



CAL FIRE INCIDENT MANAGEMENT TEAM 6



BRIAN ESTES – INCIDENT COMMANDER

DEMOBILIZATION PLAN Wall Incident CA-BTU-010975

PLAN OUTLINE:

1. General Information
2. Guidelines
3. Responsibilities
4. Release Procedures
5. Travel Information
6. Release Priorities

I. GENERAL INFORMATION

The 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.

II. GENERAL GUIDELINES

- A. **NO RESOURCES WILL LEAVE THE INCIDENT UNTIL AUTHORIZED TO DO SO BY THE DEMOBILIZATION UNIT.**
- B. Efforts will be made to ensure that all released personnel arrive at their destination prior to 2200 hrs. All resources must meet individual agency regulations pertaining to rest and travel.
- C. All government and hired vehicles leaving the incident will have a safety inspection and deficiencies will be corrected prior to departure for home unless agency head signs a waiver of inspection.
- D. Notification to incident personnel will be by posting surplus releases in advance. Finance and Logistics will be notified as soon as possible when surplus resources are identified for demobilization.
- E. Actual departure times and ETA at final destination will be relayed to Expanded Dispatch upon departure of all resources from the incident. This includes all contract equipment and resources.
- F. For all resources, excluding local resources, LNU Expanded Dispatch will be notified by ECC support team members at the incident that the demobilization process is beginning.

III. 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 the 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.**

IV. RELEASE PROCEDURES

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:

<u>Status</u>	<u>Processed by</u>
Excess	Section Chiefs and Unit Leaders
Surplus	RESL
Pending	DMOB (with ECC support team at incident)
Confirmed	Expanded (with ECC support team at incident)
Released	DMOB (with ECC support team at incident)

*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.

- A. 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 36 hours in advance of anticipated release in order for the ECC support team to Notify North Ops of planned demobilization and to allow a proactive approach to reassignments or releases to the home units.

The lists will provide the following information about the resource:

1. Order/Request number
 2. Resource name or designator
 3. ETD
 4. Travel time (including rest and meals if necessary)
 5. Destination
 6. Availability for reassignment (if not available, provide valid reason)
 7. If flying, nearest Airport.
- B. **RESL** will determine if there is a need at the incident that the Excess resource can fill. If no incident reassignments are necessary, the resource will be declared "Surplus" to the incident, and submitted for approval to the IC or designee. The information will then be given to DMOB further processing.
- C. **DMOB** will combine the approved surplus resource lists to create "Pending" resource lists to be submitted to the ECC support team for confirmation. DMOB will work with the resources and supply units so that the resource status board and resource orders can be kept up to date. DMOB will attempt to give a minimum of 24 hour notice for any resources needing flight arrangements.
- D. When a resource status (release or re-assignment) has been **confirmed**, DMOB will notify the resource so that check-out may begin. (NOTE: DMOB 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).
- E. The Resource Leader or individual will take the Demobilization Check-out form to:
COML (to confirm that radio equipment is returned)
SUPL (to confirm all non-expendable property is returned)
GSUL (to inspect, clean and repair vehicles)
MOTL (to documents are completed)
TIML (to confirm all time reporting documents are complete)
DOCL (to hand in logs or ratings)
- (Visit TIME and DOCL near the end of the DMOB process)
- F. **As of 1/1/2017 All Rental Vehicles** must have a vehicle inspection prior to leaving the incident any damage must be document and reported to Finance Comp/Claims.

- G. All trainees must report to the Training Specialist with your task books and evaluations prior to completion of ICS 221.
- H. Turn in all Unit Logs and performance ratings to the Documentation Unit prior to completion of the ICS 221.
- I. DMOB 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
 - Collect the ICS-221
 - The ICS-221 will be attached to the T-Card and retained for DOCS
 - Expanded ECC will advise of any reassignments
- J. Resource is **released** and free to leave the incident with ECC support.
- K. Expanded ECC support team will arrange final transportation with the home unit as needed. (Follow Department policies).

V. TRAVEL INFORMATION

To allow for safe traveling, **all drivers should 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 a minimum of 8 hours 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.

VI. RELEASE PRIORITIES

The following Release Priorities have been established by the Per CAL Fire Policy 7772-3.

1. Organized fire departments
2. OES engines
3. State and Federal Military forces
4. Hired personnel and equipment
5. Other agencies (USFS, BLM, etc.)
6. Out of region CAL Fire forces
7. Within Region CAL Fire Forces
8. Unit CAL Fire Forces

Local conditions, economics, life and property protection responsibilities of sending agencies etc. may justify deviation from these guidelines. The incident commander is responsible for approving these deviations when they occur.





CAL FIRE INCIDENT MANAGEMENT TEAM 6



BRIAN ESTES – INCIDENT COMMANDER

DEMOBILIZATION PLAN Wall Incident CA-BTU-010975

Prepared by (PSC1): 
Chris Post


Approved by (ICT1): 
Brian Estes

Approved by (OSC1): 
Mike Webb

Approved by (SOF1): 
Joe Buchmeier

Approved by (PSC1): 
Chris Post

Approved by (LSC1): 
Dusty Martin

Approved by (FSC1): 
Shawn Hogan

Approved by (ECCST): _____
Aaron Jarvis