

HOUGH COMPLEX INCIDENT

DEMOBILIZATION PLAN

CA-PNF-001324

DATE: 08/22/2013

Prepared by: Dena Foose Date: 8/22/13
Dena Foose - Demob Unit Leader

Reviewed by: Shawne McBeth Date: 8/25/13
Shawne McBeth - Expanded Dispatch

Reviewed by: Bonita Johnson Date: 8/25/13
Bonita Johnson - Finance Section Chief

Reviewed by: Ann Marx Date: 8/22/13
Ann Marx - Planning Section Chief

Reviewed by: John Abell Date: 8/25/2013
John Abell - Operations Section Chief

Reviewed by: Tom Crakes Date: 8/22/13
Tom Crakes - Logistics Section Chief

Approved by: Mark Nunez Date: 8/25/13
Mark Nunez - Incident Commander

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PLAN OUTLINE:

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

I. GENERAL INFORMATION

Functional Units (Operations, Logistics, Finance, Command & General Staff) will advise the Planning Section of resources that are surplus to their functional units. The Planning Section will identify resources surplus to the incident's needs and obtain approval from the Incident Commander for release. The Planning Unit will identify resources approaching 14-day rotation limits and notify Functional Units. The Demob Unit will manage the release and return or reassignment of all surplus resources. The Demob process requires close coordination between the Incident Demob Unit and PNFC Expanded Dispatch.

The following are general guidelines to be followed for resources that are leaving the Incident:

1. NO resources will leave the Incident until authorized to do so by the Incident Commander facilitated through the Demob Unit.
2. All releases and travel home or to a reassignment will be in compliance with 2013 National Interagency Mobilization Guide.. Emphasis will be placed to ensure that all released personnel arrive home no later than 2200 hours local time or as authorized by the Incident Commander. Resources will have a minimum of 8 consecutive hours off duty before demobilization.
3. Contract vehicles and equipment, agency vehicles, and rental vehicles used on the line will have a safety inspection and deficiencies will be corrected prior to departure for home or reassignment.
4. All Party Chiefs, Crew Supervisors and Strike Team Leaders will be briefed by the Demob Unit prior to leaving the Incident. The briefing will include:
 - a. method of travel
 - b. itinerary
 - c. manifests with destinations
5. A minimum of 24 hours notice is required for all resources needing flight arrangements. All personnel flying commercial airlines will be given time to shower and dress in clean clothes prior to departure. A photo I.D. and travel authorization number (if necessary) is required by all personnell. Expanded Dispatch will make all flight arrangements unless another process is agreed upon.
6. Notification of Incident personnel will be by posting of "Tentative Releases" in advance.

7. Resources that have been reassigned within Geographic Areas will always be released on the original order and request number.
8. Operators of oversize vehicles (e.g. transports) are responsible for obtaining their own permits required for the return trip back to their point of hire.
9. Actual departure times and estimated time of arrival (ETA) at final destination will be relayed to Expanded Dispatch on the demob sheet. This includes all contract equipment and services.
10. Performance Ratings are required for:
 - a. Trainees.
 - b. Outstanding performance.
 - c. Deficient performance.
 - d. By personal request.

II. RESPONSIBILITIES

Functional heads (e.g. Section Chiefs) are responsible for determining resources surplus to their needs and submitting written lists to the Planning Section with destination, travel needs and request numbers.

The Demob Unit Leader is responsible for:

- Preparing the Demobilization Plan with input from the PNFC Expanded Dispatch.
- Providing Expanded Dispatch with "Tentative" releases.
- Provide Expanded Dispatch with confirmation of departing resources (including contract equipment) with their departure time and ETA at their final destination (if they have their own transportation).
- Making advance notifications to incident personnel regarding tentative and final releases.
- Ensuring that all signatures are obtained on the Demob Checkout form (ICS-221).
- Monitoring the Demob process and making necessary adjustments in the process to maintain an orderly and safe release of all resources and ensure accurate and timely flow of release information.

The Incident Commander is responsible for:

- Establishing Incident release priorities in concert with the Zone Coordinator.
- Review and approval of the Demobilization Plan.
- Review and approval of tentative release lists.

The Safety Officer is responsible for:

- Identifying any special safety considerations for the Demob Plan.

The Planning Section Chief is responsible for:

- Review of the Demob Plan.
- Review and approval of tentative release lists.
- Approval of tentative surplus (Planning) resources.

The Logistics Section Chief is responsible for:

- Insuring, through Facilities, that all sleeping and work areas are cleaned up prior to release.
- Insuring, through Supply, that all non-expendable property items are returned or accounted for prior to release.
- Insuring, through Ground Support, that there will be adequate ground transportation during the release process and that contract vehicles and equipment, agency vehicles, and rental vehicles that were used on the line receive a safety inspection prior to leaving the incident. Any deficiencies must be corrected.
- Insuring, through Communications, that all communication equipment has been returned or accounted for.
- Insuring, through the Food Unit, that there will be adequate meals for those being released and for those remaining in camp.
- Review of the Demob Plan.
- Approval of tentative surplus (Logistics) resources.

The Finance Section Chief is responsible for:

- Completion of all time and equipment reports for released resources.
- Contract equipment payments.
- Reviewing and providing excessive shift length justification with IC's signature, if required.
- Approval of tentative surplus (Finance) personnel.
- Review of the Demob Plan.

The Operations Section Chief is responsible for:

- Review of the Demob Plan.
- Approval of tentative surplus (Operations) personnel.

The Liaison Officer is responsible for:

- Providing any agency specific requirements for the Demob Plan.

III.RELEASE PRIORITIES

The following release priorities have been established by the IC in concert with PNFC Expanded Dispatch and the GACC:

1. Hand Crews Type 1
2. Hand Crews
3. Engines
4. Excess Support Equipment
5. Trainees
6. Piority Trainees

IV. RELEASE PROCEDURES

1. Section Chiefs and Command & General Staff will identify surpluses within their units and submit a list (or lists) to the Demob Unit Leader in the Planning Section.
2. Demob will combine lists and prepare a "Tentative Release" list. The Demob Unit will coordinate with the Resources Unit so that the resource status board (s) can be kept current. All incident formed strike teams and/or task forces must be disbanded before release from the incident. Resources that have been reassigned within the Geographic Areas will always be released on original order and request number.
3. Demob will notify Expanded Dispatch of the all tentative releases and obtain approval. A minimum of 24 hours notice for all resources needing flight arrangements. Demob will also give Ground Support sufficient time to arrange for ground transportation for crews and overhead from the base to the departure point.
4. Expanded Dispatch will be given 24 hours notice of the tentative departure of all National Resources (Type 1 Crews, Showers, Caterers, Radios, and Engines).
5. Expanded Dispatch will be given 24 hours notice of the tentative departure of all personnel traveling by air. Expanded Dispatch will coordinate air travel needs.
6. Demob will advise Expanded Dispatch of all surplus resources available for release, specifying those needing air transportation, identifying the nearest commercial airport to their home unit.
7. Expanded Dispatch will notify the appropriate GACC of surplus resources.
8. If the resource is to be reassigned, Expanded Dispatch will so advise the Demob Unit. The resource will be released to the new assignment and Expanded Dispatch advised of the ETD & ETA.
9. If there is no reassignment for the resource and the resource has transportation, Expanded Dispatch will advise Demob to release the resource back to the home unit. If the resource requires ground transportation, the Ground Support Unit will arrange transportation and coordinate with the Demob Unit.

When the Demob Unit receives confirmation of release from Expanded Dispatch, notification will be as follows:

1. Personnel list to be released and transportation manifests prepared,
2. Provide the crew leader or individual the Demob Checkout form (ICS-221).
3. Crew leader or individual will take the Demob Checkout form (ICS-221) to some, or all, of the following check-out locations:
 - a. Communications U.L. (if communications equipment has been issued).
 - b. Ground Support U.L. (for vehicle safety inspection as needed).
 - c. Training Specialist (to ensure all training documentaion is complete).
 - d. Supply U.L. (to return all non-expendable property).
 - e. Finance Unit (to close out time and obtain agency pay documents).
 - f. Documentation Unit (ie: unit logs, performance ratings)
 - g. Demob U.L. (WITH ALL SIGNATURES).

Demob Unit will be last stop in the release process. Demob will:

1. Collect and sign-off the Demob Checkout form (ICS-221).
2. Brief the released personnel on method of travel, schedule, and time frames.
3. Release the resource from the base.
4. Advise contact Expanded Dispatch of ETD & ETA to the home base or transportation point.
5. Coordinate with the Resources Unit so that resource status is kept current.
6. Coordinate with Security for inspection, if required by the Incident Commander.

V. TRAVEL INFORMATION- Incident Directory

EXPANDED DISPATCH – (530) 283-7507