

## **DEMOBILIZATION PLAN (7500)**

(Revised 1996)

### **I. GENERAL INFORMATION**

The following information outlines the demobilization process to be used when releasing resources from the incident. All personnel will follow the procedures outlined to ensure equipment is inspected, accountable supplies are returned and finance documents are completed. No equipment or manpower will leave the incident until authorized to do so.

#### General Guidelines

- A.** All U.S.F.S. resources must be able to arrive at their home base prior to 2200 hours.
- B.** \* Stipulation change. All rest requirements will be met prior to release.

### **II. RESPONSIBILITIES**

- 1.** Section chiefs will identify surplus resources and submit the list to the Demobilization Unit.
- 2.** Demobilization Unit leader will prepare tentative Release Sheets and present to the Plans Chief and I.C. for approval.
- 3.** After I.C. approval, the local E.C.C. will be informed of surplus resources.
- 4.** Demobilization Unit leader will prepare notice of Tentative Release for positions at "Check-Out" and hand out Demobilization Checkout (ICS 221) to resources identified for tentative release.
- 5.** Logisitcs, Plans, and Finance chiefs are to ensure that their units are staffed to check out resources.
- 6.** Local E.C.C. will notify RO/Zone dispatch of surplus resources, determine disposition and notify Demobilization Unit leader of release or reassignment.
- 7.** Upon completion of check-out procedures, and release is confirmed, resources are released and local E.C.C. is notified of E.T.A.

### **III. RELEASE PRIORITIES**

- 1.** Private Equipment
- 2.** OES
- 3.** Local Government
- 4.** U.S.F.S.

- 5. CDF out-of-Region
- 6. CDF out-of-Unit
- 7. CDF local Unit

#### IV. RELEASE PROCEDURES

- 1. Resources identified for tentative release obtain their checkout form from the Demobilization Unit leader and go through the process identified:
  - a. **Supply Unit** - Turn in accountable items and resupply equipment as necessary.
  - b. **Communications Unit** - Return radios.
  - c. **Facilities Unit** - Crews to make sure sleeping area is cleaned.
  - d. **Ground Support** - Arrange transportation as needed (airport or home). Set up equipment inspection.
  - e. **Food Unit** - Provide lunches or refreshment to crews as needed.
  - f. **Medical Unit** - Ensure all documentation is completed on injured personnel.
  - g. **Time Unit** - Ensure all time documents are completed.
  - h. **Finance Section** - Ensure all pay documents are completed for hired equipment and personnel.
  - i. **Documentation Unit** - Turn in Unit Logs.
- 2. Turn in completed paperwork to Demobilization Unit leader, then you will be released upon confirmation of release.
- 3. Demobilization Unit leader will notify local E.C.C. of E.T.A.

#### V. TRAVEL INFORMATION

Weather is clear and warm and there is no known travel delays. Drive safely and have a good trip home.

Demobilization Unit Leader \_\_\_\_\_

Planning Section Chief \_\_\_\_\_

Logistics Section Chief \_\_\_\_\_

Incident Commander \_\_\_\_\_

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