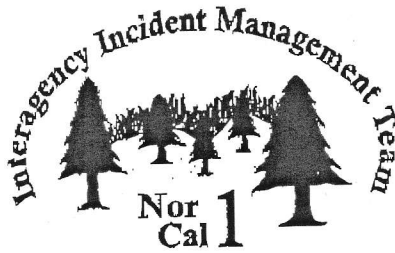


### DEMOBILIZATION / REASSIGNMENT PLAN

Flat Incident  
CA-SHF-002290  
Shasta Trinity National Forest  
Pacific Southwest Region



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This Demobilization / Reassignment Plan consists of 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 Flat Incident. 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, and submitting lists to the Demob Unit Leader as soon as reasonably possible, so there is some advance notice of planned releases.

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 and Expanded Dispatch informed.
- D. Notifying personnel regarding tentative and confirmed releases.
- E. Ensuring all 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. Notification to ONC ECC in advance of the release of resources.
- D. Advising incident resources of reassignment or approved releases.
- E. Posting Actual ETD/ETA, demob travel or reassignment in ROSS

### **III. Release Priorities**

#### **Resources**

- 1) Local initial attack resources to meet need of local unit
- 2) State and Local Government Resources
- 3) Contract Resources
- 4) IHC when containment is secure
- 5) Out of region resources
- 6) Agency T2 crews and engines not needed for IA

### **IV. Release Procedures**

- A. Ideally, Section Chiefs will identify to Demob the surplus resources within their sections 24 hours before planned release, but shorter time lines may be utilized to facilitate cost containment and timeliness of releases. These tentative releases will be identified to NOPS. 48 hours notice is necessary to NOPS for all resources needing flight arrangements and will be arranged by Expanded Dispatch.

- B. Resources that are not available for reassignment will be released from the incident and their travel information to the home unit will be input 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.
- 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 and weed wash. Resources with POV's or rental cars do not need a ground support inspection, but will weed wash if used operationally.
  - 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 and faxed to Expanded.

#### **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 limitation and instructed to contact their home dispatch unit when stopping overnight or if there are problems with travel to home unit.