

DEMOBILIZATION

0665

(September 1991)

Planning ahead is the key to smooth expansion or shutdown of operations. Keeping track of equipment and whereabouts of on-duty and off-duty personnel is always important, but it becomes critical when considering changes. The Incident Information Officer should develop a general procedure plan (Form ICS-223 or 225) for demobilizing the information function and submit it to the Incident Commander for approval. The adopted version will be submitted to the Planning Section Chief and Demobilization Officer and posted at the Information Center.

Posted information should also include a reminder to complete FC-33s and return rental or loaned equipment and supplies.

The plan will schedule cut-backs based on projected needs and ultimately turn the information duties over to a designated representative of the local agency. Prior to final shutdown, the unit information officer should receive a thorough briefing to become familiar with current reporting information. In some instances, the unit ECC or the unit information officer may require a current status report, particularly if he/she is a newly assigned individual.

All releases will comply with ECC Policy No. 16, as applicable, pertaining to rest and sleep prior to travel for driving safety. Priority release is given to other agency personnel and out-region personnel.

Ideally, the Incident Information Officer will be the last person released and will wrap up the final details. These responsibilities include overseeing the closure of other operating locations, phone services and facilities, returning rented and borrowed equipment, and any other minor duties that remain.

As each center closes down, the information display boards should list the location and phone number for follow-up inquiries. The Unit Information Officer and the unit ECC should receive this information as well.

Information personnel should stack chronologically and neatly package all information records, display sheets, assignment rosters, and other information and turn the records over to the Documentation Unit Leader or the Unit Information Officer in case follow-up interest in the incident remains. This material includes: wall sheets, Incident Status Summary forms (ICS-209), news release logs (FI-4), maps, written releases, duty schedules, press clippings, special information sheets, lists of fire information officers and agencies assigned, records of photography and supplemental sources, etc. Large materials should be folded to convenient filing size and everything included in a single wrapped, tied, and labeled packet for safekeeping and easy identification.

[\(see next section\)](#)

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(see Forms or Forms Samples)