

TIGER ISLAND FIRE

DEMOBILIZATION CHECK-OUT PROCESS

This incident is using a virtual checkout process for demobilization.

Please do not leave the incident until the following steps have been completed!

1. **Note your Demob date in the IAP.** Inform your incident supervisor if that date is wrong, so they can contact demob to update. *Remember: Demob Date is one day after Last Work Day.*

2. **If you need a flight home, at least 3 days before your Demob Date, you need to provide your info to DMOB:**

Click on this QR code for the Air Travel Info Form, DMOB will then submit a flight request form through Dispatch to get you a flight. DMOB will email your flight itinerary to you after flight is booked.



AIR TRAVEL INFO

3. **On your Demob Date or end of shift on last day:** Check out with the following units:

- Supply Unit – Return gear and supplies.
- Ground Support – Return pool NERV rentals, receive inspections, etc.
- Communications Unit - Return radios and other communications equipment.
- Time/Finance – Ensure that all CTRs and/or shift tickets have been submitted and you have received your final, signed OF-288 Time Report or OF-286 invoice.

4. **Demob Checkout Form IMPORTANT:** Once you have completed the above steps, click on the QR code to the right and fill out the *Demob Checkout Form*.

This form is necessary to document your demob and allow us to notify Dispatch on your ETA.



Demob Checkout Form

Contact the Demob Unit Leader for any questions!

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