



DEMOBILIZATION PLAN

Nickowitz Incident
CA-SRF-001470
Six Rivers National Forest

Prepared By Gary R. Debol Date 08/17/15
Gary R. Debol, Demobilization Unit Leader

Reviewed By Walter J. Herzog Date 8/17/15
Walter Herzog, Plans Section Chief

Reviewed By Bennie Alvarez Date 8/18/15
Bennie Alvarez, Fortuna ECC

Reviewed By Laure Formi Date 8/21/15
~~Paige Boyer, NOPS~~
Laure Formi

Approved By Jay Kurth - DS, Jr. Date 8/17/15
for Jay Kurth, Incident Commander

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PLANS

This Demobilization / Reassignment Plan contain five (5) sections:

- I. General Information
- II. Responsibilities
- III. Release Priorities
- IV. Release Procedures
- V. Travel Information

I. General Information

The demobilization unit will facilitate the release of all resources from the Nickowitz Fire. Section Chiefs will initiate the demobilization process for assigned resources. Resources will be held at the incident during the time it takes to process them through demob. No resources are to leave the incident until authorized to do so.

II. Responsibilities

Section Chiefs are responsible for determining resources surplus to their needs or resources which are timing out with 14 days, and submitting lists to the demob unit leader 24 hours in advance of planned release.

The Incident Commander is responsible for:

- A. Establishing release priorities.
- B. Review and approval of the demobilization / reassignment plan.

The Planning Section is responsible for:

- A. Preparing the demobilization plan
- B. Assuring a complete inventory of resources, including request number, home unit, point of return, 14-day time limit, and transportation needs.
- C. Keeping release lists updated, informing Expanded dispatch of tentative releases and of approved releases.
- D. Notifying personnel regarding tentative and confirmed releases.
- E. Ensuring all the signatures are obtained on the demob checkout form.
- F. Releasing all resources through Expanded dispatch.
- G. Monitoring the demob process and making adjustments as needed.

The Logistics Section Chief is responsible for:

- A. Ensuring that all sleeping and work areas are cleaned up before personnel are released.
- B. Ensuring that all durable cache items are accounted for prior to release.
- C. Ensuring that all radios have been returned.
- D. Ensuring that there will be adequate ground transportation during the release process, that all contract equipment is inspected before release and deficiencies corrected or noted on inspection forms.

The Finance Section Chief is responsible for:

- A. Completion of all personnel and equipment pay documents.
- B. Assuring all medical and CA documents are given to resources before they leave.
- C. Assuring pay documents are released only when the finance unit is presented with a demob checkout form.

Expanded Dispatch is responsible for:

- A. Arranging air transportation.
- B. Notifying demob when travel plans are confirmed.
- C. Updating ROSS to reflect current resource status.

III. Release Priorities

Resources

- 1) Out of Region Resources (All)
- 2) Local Initial Attack Resources
- 3) State / Local Resources
- 4) Federal IHC's.
- 5) Local Contract Resources

IV. Release Procedures

- A. Section Chiefs will identify the surplus resources within their sections 24 hours before planned release. 72 hours notice is necessary for all resources needing flight arrangements, which will be arranged by Expanded.
- B. Resources that are not available for reassignment will be released from the incident and their travel information to the home unit will be forwarded to Expanded for inputting into ROSS.
- C. Resources that are available for reassignment will be held at camp until Expanded dispatch informs demob if resources are to be reassigned or

- returned to home unit. At that point the demob process can begin, and travel information will be forwarded to Expanded.
- D. The demob unit will post and distribute lists of releases each day as needed to ensure that resources are aware of their upcoming demobilization.
 - E. Resources being released will get the demob checkout sheet from demob.
 - F. The demob checkout sheet will be signed off by the following units:
 - 1. Communications for return of radios.
 - 2. Ground Support for vehicle inspection. Resources with POV's do not need a ground support inspection.
 - 3. Facilities to insure sleeping areas are clean.
 - 4. Supply to ensure return of durable cache items.
 - 5. Finance to close out and obtain time reports.
 - G. Completed demob sheet will be returned to the demob unit.

V. Travel Information

All resources must meet the two for one work/rest requirement prior to being released from the incident. All federal resources driving home will arrive at their home base prior to 2200, unless specifically approved by the IC. Resources with extended ground travel will be briefed about driver duty limitations and instructed to contact their home dispatch unit when stopping overnight or if there are problems with travel to home unit.