
Unit 8:

Overview of Documentation and Demobilization Units



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Visual 8.1

Unit Terminal Objective

Describe the responsibilities of the Documentation Unit Leader and Demobilization Unit Leader and the purpose of the Final Incident Package.



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Visual 8.2

Unit Enabling Objectives

- **Identify the main responsibilities of the Documentation Unit Leader.**
- **Describe the purpose of the Final Incident Package.**
- **Identify the main responsibilities of the Demobilization Unit Leader.**



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Unit Overview

- **Documentation Unit Leader (DOCL)**
- **Final Incident Package**
- **Demobilization**
- **Demobilization Unit Leader**



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Visual 8.4

Documentation Unit Leader



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Visual 8.5

Responsibilities of DOCL

- **Begin organization of files.**
- **Establish copy service and respond to requests.**
- **File all official forms and reports.**

**Handout 8-1: Documentation Unit
Leader Position Checklist**

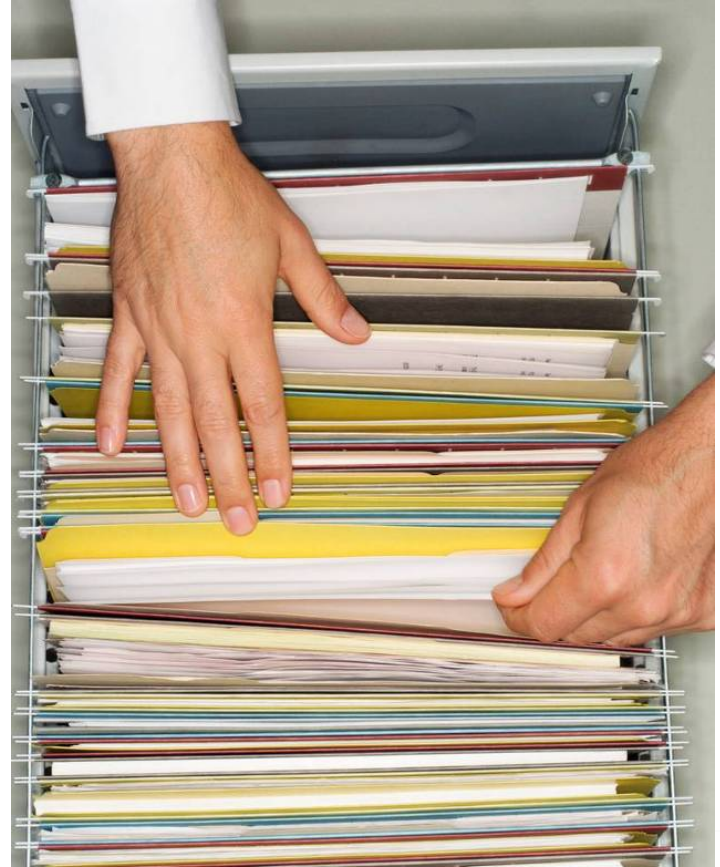


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Visual 8.6

Responsibilities of DOCL (Cont.)

- Review records for accuracy and completeness.
- Provide incident documentation as requested.
- Store files for post-incident use.



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Final Incident Package – Bad



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Visual 8.8

Final Incident Package – Good

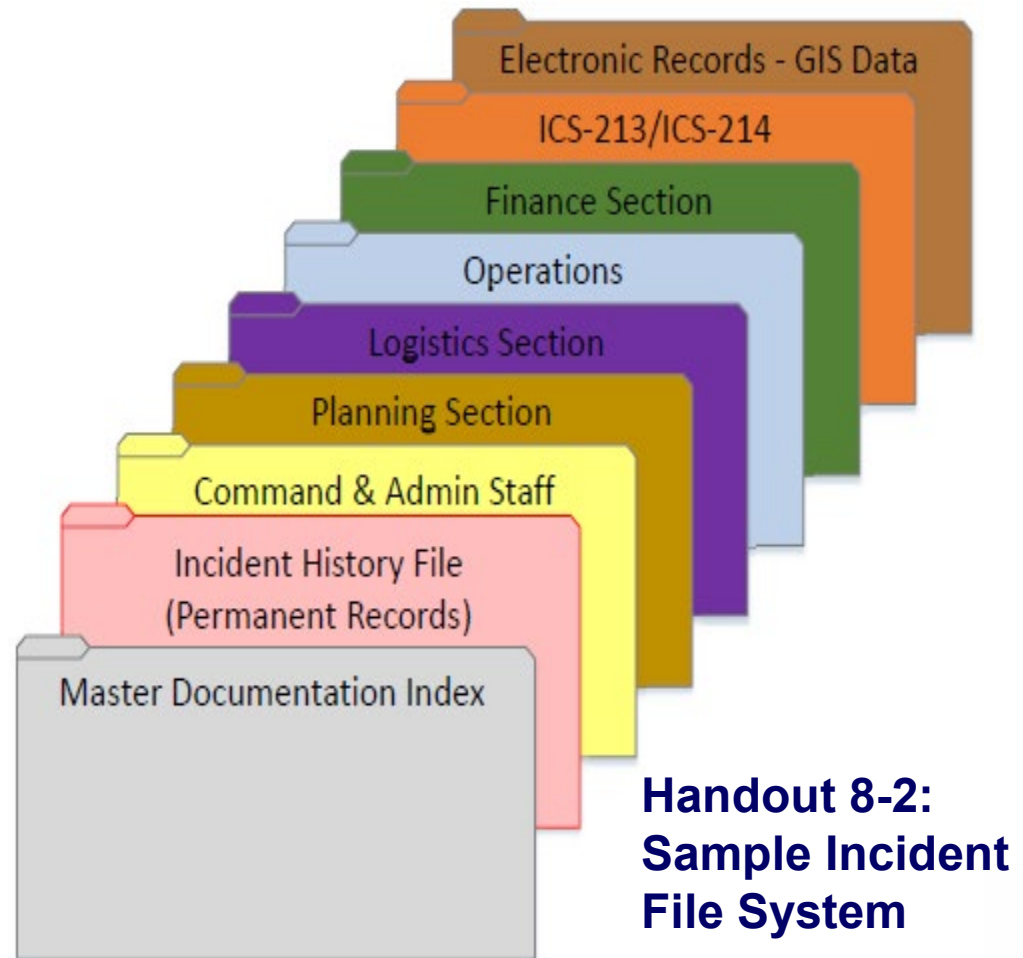


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Visual 8.9

Final Incident Package (1 of 3)

- The Final Incident Package is the compilation of all critical documents placed in the Incident File by the IMT during their assignment.
- Requirements should be provided to the Incident Management Team at the AA Briefing.



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Final Incident Package (2 of 3)

- Store in standard, labeled file box and map tubes.
- Check to make sure all forms are legible.
- Delivered to Agency Administrator/ Senior Official and provide guidance.

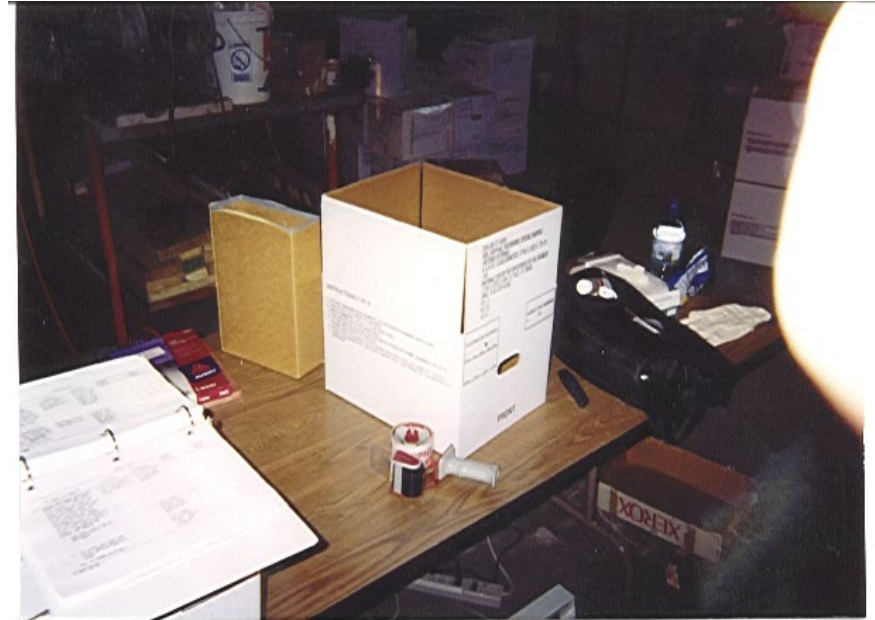


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Visual 8.11

Final Incident Package (3 of 3)

- Not delivered if being replaced by another Incident Management Team.
- If replaced by another Incident Management Team, the package should be in a condition to allow the next team to continue accurate filing.



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General Filing Guidance

- Follow AHJ Rules/Policies, etc.
- Permanent Records: 20 years
- Operational Records: 7 years
- Non-records: destroy when no longer needed



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Demobilization



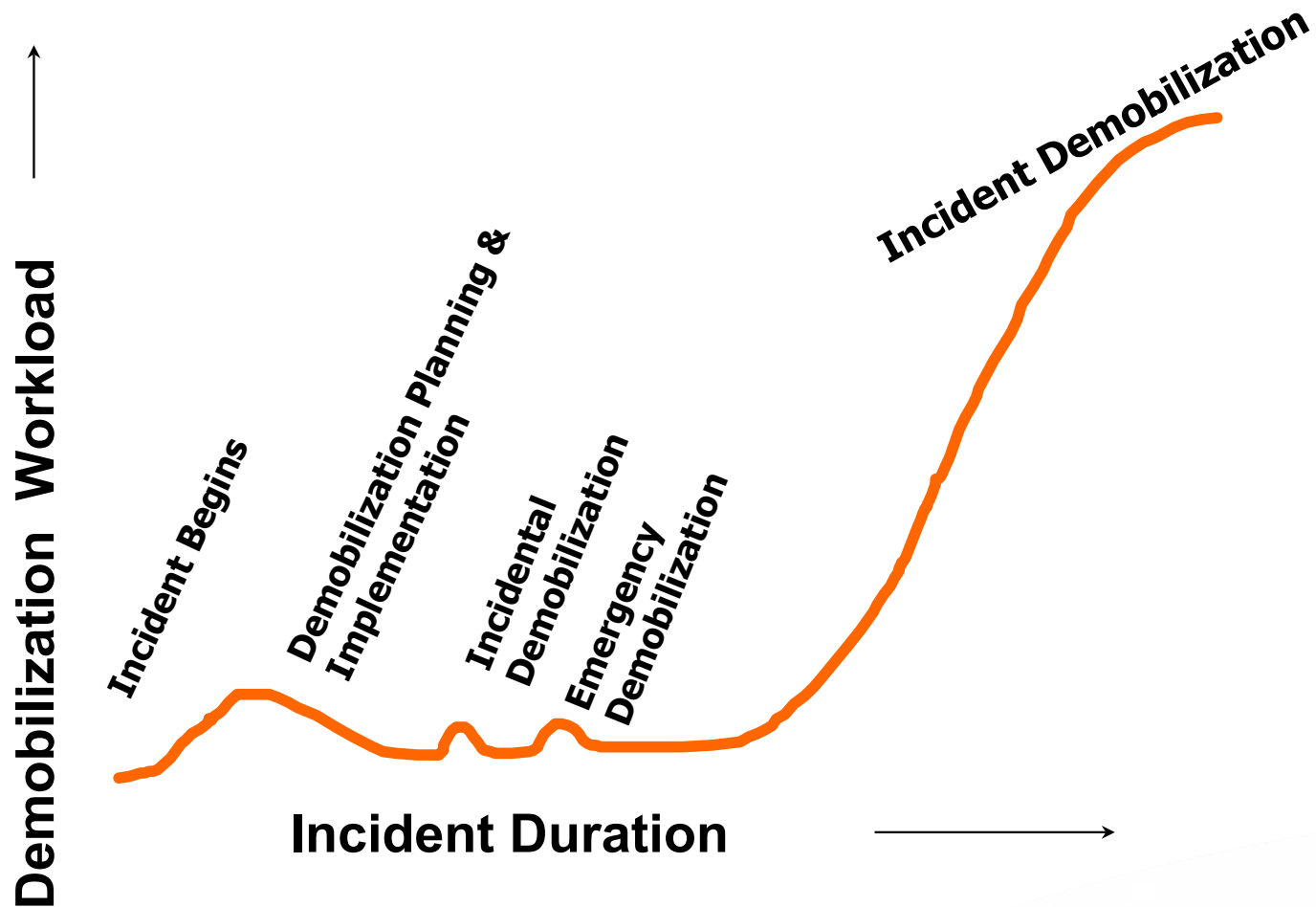
- **Safe and orderly release of all resources from the incident or site.**
- **Requires a team effort involving all elements of the incident command organization.**



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Visual 8.14

Demobilization Workload



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Characteristics of Demobilization

- Large workload at the end of the incident.
- People are in a hurry to get home.
- Poor planning often delays demobilization.
- Resources are sent home with cost-efficiency in mind.



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Setting Release Priorities

Incident Commander will set release priorities:

- **Coordinated with host agency.**
- **Coordinated with Dispatch or EOC.**
- **National and regional needs.**
- **Other considerations such as:**
 - **Cost**
 - **Personnel welfare**
 - **Agency agreements**

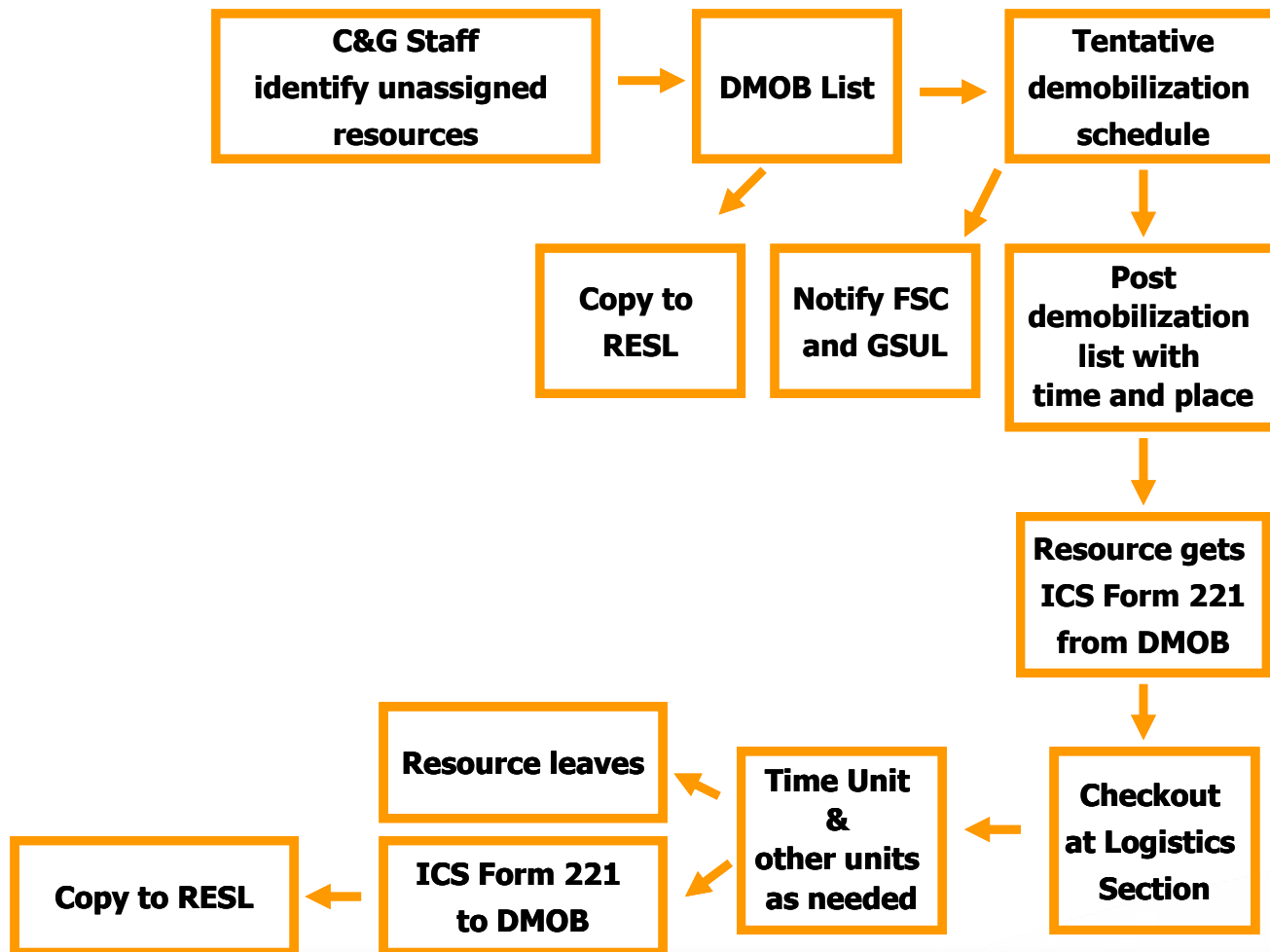


What would influence the priority for release?



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Demobilization Workflow



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Demobilization Unit Leader



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Visual 8.19

Demobilization Unit Leader (cont)

- **Begins work early in the incident.**
- **Creates rosters of personnel and resources and obtains any missing information as check-in proceeds.**
- **Demobilization Unit Leader develops a Demobilization Plan.**
- **Once approved, ensures the plan is distributed.**

Handout 8-3: Demobilization Unit Leader Position Checklist



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Staffing the Unit

Simple Local or regional resources, less than 100 people, short duration	1 Demobilization Unit Leader with support from Status/Check-in Recorders
Moderate Regional/multi-regional, 100-500 people, several air travelers	1 Demobilization Unit Leader with 1 assistant or trainee with support from Status/Check-in Recorders
Very Complex More than 500 people from multiple agencies and areas, long duration	1 Demobilization Unit Leader with 2-3 assistants with support from Status/Check-in Recorders



Responsibilities of Demobilization Unit Leader (1 of 5)

- Monitor Resources.
- Review incident resource records.
- Identify surplus resources.
- Evaluate logistics and transportation capabilities.



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Responsibilities of Demobilization Unit Leader (2 of 5)

- **Plan for Demobilization**
 - **Obtain input from other agencies regarding release of their resources.**
 - **Consider demobilizing resources from out of the area.**
 - **Demobilize the most expensive excess equipment and resources first.**
 - **Consider condition of personnel.**



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Responsibilities of Demobilization Unit Leader (3 of 5)

- **Create Demobilization Plan**
 - **Detail specific responsibilities, release priorities and procedures, and travel information.**
 - **Demobilization Planning Meeting may be held by the Command and General Staff to discuss the Plan.**
 - **Circulate the Demobilization Plan for Signature and review by the Command and General Staff and approval of the Incident Commander.**



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Demobilization Plan

The Demobilization Plan should contain:

- **General information about demobilization process.**
- **Responsibilities for implementation.**
- **General release priorities.**
- **Specific release procedures.**
- **Directories.**

**Handout 8-4: Sample Demobilization Plan and
Handout 8-5: Demobilization Plan Template**



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Responsibilities of Demobilization Unit Leader (4 of 5)

- **Distribute the Plan**
 - **Distribute the plan to Incident Commander, C&G Staff, and all check-out locations.**
 - **Ensure all Sections/Units understand their specific demobilization responsibilities.**



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Responsibilities of Demobilization Unit Leader (5 of 5)

- **Implement the Plan**
 - **Monitor implementation and anticipate problems.**
 - **Ensure safe and orderly flow of resources off the incident.**
 - **Keep Command and General Staff advised.**



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ICS Form 221 Demobilization Check-out

- Provides Planning Section information on resource releases from the incident.
- Initiated by the Demobilization Unit Leader or the Planning Section Chief.

Handout 8-6: ICS Form 221 Demobilization Check-out Form

DEMobilIZATION CHECK-OUT (ICS 221)			
1. Incident Name:		2. Incident Number:	
3. Planned Release Date/Time: Date: _____ Time: _____		4. Resource or Personnel Released:	
		5. Order Request Number:	
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).			
LOGISTICS SECTION			
Unit/Manager	Remarks	Name	Signature
☐ Supply Unit			
☐ Communications Unit			
☐ Facilities Unit			
☐ Ground Support Unit			
☐ Security Manager			
FINANCE/ADMINISTRATION SECTION			
Unit/Leader	Remarks	Name	Signature
☐ Time Unit			
☐			
☐			
OTHER SECTION/STAFF			
Unit/Other	Remarks	Name	Signature
☐			
☐			
PLANNING SECTION			
Unit/Leader	Remarks	Name	Signature
☐			
☐ Documentation Leader			
☐ Demobilization Leader			
7. Remarks:			
8. Travel Information:			
Estimated Time of Departure: _____		Room Overnight: ☐ Yes ☐ No	
Destination: _____		Actual Release Date/Time: _____	
Travel Method: _____		Estimated Time of Arrival: _____	
Manifest: ☐ Yes ☐ No		Contact Information While Travelling: _____	
Number: _____		Area/Agency/Region Notified: _____	
9. Reassignment Information: ☐ Yes ☐ No			
Incident Name: _____		Incident Number: _____	
Location: _____		Order Request Number: _____	
10. Prepared by: Name: _____		Position/Title: _____ Signature: _____	
ICS 221		Date/Time: _____	



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Potential Challenges

- **Vehicle Breakdowns**
- **Foul Weather**
- **Airplane Scheduling**
- **Emerging Incidents**
- **People who are unfamiliar with the process**
- **What are some other potential problems?**



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Objectives Review

- 1. What are the main responsibilities of the Documentation Unit Leader?**
- 2. What is the purpose of the Final Incident Package?**
- 3. What are the basic responsibilities of the Demobilization Unit Leader?**



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Review Course Expectations



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Visual 8.31

Final Exam



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Visual 8.32