

Demobilization: End of Shift and Demobilization

Time: 50 Minutes

INTRODUCTION:

The purpose of this exercise is to provide the ambulance strike team leader with an opportunity to walk through the demobilization process for yourself and your team.

DIRECTIONS:

- A. Identify items in the demobilization plan that are pertinent to the ambulance strike team.
- B. Develop questions that you may have during the demobilization process.
- C. Review the ICS Form 221 Demobilization Checkout.
- D. Discuss the importance to accountability during the demobilization process and return trip home.

SAMPLE DEMOBILIZATION PLAN

1. GENERAL INFORMATION

Functional Units (Operations, Logistics, Finance, Command & General Staff) will advise the Planning Section of resources that are surplus to their functional units. The Planning Section will identify resources surplus to the incident's needs and obtain approval from the Incident Commander for release. The Demobilization Unit will manage the release and return or reassignment of all surplus resources. The Demobilization process requires close coordination between the Incident Demobilization Unit and Incident Dispatch Location.

The size and location of the Incident Base lends itself to the holding of surplus equipment and personnel while in the demobilization process.

2. GENERAL GUIDELINES

- A. NO resources will leave the Incident until authorized to do so by the Incident Commander facilitated through the Demobilization Unit.
- B. All releases and travel home or to a reassignment will be in compliance with the National Work Rest Guidelines. Emphasis will be placed to ensure that all released personnel arrive home no later than **22:00 hour's local time** or as authorized by the Incident Commander. Resources will have a minimum of at least 8 consecutive hours off duty before beginning a shift or demobilization.
- C. All vehicles leaving the incident will have a safety inspection and deficiencies will be corrected prior to departure for home or reassignment.
- D. All Party Chiefs, Crew Supervisors, and Strike Team/Medical Task Force Leaders will be briefed by the Demobilization Unit prior to leaving the incident. The briefing will include: 1) method of travel, 2- itinerary, 3- with destinations
- E. Notification of Incident personnel will be by posting of "Tentative Releases" in advance. Crew supervisors will be paged when the Demobilization process is to begin.

- F. Resources that have been reassigned within Geographic Areas will always be released on the original order and request number, if applicable.
- G. Actual departure times and estimated time of arrival (ETA) at final destination will be relayed to Home Dispatch upon departure of all resources from the base. This includes all equipment and services.
- H. Performance Ratings are required for:
 - Trainees
 - Outstanding Performance
 - Deficient performance
 - By personal request

3. **RESPONSIBILITIES**

Functional heads (e.g. Section Chiefs) are responsible for determining resource surplus to their needs and submitting written lists to the Planning Section with destination, travel, needs and request numbers.

The Demobilization Unit Leader is responsible for:

- Preparing the Demobilization Plan with input from the Operations Chief, Plans Chief, Safety Officer, and Agency Representative
- Providing Dispatch with confirmation of departing resources (including equipment) with their departure time and ETA at their final destination (if they have their own transportation).
- Making advance notification to incident personnel regarding tentative and final releases
- Ensuring that all signatures are obtained on the Demobilization Checkout form (ICS-221)

-Monitoring the Demobilization process and making necessary adjustments in the process to maintain an orderly and safe release of all resources and ensure accurate and timely flow of release information.

The Incident Commander is responsible for:

- Establishing Incident release priorities in concert with the Geographic Area Coordinator
- Review and approval of the Demobilization Plan
- Review and approval of tentative release lists

The Safety Officer is responsible for:

- Identifying any special safety considerations for the Demobilization Plan
- Approval of tentative surplus resources

The Planning Section Chief is responsible for:

- Review and approval of the Demobilization Plan
- Review and approval of the tentative release lists

The Logistics Section Chief is responsible for:

- Insuring through the Facilities Unit, that all sleeping and work areas are cleaned up prior to release
- Insuring, through the Supply Unit, that all non-expendable property items are returned or accounted for prior to release
- The Logistics section will assure the release process will be followed that all vehicles receive a safety inspection prior to leaving the incident. Any deficiencies must be corrected.

-Insuring, through the Communications Unit that all communications equipment has been returned or accounted for

-Insuring, through the Food Unit, that there will be adequate meals for those being released and for those remaining in Incident Base/Staging area.

-Review and approval of the Demobilization Plan

-Approval of tentative surplus (Logistics) resources

The Finance Section Chief is responsible for:

-Completion of all time and equipment reports for released resources

-Coordination for any crew time sheets

-Reviewing and providing excessive shift length justification with IC's signature

-Approval of tentative surplus (Finance) personnel

-Review of Demobilization Plan

The Operation Section Chief is responsible for:

-Review of Demobilization Plan

-Approval of the tentative surplus (Operations) personnel

The Liaison Officer is responsible for:

-Providing any agency specific requirements for the Demobilization Plan

4. RELEASE PRIORITIES:

The following release priorities have been established by the IC in concert with Agency Representatives

1. Initial response personnel
2. Type one teams

3. Non-local single resources

4. other local resources

5. RELEASE PROCEDURES

Critical resources will be identified on a daily basis from the Incident Commander and General Staff.

Functional heads will identify surpluses within their units and submit a list to the Demobilization Unit Leader in the Planning Section. The Demobilization Unit will combine lists and form a "Tentative Release" list to be submitted to the IC for review and approval. Demobilization will work with the Resources Unit so that the resource status board can be kept up to date.

After IC approval, the Demobilization Unit Leader will:

- Prepare transportation manifests.
- Notify personnel to be released.
- Give crew leaders or individuals the final release form and briefing

Team Leaders or individuals will take the Demobilization checkout form to:

- Communications Unit Leader (If radio equipment has been issued)
- Facilities Unit Leader (to be sure sleeping area is clean)
- Supply Unit Leader (to return all non-expendable property)
- Ground Support (for vehicle inspection)
- Finance (for time)
- Demobilization (last stop for final departure times and documentation)

The Demobilization Unit will:

- Notify the Resources Unit so the "T" card information is complete
- Collect and send all Demobilization paperwork to the Documentation Unit

6. TRAVEL INFORMATION

All resources will meet any agency-specific requirements on hours of travel per day or other restrictions concerned with travel. Incident Demobilization will notify the home agency and advise them with an ETA. It will then be up to the sending agency to keep track of released resources and report back if there are any problems or if more information is needed.

Incident phone numbers

(888) 555-1212

Individual resources are to notify either the Incident Command Post or the above numbers and their home unit dispatcher if significant delays occur in route to their home location.