TOPIC: DEMOBILIZATION

TIME FRAME: :30

LEVEL of INSTRUCTION: Level II

TERMINAL LEARNING OBJECTIVE: At the end of this topic, a student, given demobilization procedures and administrative duties, will be able to properly demob, so that maximum safety and orderly demobilization is completed with the resources of the ST/TF for efficient return to home unit.

ENABLING LEARNING OBJECTIVES:

1. Describe the process to ensure that assigned resources are ready for demobilization

2. Describe the administrative duties which must be completed prior to demobilization

3. Describe how the demobilization process applies to a ST/TF as opposed to a single resource leader

MATERIALS NEEDED:
- Writing board with markers/erasers
- Appropriate audio visual equipment
- Appropriate audio visual material

REFERENCES:
- S-330 Strike Team/Task Force Leader, NWCG,

PREPARATION:
Like incident mobilization, demobilization requires that an orderly, safe, and cost effective movement of personnel and equipment be accomplished. It is important that all of the assigned team resources stay in Strike Team/Task Force configuration and ready to respond in the event that a divert request is placed, or until the team is given permission to disband.
# INCIDENT COMMAND SYSTEM

## AH-330 Strike Team/Task Force Leader – All-Hazards

### DEMOBILIZATION

<table>
<thead>
<tr>
<th>PRESENTATION</th>
<th>APPLICATION</th>
</tr>
</thead>
</table>

## I. ENABLING OBJECTIVES

A. Describe the process to ensure that assigned resources are ready for demobilization

B. Describe the administrative duties which must be completed prior to demobilization

C. Describe how the demobilization process applies to a ST/TFL, as opposed to a single resource leader

## II. THE DEMOBILIZATION PROCESS

A. Responsibilities

1. The Demobilization Unit Leader is responsible for developing the Incident Demobilization Plan

2. Demobilization and release will take place in accordance with the Incident Demobilization Plan, using ICS Form 221 and ICS Form 212, if applicable

**NOTE:** Refer students to Student Information Sheets 3-5-1, Blank Demobilization Checkout Form, 3-5-2, Sample Demobilization Plan, and 3-5-3, ICS Form 212, in the Student Supplement

3. The process should take place in an orderly manner
   
   a) Obtain demobilization instructions
      
      1) Confirm demobilization with your incident supervisor

   b) Inspection of assigned equipment

Who is responsible for demobilization?

What form is used for demobilization?
1) Have personnel check equipment daily—There should not be any surprises during demobilization

c) Return checked out equipment
   1) Radios
   2) Tents
   3) Sleeping bags
   4) Chainsaws
   5) Hose appliances

**NOTE:** Anticipate problems before you start the process and have a plan to solve them (i.e. missing equipment, repairs needed)

### B. Administrative duties for ST/TFL

1. Performance evaluations
2. Unit log (ICS Form 214) completed and turned in
3. Personnel time finalized
4. Equipment time finalized
5. Final inspection of equipment and personnel

### C. Check-out

1. Complete the ICS Form 221 (Demobilization Form)
DEMOBILIZATION

a) Obtain demobilization form from the Demobilization Unit in the Planning Section

b) Inspect form to ensure all information is accurate

c) Complete
   1) Sections/Units that you are required to report to will be identified with a check in the appropriate box

d) Demobilization can be relatively painless if you are prepared and plan ahead

e) Return the completed Form 221

1) Return the completed form to the Demobilization Unit in the Planning Section

2) Give Demobilization Unit your estimated time of departure and arrival at home base
   • Include feeding and rest stops
   • This time may vary if resources are from different locations
   • Give ETA to STL’s home base

What can you do to prepare for demobilization?

What do you need to do when you turn in ICS Form 221?
### III. TRAVEL HOME

#### A. Assemble team for a final briefing

- Critique the assignment and performance  
  a) Good work should be acknowledged  
- Perform last visual assessment of personnel and equipment to assure readiness  
- Discuss travel route/rest stops  
- Confirm travel frequency  
  a) Discuss divert instructions  
- Discuss disbanding instructions  
- Depart the incident  
- Make note of any specific events on return trip  
  a) These events should be documented on the ICS Form 214 and transmitted back to the agency responsible for the incident  
- Maintain contact with your agency dispatch in case of re-routing to another incident  
- Advise personnel of possible diversion to another assignment and the need to be ready at all times during the return trip  
  a) Exception: Some local government resources require prior approval from

---

<table>
<thead>
<tr>
<th>PRESENTATION</th>
<th>APPLICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Contact home agency with ETA’s</td>
<td>What do you need to address at the final briefing?</td>
</tr>
</tbody>
</table>
their home agency before being assigned to a new incident

10. Contact your command center upon arrival home for final disposition

What is the last action you will take as a ST/TFL?
**SUMMARY:**

Demobilization is one of the last activities as a STL. It is important to review the assignment and brief personnel prior to leaving the incident. Successful demobilization will be achieved with early preparation and attention to the demobilization process during the entire assignment.

**EVALUATION:**

The student will complete a written quiz at a time determined by the instructor.

**ASSIGNMENT:**

Review your notes and read the appropriate section(s) in your student supplement in preparation for the upcoming quiz. Study for the next session.