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| UNIT OVERVIEW |
| **Course** Expanded Dispatch Support Dispatcher, D-310 |
| **Unit** 10 – Demobilization |
| **Time** 1 hour |
| **Objectives**1. Identify basic elements of the demobilization process.2. Identify conditions/situations which may limit resource availability for reassignment.3. Describe the demobilization information flow in expanded dispatch, geographic area coordination center and the national level.4. List the information required to place a request for demobilization transportation. |
| **Strategy**Discuss the demobilization process and how it relates to the EDSD. |
| **Instructional Method(s)*** Lecture and class discussion
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| **Instructional Aids*** Personal computer with LCD projector and presentation software
* National Interagency Mobilization Guide (NIMG)
* Local examples of demob plans
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| **Exercise(s)*** None
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| **Evaluation Method(s)*** Participation
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| **Outline**I. IntroductionII. Demobilization PlansIII. The Demobilization ProcessIV. Reassignment and AvailabilityV. Demobilization Resources/TransportationVI. Resources That Help You During The Demobilization ProcessVII. Summary |
| **Aids and Cues Codes**The codes in the Aids and Cues column are defined as follows:IG – Instructor Guide IR – Instructor ReferenceSW – Student Workbook SR – Student ReferenceHO – Handout Slide – PowerPoint |

# UNIT PRESENTATION

**Course**: Expanded Dispatch Support Dispatcher, D-310

**Unit**: 10 – Demobilization

| OUTLINE | AIDS & CUES |
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| Unit Title Slide.Present Unit Objectives.I. INTRODUCTIONDemobilization is the safe and orderly removal of resources from the incident in a cost effective, efficient manner that requires coordination between the incident and expanded dispatch.Reference the NIMG, Chapter 10.A. Demobilization should:1. Be a safe process:* Driving regulations
* Work/rest guidelines
* Length of assignment(s)

2. Involve preplanning:* Coordination usually occurs between the incident and the supervisory dispatcher in expanded dispatch.
* Be pro-active, not re-active.

3. Be cost-effective:* Plan ahead for transportation:
* While demobilizing
* Group resources by shift
* Geographic location
* Transportation type
* Allow enough lead time to check with other dispatch levels and set up cost-effective transportation
* Bus
* Small charter flight
* Jet
* Commercial airline

4. Consider all resources assigned:* Aircraft
* Equipment
* Supply

5. Meet guidelines established in the national, geographic, and/or local area mobilization guides.6. Be flexible, efficient, systematic, and organized.B. Demobilization Starts at Mobilization1. Record keeping must be accurate and up- to-date.2. Anything missed, overlooked, or inaccurate at mobilization will become an issue at demobilization.3. Demobilization does not necessarily mean that resources go home.* Mobilization can and does occur during demobilization.
* Incidents of long duration.
* The reallocation of resources to other incidents.
* Emergency releases, etc.

C. CommunicationPresent a professional attitude and work ethic when working with each dispatch level, incident, area command, etc.Help each other and work together.II. DEMOBILIZATION PLANSThe planning section on the incident is responsible for making the demobilization plan.The incident’s demobilization plan must follow national, area, and MAC demobilization plans.A. Demobilization Plan ContentsRefer students to the example Demobilization Plan (SW pages 10.15 – 10.19; IG pages 10.21 – 10.25) and review.1. General information about demobilization for the incident.2. Who has what responsibilities?3. Release priorities.4. Release procedures.5. Travel information (how resource release/travel will work).B. FormsThere are no standard forms.Refer students to the example Demob formats (SW pages 10.21 – 10.22; IG pages 10.27 – 10.28). Show local examples.C. Other Demobilization Points to Remember1. Feed resourcesa. Traveling resources need sack lunches (maybe two if they have to wait on the ramp for a while).b. Pilots and other support people may need meals.c. Ensure all resources are capable of providing for themselves on the trip home. If not, take measures to provide for their needs en route.2. NIRSC radio kitsNational Preparedness Level may dictate the method of transporting the kits back to NICC.Coordinate with the GACC who will then coordinate with NICC.III. THE DEMOBILIZATION PROCESSA. Planning at the IncidentDemobilization starts at the incident with the demobilization unit leader who:1. Works for the planning section chief of the incident.2. Prepares the demobilization plan, outlining the priorities on the incident.3. Organizes, coordinates, and provides required demobilization information for the release of surplus resources.The planning and operations sections must work together in developing the IAP.B. Implementation at the Incident Transportation and availability are covered in the next section.1. Supervisors declare resources at the incident as surplus:* The information is passed through the channels to the planning section (resource unit leader).
* The resource unit leader checks open requests on that incident to see if the resource can be utilized.

2. If the resource is needed:* It is reassigned within the incident.
* May or may not be given a new request number.
* Expanded dispatch may not be notified.

3. If the resource cannot be utilized on the incident, it is placed on a tentative release schedule by the demobilization unit leader.* A tentative release schedule should be passed to local dispatch 24-48 hours in advance of actual releases.
* Be aware that timeframes may differ. This allows for reassignment and transportation timeframe allowances.

C. Demobilization at the Expanded Dispatch Level1. Check other local incidents with open orders for possible resource reassignment.2. If resource is to be reassigned, give it a new order number from the new incident.* Arrange transportation.
* Notify the sending incident base of new number and transportation arrangements.
* Notify new incident of resource assignment, travel method, and ETA.
* Ensure that reassignment and travel has been completed in ROSS.

3. If resource is not needed:* Notify the next level of dispatch.
* That dispatch level goes through the same system of determining need.

4. If resource is needed:* They assign new number.
* Notify expanded dispatch, etc.

5. If resource is not needed at any level, expanded dispatch is notified to release the resource.* Expanded dispatch arranges transportation and notifies the incident.
* Advises home unit through the appropriate channels of release and travel time.

6. The demobilization unit at incident:* Notifies resource of release.
* Arranges any transportation needed to point of departure.
* Starts resource through the demobilization process.

D. Demobilization at Other Coordination Levels Similar to Local Dispatch Level Only a Larger Scale.IV. REASSIGNMENT AND AVAILABILITYThis was previously covered. Have students tell you what they learned.When tentative releases are received, reassignment and transportation need to be considered.A. Identify Conditions Which may Limit Availability for Reassignments1. Assignment time limitations on resource being assigned.Refer students to NIMG or IIBMH for current assignment limitations.2. Check personnel’s additional red card qualifications.3. Work/rest ratio4. Environmental conditions5. Home unit or personal obligations6. Injury and illness7. Disciplinary actions8. Critical incident stressB. Availability1. If the resource is not available for reassignment, there is no need to check further.2. Release and arrange transportation.C. Is There a Need for Assignment?1. Unfilled orders on the same incident (should have already been checked on incident, but be certain).2. Unfilled orders on other incidents directly supported by your expanded dispatch center.3. Facilities available to stage or R&R resources prior to reassignment.D. Coordinate to Determine Priorities1. Check with supervisor for local priorities. If there are no needs locally, then check next levels.2. If appropriate, reassign locally to: * The same or another incident.
* A mobilization center

This is an off-incident location where emergency service personnel and equipment are temporarily located pending assignment, release or reassignment.* A staging area

This is a temporary location managed by the operations section where incident resources are staged waiting tactical assignment.Staging areas can also be used for response to multiple incidents.3. If unable to reassign resources locally or elsewhere in the system:* Notify the incident and obtain the release information.
* The demobilization unit leader is responsible for providing this information.

V. DEMOBILIZATION RESOURCES/ TRANSPORTATIONA. Identify the Process Required to Release Resources1. Resources declared surplus.2. Relay tentative releases through channels (OK’d or reassigned).3. Arrange transportation.4. Relay demobilization information.B. Transportation NeedsTransportation needs are based on information from original request and other information you may have received from the incident.Check current guidelines for non-emergency travel timeframes (no later than 2200 hours local time).1. If the resource has its own transportation:* Travel limitations (consider distance, time, meals/motels, etc.).
* Obtain travel information.
* Pass information through channels.

2. If the resource needs transportation, consider:* Agency safety procedures
* Duty time limitations
* Projected ETA
* Cost effectiveness of transportation.
* Availability of different types of transportation.

C. Information Required to Place a Request for Transportation1. Incident order number and request number.2. Number of people or pieces.3. Manifest/roster (information from check- in or demobilization unit)* Personnel names and weights (personnel and baggage are weighed separately)
* Flight Manager

4. Date, time, and pick-up point where available for transportation (be sure all levels are talking the same pickup point and time zone).5. Destination (jet port and home unit).6. Support along the way (meals/lodging).D. Local and Non-Local Contacts Used to Fill Transportation Needs1. Local* Aircraft dispatcher
* Equipment/transportation dispatcher
* Agency designated travel agent

Discuss setting up commercial travel.2. Non-localGACC to NICC for large aircraft (through channels).E. Who is Transportation Information Relayed to Once Complete?If travel arrangements are made at another dispatch level, document and pass the travel information required on to:1. Local ground transportation, equipment dispatch, or transportation dispatcher.2. Local mobilization center or staging area.3. Next coordination level.Once all plans are approved and arrangements made, they may change. Remain flexible. When they are final, complete release and travel in ROSS. F. Potential Problems 1. Crews going home when a lightning storm ignites new starts. Consider reassignment.2. Wrong or different request numbers.3. People on the resource order are not who are at the incident.4. Wrong demobilization point (examples: LWS is Lewiston, ID; LWT is Lewistown, MT; RDD is Redding, CA; RDM is Redmond, OR).5. Inaccurate or missing manifest such as number of people, weights, cubes (for aircraft door size).6. Releasing and reordering new positions that the released personnel are qualified for.7. Failure to establish priorities and keep current on changes.VI. RESOURCES THAT HELP YOU DURING THE DEMOBILIZATION PROCESSA. Interagency Resource Representative (IARR) IARRS were covered previously. Ask students how the IARR can help during demob.IARRs are best helpful:* With emergency releases.
* Clarifying numbers of agency resources.
* With actual demobilization points.
* When they have direct contact with their geographic area office.

B. Interagency Contract RepresentativeContract Representatives are best helpful:* With emergency releases.
* Clarifying numbers of contract resources.
* With actual demobilization points.
* When they have direct contact with their geographic area office.

C. Cache Demobilization Specialist (CDSP)* Assist in the return of supplies.
* Provide advice in handling of sensitive items and hazardous materials.

D. Local Dispatch CentersCollects, organizes, and expedites resource information.E. Demobilization Unit at the IncidentF. Other Aids:* ROSS
* ISuite
* Other computer applications used for sorting, organizing, status tracking, recordkeeping, etc.

VII. SUMMARYSuccessful demobilization is everyone’s responsibility.Ensure requests are processed to their final state.* Cancel outstanding orders
* Finish all travel
* Release all resources, etc.

Review Unit Objectives. | Slide 10-1Slide 10-2Slide 10-3Slide 10-4Slide 10-5Slide 10-6IR 10-1SR 10-1IR 10-2SR 10-2Slide 10-7Slide 10-8Slide 10-9Slide 10-10Slide 10-11Slide 10-12Slide 10-13 Slide 10-14Slide 10-15Slide 10-16Slide 10-17Slide 10-18Slide 10-19Slide 10-20Slide 10-21 |

**DEMOBILIZATION PLAN**

INCIDENT: Flynn Creek

AGENCY: Unified Command (SDS, CSP, NPS, USFS, Custer County)

INCIDENT COMMANDER: J Richer

I. GENERAL INFORMATION

No equipment or personnel will leave the incident until authorized to do so. Resources may come from widely scattered locations and various agencies. Therefore, long travel times may be involved.

A. Release priorities for all resources in coordination with Expanded Dispatch.

B. No person or crew will be released prior to obtaining a minimum of eight hours of rest, with the exception of local personnel.

C. All non-local resources must be able to arrive at their base prior to 2200 hours, unless approved by the Incident Commander.

D. Crew Supervisors, and/or Strike Team Leaders will be thoroughly briefed prior to leaving the incident. The briefing will include methods of travel, destination, ETAs, travel routes and any stop-over arrangements.

E. At least 24 hours lead time is needed to arrange large aircraft for transport of crews. Twelve hours lead time is needed to arrange small aircraft and buses.

F. Crew and/or miscellaneous overhead to be air transported will be grouped by areas of common destination and should be released together.

G. One hour is needed for camp to follow through the Demob process once travel orders are confirmed.

H. Final release of local, private equipment and personnel will be done directly from the Incident. Expanded dispatch will be notified of the release with ETAs.

I. Release of crews will be in the following order of priority:

1. Black Hills (local fire crews)

2. Expensive Crews

3. Out of State crews

4. BIA Crews

J. Release of Overhead will be in the following order of priority:

1. Expensive Overhead

2. Out of State Overhead

3. In state Overhead

II. RESPONSIBILITIES

A. Section Chiefs/Unit Leaders

1. Description or names of items or personnel to be released.

2. Desired time and date of release.

3. Home Base or airport to be transported to.

4. Request #’s.

5. Assure person, crew and/or item is in camp and ready for transport when needed.

B. Demobilization Unit Leader

1. Compile a list of tentative release by 1000. This list will identify resources available for reassignment.

2. Notify Expanded Dispatch of the tentative releases.

3. Arrange for transportation with Expanded Dispatch.

4. Coordinate with ground support, transportation needs to airports, etc.

5. Complete Demob Check-out sheet, manifests, and documentation before any person or item is released.

6. Notify Expanded Dispatch immediately upon departure.

C. Supply Unit Leader/Communication Unit Leader

1. Assure all supplies and items are returned. Package and return to the appropriate location or agency.

2. Notify Demob of the departure of supplies and items being returned.

D. Ground Support Unit Leader

1. Arrange and provide transportation as needed to airports and home bases as coordinated with Plans.

2. Assure drivers transporting crews know of travel routes and exactly where to deliver them.

E. Expanded Dispatch (Great Plains Dispatch Center)

1. Once notified of all surplus and the disposition is determined they are to notify plans (Demob) at fire camp.

2. Arrange transportation for released resources that are charter air or commercial air.

3. Notify RMC/Home Unit of released resources and ATDs and ETAs via ROSS, phone, or fax depending.

III. RELEASE PROCEDURES

A. Release Procedure for Crews and Miscellaneous Overhead Needing Air Transportation.

1. Release orders will be originated by fire camp and be submitted to Expanded Dispatch to coordinate arrangements.

2. As a minimum, the release order will contain the following:

a. Original request number (O#, C#, etc.). b. Name(s) and a number of persons

c. Home Base and/or airport to be transported to.

d. Time available for release and time available for transportation.

e. If needed for charter, weight of person(s) and gear, and/or crew manifests.

3. Commercial air service will be utilized where practical for miscellaneous overhead.

4. One hour per crew and ½ hour for Overhead will be added to travel to airports to allow time for weighing of personnel and gear.

B. Release Procedure for Crew and Personnel with Their Own Transportation

1. Notify Expanded Dispatch of tentative time available for release and transportation.

2. Ground support will notify plans (Demob) of ATDs of all crews and personnel with their transportation. Crews will be released as notified by Expanded Dispatch.

C. Process within Fire Camp

1. All functions will notify Demob on ICS-213 at least 24 hours ahead of available release times on overhead and 36 hours for crews and equipment by 1000 hours daily if possible and provide the following information.

a. Name of person or resource and number of people.

b. Date and time available for release.

c. Reason for release.

d. Place to be transported to or if own transportation, etc.

2. Demob will prepare form ICS-221 and notify person and or crew of release and transportation procedures.

3. Crew leader or individual being released will see that this form gets to the following section for release approval in this order.

a. Supply

b. Communications

c. Facilities

d. Plans (documentation)

e. Finance (time)

f. Final, back to Demob

4. Crews and persons will report to Ground Support for Transportation. Ground Support will notify Demob of ATDs.

Prepared by /s/ Susan Cassell Date X/X/XX

Reviewed by /s/ Raymond Lewis Date X/X/XX

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