

	<b>OFFICE OF STATE FIRE MARSHAL</b> <i>INCIDENT MANAGEMENT TEAMS</i> <b>STANDARD OPERATING GUIDELINES</b>	<b>Number: IMT-I-2002</b> <b>Adoption Date: April 2014</b> <b>Author: Planning Section</b> <b>Review/Revision Date:</b>
OSPM Approved:  Date <u>4/11/14</u> Jim Walker, Interim State Fire Marshal		 Date <u>4/16/14</u> Mariana Ruiz-Temple, Emergency Response Mgr
<b>SUBJECT:</b> Incident Demobilization.  <b>OBJECTIVE:</b> Outline process of demobilization including considerations, necessities, roles, and responsibilities.		

## I. SCOPE

This SOG provides guidance to an IMT about how demobilization (demob) should occur. The objective of demob is always to provide for the orderly, safe, and cost effective release of resources from an incident.

## II. DEFINITIONS

AOC: Office of State Fire Marshal Agency Operations Center, from which structural and wildland fire and emergency units are dispatched, coordinated, and supported.

ICS 211: Check-in List. This ICS form is initiated during check-in and should be completed during demobilization.

ICS 212: Incident Demobilization Vehicle Safety Inspection. This ICS form is completed by each Apparatus Operator before demobilizing from an incident. Any safety items must be addressed before the apparatus leaves the incident.

ICS 221: Demob Check-out. This ICS form must be signed by Logistics, Finance, Plans, and Safety before each apparatus demobilizes.

## III. DEMOB PLAN

Each incident should have a demob plan, which should have five sections including:

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

Preparing for demobilization should start very early in any incident, especially on short duration mobilizations (1-3 days). Overhead personnel should be monitoring the progress of the incident, length of time crews have been mobilized, work/rest ratio, and distance from their home base to ensure there is a plan in place prior to the need to release resources. During each Tactics Meeting it should be noted whether the incident is de-escalating where crews may be sent home or crews are reaching their maximum days permitted on the incident (timing out). If any of the above situations is expected, resources to be released should be identified and a demob plan should be written and announced during the next Operational Period Briefing (24 hours in advance at a minimum).

The demobilization plan is the responsibility of the Planning Section and will be written by them with input from all Sections and signed off by the Incident Commander. The Safety Officer will review the plan to ensure it meets work/rest requirements. All Sections shall sign to indicate they have reviewed and can support the plan.

Once the plan has been approved, it needs to be distributed to all resources that are subject to the upcoming demobilization and the plan posted at the briefing area. All Sections and Units must understand their specific responsibilities to complete demobilization on time. The AOC must be notified following the demobilization of the resources and a plan should be sent if possible.

It has been found useful and efficient to complete the ICS 212 (Safety Inspection), ICS 221 (Demobilization Checkout), personnel evaluations, and have vehicles fueled directly after the completion of a Task Force/Strike Team's last work shift and prior to their rest period (if required). That way when their rest period is over the last item is for the RESL to sign their FSP-01 and they can be released to return to their home base immediately.

Close coordination and open communication is the key to a successful demobilization.

#### **IV. TASK FORCE/STRIKE TEAM DEMOB**

Before a Task Force or Strike Team demobilizes, it is imperative that the following be completed:

- All resources should fuel up before the drive home, preferably prior to their last rest period
- All borrowed goods, from a cache or a vendor, must be returned
- Evaluations must be completed for both crews and Task Force/Strike Team Leaders and delivered to the Planning Section
- All accident, injury, and/or damage claims must be complete and turned in to the Finance Section
- All documentation must be turned in to the Planning Section, including the ICS 214s

- Each apparatus must complete an ICS 212 (Vehicle Safety Inspection) prior to the ICS 221 (Demobilization Checkout) being signed by the Incident Management Team
- ICS 221 (Demobilization Checkout) must be completed for each apparatus and signed by Logistics, Finance, and Plans. The Safety Officer must sign in the 'other' area
- The Planning Section should record the departure date and time on ICS 211 (Check-in List)
- The absolute last step before the drive home is the Resource Unit Leader signing the FSP-01

#### V. **OVERHEAD TEAM DEMOB**

Before the overhead team demobilizes, they should ensure that the above considerations for Task Force/Strike Teams have been accomplished, as well as the following:

- Ensure the objectives outlined in the Delegation of Authority have been met and responsibility for the incident delegated back to the local agency
- Evaluations must be completed for all personnel
- All obligations to both vendors and partners must be met
- Purchase Orders must be closed out and vendors should be informed of demobilization
- Command and General Staff must do a thorough debrief
- The absolute last step before the drive home is the Resource Unit Leader signing the FSP-01(a)

**NOTE:** *No resources shall be left on the incident without the appropriate overhead present to complete the demob process.*

### Demobilization Checklist

✓	Task	TF/ST	Overhead
	Ensure all objectives have been met		IC
	Consider requesting additional personnel for demob		C&GS
	Return all borrowed goods to Logistics	ALL	LOGS
	Ensure all obligations to vendors and partners are met		LOGS
	Close out purchase orders		FINANCE
	Complete evaluations for all personnel; deliver to Planning Section	ALL	C&GS
	Ensure all accident, injury or damage claims are complete	ALL	FSC
	ICS-214s turned into Planning Section	ALL	DOCL
	ICS-212 completed; coordinate with Safety Officer	VEHICLES	SOFR
	Complete ICS-221 for each apparatus (Logs, Finance, Plans)		LSC, FSC, PSC
	Participate in debrief	ALL	ALL
	Fuel up prior to demob (after last work period)	VEHICLES	X
	Prior to departure FSP-01/01a signed by RESL	ALL	RESL
	Record demob times & date on ICS-211 (RESL)	ALL	RESL
	Contact the AOC upon departure from incident	ALL	ALL
	Contact the AOC when you arrive home	ALL	ALL

# DEMOB CYCLE

