



**FEDERAL EMERGENCY MANAGEMENT AGENCY**  
**Emergency Support Function-9 -Incident Support Team**  
**National Urban Search and Rescue Response System**

**Demobilization plan**

**Incident:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Date and Time Prepared:** \_\_\_\_\_

Prepared by: \_\_\_\_\_

Title: \_\_\_\_\_

Approved by: \_\_\_\_\_

Title: \_\_\_\_\_

Approved by: \_\_\_\_\_

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**DEMOBILIZATION PLAN**

This Demobilization Plan contains five (5) sections:

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

**1. General Information:**

All releases of resources from the Incident will be initiated in the Demobilization Unit after of the approval of the ESF-9 Leader and the Incident Support Team Leader.

The size and location of the Incident Base lends itself to the holding of surplus equipment and personnel during the time it takes to process all of the releases in a safe and efficient manner.

No resources are to leave the Incident until authorized to do so.

At this time, no off-Incident Demobilization center will be activated.  
 (An off –Incident Staging Area could be established at\_\_\_\_\_).

The Logistics Section through ESF-9 Leader will provide for all ground transportation of released personnel and equipment.

The Demobilization Unit through ESF-9 Leader will provide for any flight arrangements giving at least 24 hours notice to ESF-9 and EST.

All property, including rental vehicles shall be properly returned and appropriate records forwarded to finance.

The following are general guidelines to be followed for resources that are leaving the Incident:

- A. No person(s) will be released without having a MINIMUM of \_\_\_\_\_hours rest.  
 (Unless specifically approved by the IST Commander and ESF-9 Leader)
- B. All vehicles leaving the incident will have a safety inspection.  
 (Any deficiencies noted or corrected)
- C. If applicable, all oversize vehicles (e.g. cranes, transports) MUST have appropriate permits to Comply with State Vehicle Codes and State Road Department and Highway Patrol requirements.
- D. All resources MUST be able to arrive at their home base prior to 2200 hours 10 PM.
- E. All resources must meet their individual agency regulations pertaining to rest and travel.
- F. All Task Force Leaders, Single Resources, and IST members will be thoroughly briefed prior to leaving the



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Incident. The briefing should include:

1. Method of travel
2. Personnel
3. Destination
4. ETD Camp/ETA Home Base
5. Transportation arrangements

G. All personnel traveling on commercial aircraft should be clean.

H. To prevent delays and work overloads:

1. Notify Logistics and Finance as soon as resources of identified for demobilization at least 24 hours in advance.
2. ESF-9 and EST will be notified a minimum of 24 hours in advance.
3. Notification of Task Forces and Incident personnel will be by posting of Tentative Releases 36 hours in advance.
4. Task Force Leaders, Single Resources and IST members will also be paged when their Demobilization process begins.
5. Performance Ratings are required for all personnel.

## **2. Responsibilities**

Section Chief and Unit Leaders are responsible for determining resources surplus to their needs and submitting lists to the Demobilization and Resources Unit Leader or the Planning Section Chief.

### **Demobilization Unit Leader or (Planning Section) is responsible for:**

Preparing the Demobilization Plan

Compiling “Tentative” and “Final” Release sheets

Making all notifications regarding tentative and final releases from the incident (on and off Incident)

Working with jurisdictional agency to arrange air transportation

Ensure all signatures are obtained on the Demobilization Checkout form ICS 221

Monitors the Demobilization Process and make any adjustments

### **The Incident Support Team Commander is responsible for:**

Establishing the release priorities

Review and approve the Demobilization plan

Review and approve all tentative release sheets

### **The ESF-9 Leader(s) are responsible for:**

Review and approve the release priorities

Review and approve Demobilization plan

Review and forward tentative release sheets to ESF-9 and EST

Liaison between IST Demobilization Unit and ESF-9 and EST for release and travel arrangements

### **The Safety Officer is responsible for:**

Identifying any special safety considerations for the Demobilization Plan

### **The Planning Section Chief is responsible for:**

Review and approval of the Demobilization plan



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**The Logistics Section Chief is responsible for:**

Insuring through:

Facilities - that all personnel scheduled for release have good facilities for proper rest

Facilities - that all-sleeping and work areas are cleaned up before personnel are released

Supply: - will ensure that all non-expendable items are returned or accounted for prior to release

Transportation - will ensure that there is adequate ground transportation during the release process.

Communications - will ensure that all radios, phones and pagers are returned or accounted for

Food unit leader - will ensure that there will be adequate meals for those being released and those remaining

**The Finance Section Chief is responsible for:**

Completion of all personal and Task Force time reports

Completion of all rental and Task Force equipment time reports

Contract equipment payments as required

**3. Release Priorities:**

The Following release priorities have been established by the IST Leader and the ESF-9 Leader.

**4. Release procedures:**

All IST members shall be released at the same time to allow for after action issues and smooth transition

Section Chiefs and Unit Leaders will identify surpluses within their units and submit a list(s) to the Demobilization Unit leader in the Planning Section

Demobilization unit will form a “tentative release” list for approval by IST Leader and ESF-9 Leader

Demobilization unit will work with resources to ensure that status board(s) are current

After “Tentative Release” approval ESF-9 leader will contact the EST and ESF-9

ESF-9 will contact all respective home agencies

Demobilization unit will give a minimum of 24 hours notice for all resources needing flight arrangements

Demobilization unit will give transportation lead-time to arrange for ground transportation

**When final approval for releases is obtained the Demobilization unit will**

Prepare transportation manifests

Notify or page Task Force Leaders and/or personnel to be released

Give Task Force Leaders and /or personnel the final release and briefing

Task Force Leader(s) and/or personnel will take the Demobilization Checkout form ICS 221 to:

-Communications Unit Leader: if communication equipment is issued

-Transportation Unit Leader: transportation plan, rental vehicle issued, and vehicle safety inspection

-Facilities Unit Leader: to insure all facilities are clean

-Supply Unit Leader: return all expendable supplies are returned

-Finance Section: close out all personnel and equipment time records

-Documentation Unit Leader: turn in all ICS 214's and any necessary paperwork

-Demobilization Unit Leader: turn in ICS 221 with all the signatures



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**Demobilization Unit will be the last stop in the release process and:**

- Sign off the ICS 221 Demobilization Checkout form
- Notify the Resource Unit so that "T" card information is complete
- Notify local agency and home unit of ETD and ETA, destination and travel arrangements
- Collect and send all Demobilization paperwork to the Documentation Unit

**5. Travel Information:**

All resources will have a minimum amount of rest prior to being released from the incident.

Personnel traveling on commercial aircraft will be given time to shower and dress in clean clothes.

Any heavy or oversize equipment must have appropriate permits and follow any limitations on the movement of their equipment on public highways

All resources will meet any agency-specific requirements on hours of travel per day or other restrictions concerned with travel.

During travel by ground resources should check in with the EST every 2 hours.

During travel resources should check in with the EST immediately should any problems occur

All released resources upon arrival at their home unit will check-in with their unit and the EST.

**Incident Directory:**

See attached Incident communication plan and phone lists