DEMOBILIZATION PLAN – *summarized*

Wye Incident

I. RELEASE PRIORITIES

The following Release Priorities have been established by the Incident Commander in concert with the Expanded ECC.

1. Local Government (other operational areas)
2. Local Government (local operational area)
3. Contract and private resources
4. CAL FIRE resources (prioritized by distance and travel time)

III. GENERAL GUIDELINES

A. NO RESOURCES WILL LEAVE UNTIL AUTHORIZED BY THE DEMOB UNIT.

B. Efforts will be made to ensure that all released personnel arrive home by 2200.

C. All government and hired vehicles that were on the line, leaving the incident will have a safety inspection.

D. Prior to leaving the Incident the Demob Unit will brief all Supervisors and Strike Team Leaders.

E. Notification to incident personnel will be by posting surplus releases in advance.

F. Actual departure times and ETA at destination will be relayed to Expanded Dispatch at time of departure.

G. A Personal Protective Equipment (PPE) self -sign off (on the Demob 221 form) must be completed by all Cal Fire personnel. Crew Leaders, Strike Team and Task Force Leaders may sign for subordinates under their command. All incident personnel must be accounted for as having serviceable, agency compliant PPE. Defective items may be exchanged in supply.

H. All Trainees will see the Training Tech Specialist prior to departure.

IV. RESPONSIBILITIES

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

V. RELEASE PROCEDURES

A. **Functional Heads** (i.e. Section Chiefs and Unit leaders) are responsible or determining resources "Excess" to their needs and submitting the list to the Planning Section. <u>This must be done 24 hours in advance of anticipated release</u> 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.

C. **DMOB** will combine the approved surplus resource lists to create "Pending" resource lists to be submitted to the agency dispatch for confirmation. DMOB will work with the resources and supply units so that the resource status board and resource orders can be kept up to date.

D. When a resource status has been **confirmed** by dispatch, DMOB will notify the resource so that check-out may begin.

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)

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

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

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