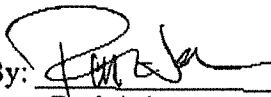


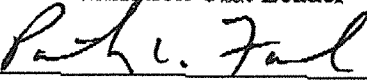
NORTHERN CALIFORNIA  
INTERAGENCY INCIDENT MANAGEMENT TEAM 2

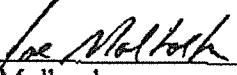
INCIDENT DEMOBILIZATION PLAN


Modoc July Complex / Gulch Fire

CA-MDF-00344 / CA-MDF-357  
JULY 5, 2014

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This Demobilization Plan contains five (5) sections:

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

## 1. GENERAL INFORMATION

All releases of resources from the Modoc July Complex / Gulch Fire will be initiated by the Demobilization Unit. Modoc Interagency Communication Center through Modoc Expanded Dispatch, will approve the release of all resources and aircraft. Notification of 24 hours will be given to the Modoc Expanded Dispatch for resources considered for reassignments, when possible. No resources are to leave the Incident until authorized to do so. At this time, no off-incident demobilization center has been established.

The Logistics Section will provide ground transportation for released personnel to jetports when necessary. The incident Demobilization Unit will contact Modoc Expanded Dispatch to arrange for any needed flight arrangements, giving at least 24 hours notice whenever possible. Any exceptions will be documented.

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

- a. All resources leaving with their own transportation must meet rest/work guidelines prior to and during travel.
- b. All vehicles leaving the Incident will have a safety and release inspection and weed wash by the Ground Support Unit. Any deficiencies will be corrected prior to release and are to be documented.
- c. Out-of-area resources available for reassignment will be released from Modoc Expanded Dispatch to Modoc ICC for concurrence.
- d. From the time of release, all resources must be able to arrive at their home base prior to 2200 (10:00 p.m.).
- e. All personnel returning home on commercial aircraft should maintain professionalism. All airport security measures must be followed during travel.

- f. All party chiefs, crew supervisors and strike team leaders will be thoroughly briefed by the Demobilization Unit Leader prior to leaving the incident. The briefing will include:
- Method of travel
  - Passengers (if any)
  - Destination
  - Estimated time of departure from camp and estimated time of arrival to home unit.
  - Additional transportation arrangements that have been arranged by their home unit.

To prevent delays and work overloads, Logistics and Finance will be notified as soon as possible when surplus resources are to be demobilized. The Demobilization Unit will advise the Logistics and Finance Units of pending demobilization 24 hours in advance whenever possible.

Notification of Incident personnel will be accomplished by posting the "Tentative Releases" in advance.

It is team policy that Performance Ratings will be documented for:

- Trainees
- Outstanding performance
- Deficient performance
- By personal request
- Contract resources

## 2. RESPONSIBILITIES

Section Chiefs and Unit Leaders are responsible for determining resources surplus to their needs and submitting lists of tentative releases to the Demobilization Unit Leader 24 hours in advance of release whenever possible.

The **Demobilization Unit Leader** is responsible for:

- Preparing and implementing the Demobilization Plan.
- Compiling "Tentative" and "Final" Release sheets.
- Making all notifications to Incident and off-Incident personnel regarding tentative and final releases.
- Working with the jurisdictional agency (Modoc Expanded Dispatch) to arrange air transportation.
- Ensuring that all signatures are obtained on the Demobilization Checkout Form (ICS-221).

- Monitoring the demobilization process and making any necessary adjustments to the process.
- The last task of demobilization is weed wash prior to entering the paved highway for travel to the home unit. The intent is to eliminate any need to return to ICP/Base once weed washing is completed.

The **Incident Commander** is responsible for:

- Establishing the release priorities based on incident objectives and informing the planning section if they differ from those established by Modoc ICC.
- Reviewing and approving of the Demobilization Plan.
- Overall implementation of the Demobilization Plan.

**Modoc Expanded Dispatch** is responsible for:

- Following demobilization procedures.
- Communicating directly with the Incident Demobilization Unit during implementation of the Demobilization Plan.
- Notification to Modoc ICC in advance of the release of resources.
- Advising incident resources of reassignment or approved releases

The **Safety Officer** is responsible for:

- Reviewing and approving of all tentative releases of safety personnel.
- Identifying any special safety considerations that are applicable to demobilization activities.

The **Planning Section Chief** is responsible for:

- Reviewing and approving of the Demobilization Plan.
- Reviewing and approving of all tentative releases of personnel within the section.

The **Logistics Section Chief** is responsible for:

- Reviewing and approving of all tentative releases of personnel within the section.
- Ensuring, through the **Facilities Unit**, that all sleeping and work areas are cleaned up before personnel are released.
- Ensuring, through the **Supply Unit**, that all non-expendable property items are returned or accounted for prior to release.
- Ensuring, through the **Ground Support Unit**, that adequate ground transportation during the release process is provided and that all vehicles have been inspected.
- Ensuring that all incident related damage is documented and all safety items are corrected.

- Ensuring, through the **Communications Unit**, that all radio and cellular phones have been returned and are accounted for.

The **Finance Section Chief** is responsible for:

- Reviewing and approving of all tentative releases of personnel within the section.
- Ensuring that all time and equipment reports for existing resources are completed prior to release. Any exceptions are to be documented and coordinated with the hosting agency.
- Ensuring that all contract equipment payments are processed. Any exceptions are to be documented and coordinated with the hosting agency prior to transition of command.

The **Operations Section Chief** is responsible for:

- Reviewing and approving of all tentative releases of personnel within the section.

### 3. **RELEASE PRIORITIES**

- a. Critical resources will be identified on a daily basis and communicated to all parties.
- b. Whenever possible, the Incident Demobilization Unit will provide Modoc Expanded Dispatch a 24-hour notice with a list of resources tentatively identified to be released from the incident. Pre-notification time frames may be abbreviated to accelerate demobilization upon concurrence with expanded dispatch. Air travel may require more than 24 hours notice.
- c. The following release priorities have been established by North Ops and the local jurisdictional agency:

**Overall release priorities:**

1. Local government resources
2. CALFIRE resources
3. Local contract equipment (excluding engines)
4. Local federal engines and crews (located within GACC)

### 4. **RELEASE PROCEDURES**

Section Chiefs will identify surplus resources within their units and submit a list to the Demobilization Unit.

The Demobilization Unit will combine lists and form a "Tentative Release" list to be submitted to the Planning Section Chief for review and approval. The Demobilization Unit will work with the Resources Unit so the resource status board(s) can be kept current.

The Demobilization Unit will notify Modoc Expanded Dispatch of the tentative releases and obtain approval. The Demobilization Unit will attempt to give a minimum of 24 hours notice for all personnel requiring flight arrangements.

The Demobilization Unit will give the Ground Support Unit lead-time to arrange for ground transportation for resources.

Modoc Expanded Dispatch will notify and clear with all affected parties the reassignment or release of resources.

When final approval for demobilization is obtained from Modoc Expanded Dispatch, the Demobilization Unit will:

- Prepare transportation manifests.
- Notify personnel to be released.
- Give resources their final release form and briefing.

Prior to release, demobilizing resources will route the Demobilization Checkout Form (ICS-221) to the following personnel for signature:

- The Ground Support Unit Leader for vehicle safety, release inspection, and weed washing.
- The Facilities Unit Leader to return all non-expendable property.
- The Communications Unit Leader if radio equipment or cellular phones have been issued.
- The Documentation Unit Leader to turn in Unit Logs and Performance Ratings.
- The Demobilization Unit Leader to turn in (ICS-221) with all signatures for final checkout and travel information.
- The Finance Unit Leader to complete incident and travel time documentation.

The Demobilization Unit will be last stop in the release process. The unit will:

- Sign-off on the Demobilization Checkout Form (ICS-221).
- Notify the Resource Unit so that T-Card / IRSS information is complete.
- Notify Modoc Expanded Dispatch of ETD, ETA, destination and travel arrangements.

## 5. TRAVEL INFORMATION

- All resources will have the required amount of rest prior to being released from the Incident.
- The last task before vehicle travel is weed wash.
- Personnel traveling on commercial aircraft will be given time to shower and dress in clean clothes.

- Any heavy or oversized equipment must have appropriate permits and follow any limitations on the movement of their equipment on public highways.
- All resources will meet their agency specific policies on hours of travel per day or other restrictions concerned with travel so that the home unit can be advised of an accurate ETA.
- After notification, it will be the responsibility of the home unit to arrange destination pick up (if needed) and track released resources in transit. The home unit will report back to the Demobilization Unit if there are problems or if more information is needed.

## 6. INCIDENT DIRECTORY

<b>Incident Phone Numbers</b>	
Demobilization Unit	530-338-0085
Planning Section	530-205-5623
Demobilization Fax	559-512-7983
Modoc Incident Expanded Dispatch	Fax: 530-233-8892 Overhead: 530-233-8893 Equipment: 530-233-8897 Crew: 530-233-8890