

Demobilization Exercise 5 Overview Unit 9

Purpose

The purpose of this exercise is to provide participants with an opportunity to identify the LOFR's roles and responsibilities during the Demobilization meeting.

Objectives

Students will:

- Create a basic agenda for use by the LOFR during a Demobilization meeting with Assisting Agency AREPs.

Exercise Structure

This exercise is scheduled to last approximately 15 minutes, including small group discussions and presentations of group findings.

Rules, Roles, and Responsibilities

Following are the specific activities/instructions for your participation in the exercise:

1. Within your work group, select a group spokesperson.
2. Create basic bullet points for the agenda of your Demobilization meeting with Assisting Agency AREPs.
3. Write your answers on easel pad paper.
4. Present your group's approach to the full class.

Facilitators moderate discussions, answer questions, and provide additional information as required.

Exercise 5 Schedule

Activity	Duration	Participation Type
Exercise Introduction and Overview	2 minutes	Classroom
Discussion/Documentation	5 minutes	Small Groups
Debrief/Review	5 minutes	Classroom

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TRAIN INCIDENT DEMOBILIZATION PLAN

Reviewed By: _____ **Planning Section Chief**

Reviewed By: _____ **Operations Section Chief**

Reviewed By: _____ **Finance Section Chief**

Reviewed By: _____ **Logistics Section Chief**

Reviewed By: _____ **Safety Officer**

Reviewed By: _____ **Liaison Officer**

Reviewed By: _____ **Information Officer**

Approved By: _____ **Incident Commander**

Date Approved: _____ **1-22-xx**

DEMOBILIZATION PLAN

I. General Information: This Demobilization Plan will be adjusted and implemented within the operational/planning cycle of the incident. Guidelines contained within this plan will be used by the Command and General Staff in their efforts to properly release personnel and equipment from the scene with the approval of the Incident Commander. Staffing standards, work hours, overtime, and other personnel matters will be noted within this plan.

II. Responsibilities:

A. General.

1. All field deployed personnel and equipment can only be demobilized with the approval of the Incident Commander. Demobilization of critical resources is mentioned later.
2. No personnel or equipment will leave the incident until authorized to do so.
3. Demobilization will be accomplished in a cost effective manner.
4. Safety of personnel is paramount during demobilization.
5. All incident response personnel shall follow the guidelines put forth in this plan.
6. All equipment checked out must be returned to the appropriate originator.

B. Emergency Operations Center Manager

1. The role of EOC Manager is to facilitate demobilization through normal operating procedures, and assure the demobilization priorities are consistent with geographic area and national guidelines.

C. Incident Commander

1. The Incident Commander will follow normal procedures of developing and approving the Demobilization Plan and implementation procedures. The Incident Commander may use the County/State's plan if it meets the needs or develop a new plan that addresses these issues.

D. Planning Section Chief

1. Shall ensure demobilization information is disseminated in sufficient time to ensure the orderly downsizing or reorganization of incident resources.
2. Submit proposed release of resources for the proper approvals. Ensure approved releases receive and comply with the Demobilization Check-out Form (ICS 221).

E. Operations Section Chief

1. Identify surplus personnel and equipment to the Incident Commander.
2. Communicate excess personnel and equipment available for demobilization to the Planning Section Chief.

F. Logistics Section Chief

1. Coordinate all personnel and equipment transportation needs to final destinations.
2. Ensure all communications, facilities, and ground equipment and other returnable items are checked in and verified.

G. Finance/Administration Section Chief

1. All personnel time reports are up-to-date.
2. All equipment time reports are completed.
3. All known claims are recorded.

III. Critical Resource and Release Priorities:

A. Critical Resources

1. The County EOC will assist the Incident Commander in identifying critical resources.
2. The Incident Commander will determine the release priorities for any critical resources in the Incident Management Organization. Prior to scheduling the release of a critical resource the Planning Section Chief will notify the EOC Manager.

B. Non-Critical Resource Exchange

1. All non-critical resources will be demobilized through normal procedures.

C. Priority Release Guidelines.

Personnel:

1. Personnel that have worked continuously for 14 days. This time standard should not be flexible based on the national work rest guidelines.
2. Out-of-County Personnel
3. Assisting Agency personnel will be released in accordance with agreements or other arrangements made with their respective agency.
4. Local Personnel

Equipment:

1. Equipment designated as a critical resource.
2. Equipment staged for long periods of time and no longer expected to be needed.
3. Rented or leased equipment.
4. Equipment vital to other regional operations.

IV. Personnel Demobilization Guidelines:

A. Personnel Demobilization.

1. Demobilization Checkout Form (ICS 221) For each operational period where personnel demobilization is anticipated, the Demobilization Unit shall complete a Demobilization Checkout Form (ICS 221). This form is attached to this plan.
2. Check-out All personnel demobilizing permanently from the incident shall complete a Demobilization Checkout Form (ICS 221). This form will facilitate the return of:
 - Non-expendable equipment
 - Communications gear
 - Vehicles
 - Other equipment or administrative matters that need to be addressed before the release of the individual (i.e., removal of person for rosters, employee profile database, etc.).
3. Debrief Each demobilized person will receive an operational and safety/medical debrief. This is to ensure that the job they were performing is either complete or the person has been properly relieved by another worker to address ongoing issues. The safety/medical debriefs serves as a check to the Incident Management Team to determine any unsafe conditions not previously reported and to ensure that the person is leaving the incident in a healthy state.
4. Departure For safety reasons, demobilized personnel should insure they are properly rested before beginning their travel to their normal work place or home (especially if driving).
5. Travel Restrictions Travel shall be conducted in accordance with existing rules and guidelines as per individual travel authorizations.

V. Equipment Demobilization Guidelines:

A. Equipment Demobilization.

1. Check-out. All equipment demobilizing permanently from the incident shall be noted on the Demobilization Checkout Form (ICS 221).

Personnel Check-out Process Checklist

General Check-out		
Preparing for Departure	☐	General. All persons demobilizing from the response shall ensure that they are cleared to leave with their immediate supervisor. If onsite relief is necessary, time should be planned to accomplish that task.
	☐	ICS 211. Each person demobilizing under the IMT or Incident Command shall ensure that the Resources Unit is aware of their departure so you can be signed out from the response via the ICS 211 or ICS 211.
Logistics		
	☐	Logistics. The Logistics Section Chief will ensure that lodging and other support needs are in-place for the demobilized individual while they are returning to their quarters. This would include transportation and other applicable issues needed to support their departure.
Equipment Return	☐	Non-Expendable Equipment. Non-expendable equipment shall be returned before departure. People shall not be allowed to fully demobilize without returning non-expendable property.
Transportation	☐	Vehicles. Vehicles shall be returned prior to departure. Individuals are responsible for the return of the vehicle assigned to them clean and inspected.
Finance		
	☐	Timekeeping. Each person will be responsible for insuring their time records are completed prior to departure from the incident.
Health and Safety / Medical Debrief / Critical Incident Stress Management (CISM) Debrief		
Health and Safety	☐	Health and Safety Debrief. Each person shall receive a health and safety debrief prior to departure to document any outstanding issues.
	☐	Medical Issues. Each person with outstanding medical issues shall have them addressed prior to departure.
	☐	Departure Rest. All responders shall ensure that they receive the proper amount of rest before departing the incident. This is especially important for those driving.