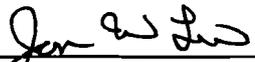


# WYE INCIDENT

CA-LNU-6335

## DEMOB PLAN

Prepared by   
Demob Unit Leader

Approved by   
Deputy Planning Section Chief

Approved by   
Incident Commander Cal Fire Team 4

Approved by   
Logistics Section Chief

Approved by   
Finance Section Chief

Approved by  OSC1  
Operations Section Chief

Approved by \_\_\_\_\_  
Wye Expanded Dispatch

# DEMOBILIZATION PLAN

## WYE INCIDENT

### PLAN OUTLINE:

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

### I. GENERAL INFORMATION

The Demobilization Plan is developed to facilitate the orderly removal and checkout of resources on the incident. By definition, surplus personnel are available for release if they have rested for a minimum of 8 hours, are cleaned up, outfitted and have a vehicle ready to depart to their next destination.

### II. GENERAL GUIDELINES

#### **A. NO RESOURCES WILL LEAVE THE INCIDENT UNTIL AUTHORIZED TO DO SO BY THE DEMOB UNIT.**

B. Efforts will be made to ensure that all released personnel not travel after 2200. All resources must meet individual agency regulations pertaining to rest and travel.

C. All government and hired vehicles leaving the incident will have a safety inspection and deficiencies will be corrected prior to departure for home unless agency head signs a waiver of inspection.

D. Notification to incident personnel will be by posting surplus releases in advance. Finance and Logistics will be notified as soon as possible when surplus resources are identified for DEMOB.

E. Actual departure times and ETA at final destination will be relayed to Expanded Dispatch upon departure of all resources from the base. This includes all contract equipment and services.

F. For all resources, excluding local resources, Wye Expanded will be notified at least

### III. RESPONSIBILITIES

Unit Leaders will declare resources excess to their Section Chief. Section Chiefs will declare surplus resources to the Planning Section Chief. Include the date and time the resources will be surplus, their position on the incident and any transportation needs. **Use the Demob Request Form or General Message Form (ICS-213) to list all surplus resources. Send to the RESOURCE UNIT.**

### IV. RELEASE PROCEDURES

The status of a resource submitted for release changes as the release request is processed by various functions to comply with required notifications and procedures. The process flow and the responsible functions are:

<b><u>Status</u></b>	<b><u>Processed by</u></b>
<b><i>Excess</i></b>	Section Chiefs and Unit Leaders
<b><i>Surplus</i></b>	RESL
<b><i>Pending</i></b>	DMOB
<b><i>Confirmed</i></b>	Dispatch
<b><i>Released</i></b>	DMOB

Note: At any point in the process, a release request may be expedited (as for a priority release) if necessary. A release request may be cancelled at any point in the process. For priority releases, resources will close out with TIML prior to leaving the incident.

- A. Section Chiefs and Unit leaders are responsible for determining resources "Excess" to their needs and submitting the list to the Planning Section. This must be done 24 hours in advance of anticipated release in order to Notify North Ops of planned demobilization and to allow a proactive approach to reassignments or releases to the home units. The lists will provide the following information about the resource:
1. Order/Request number
  2. Resource name or designator
  3. ETD
  4. Travel time (including rest and meals if necessary)
  5. Destination
  6. Availability for reassignment (if not available, provide valid reason)
- B. **RESL** will determine if there is a need at the incident that the Excess resource can fill. If no incident reassignments are necessary, the resource will be declared "Surplus" to the incident, and submitted for approval to the IC. The information will then be given to DMOB for further processing.

release confirmation but must maintain control of the process so that all check-out and notification requirements are met).

- E. The Crew Leader or individual will take the Demobilization Check-out form to:
- COML (to confirm that radio equipment is returned)
  - SUPL (to confirm all non-expendable property is returned)
  - GSUL (To inspect, clean and repair vehicles.)
  - TIML (to confirm all time reporting documents are complete)
  - TRAINING (close out trainees)
  - MOTELS (close out with accommodations)
  - DOCL (to hand in logs or ratings and PPE Verification Form)

(Visit the TIML and DOCL near the end of the DEMOB process)

- F. DMOB will be the last stop in the release process and:

- Sign-off, note date and time on the ICS-221
- Note any revisions to the ETD or ETA
- Collect the ICS-221

- G. Resource is **released** and free to leave the incident

- H. Wye Expanded will arrange final transportation with the home unit as needed.

- I. Please see that your sleeping area is clean and all trash is removed.

- J. Turn in Unit Logs and performance ratings to the Documentation Unit.

## V. TRAVEL INFORMATION

To allow for safe traveling, all drivers must be capable of arriving at their destination prior to 2200 hours or within 10 hours of drive time, whichever comes first. All resources will have the minimum amount of rest prior to being released from the incident. All heavy or oversized equipment **MUST** have appropriate permits and follow any limitations involving the movement of their equipment on public highways. All resources will meet agency specific requirements on hours of travel per day or the above paragraph. Demob will notify Expanded Dispatch of actual release times so that the Home Unit or next incident can track resource movement.

## VI. RELEASE PRIORITIES

The following Release Priorities have been established by the Incident