

DEMOBILIZATION PLAN

This Demobilization Plan contains five (5) sections:

- I. General Information
- II. Responsibilities
- III. Release Priorities
- IV. Release Procedures
- V. Travel Information

I. GENERAL INFORMATION

The response is rapidly transitioning from the emergency response phase to a planned recovery effort. The demobilization of incident resources must be conducted in an efficient and safe manner and shall not interfere with ongoing incident operations. The following will be incorporated into the demobilization effort:

- A. All releases of resources from the Incident will be initiated in the Demobilization Unit after of the approval of the Incident Commander.
- B. No resources are to leave the Incident until authorized to do so
- C. All property, including rental vehicles shall be properly returned and appropriate records forwarded to finance.
- D. Notify Logistics and Finance at least 24 hours in advance for identified resources being demobilized.

II. RESPONSIBILITIES

A. **Section Chief 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.

B. **The Incident Commander is responsible for:**

- . Establishing the release priorities
- . Review and approve the Demobilization plan
- . Review and approve all tentative release sheets

C. Operations Section Chief

- . Identify any excess personnel and equipment available for demobilization and provide list to

D. Planning Section Chief

- . Identify and decontaminate all tactical resources, as needed.
- . Where possible, release resources that have pre-established shared transportation together to facilitate demobilization.

E. 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 transportation
- . Ensure all signatures are obtained on the Demobilization Checkout form ICS 221
- . Monitors the Demobilization Process and make any adjustments

F. The Safety Officer is responsible for:

- . Identifying any special safety considerations for the Demobilization Plan

G. The Planning Section Chief is responsible for:

- . Review and approval of the Demobilization plan

H. The Logistics Section Chief is responsible for:

- . 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: - will ensure that all non-expendable items are returned or accounted for prior to release
- . Ground Support - Ensure you coordinate all vehicle inspections with the

I. Finance/Administration Section Chief.

- . Transportation - will ensure that there is adequate ground transportation during the release process.
- . Communications - will ensure that all radios, phones and pagers are returned or accounted for
- . Food unit leader - will ensure that there will be adequate meals for those being released and those remaining

J. The Finance Section Chief is responsible for:

- . Completion of all personal time reports
- . Completion of all rental and agency equipment time reports
- . Contract equipment payments as required

III. RELEASE PRIORITIES

A. The following are the release priorities:

1. Personnel welfare (safety and rest)
2. Needs of the assisting/cooperating agencies
3. High dollar assets
4. Local government response resources
5. Federal government response resources

IV. RELEASE PROCEDURES

A. 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.

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

- . Communications Unit Leader: if communication equipment is issued
- . Transportation Unit Leader: transportation plan, rental vehicle issued, and vehicle safety inspection
- . Facilities Unit Leader: to insure all facilities are clean
- . Supply Unit Leader: return all expendable supplies and returned
- . Finance Section: close out all personnel and equipment time records
- . Documentation Unit Leader: turn in all ICS 214's and any necessary paperwork
- . Demobilization Unit Leader: turn in ICS 221 with all the signatures

C. Demobilization Unit will be the last stop in the release process:

- . 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

V. TRAVEL INFORMATION

A. The following are general guidelines to be followed for resources that are leaving the Incident:

- . All responders who are traveling by vehicle for more than 3 hours must have a minimum of 4 hours rest prior to being released. Any exception to the 4 hour rest rule must have the approval from the Unified Command.
- . All resources must meet their individual agency regulations pertaining to rest and travel.
- . Point-to-point driving for returning responders shall be limited to the hours between 6 am and 10 pm.
- . All resources **MUST** be able to arrive at their home base prior to 2200 hours 10 PM.
- . All vehicles leaving the incident will have a safety inspection.

(Any deficiencies noted or corrected).

- . 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.
- . 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.
- . Personnel traveling on commercial aircraft will be given time to shower and dress in clean clothes.
- . All released resources upon arrival at their home unit will check-in with their home unit.

B. All Strike Team/Task Force Leaders, Single Resources, and 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

C. Incident Directory:

See attached Incident communication pan and phone lists.

ICS 221 Demobilization Check-Out

Purpose. The Demobilization Check-Out (ICS 221) ensures that resources checking out of the incident have completed all appropriate incident business, and provides the Planning Section information on resources released from the incident. Demobilization is a planned process and this form assists with that planning.

Preparation. The ICS 221 is initiated by the Planning Section, or a Demobilization Unit Leader if designated. The Demobilization Unit Leader completes the top portion of the form and checks the appropriate boxes in Block 6 that may need attention after the Resources Unit Leader has given written notification that the resource is no longer needed. The individual resource will have the appropriate overhead personnel sign off on any checked box(es) in Block 6 prior to release from the incident.

Distribution. After completion, the ICS 221 is returned to the Demobilization Unit Leader or the Planning Section. All completed original forms must be given to the Documentation Unit. Personnel may request to retain a copy of the ICS 221.

Notes:

- Members are not released until form is complete when all of the items checked in Block 6 have been signed off.
- If additional pages are needed for any form page, use a blank ICS 221 and repaginate as needed.

| Block Number | Block Title | Instructions |
|--------------|---|---|
| 1 | Incident Name | Enter the name assigned to the incident. |
| 2 | Incident Number | Enter the number assigned to the incident. |
| 3 | Planned Release Date/Time | Enter the date (month/day/year) and time (using the 24-hour clock) of the planned release from the incident. |
| 4 | Resource or Personnel Released | Enter name of the individual or resource being released. |
| 5 | Order Request Number | Enter order request number (or agency demobilization number) of the individual or resource being released. |
| 6 | Resource or Personnel You and your resources are in the process of being released. Resources are not released until the checked boxes below have been signed off by the appropriate overhead and the Demobilization Unit Leader (or Planning Section representative). <ul style="list-style-type: none"> • Unit/Leader/Manager/Other • Remarks • Name • Signature | Resources are not released until the checked boxes below have been signed off by the appropriate overhead. Blank boxes are provided for any additional unit requirements as needed (e.g., Safety Officer, Agency Representative, etc.). |
| | Logistics Section <input type="checkbox"/> Supply Unit <input type="checkbox"/> Communications Unit <input type="checkbox"/> Facilities Unit <input type="checkbox"/> Ground Support Unit <input type="checkbox"/> Security Manager | The Demobilization Unit Leader will enter an "X" in the box to the left of those Units requiring the resource to check out. Identified Unit Leaders or other overhead are to sign the appropriate line to indicate release. |

| Block Number | Block Title | Instructions |
|-----------------------------|--|--|
| 6 (continued) | Finance/Administration Section <input type="checkbox"/> Time Unit | The Demobilization Unit Leader will enter an "X" in the box to the left of those Units requiring the resource to check out. Identified Unit Leaders or other overhead are to sign the appropriate line to indicate release. |
| | Other Section/Staff <input type="checkbox"/> | The Demobilization Unit Leader will enter an "X" in the box to the left of those Units requiring the resource to check out. Identified Unit Leaders or other overhead are to sign the appropriate line to indicate release. |
| | Planning Section <input type="checkbox"/> Documentation Leader <input type="checkbox"/> Demobilization Leader | The Demobilization Unit Leader will enter an "X" in the box to the left of those Units requiring the resource to check out. Identified Unit Leaders or other overhead are to sign the appropriate line to indicate release. |
| 7 | Remarks | Enter any additional information pertaining to demobilization or release (e.g., transportation needed, destination, etc.). This section may also be used to indicate if a performance rating has been completed as required by the discipline or jurisdiction. |
| 8 | Travel Information | Enter the following travel information: |
| | Room Overnight | Use this section to enter whether or not the resource or personnel will be staying in a hotel overnight prior to returning home base and/or unit. |
| | Estimated Time of Departure | Use this section to enter the resource's or personnel's estimated time of departure (using the 24-hour clock). |
| | Actual Release Date/Time | Use this section to enter the resource's or personnel's actual release date (month/day/year) and time (using the 24-hour clock). |
| | Destination | Use this section to enter the resource's or personnel's destination. |
| | Estimated Time of Arrival | Use this section to enter the resource's or personnel's estimated time of arrival (using the 24-hour clock) at the destination. |
| | Travel Method | Use this section to enter the resource's or personnel's travel method (e.g., POV, air, etc.). |
| | Contact Information While Traveling | Use this section to enter the resource's or personnel's contact information while traveling (e.g., cell phone, radio frequency, etc.). |
| | Manifest <input type="checkbox"/> Yes <input type="checkbox"/> No Number | Use this section to enter whether or not the resource or personnel has a manifest. If they do, indicate the manifest number. |
| Area/Agency/Region Notified | Use this section to enter the area, agency, and/or region that was notified of the resource's travel. List the name (first initial and last name) of the individual notified and the date (month/day/year) he or she was notified. | |
| 9 | Reassignment Information <input type="checkbox"/> Yes <input type="checkbox"/> No | Enter whether or not the resource or personnel was reassigned to another incident. If the resource or personnel was reassigned, complete the section below. |
| | Incident Name | Use this section to enter the name of the new incident to which the resource was reassigned. |
| | Incident Number | Use this section to enter the number of the new incident to which the resource was reassigned. |
| | Location | Use this section to enter the location (city and State) of the new incident to which the resource was reassigned. |
| | Order Request Number | Use this section to enter the new order request number assigned to the resource or personnel. |

| Block Number | Block Title | Instructions |
|--------------|--|--|
| 10 | Prepared by <ul style="list-style-type: none">• Name• Position/Title• Signature• Date/Time | Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (using the 24-hour clock). |