everyone home safely from the incident.

Release Priorities Section

A list of priorities based on:

- Strategic needs of the incident
- Need to release local resources back to home unit
- Meeting contractual obligations
- Meeting cost containment requirements



Unit 8:
Demobilization

Visual 8-14

Key Points

Agencies may provide direction regarding which resources to release.

Contractual obligations could include heavy equipment limitations or union contracts.

Cost containment requirements are very high profile. However, the most important priority is meeting the needs of the incident.

Responsibilities Section

- **Outlines the responsibilities of all parties involved in the implementation of the plan**
- **The Demobilization Unit Leader is responsible for ensuring that all Sections and Units understand their specific demobilization responsibilities**

Unit 8:
Demobilization

Visual 8-15

Key Points


The Demobilization Unit Leader coordinates with Section Chiefs to determine the specific demobilization procedures that are necessary to meet each Section's needs.

Topic Responsibilities Section (cont.)

Responsibilities Section (cont.)

What are examples of some specific responsibilities that may be assigned to:

- DMOB
- LSC
- FSC
- PSC
- SOFR
- IC
- Agency Ordering Point (AOP)
- All Section Chiefs
- Command Staff



Unit 8:
Demobilization

Visual 8-16

Key Points

Specific responsibilities that may be assigned to various personnel:

Release Procedures Section

Detailed outline of the procedures to be followed by the incident for properly releasing resources.



Unit 8:
Demobilization

Visual 8-17

Key Points

The Release Procedures Section explains how the release procedures work during a particular incident.

Topic Travel Information Section

Travel Information Section

Describes the type of information that needs to be provided to ensure efficient travel:

- Incident & AOP contact information
- Travel agent phone numbers
- Maps and possible travel routes
- Preparation of equipment for travel

Unit 8:
Demobilization

Visual 8-18

Key Points

Travel information and plans for reassignment are arranged for by the Demobilization Unit Leader through the AOP.

It is a good idea to conduct a close-out inspection to determine whether there was any damage done to a vehicle between check-in and demobilization. Damage occurring during demobilization, on the way home, needs to be handled on a case-by-case basis.

Topic Emergency Demobilization Procedures Section

Emergency Demobilization Procedures Section

Outlines the process for managing emergency demobilizations including:

- Medical
- Personal
- Disciplinary



Unit 8:
Demobilization

Visual 8-19

Key Points

Ask the Agency Administrator what their procedures are for emergency demobilization. Sometimes emergency demobilization is necessary for disciplinary reasons. If a person cannot operate in a team environment, it is best for them to go home. One person can cause problems for the entire operation. If this happens, be sure to send them home with an evaluation.

TopicSignature Cover Sheet

Signature Cover Sheet

- All Command & General Staff and the AOP Coordinator must review and sign the Incident Demobilization Plan
- Incident Commander approves and signs

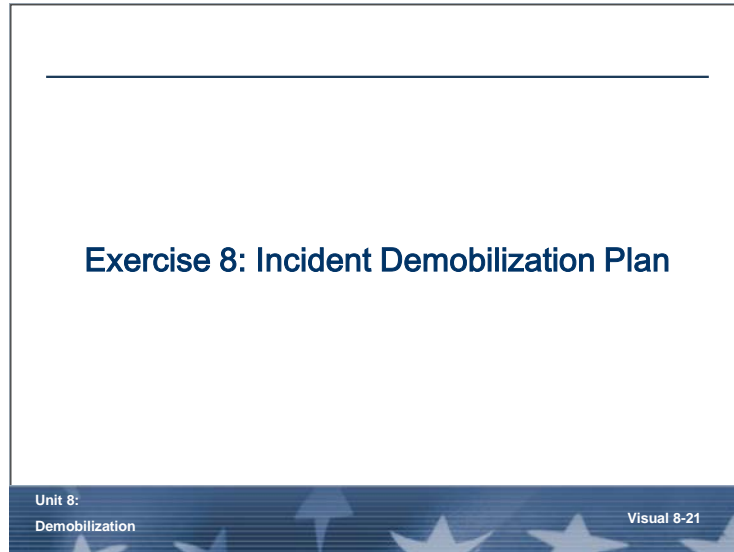
Unit 8:
Demobilization

Visual 8-20

Key Points

Signature Cover Sheet of the Incident Demobilization Plan:

TopicExercise 8: Incident Demobilization Plan

**Key Points**

The purpose of Exercise 8 is to provide the participants with an opportunity to practice completing a written Incident Demobilization Plan.

Topic

Scheduling Demobilization



Key Points

Scheduling demobilization:

Topic Scheduling Demobilization

Scheduling Demobilization

Identify surplus resources and release if necessary

Things to consider:

- Currently assigned resources
- Tentative demobilization information

Unit 8:
Demobilization

Visual 8-23

Key Points

The decline of resource needs in the Operations Section can serve as an indicator of what the overall incident demobilization glide path will be.

All other functions key off of the decreasing operational needs to begin planning the release of their own sectional resources.

In order for the scheduling process to be successful, the Section Chiefs need to be responsive to the lead time guidelines and rest requirements stated in the Incident Demobilization Plan.

When scheduling demobilization, consider the necessary transition time. Your IMT is unsuccessful if you walk out without the appropriate transition.

Scheduling Demobilization (cont.)

Crew Name	ETA	Transportation Method	Today		Tomorrow		To Airport		Status		Time Report
			B	L	B	L	Time	Time	Time	Time	
AGUIRRE #1	50	Bus-Campes									
AGUIRRE #2	50	Bus-Campes									
AGUIRRE #3	50	Bus-Campes									
AGUIRRE #4	50	Bus-Campes									
AGUIRRE #5	50	Bus-Campes									
AGUIRRE #6	50	Bus-Campes									
AGUIRRE #7	50	Bus-Campes									
AGUIRRE #8	50	Bus-Campes									
AGUIRRE #9	50	Bus-Campes									
AGUIRRE #10	50	Bus-Campes									
AGUIRRE #11	50	Bus-Campes									
AGUIRRE #12	50	Bus-Campes									
AGUIRRE #13	50	Bus-Campes									
AGUIRRE #14	50	Bus-Campes									
AGUIRRE #15	50	Bus-Campes									
AGUIRRE #16	50	Bus-Campes									
AGUIRRE #17	50	Bus-Campes									
AGUIRRE #18	50	Bus-Campes									
AGUIRRE #19	50	Bus-Campes									
AGUIRRE #20	50	Bus-Campes									
AGUIRRE #21	50	Bus-Campes									
AGUIRRE #22	50	Bus-Campes									
AGUIRRE #23	50	Bus-Campes									
AGUIRRE #24	50	Bus-Campes									
AGUIRRE #25	50	Bus-Campes									
AGUIRRE #26	50	Bus-Campes									
AGUIRRE #27	50	Bus-Campes									
AGUIRRE #28	50	Bus-Campes									
AGUIRRE #29	50	Bus-Campes									
AGUIRRE #30	50	Bus-Campes									

Unit 8: Demobilization

Visual 8-24

Key Points

This is a form that was used for demobilization of the large-scale Columbia Shuttle recovery effort. About 600 crews were employed, each with approximately 20 persons. There was an IMT that was in charge of mobilizing and demobilizing resources. This form listed the crew name, transportation method, projected demobilization time, number of persons in each crew, and the bus that they came in on. This example is somewhat extreme in that it dealt with so many responders, but the point is to find what works for your team. It could be just an Excel spreadsheet.

Topic Tentative Demobilization Information

Tentative Demobilization Information

Section Chiefs are responsible for providing written tentative demobilization information to the Demobilization Unit Leader

Written tentative demobilization request includes:

- Request Number
- Resource Name
- Position or Kind Code
- Availability for Reassignment
- Date & Time of Proposed Release

Unit 8:
Demobilization Visual 8-25

Key Points

Tentative demobilization information may be provided in a variety of ways. Examples include making notes on the Currently Assigned Resources List provided by the Resources Unit Leader or Demobilization Unit Leader, or completing an ICS Form 213, General Message Form, with tentative demobilization information.

Just because someone is placed on the Tentative Demobilization List, it does not mean that it is definite. The incident may escalate again and demobilization may be halted.

Topic Consolidation of Tentative Demobilization Information

Consolidation of Tentative Demobilization Information

- Organize and file tentative release
- Requests from Sections
- Update T-card rack to indicate resources
- Pending demobilization
- Create tentative Demobilization Lists

Unit 8:
Demobilization Visual 8-26

Key Points

The Resources Unit Leader needs to be aware of the responders' qualifications and what qualifications are needed at the incident site. There is no point in ordering a new resource if one who would fit the need is demobilizing.

Topic Communicating the Demobilization Schedule

Communicating the Demobilization Schedule

- Forward the consolidated tentative Demobilization Lists to the AOP and file for documentation
- Distribute lists to Section Chiefs and display around ICP
- At times it may be appropriate to include in the IAP

Unit 8:
Demobilization

Visual 8-27

Key Points

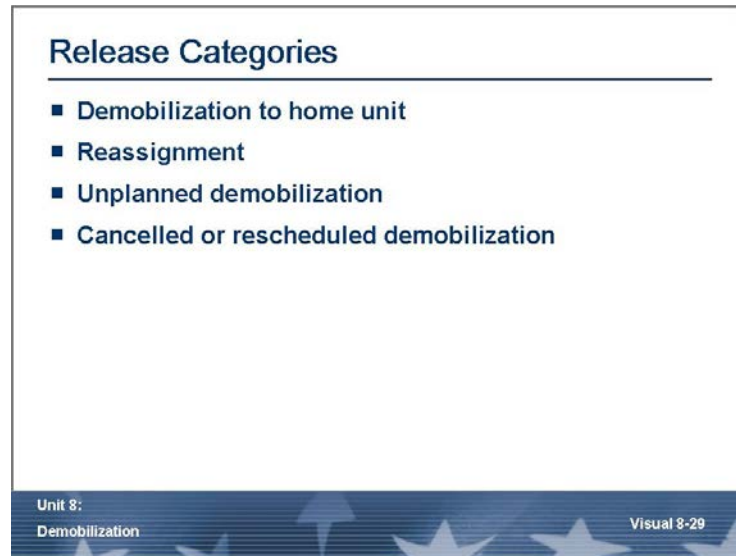
If you have to change the demobilization schedule, be prepared to take some heat. It may not be popular, but the most important thing is meeting the needs of the incident.



Key Points

Demobilization activities:

Topic Release Categories

**Key Points**

Define the release categories:

- Demobilization to home unit
- Reassignment
- Unplanned demobilization
- Cancelled or rescheduled demobilization

Transportation Methods

- Ground travel
- Air travel



Unit 8:
Demobilization

Visual 8-30

Key Points

There are a number of transportation methods that may be used for demobilization, as well as some considerations for each mode. For example, some resources may not want to fly home. If so, they can take a bus, but they should only charge as much time as it would take to fly home. This is a personal preference for them and should not be an added expense for the incident.

Additional Demobilization Considerations

What are additional considerations to keep in mind during demobilization?



Unit 8:
Demobilization

Visual 8-31

Key Points


Additional considerations to keep in mind during demobilization:

Topic ICS Form 221 – Demobilization Checkout

ICS Form 221 - Demobilization Checkout

Documents that the resource has completed check-out, records release, and travel plans

See Handout 8-4



Unit 8:
Demobilization

Visual 8-32

Key Points

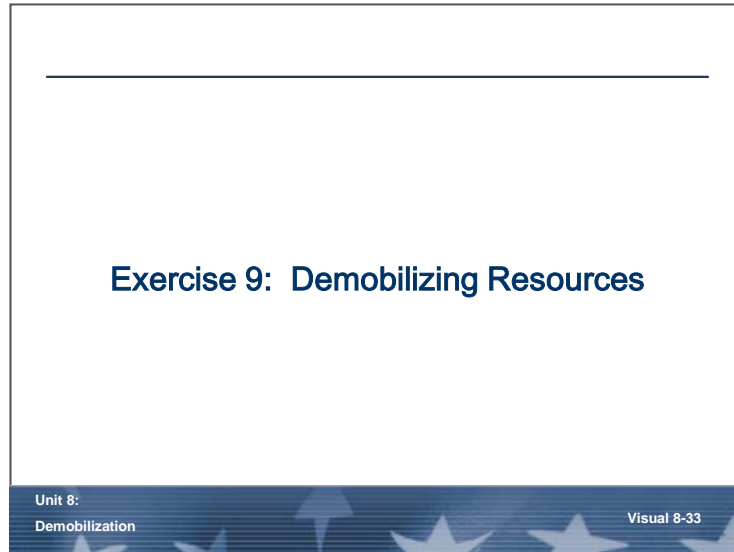
The Demobilization Unit Leader is responsible for developing an incident checkout function for all units.

It is recommended that you use the resource's original resource number for their demobilization number.

You could write flight information, travel plans, a detailed itinerary, or information about a missing item in the Remarks section.

If the resource needs to see the Comp/Claims Unit before leaving, note that on the ICS Form 221.

TopicExercise 9: Demobilizing Resources

**Key Points**

The purpose of Exercise 9 is to provide the participants with an opportunity to practice completing the required documentation for demobilizing resources (ICS Form 221, Demobilization Checkout).

Objectives Review

1. *What are the functions of the Demobilization Unit?*
2. *What are the responsibilities of the Demobilization Unit Leader?*
3. *What are the sections of the Incident Demobilization Plan?*
4. *Where can the Demobilization Unit Leader get the information for the Incident Demobilization Plan?*

Key Points

What are the functions of the Demobilization Unit?

What are the responsibilities of the Demobilization Unit Leader?

What are the sections of the Incident Demobilization Plan?

Where can the Demobilization Unit Leader get the information for the Incident Demobilization Plan?

Topic Review Course Expectations



Key Points

Review Course Expectations:

**Key Points**

Students need to score at least a 70% or better to pass the Final Exam. Because the Course Final consists of 20 questions, students need to correctly answer at least 14 questions in order to pass.