LOGO(S)

DEMOBILIZATION PLAN

XXX INCIDENT

INCIDENT #

1. GENEREAL INFORMATION.

The XXX Incident Demobilization Plan is developed to facilitate the orderly removal and checkout of resources on the incident. By definition, surplus personnel are available for release if they have rested for a minimum of 8 hours, are cleaned up, outfitted and have a vehicle ready to depart to their next destination.

Based on the COVID-19 risks, all personnel need to adhere to the posted COVID-19 mitigation direction during each step of the DEMOB process.

1. GENERAL GUIDELINES
2. **NO RESOURCES WILL LEAVE THE INCIDENT UNTIL AUTHORIZED TO DO SO BY THE DEMOB UNIT.**
3. Efforts will be made to ensure that all released personnel not travel after 2200. All resources must meet individual agency regulations pertaining to rest and travel.
4. All government and hired vehicles leaving the incident will have a safety inspection and deficiencies will be corrected prior to departure for home, unless the agency head signs a waiver of inspection.
5. Notification to incident personnel will be by posting surplus resources in advance. Finance and Logistics will be notified as soon as possible when surplus resources are identified for DEMOB.
6. Actual departure times and ETA at final destination will be relayed to Expanded Dispatch upon departure of all resources from the incident/base. This includes all contract equipment and services.
7. For all resources, excluding local resources, Expanded Dispatch will be notified by members at the incident that the demobilization process is beginning.
8. RESPONSIBILITIES

Unit Leaders will declare resources excess to their Section Chief. Section Chiefs will declare surplus resources to the Planning Section Chief through the Resource Unit Leader. Include the date and time resources will be surplus., their position on the incident and any transportation needs. Use the Declaration of Excess Resources sheet or General Message Form (ICS-213) to list all surplus resources. Send to the Resource Unit.

1. RELEASE PRIORITIES

Resources may be transitioned to 12-hour work periods to facilitate pending demobilization. Please refer to the IAP for assigned work periods. The status of a resource submitted for release changes as the release request is processed by various functions to comply with required notifications and procedures. The process flow and the responsible functions are:

 **Status Processed by**

 Excess Section Chiefs and Unit Leaders

 Surplus RESL

 Pending DEMOB (with Expanded Dispatch)

 Confirmed Dispatch (with Expanded Dispatch)

 Released DEMOB (with expanded Dispatch)

Note: At any point in the process, a release request may be expedited (as for a priority release) if necessary. A release request may be cancelled at any point in the process.

1. Section Chiefs and Unit Leaders are responsible for determining resources “excess” to their needs and submitting the list to the Planning Section. This should be done in advance of anticipated release in order for Expanded Dispatch to notify North/South Ops of planned demobilization and to allow a proactive approach to reassignments or release to the home units. The list will provide the following information about the resource:
2. Order/Request number.
3. Resource name or designator.
4. ETD.
5. Travel times (include rest and meals if necessary.)
6. Destination.
7. Availability for reassignment (if not available, provide a reason.)
8. If flying, nearest airport.
9. RESL will determine if there is a need at the incident that the Excess resource can fill. If no incident reassignments are necessary, the resources will be declared “Surplus” to the incident and submitted for approval to the IC or designee. The information will then be given to DEMOB for further processing.
10. DEMOB will combine the approved surplus resources lists to create “Pending” resource lists to be submitted to Expanded Dispatch at the incident for confirmation. DEMOB will work with the resources and supply units so that the resource status board and resource orders can be kept up to date. DEMOB will attempt to give a minimum of 24 ours notice for any resources needing flight arrangements.
11. When a resource status (release or re-assignment) has been confirmed, DEMOB will notify the resource so that check-out may begin. (Note: DEMOB may begin the check-out process before receiving release confirmation but must maintain control of the process so that all check-out and notification requirements are met.)
12. The Resource Leader or individual will that the Demobilization Check out Form (ICS-221) to:
	* COML (to confirm that radio equipment has been returned.)
	* SUPL (to confirm all non-expendable property is returned.)
	* GSUL (to inspect, clean and repair vehicles.)
	* TIML (to confirm all time reporting documents are complete.)
	* DOCL (to hand in logs (ICS-214) or ratings (ICS-225.) Visit TIML and DOCL near the end of the DEMOB process.
13. DEMOB will be the last stop in the release process and:
	* Sign-off, note date and time on the ICS-221.
	* Note any revisions to the ETD or ETA.
	* The ICS-221 will be stapled to the T-Card and retained for DOCS.
14. Resource is released and free to leave the incident with ECC support.
15. Expanded Dispatch arranges final transportation with home unit as needed. (Follow department policies.)
16. All trainee’s report to the Training Specialist with your task books and evaluations prior to completion of the ICS-221.
17. Turn in Unit Logs and Performance Ratings to the Documentation Unit prior to completion of the ICS-221.
18. TRAVEL INFORMATION

To allow for safe travel, all divers must be capable of arriving at their destination prior to 2200 hours or within 10 hours of drive time, whichever comes first. All resources will have the minimum amount of rest prior to being released from the incident. All heavy or oversized equipment MUST have appropriate permits and follow any limitations involving the movement of their equipment on public highways. All resources will meet agency specific requirements on hours of travel per day or the above paragraph. ECC support team on site will notify Expanded Dispatch of actual release times so that the Home Unit or next incident can track resource movement.

1. RELEASE PRIORITES

The following Release Priorities have been established by the Incident Commander in concert with the ECC. Per CAL FIRE Policy 7772-3

1. Organized fire departments.
2. OES Engines.
3. Federal Military forces.
4. National Guard.
5. Hired personnel and equipment.
6. Out of region Cal Fire forces.
7. EFF Crews.
8. Cooperating Agencies – USFS, BLM, etc.
9. Within Region Cal Fire Forces.
10. Unit Cal Fire Forces/Local XXF Resources.
11. SPECIAL NOTE
12. CHP on scene to coordinate traffic control
13. Mechanics on scene to assist with Ground Support.

Prepared by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Name, DMOB

Approved by: (PSC): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by (IC): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by (LSC): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by (FSC): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by (OSC): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by (Expanded Dispatch): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_