
Unit 7: Demobilization, Transfer of Command, and Closeout



Unit 7: Demobilization, Transfer of Command, and Closeout



Visual Description: Unit Introduction

Key Points

Note the following points:

- All incidents eventually draw to a close. How the incident is downsized and closed out is an important part of incident management.
- This unit focuses on the demobilization process, transfer of command, and incident closeout.



Unit Objectives (1 of 2)

- Describe the importance of demobilization planning.
- Identify the impact of agency-specific policies, procedures, and agreements upon demobilization planning.
- Identify the ICS titles of personnel who have responsibilities in developing and implementing the demobilization plan and list their duties.
- List the major sections in a demobilization plan.

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Visual 7.2

Visual Description: Unit Objectives (1 of 2)

Key Points

By the end of this unit, you should be able to:

- Describe the importance of demobilization planning.
- Identify the impact of agency-specific policies, procedures, and agreements upon demobilization planning.
- Identify the ICS titles of personnel who have responsibilities in developing and implementing the demobilization plan and list their duties.
- List the major sections in a demobilization plan.



Unit Objectives (2 of 2)

- Identify the need for transfer of command or closeout.
- Identify the process involved in a closeout meeting.

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Visual 7.3

Visual Description: Unit Objectives (2 of 2)

Key Points

By the end of this unit, you should be able to:

- Identify the need for transfer of command or closeout.
- Identify the process involved in a closeout meeting.



Demobilization

- Release and return of resources that are no longer required for the support of an incident/event.
- The release and return of resources may occur during an incident/event or after the incident/event is over.



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Visual 7.4

Visual Description: Demobilization

Key Points

Note the following points:

- Demobilization involves the release and return of resources that are no longer required for the support of an incident/event.
- The release and return of resources may occur during an incident/event or after the incident/event is over.

Refer to the job aid on the next page for additional information on anticipating the workload involved in planning for demobilization.

Job Aid: Demobilization Planning Considerations

After the incident is controlled, and tactical resources are beginning to be released, the incident management organization should begin to monitor the number of support and management staff that are assigned. Below are some typical workload considerations to consider when planning for demobilization.

Position	Demobilization Considerations
Public Information Officer	Press interest may taper off toward the end of the incident, especially when tactics turn from life-safety to clean-up. As the incident demobilizes, the need for interagency coordination of information may also decline. While it is important that the press continue to have a contact at the incident, it may be possible for the Public Information Officer to scale back operations.
Safety Officer	As the number of tactical operations at an incident decrease, the demand on the Safety Officer will also decline. However, some incidents require post-incident debriefings that will require the input of the Safety Officer. While the workload may level out, it may remain until the end of the incident.
Liaison Officer	As Cooperating and Assisting Agency resources are demobilized, the Liaison Officer's job will become less complex. The Liaison Officer is also likely to be involved in interagency post-incident review activities that may require continued presence at the incident and involvement after final demobilization.
Operations Section	The Operations Section Chief should be able to reduce support staff such as Deputies and Staging Area Managers as the Operations Section is demobilized.
Planning Section	In the Planning Section, the later workload falls on the Demobilization and Documentation Units. The Demobilization Unit will develop the Demobilization Plan and monitor its implementation. The Documentation Unit will package all incident documentation for archiving with the responsible agency or jurisdiction. Both of these processes are finished late in the incident.
Logistics Section	The Supply Unit and the Facilities Unit play major roles as the incident winds down. The Facilities Unit will need to demobilize the incident facilities, such as the command post and incident base. The Supply Unit must collect, inventory, and arrange to refurbish, rehabilitate, or replace resources depleted, lost, or damaged at the incident.
Finance and Administration Section	Many of the activities of the Finance and Administration Section continue well after the rest of the organization has been demobilized. Much of the paperwork needed to document an incident is completed during or after demobilization.



Demobilization Challenges

What challenges
are related to
demobilization?

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Visual 7.5

Visual Description: What challenges are related to demobilization?

Key Points

Answer the following question:



What challenges are related to demobilization?



Demobilization Planning Benefits

Demobilization planning helps to:

- Eliminate waste.
- Eliminate potential fiscal and legal impacts.
- Ensure a controlled, safe, efficient, and cost-effective release process.



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Visual 7.6

Visual Description: Demobilization Planning Benefits

Key Points

Demobilization planning helps to:

- Eliminate waste.
- Eliminate potential fiscal and legal impacts.
- Ensure a controlled, safe, efficient, and cost-effective release process.



Agency Policies and Procedures

Demobilization policies and procedures depend on the size of the incident and may involve:

- Fiscal/legal policies and procedures.
- Work rules.
- Special license requirements.
- Other requirements.



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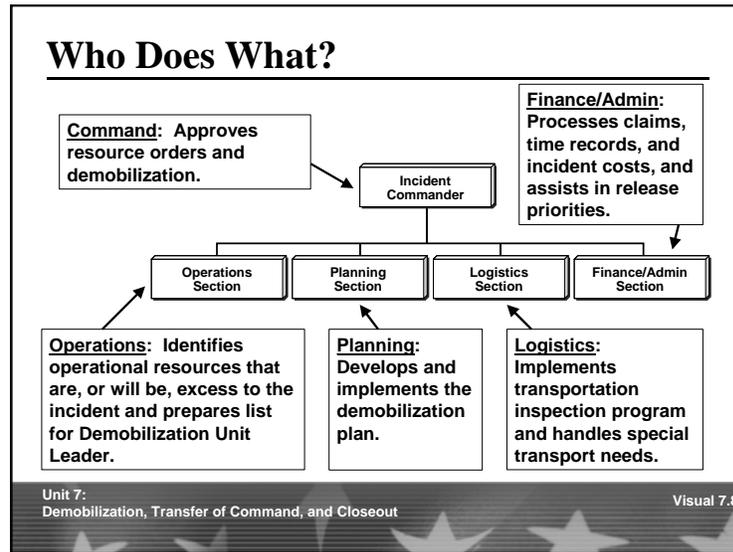
Visual 7.7

Visual Description: Agency Policies and Procedures

Key Points

Note the following points:

- On smaller incidents, resources are released to finish shifts or work periods. Demobilization planning is obscure and rests with the Incident Commander and typical agency protocols. But on longer duration incidents, resources may have worked in excess of agreed-upon work schedules or may have traveled well out of their jurisdiction. The Finance/Administration Section may require documentation prior to outside agencies departing the incident.
- In some cases, a priority of release may be necessary if all resources cannot be processed for release at the same general time. Agency policy or work rules may impact this priority. There may be local, regional, or national guidance on release priorities for incident resources.
- Agency policies, procedures, and agreements must be considered by the incident management prior to releasing resources. For example, if the drivers of large vehicles carry special licenses (commercial rating, for example), they may be affected by State and Federal Government regulations for the amount of rest required before a driver can get back on the road.
- Some agencies may require that the vehicle be inspected by incident personnel for damage caused by use on the incident and that damage claims be properly documented, etc. If an injury occurred while on the incident, worker's compensation laws may apply and documentation must be completed in a timely manner.



Visual Description: Who Does What?

Key Points

The primary roles of the Incident Commander and the Sections in demobilization planning include:

- **Incident Commander:** Approves resource orders and demobilization.
- **Operations Section:** Identifies operational resources that are, or will be, excess to the incident and prepares list for Demobilization Unit Leader.
- **Planning Section:** Develops and implements the demobilization plan.
- **Logistics Section:** Implements transportation inspection program and handles special transport needs.
- **Finance/Administration Section:** Processes claims, time records, and incident costs, and assists in release priorities.



Demobilization Plan: Information Needs

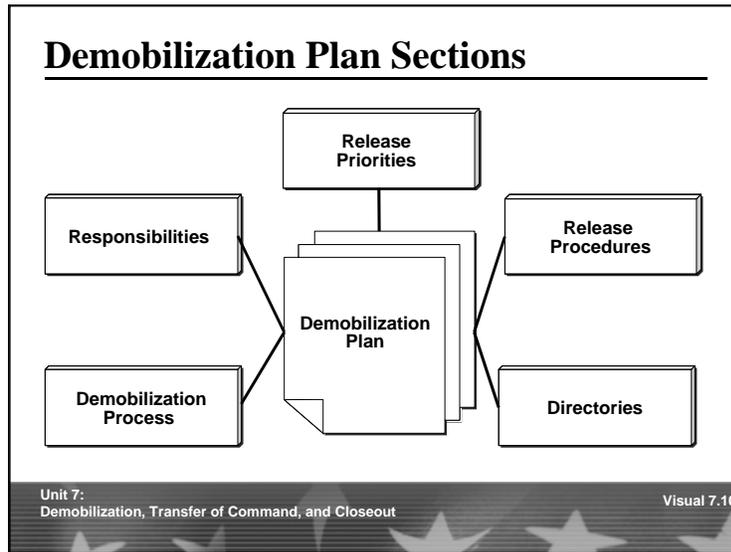
What Information Is Needed?	Who Provides?
Excess resources; release priorities	All Supervisors and Managers
Plan development; resource information; demobilization process	Planning Section
Continuing needs for tactical resources	Operations Section
Transportation availability; communications; maintenance	Logistics Section
Claims, time records, and costs of individual resources that are a factor in release	Finance/Admin Section
Agreements regarding other agency resources	Liaison Officer
Physical condition of personnel; physical needs; adequacy of transportation	Safety Officer
Return and reassignment of resources	Agency Dispatch/Ordering Centers

Visual Description: Demobilization Plan: Information Needs

Key Points

The ICS titles of personnel who have responsibilities in demobilization planning include:

- **All Incident Supervisors and Managers:** Identify excess resources and provide list and priorities to the Demobilization Unit.
- **Planning Section:** Coordinate the development of the demobilization plan. The Demobilization Unit Leader develops the specific, individual plan document and outline of the process. The Resource Unit Leader assists the Demobilization Unit Leader in determining total resources assigned, home units, length of assignment, and travel needs.
- **Operations Section:** Identifies continuing needs for operational resources and those that are, or will be, excess to the incident, and prepares the list for the Demobilization Unit Leader.
- **Logistics Section:** Handles special transportation and communications needs and implements vehicle inspection program.
- **Finance/Administration Section:** Processes claims, time records, and incident costs, and helps determine release priorities.
- **Liaison Officer:** Identifies terms of agreements with assisting agencies in regard to release of the resources and special needs.
- **Safety Officer:** Considers physical condition of personnel and ensures that supervisors assess their subordinates' ability to travel.
- **Agency Dispatch Centers and Ordering Points:** Provide information for reassignment of released resources to other incidents.



Visual Description: Demobilization Plan Sections

Key Points

The demobilization plan should contain the following sections:

- General information about the demobilization process.
- Responsibilities for implementation of the demobilization plan.
- General release priorities.
- Specific release procedures.
- Directories (maps, telephone listings, etc.).

Demobilization planning can be quite complex on large multiagency incidents. Training and experience will help ensure that personnel with demobilization planning responsibilities perform their jobs accurately.

**SAMPLE DEMOBILIZATION PLAN (Page 1 of 5)
NORTH SMITHMAN INCIDENT**

Prepared by	_____	_____
	Planning Section Chief	Date
Approved by	_____	_____
	Logistics Section Chief	Date
Approved by	_____	_____
	Operations Section Chief	Date
Approved by	_____	_____
	Finance Section Chief	Date
Approved by	_____	_____
	Supervisor-Expanded Dispatch	Date
Approved by	_____	_____
	Incident Commander	Date
Approved by	_____	_____
	Area Commander	Date

SAMPLE DEMOBILIZATION PLAN (Page 2 of 5)

The Demobilization Plan contains five (5) sections:

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

1. GENERAL INFORMATION

The demobilization process at the North Smithman Incident will require coordination with the Area Command Team and the Expanded Dispatch function. Pueblo Area Command has directed that normal demobilization procedures will be utilized in the area. All resources with their own transportation must meet rest/work guidelines prior to driving.

All releases from the Smithman Incident will be initiated in the Demob Unit after Incident Commander (IC) approval. 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 Demob Center will be activated. The Logistics Section will provide for all necessary transportation of released personnel and equipment. The Demob Unit will arrange for any needed flight arrangements through Expanded Dispatch.

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

- A. No person will be released without having a minimum of eight (8) hours rest, unless specifically approved by the IC.
- B. All Federal resources must be able to arrive at their home base prior to 2200 (10 PM). Other agencies and cooperators must meet individual agency regulations pertaining to rest and travel.
- C. All Party Chiefs, Crew Supervisors, and Strike Team Leaders will be thoroughly briefed prior to leaving the Incident. Briefing to include: 1. method of travel, 2. passengers (if any), 3. destination, 4. ETD Camp/ETA home base, and 5. transportation arrangements.

All personnel returning home on commercial aircraft will be showered and wear clean clothing.

To prevent delays and work overloads, Logistics and Finance will be notified as soon as possible when surplus resources are to be Demobed. (Demob will try to advise the two Units 24 hours in advance.) Notification of Incident personnel will be by posting of "Tentative Releases" 12 hours in advance. Crew Supervisors may also be paged when the Demob process is to begin.

If applicable, all oversize vehicles (e.g., transports) MUST have appropriate permits to comply with State vehicle codes.

SAMPLE DEMOBILIZATION PLAN (Page 3 of 5)

Performance Ratings are required for:

- Trainees
- Outstanding performance
- Deficient performance
- By personal request

All firefighting apparatus, rental equipment, and crew transport will have a vehicle inspection (Safety Check) at Ground Support prior to returning to their home unit or new assignment location. Pickups, sedans, and vans will also have a safety check by the Ground Support Unit before departing the incident base.

2. RESPONSIBILITIES

Functional heads (i.e., Section Chiefs and Unit Leaders) are responsible for determining resources surplus to their needs and submitting lists to the Demob Unit Leader.

The Demob Unit Leader is responsible for:

- Compiling "Tentative" and "Final" Release sheets. (Any Incident-formed Strike Teams and Task Forces must be disbanded before IC approval and release from the Incident.)
- Making all notifications to Incident and off-Incident personnel regarding tentative and final releases (includes Tanker and Helibases).
- Making sure that all signatures are obtained on the Demob Checkout form.
- Monitoring the Demob process and making any adjustments in the process.

The Incident Commander is responsible for:

- Establishing the release priorities through consultation with Area Command.
- Reviewing and approving all tentative release lists.

The Logistics Section Chief is responsible for ensuring through:

- Facilities—that all sleeping and work areas are cleaned up before personnel are released.
- Supply—that all non-expendable property items are returned or accounted for prior to release.
- Ground Support—that there will be adequate ground transportation during the release process and that vehicles are inspected.
- Communications—that all radios have been returned or are accounted for.
- Food Unit—that there will be adequate meals for those being released and for those remaining in camp.

SAMPLE DEMOBILIZATION PLAN (Page 4 of 5)

The Finance Section Chief is responsible for:

- Completion of all time and equipment reports for released personnel.
- Notification(s) for any ADO payoff(s).

The Planning Section Chief is responsible for managing duration of assignment policy for the Incident Commander.

Expanded Dispatch is responsible for:

- Reviewing tentative releases and notifying the Demob Unit Leader with release approvals, reassignments, and air travel information.
- Coordinating with the Rocky Mountain Coordination Center.

3. RELEASE PRIORITIES

The following release priorities have been established by the Area Command Team:

1. Initial attack or local cooperators
2. Type 1 Crews
3. Non-local engines, crews, and overhead
4. Other local resources

Crews from other Regions will be grouped for demob when possible. Emergency situations will arise and will be handled expeditiously. Clearance for emergency demob is to be approved by the appropriate Section Chief, IC, or Agency Representative.

4. RELEASE PROCEDURES

Critical resources will be identified on the Daily Incident Commander/Area Commander conference calls. These resources will be listed in the Area Command Action Plan and these resources cannot be released from the incident without Area Command approval.

All resources requiring airline travel must be submitted to Expanded Dispatch 36 hours in advance of planned travel. All other resource surpluses should be forwarded to Expanded Dispatch 24 hours in advance of planned release. Demob will also give Ground Support lead time to arrange for ground transportation for crews and individuals needing transportation.

Functional heads will identify surpluses within their units and submit a list (or lists) to the Demob Unit Leader in the Planning Section. The Demob Unit will combine lists and form a "Tentative Release" list to be submitted to the IC for review and approval. Demob will work with the Resources Unit so that the resource status board can be kept up to date.

SAMPLE DEMOBILIZATION PLAN (Page 5 of 5)

After IC approval, Demob will notify Expanded Dispatch of the tentative releases for their concurrence. When concurrence is obtained from Expanded Dispatch, the Demob Unit Leader will:

- Prepare transportation manifests.
- Notify personnel to be released.
- Give crew leaders or individuals the final release form and briefing.

Crew leaders or individuals will take the Demob checkout form to:

- Communications Unit Leader (if radio equipment has been issued)
- Facilities Unit Leader (to be sure sleeping area is clean)
- Supply Cache (to return all non-expendable property)
- Ground Support (for vehicle inspections)
- Finance (for time)
- Demob (last stop for final departure times and documentation)

The Demob Unit will:

- Notify the Resources Unit so that "T" card information is complete.
- Notify Expanded Dispatch of ETD, ETA, destination, and travel arrangements.
- Collect and send all Demob paperwork to the Documentation Unit.

5. TRAVEL INFORMATION

All resources will meet work/rest requirements prior to being released from the incident. Crews 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. Incident Demob will notify Expanded Dispatch when a resource is released, so the home Forest/Agency can be advised with an ETA. It will then be up to the sending Forest/Agency to keep track of released resources and report back if there are any problems or if more information is needed.

Incident Phone Numbers

North Smithman Demob: 720-XXX-6975

Expanded Dispatch: 719 – XXX - 3738

Individual resources are to notify either the North Smithman Incident or Expanded Dispatch at the above numbers and their home unit dispatcher if significant delays occur in route to their next destination.



Activity: Reviewing the Demobilization Plan

Instructions: Working as a team:

1. Review the sample demobilization plan for the Yorktown Incident found in your Student Manuals.
2. Next, determine whether the five elements required for a demobilization plan are adequately addressed in the sample.
3. Record your work on chart paper as follows:

Strengths	Areas for Improvement

4. Select a spokesperson and be prepared to present your work in 10 minutes.

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Visual 7.11

Visual Description: Activity: Reviewing the Demobilization Plan

Key Points

Ask the participants to work in teams to complete the following activities:

1. Review the sample demobilization plan for the Yorktown Incident found on the next two pages.
2. Next, determine whether the five elements required for a demobilization plan are adequately addressed in the sample.
3. Record your work on chart paper as shown on the visual (Strengths and Areas for Improvement).
4. Select a spokesperson and be prepared to present your work in 10 minutes.

**Sample Demobilization Plan
Yorktown Incident (Page 1 of 2)**

General Information

- No incident resources will be demobilized until authorized.
- Logistics Section Chief will provide transportation to final destination, if required.
- Personnel being released from the incident will be required a minimum 4 hours rest prior to demobilization. *Any delineation from the required rest will be at the discretion of the Incident Commander.*
- Plans Section Chief will brief all unit leaders on the Demobilization Plan

Responsibilities

- Each section chief will identify excess resources on a daily basis by 1800 hours each day.
- Plans Section Chief will advise the IC of excess resources daily.
- The incident Commander will approve the release of those resources.
- The Logistics Section Chief will arrange transportation, if necessary.
- Each unit leader is responsible for calling the Yorktown ICP upon arrival at final destination (*see directory*).
- The Resource Unit Leader will provide a recorder to the Demob Unit

Release Priority

- USCG helicopter and crew will be demobilized first, if possible
- Any other USCG elements
- Any East or Central based NPS crews
- West Coast crews
- Any other NPS resources

Release Procedures

- Plans Section Chief or Demob Unit will prepare manifests and notify personnel to be released
- Plans Section Chief will provide ICS 221 (*Demobilization Checkout*) with copy of transportation manifest and briefing on travel arrangements
- Inform unit leaders that they will go through the following:
 - Logistics Section Chief to turn in expendable and non-expendable equipment
 - Time Recorder to ensure all time is turned in
 - Sign affidavit to certify that no undocumented injuries have occurred
 - Documentation Unit to turn in all logs (ICS-214), evaluations, and completed ICS-221

Sample Demobilization Plan
Yorktown Incident (Page 2 of 2)

Directory

YC ICP	907-838-2691
YC Helibase	907-638-2294
NPS Dispatch, GB	907-884-2411
USCG HQ, Juneau	907-744-4522



Stabilizing or De-Escalating Incidents

When an incident stabilizes or de-escalates:

- Incident management is returned to the original level of incident command.
- A transfer of command occurs.



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Visual 7.12

Visual Description: Stabilizing or De-Escalating Incidents

Key Points

Note the following points:

- As the incident stabilizes or comes to a close, the management of the incident will be returned to the original level of incident command (local fire officer or law enforcement officer).
- In this case, a regular transfer of command should occur.



Review: Transfer of Command

Let's review . . .

What steps must the incoming Incident Commander take before assuming command?



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Visual 7.13

Visual Description: Review: Transfer of Command

Key Points

Answer the following question:



What steps must the incoming Incident Commander take before assuming command?



Steps in Assuming Command

- **Assess situation with current Incident Commander.**
- **Receive briefing from current Incident Commander and document the transfer.**
- **Determine appropriate time for transfer of command.**
- **Notify others of change in incident command.**
- **Assign current Incident Commander to another position in the incident organization.**

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Visual 7.14

Visual Description: Steps in Assuming Command

Key Points

The steps involved in assuming command include:

- Assess the situation with the current Incident Commander.
- Receive a briefing from the current Incident Commander.
- Determine an appropriate time for the transfer of command and document the transfer.
- Notify others of the change in incident command.
- Assign the current Incident Commander to another position in the incident organization.



Briefing Checklist



- ✓ Situation and Prognosis
- ✓ Resources Remaining and Status
- ✓ Areas of Concern (political, community interest, etc.)
- ✓ Logistical Support Needed or Retained
- ✓ Turnover of Appropriate Incident Documentation

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Visual 7.15

Visual Description: Briefing Checklist

Key Points

The briefing of the receiving Incident Commander should contain the following information:

- Current situation and prognosis
- Resources remaining and their status
- Particular areas of concern (political, community interest, etc.)
- Logistical support needed or retained
- Turnover of appropriate incident documentation



Incident Command and Closeout

The Incident Commander will stay with the incident until its absolute conclusion and the “closing out.”



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Visual 7.16

Visual Description: Incident Command and Closeout

Key Points

Note the following points:

- The Incident Commander will stay with the incident until its absolute conclusion and the “closing out” of the incident.
- To facilitate this final closeout, a formal meeting should take place with the agency officials and staff.



Agency Briefing

The agency officials and staff receive a closeout briefing with the following information:

- Incident summary
- Major events that may have lasting ramifications
- Documentation, including components that are not finalized
- Opportunity for the agency officials to bring up concerns
- Final evaluation of incident management by the agency executive/officials

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Visual 7.17

Visual Description: Agency Briefing

Key Points

The agency officials and staff receive a closeout briefing that provides the following information:

- Incident summary
- Discussion of major events within the incident that may have lasting ramifications
- Turn over of appropriate incident documentation, to include components that are not finalized
- Allowing an opportunity for the agency officials to bring up concerns prior to the incident ending
- A final evaluation of incident management by the agency executive/officials



Describe a situation when it would be important to conduct an Agency Briefing.



Preparing the Agency Briefing

- Planning Section Chief prepares an agenda and accompanying handouts.
- Incident Commander approves the agenda.



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Visual 7.18

Visual Description: Preparing the Agency Briefing

Key Points

Note the following points:

- The Planning Section Chief should develop an agenda and accompanying handouts.
- The Incident Commander approves the agenda.
- Minutes should be taken and provided to all parties.



Team Closeout Meeting

- Incident Management Teams or other teams may hold a closeout meeting to discuss team performance.
- These meetings may result in a “lessons learned” summary report.



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Visual 7.19

Visual Description: Team Closeout Meeting

Key Points

Note the following points:

- In some cases, teams will have a closeout meeting either prior to or after the agency briefing to discuss team performance and future enhancements to their performance.
- These meetings are usually facilitated by the Planning Section Chief and result in a “lessons learned” listing.



Applied Exercise: Instructions

Instructions: Working as a team:

1. Review the information you developed in all of the previous Crescent City scenario exercises and the scenario update.
2. Write a demobilization plan using the five elements described in this unit.
3. Develop a detailed agenda for a closeout briefing to be presented to the Mayor of Crescent City and the Liberty County Commissioners.
4. Develop a detailed Transfer of Command briefing to be delivered to the Incident Commander who will supervise the cleanup. The incoming Incident Commander is an employee of the contract clean-up company, so your briefing should include any issues associated with delegation of authority.
5. Select a spokesperson and be prepared to present your work in 45 minutes.

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Visual 7.20

Visual Description: Applied Exercise: Instructions

Key Points

The continuation of the Crescent City train derailment exercise provides an opportunity to apply the learning points from this unit.

Work as a team to complete the following activities:

1. Review the information you developed in all of the previous Crescent City scenario exercises and the scenario update.
2. Write a demobilization plan using the five elements described in this unit.
3. Develop a detailed agenda for a closeout briefing to be presented to the Mayor of Crescent City and the Liberty County Commissioners.
4. Develop a detailed Transfer of Command briefing to be delivered to the Incident Commander who will supervise the cleanup. The incoming Incident Commander is an employee of the contract clean-up company, so your briefing should include any issues associated with delegation of authority.
5. Select a spokesperson and be prepared to present your work in 45 minutes.



Applied Exercise: Scenario Update

- It has been 48 hours since the controlled burn off has began.
- Enough phosphorus has burned off that it is now safe to move the tank cars involved in the derailment.
- The outer perimeter has been released.
- Evacuees have been allowed to return, and businesses to reopen.
- The National Transportation Safety Board (NTSB) has completed its on-scene investigations.
- Incident Command determines that the incident priorities will now be re-structured to focus on debris removal and cleanup rather than response.

See the additional information in your Student Manual.

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Visual 7.21

Visual Description: Applied Exercise: Scenario Update

Key Points

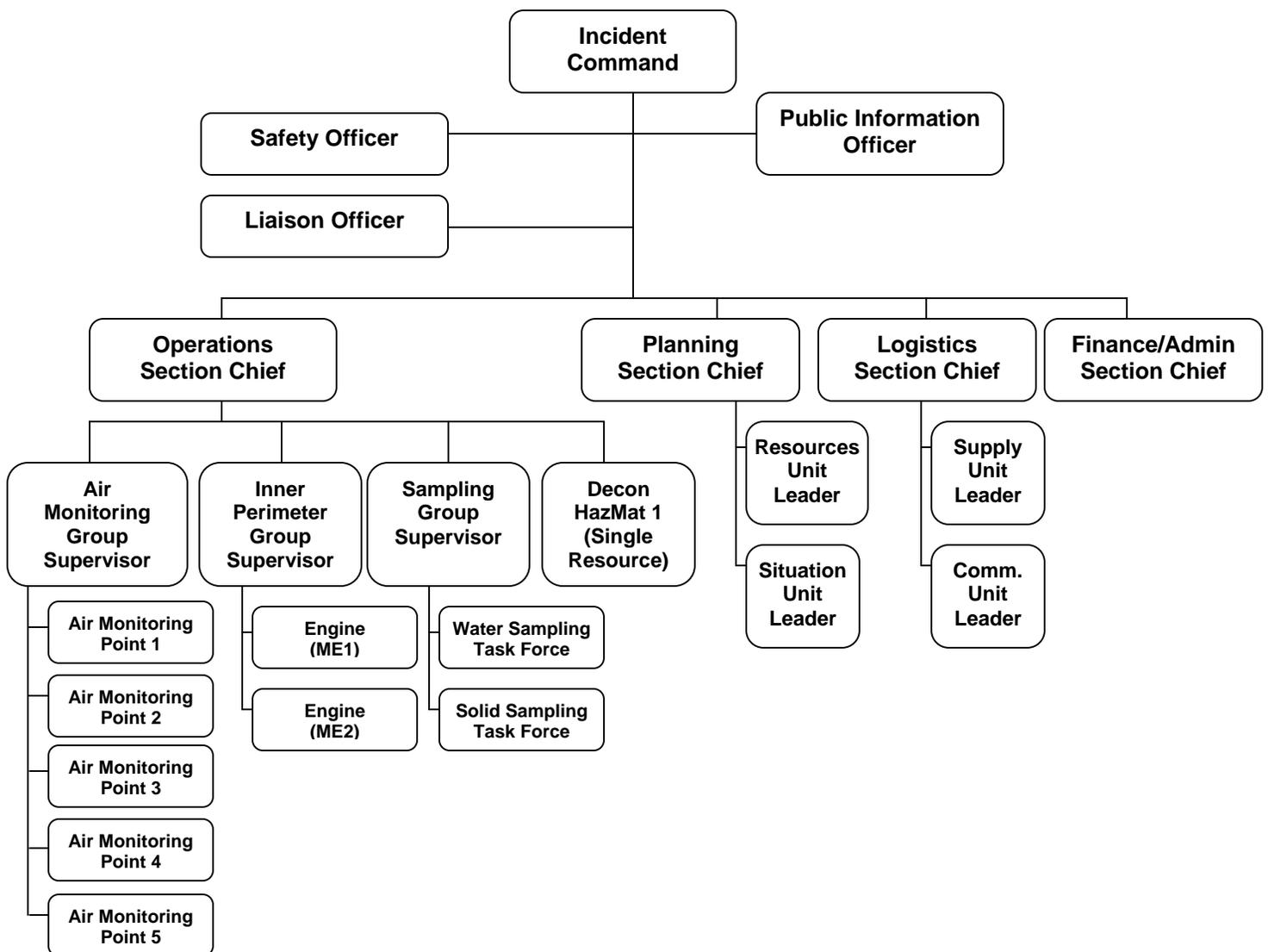
Review the scenario update on the next page.

Situation

It has been 48 hours since the controlled burn off has begun. Enough phosphorus has burned off that it is now safe to move the tank cars involved in the derailment. The outer perimeter has been released. Evacuees have been allowed to return, and businesses to reopen. The National Transportation Safety Board (NTSB) has completed its on-scene investigations.

Incident Command determines that the incident priorities will now be re-structured to focus on debris removal and cleanup rather than response.

Current Organization



New Incident Objectives:

1. Prevent injury to responders.
2. Evaluate structural integrity of rail bed to allow for safe removal of rail cars.
3. Maintain inner perimeter. Limit access to authorized personnel wearing appropriate Personal Protective Equipment (PPE).
4. Conduct soil and water sampling to determine extent of cleanup required.
5. Develop plan for turnover of site to contract cleanup and disposal company.
6. Demobilize surplus personnel and equipment.

Demobilization Plan Criteria:

- No personnel or equipment are to be released without specific instructions.
- Logistics will manage transport of personnel/equipment.
- Criteria for safe release of personnel, including medical issues, must be included.
- Reporting criteria to Demobilization Unit Leader must be included.
- Travel parameters, notification upon arrival, and time frames must be included.
- Release priorities must be determined.
- Release procedures must be determined.



Applied Exercise: Debrief

Instructions:

- Exchange your team's completed demobilization plan and closeout meeting agenda with another team.
- Take 5 minutes to review the other team's work. Each team spokesperson will:
 - Identify the strong points.
 - Describe how his or her team's approach differed and why.
 - Make any suggestions.

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Visual 7.22

Visual Description: Applied Exercise Debrief

Key Points

Instructions:

- Exchange your team's completed demobilization plan and closeout meeting agenda with another team.
- Take 5 minutes to review the other team's work. Each team spokesperson will:
 - Identify the strong points.
 - Describe how his or her team's approach differed and why.
 - Make any suggestions.
- Convene the group and ask each team spokesperson to report on what his or her group learned during the exercise.
- Summarize the overall learning points.



Summary (1 of 2)

Are you now able to:

- Describe the importance of demobilization planning?
- Identify the impact of agency-specific policies, procedures, and agreements upon demobilization planning?
- Identify the ICS titles of personnel who have responsibilities in developing and implementing the demobilization plan and list their duties?

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Visual 7.23

Visual Description: Summary (1 of 2)

Key Points

Are you now able to:

- Describe the importance of demobilization planning?
- Identify the impact of agency-specific policies, procedures, and agreements upon demobilization planning?
- Identify the ICS titles of personnel who have responsibilities in developing and implementing the demobilization plan and list their duties?



Summary (2 of 2)

Are you now able to:

- List the major sections in a demobilization plan?
- Identify the need for transfer of command or closeout?
- Identify the process involved in a closeout meeting?

Unit 7:
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Visual 7.24

Visual Description: Summary (2 of 2)

Key Points

Are you now able to:

- List the major sections in a demobilization plan?
- Identify the need for transfer of command or closeout?
- Identify the processes involved in a closeout meeting?