SAMPLE DEMOB PLAN

[DATE]

[NAME OF INCIDENT]

I. GENERAL INFORMATION

The response is rapidly transitioning from the emergency response phase to a planned recovery effort. The demobilization of incident resources must be conducted in a manner that is safe and efficient and not to interfere with ongoing operations. Every Staff Officer and Section Chief are to ensure that they maintain the appropriate level of staff to support the planned recovery phase. The following will be incorporated into the demobilization effort:

A. Responders that were operating within the Baker City Courthouse will be offered the opportunity to undergo critical incident stress management.
B. Decontamination of personnel, personnel clothing and equipment will undertaken under the direction of the Safety Officer.
C. All responders that are traveling by vehicle for more than 2-hours must have a minimum of 6-hours rest prior to being released. Any exceptions to the 6-hour rest rule must have the approval of the Unified Command.
D. Driving between the hours of 2200-0600 will be limited to airport transport to facilitate demobilization. Point to point driving for returning responders will be limited to 12 hours with sufficient breaks outside of 2200-0600 rest hours.
E. All supervisors, leaders and chiefs will be thoroughly briefed prior to leaving the incident.

II. RESPONSIBILITIES

A. Planning Section Chief:

   i. Shall ensure that the demobilization process and expectations receives wide distribution and that there is an orderly release of resources.

   ii. Ensure that all agency/industry specific requirements regarding the demobilization of the agency’s/industry’s resources are followed. Any deviations must have the approval of the agency/ industry Incident Commander.

   iii. Review the demobilization plan prepared by the Demobilization Unit Leader. Review Command and General Staff comments and make changes as appropriate prior to presenting the Plan to the Unified Command for approval.

B. Operations Section Chief:

   i. Identify any excess personnel and equipment available for demobilization and provide list to the Planning Section Chief.

   ii. Identify and decontaminate all tactical resources that require decontamination. Coordinate the decontamination effort with the Safety Officer and Logistics Section Chief.
iii. Where possible, release resources that have pre-established shared transportation together to facilitate demobilization.

C. Logistics Section Chief:

i. Coordinate all personnel and equipment transportation needs to designated location to meet travel needs.

ii. Ensure that the Supply and Communications Units are prepared to accept and document the return of all equipment that was checkout through them.

iii. Ensure you coordinate all vehicle inspections with the Finance/Administration Section Chief.

iv. Provide courtesy vehicle safety inspections for all non-contract vehicles.

D. Finance/Administration Section Chief:

i. Ensure that all personnel and equipment time reports are complete and accurate.

ii. Ensure that any injury and/or equipment claims are well documented and complete.

iii. Adjust Equipment and Time Recorder’s schedule to meet demobilization needs.

III. RELEASE PRIORITIES

A. The following are the Release Priorities:

i. Federal government response resources

ii. State government response resources

iii. Local government response resources

iv. Industry resources

v. Release priorities may be adjusted to better serve the changing incident situation. Ensure that you obtain concurrence from agency that is providing the resource.

IV. RELEASE PROCEDURES

A. Section Chiefs and Command Staff:

i. Have the authority to approve the tentative release list of resources to the Demob Unit Leader.
ii. Submit tentative release list of surplus resources to the Demobilization Unit Leader a minimum of 24 hours prior to the resource’s anticipated departure.

B. Demobilization Unit Leader:

i. Prepare the ICS 221 Demobilization Checkout Form, when the tentative release list is approved by the Unified Command.

ii. Ensure that it is noted on the ICS 221 that resources requiring decontamination were decontaminated.

iii. Ensure that resources requiring critical incident stress debriefing are noted on the ICS 221.

iv. Effectively communicate with all staff members in order to identify any changes in the transportation needs of personnel. Ensure timely notification of anyone that will be impacted by changes in established transportation times.

v. Note on the ICS 221 any travel checking and arrival notification procedures that were established between the resource provider and the resource.

C. Released Resources:

Excess resources being demobilized are to follow the directions outlined on their respective ICS 221 Demobilization Checkout Form to ensure that all required signatures are obtained. Signatures may include the following Units:

i. SPUL
ii. COML
iii. GSUL
iv. TIME
v. DOCL

V. PHONE DIRECTORY

Any time during the demobilization process that there is concern over the status of a released resources contact the Demobilization Unit Leader at xxx-xxx-xxxx or Coast Guard Sector Lake Michigan 414-747-7182. Other important contact points include:

_________________________________________________
_________________________________________________
_________________________________________________
VI. APPROVAL

Prepared by: ______________________________________
Demobilization Unit Leader          Date

Reviewed by: _____________________________________
Planning Section Chief      Date

Reviewed by: _____________________________________
Logistics Section Chief    Date

Reviewed by: _____________________________________
Fin/Admin Section Chief    Date

Reviewed by: _____________________________________
Operations Section Chief    Date

Approved: ________________________________________
Unified Command     Date

Approved: ________________________________________
Unified Command     Date

Approved: ________________________________________
Unified Command     Date

Approved: ________________________________________
Unified Command     Date