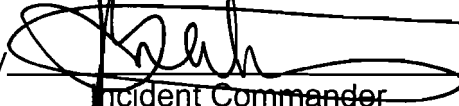
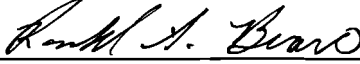


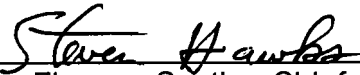
Robbers Incident
CA NEU 015060
Demobilization Plan
July 14, 2012

Prepared by 
Demob Unit Leader

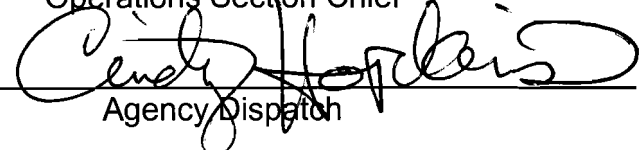
Approved by 
Incident Commander

Approved by 
Planning Section Chief

Approved by 
Logistics Section Chief

Approved by 
Finance Section Chief

Approved by 
Operations Section Chief

Approved by 
Agency Dispatch

DEMOBILIZATION PLAN ROBBERS INCIDENT

PLAN OUTLINE:

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

I. GENERAL INFORMATION

Functional Units (Operations, Logistics, Finance & Command) will advise the Planning Section of resources that are surplus to the unit needs. The Planning Section will identify resources surplus to the incident needs. The Demob Function will manage the release and return or reassignment of the surplus resources. The Demob Function consists of two (2) sections, the incident base Demob Unit and Expanded Dispatch. All resources will be rested prior to leaving the Incident.

The size and location of the Incident Base lends itself to the holding of surplus equipment and personnel while in the Demob process.

II. GENERAL GUIDELINES

- A. **NO RESOURCES WILL LEAVE THE INCIDENT UNTIL AUTHORIZED TO DO SO BY THE DEMOB UNIT.**
- B. Efforts will be made to ensure that all released personnel arrive home by 2200. 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 the Projected Releases in advance. Finance and Logistics will be notified as soon as possible when surplus resources are identified for DEMOB.
- E. Actual departure times and ETA at final destination will be relayed to Expanded Dispatch upon departure of all resources from the base. This includes all contract equipment and services.

F. Performance Ratings are required prior to the resource being declared excess to functional needs for:

- **Trainees**
- **Outstanding performances**
- **Deficient performances**
- **By personal request**
- **All Unit Leaders and above**

III. RESPONSIBILITIES

Functional Heads (e.g. Section Chiefs) are responsible for determining resources surplus to their needs and submitting lists (see example attached) to the Planning Section or a General Message (ICS-213) that includes: **Request numbers**, Agency, tentative release date/time, destination, travel needs and availability.

A. The Demob Unit Leader is Responsible for:

- Preparing the Demobilization Plan.
- Providing Expanded Dispatch with "Projected Releases."
- Providing 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 notifications to the surplus 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 avoid untimely delays and ensure accurate and timely flow of release information.

B. The Incident Commander or designee is responsible for:

- Establishing Incident release priorities.
- Review and approval of the Demobilization Plan.
- Review and approval of projected release lists.

C. The Safety Officer is responsible for:

- Identifying any special safety considerations of the Demob Plan.
- Approval of projected surplus functional resources.

D. The Planning Section Chief is responsible for:

- Review and approval of the Demob Plan.
- Review and approval of projected release lists.
- Approval of projected surplus Functional Section resources.

- E. The Logistics Section Chief is responsible for:
- Ensuring, through Facilities, that all sleeping and work areas are cleaned up before personnel are released.
 - Ensuring, through Supply, that all non-expendable property items are returned or accounted for prior to release.
 - Ensuring, through Ground Support, that there will be adequate ground transportation during the release process and that all government vehicles and hired equipment receive a safety inspection prior to leaving the incident. Any deficiencies must be corrected prior to leaving.
 - Ensuring, through Communications, that all radios and cell phones have been returned or accounted for.
 - Ensuring, through Food Unit, that there will be adequate meals for those being released and for those remaining in camp.
 - Review and approval of the Demob plan.
 - Approval of projected surplus functional resources.
- F. The Finance Section Chief is responsible for:
- Completion of all time and equipment reports, compensation and claims packages for released resources.
 - Contract equipment payments for released vendors.
 - Providing justification (i.e. excessive shift, coyote, meal breaks etc.) with IC signature to released personnel requesting it.
 - Approval of projected surplus Functional Resources.
 - Review and approval of the Demob Plan.
- G. The Operations Section Chief is responsible for:
- Review and approval of the Demob Plan.
 - Approval of projected surplus Functional Resources.
- H. Expanded Dispatch is responsible for:
- Making arrangements for all air transportation.
 - Making "Home Unit" notifications for released resources.
 - Releasing resources in ROSS.

IV. RELEASE PRIORITIES

The Incident Commander has established the following release priorities:

1. Local Government
2. Out of state resources
3. Cooperating Agencies
4. Federal Resources
5. Contract and private resources
6. CAL FIRE resources (prioritized by distance and travel time)

V. RELEASE PROCEDURES

Section Chiefs will identify surpluses within their units and submit a list (or lists) to the Demob Unit in the Planning Section.

Demob will combine lists and form a "Tentative Release" list to be submitted to the IC for review and approval. Demob will work with Resources Unit so that the resource status board can be kept current. Any incident formed Strike Teams must be disbanded before IC approval and release from the incident.

After IC approval, Demob will notify Expanded Dispatch of the tentative releases and obtain approval. Demob will give Ground Support lead-time to arrange for ground transportation for crews and overhead from the base to the departure point.

Crew Leaders or individuals will take the Demob Checkout form (ICS-221) to:

1. Communications Unit (to return communications equipment).
2. Ground Support (for vehicle safety inspection as needed).
3. Supply Unit (to return all non-expendable property.)
4. Documentation Unit (logs and performance ratings).
5. Time Unit and obtain completed Fire Time Report.
6. DEMOB UNIT WITH ALL SIGNATURES.

DEMOB UNIT WILL BE THE LAST STOP IN THE RELEASE PROCESS. Demob will:

- Collect and sign off the Demob Checkout Form (ICS-221)
- Brief the released personnel on method of travel, schedule, time frames and radio travel frequency.
- Release the resource from the base.
- Advise Expanded Dispatch of ETD & ETA to the home base or transportation point.
- Co-ordinate with the Resource Unit so that resource status is kept current.

V. TRAVEL INFORMATION

Phone numbers: Robbers Expanded (530) 477-0875 or (530) 477-0872

To allow for safe traveling, all drivers must 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 the minimum amount of 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 referenced in the above paragraph. Demob will notify Expanded Dispatch of actual release times so that the Home Unit or next incident can track resource movement.

TO: RESOURCES UNIT

FROM: _____

TITLE: _____

SUBJECT: **DECLARATION OF EXCESS RESOURCES**

Instructions: This form is for the use of Section Chiefs and their designees to declare resources assigned to them excess to the needs of their Section. It s be submitted to the Resources Unit between 12 and 48 hours prior to the effective Excess time. Please list resources in order of Excess time might want to make a copy for your records.

<u>Resource Name/ID</u>	<u>Request #</u>	<u>Agency/Unit</u>	<u>Assignment</u>	<u>Date and Time Excess</u>	<u>Other Qualifications</u>	<u>Special Transportation Needs? ¹</u>	<u>Available for Reassignment? ²</u>	<u>Surplussed Resources ³</u>

Signed: _____

Date / Time: _____

¹ e.g. rental car, air transport, riding with

² If No, say why (e.g. vacation)

³ for use by Resources Unit