



D-310 Unit 8: Demobilization

Summary:

This unit focuses on the demobilization process and how it relates to the Expanded Dispatch Support Dispatcher (EDSD) position.

Objectives:

- Identify basic elements of the demobilization process.
- Identify conditions/situations which may limit resource availability for reassignment.
- Describe the demobilization information flow at the expanded dispatch, Geographic Area Coordination Center (GACC), and national levels.
- List the information required to place a request for demobilization transportation.

Unit at a Glance:

Topics	Method	Duration
Demobilization Plans	Review	10 Minutes
Demobilization Process	Review	15 Minutes
Reassignment and Availability	Review	10 Minutes
Transportation	Review	20 Minutes
Resources that Help You During the Demobilization Process	Review and Discussion	5 Minutes
Summary	Review	10 Minutes
Total Unit Duration		70 Minutes

Preparation:

This course requires advance preparation. The course coordinator and instructor cadre must thoroughly review the following information and prepare all materials prior to presenting the course.

Course Materials:

- Personal computer with projector and presentation software
- *NWCG Standards for Interagency Incident Business Management*, PMS 902
- Local examples of demobilization plans

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Classroom:

- The classroom should be free from outside interruptions and interferences.
- Provide adequate room and flexibility for student work groups and equipment, including supportive facilities such as break areas, restrooms, etc.
- The classroom should have controlled lighting, good acoustics, and good ventilation.
- Provide adequate access to copy and printing services.
- Provide adequate desk space and power outlets for laptop computers (one power strip for each table).
- Be sure a computer with projector and screen is available to show electronic presentations.
- If you will be printing in the classroom, a laptop and driver for the printer will be needed.

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Unit Overview

Summary: The unit focuses on the demobilization process and how it relates to the EDSD position.

Methodology: The unit begins with a review of demobilization plans and the demobilization process. It then reviews reassignment and availability, transportation, and helpful resources during the demobilization process. It ends with a summary of the unit's main points and the instructor answering any student questions.

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Objectives

Students will be able to:

- Identify basic elements of the demobilization process.
- Identify conditions/situations which may limit resource availability for reassignment.
- Describe the demobilization information flow at the expanded dispatch, Geographic Area Coordination Center (GACC), and national levels.
- List the information required to place a request for demobilization transportation.

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Review Unit Objectives

DO: Review the unit objectives.

By the end of this unit, students will be able to:

- Identify basic elements of the demobilization process.
- Identify conditions/situations which may limit resource availability for reassignment.
- Describe the demobilization information flow at the expanded dispatch, GACC, and national levels.
- List the information required to place a request for demobilization transportation.

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Incident Position Standards Alignment

Expanded Dispatch Support Dispatcher



This unit aligns with the following Expanded Dispatch Support Dispatcher (EDSD) Incident Position Standards located at <https://www.nwcg.gov/positions/expanded-dispatch-support-dispatcher/standards-and-references>.

EDSD responsibility alignment

- Communicate and manage resources in preparation for reassignment or demobilization.
- Prepare for and implement demobilization.

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Review Incident Position Standards Alignment

DO: Review the responsibilities addressed in this unit.

Responsibilities Addressed in Unit

- Communicate and manage resources in preparation for reassignment or demobilization.
- Prepare for and implement demobilization.

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Demobilization

- The safe and orderly release of resources from the incident in a cost-effective, efficient manner that requires coordination between the incident and expanded dispatch



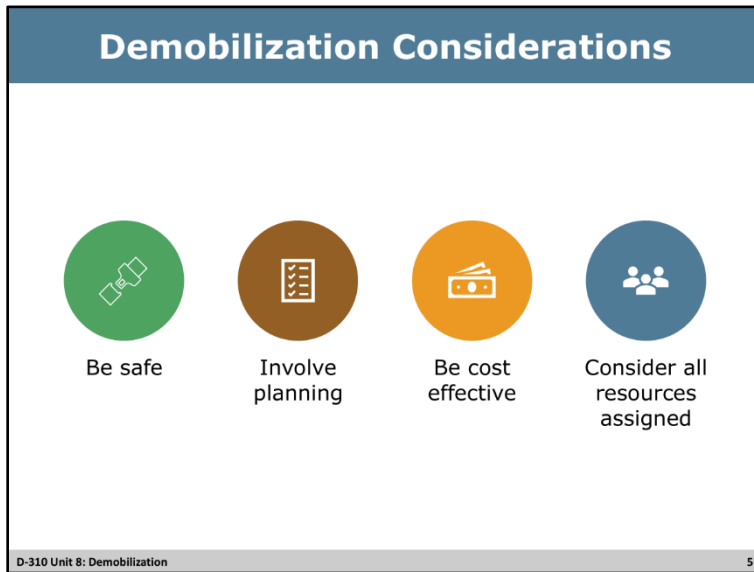
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Review

DO: Explain that demobilization is the safe and orderly release of resources from the incident in a cost-effective, efficient manner that requires coordination between the incident and expanded dispatch.



Review

DO: Review the following information.

- Demobilization should:
 - Be a safe process.
 - Driving regulations
 - Work/rest guidelines
 - Length of assignment(s)
 - Involve planning.
 - Coordination usually occurs between the incident and the supervisory dispatcher.
 - Be proactive, not reactive.
 - Be cost effective.
 - Plan ahead for transportation.
 - ❖ Group resources by shift
 - ❖ Geographic location
 - ❖ Transportation type
 - Allow enough lead time to check with other dispatch levels and set up cost-effective transportation.
 - ❖ Bus
 - ❖ Small charter flight
 - ❖ Jet
 - ❖ Commercial airline

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- Consider all resources assigned.
 - Aircraft
 - Crews
 - Equipment
 - Overhead
 - Supply
- Meet guidelines established in the national, geographic, and/or local area mobilization guides.
- Be flexible, efficient, systematic, and organized.
- Demobilization starts at mobilization.
 - Record keeping must be accurate and current.
 - Anything missed, overlooked, or inaccurate at mobilization will become an issue at demobilization.
 - Demobilization does not necessarily mean that resources go home. Resources may be reassigned to other incidents.

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Communication



- Present a professional attitude and work ethic.
- Work closely with each dispatch level, incident, area command, etc.
- Help each other and work together.

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Review

DO: Review the following information.

- Communication
 - Present a professional attitude and work ethic.
 - Work closely with each dispatch level, incident, area command, etc.
 - Help each other and work together.

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Demobilization Plans

- The Planning Section on the incident is responsible for creating the demobilization plan.
- The incident's demobilization plan must follow national, area, and local demobilization guidelines.



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Review

DO: Explain that the Planning Section on the incident is responsible for creating the Demobilization Plan. The incident's Demobilization Plan must follow national, geographic, and local demobilization guidelines.

DO: Refer students to the example Demobilization Plan in the Unit Resources section of the student workbook and review.

- Demobilization Plan contents
 - General information about demobilization for the incident
 - Assigned responsibilities
 - Release priorities
 - Release procedures
 - Travel information (how resource release/travel will work)

DO: Refer students to the example demobilization travel formats in the Unit Resources section of the student workbook. Show local examples.

DO: Review the following information.

- Other demobilization points to consider
 - Resource support
 - Traveling resources may need a sack lunch (maybe two if they have long travel times).
 - Ensure all resources are self-sufficient. If not, take measures to provide for their needs en route.
 - National Interagency Incident Communications Division (NIICD) radio kits
 - National wildland fire preparedness levels may dictate the method of transporting the

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kits back to the National Incident Radio Support Cache (NIRSC).

- Coordinate with the GACC, who will then coordinate with NICC.

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Demobilization Process	
Planning at the incident <ul style="list-style-type: none">• Demobilization Plan• Incident Action Plan (IAP)	Implementation at the incident <ul style="list-style-type: none">• Surplus resources (checked against other orders)



Review

DO: Review the following information.

- Planning at the incident
 - Demobilization starts at the incident with the Demobilization Unit Leader (DMOB), who:
 - Works for the Planning Section Chief (PSC) of the incident.
 - Prepares the Demobilization Plan, outlining the priorities on the incident.
 - Organizes, coordinates, and provides required demobilization information for the release of surplus resources.
 - The Planning and Operations Sections must work together in developing the Incident Action Plan (IAP).
- Implementation at the incident
 - The incident identifies surplus resources.
 - The information is passed through the channels to the Planning Section (Resources Unit Leader [RESL]).
 - The RESL checks open requests on that incident to see if the resource can be utilized.
 - If the resource is needed:
 - It may be reassigned within the incident.
 - If the resource cannot be utilized on the incident, it is placed on a tentative release schedule by the DMOB.
 - A tentative release schedule should be passed to local dispatch 24–48 hours in advance of actual releases.
 - Be aware that timeframes may differ. This allows for reassignment and transportation timeframe allowances.

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Instructor Note: Transportation and availability are covered in the next section.

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Expanded Dispatch Level



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Review

DO: Review the following information.

- Demobilization at the expanded dispatch level
 - Check other local incidents with open orders for possible resource reassignment.

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Local Reassignment



- To the same incident in a different position or another incident.
- To a mobilization center.
- To a staging area.

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Review

DO: Review the following information.

- If a resource is reassigned locally:
 - Arrange transportation, if needed.
 - Notify the sending incident of a new resource order and transportation arrangements.
 - Notify the new incident of the resource assignment, travel method, and estimated time of arrival (ETA).
 - Ensure that reassignment and travel has been completed in the Interagency Resource Ordering Capability (IROC) system.
- If a resource is not needed locally:
 - Notify the next level of dispatch.
 - That dispatch level should go through the same process of determining need.
- If no reassignment is available:
 - Expanded dispatch notifies the incident and arranges transportation (if needed).
- The demobilization unit at the incident:
 - Notifies the resource of release.
 - Arranges any transportation needed to the point of departure.
 - Starts the resource through the demobilization process.

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Reassignment and Availability

- Identify conditions which may limit availability for reassignments.



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Review

DO: Explain that when tentative releases are received, reassignment and transportation need to be considered.

DO: Review the following information.

- Identify conditions which may limit availability for reassignments.
 - Assignment time limitations (length of assignment)
 - Need to check additional Red Card qualifications
 - Work/rest ratio
 - Environmental conditions
 - Home unit or personal obligations
 - Injury and illness
 - Disciplinary actions
 - Critical incident stress

DO: Refer students to *NWCG Standards for Interagency Incident Business Management*, PMS 902 for current assignment limitations.

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Transportation

- Identify the process required to release resources.



Review

DO: Review the following information.

- Transportation needs
 - Transportation needs are based on information from the original request and other information you may have received from the incident.
 - Check current guidelines for non-emergency travel timeframes (no later than 22:00 hours local time).
 - If the resource has its own transportation:
 - ❖ Consider travel limitations (e.g., distance, time, meals, lodging).
 - ❖ Obtain travel information.
 - ❖ Pass the information through the channels.
 - If the resource needs transportation, consider the:
 - ❖ Agency safety procedures.
 - ❖ Duty time limitations.
 - ❖ Projected ETA.
 - ❖ Cost effectiveness of transportation.
 - ❖ Availability of different types of transportation.

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Information Required to Arrange Transportation

- Incident order and request numbers
- Number of people
- Manifest/roster
 - Names and weights (personnel and baggage weighed separately)
- Date, time, and pickup point
- Destination (jetport and home unit location)
- Support along the way

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Review

DO: Review the following information.

- Information required to place a request for transportation
 - Incident order number and request number
 - Number of people
 - Manifest/roster
 - Personnel names and weights.
 - Personnel and baggage are weighed separately.
 - Date, time, and pickup point
 - Be sure all levels are using the same pickup point and time zone.
 - Destination (both jetport and home unit location)
 - Support along the way (meals and lodging)

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Transportation Needs



- Local contacts
 - Aircraft Dispatcher (ACDP)
 - Equipment dispatcher
 - Designated travel agency
- Non-local contacts
 - GACC to National Interagency Coordination Center (NICC) for large aircraft

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Review

DO: Review the following information.

- Local and non-local contacts used to fill transportation needs
 - Local
 - Aircraft Dispatcher (ACDP)
 - Equipment dispatcher
 - Designated travel agency
 - Non-local
 - GACC to NICC for large aircraft (through channels)

DO: Discuss setting up commercial travel.

Relaying Travel Plans

- Relay travel plans to the following:
 - Ground support and/or equipment dispatcher
 - Local mobilization center or staging area

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Review

DO: Review the following information.

- Who is transportation information relayed to once it is complete?
 - If travel arrangements are made at another dispatch level, document and pass the travel information required on to:
 - Ground support and/or the equipment dispatcher.
 - The local mobilization center or staging area.
 - Once all plans are approved and arrangements are made, they may change. Remain flexible.
 - When they are final, complete the release and travel in IROC.

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Potential Demobilization Problems

- Weather (lightning creating new starts)
- Personnel on the incident without a resource order
- Incorrect jetports
- Inaccurate manifest
- Duplicate orders for personnel
- Failure to establish priorities



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Review

DO: Review the following information.

- Potential demobilization problems include:
 - Crews going home when a lightning storm ignites new starts. Consider reassignment.
 - Personnel on an incident without a resource order.
 - Incorrect jetport (e.g., LWS is Lewiston, ID; LWT is Lewistown, MT; RDD is Redding, CA; RDM is Redmond, OR).
 - Inaccurate or missing manifest (e.g., number of people, weights, cubes [for aircraft door size]).
 - Duplicate orders for personnel.
 - Failure to establish priorities and keep current on changes.

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Resources that Help During Demobilization

- Interagency Resource Representative (IARR)
- Incident Contract Project Inspector (ICPI)
- Cache Demobilization Specialist (CDSP)
- Other dispatch offices
- Demobilization Unit
- Interagency Resource Ordering Capability (IROC) or resource tracking applications (e.g., e-ISuite)

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Review and Discussion

Instructor Note: Interagency Resource Representatives (IARRs) were covered previously.

ASK: How can the IARRs help during demobilization?

Answer:

- *Emergency releases.*
- *Clarifying numbers of agency resources.*
- *With correct demobilization points/jetports.*

DO: Review the following information.

- Incident Contract Project Inspector (ICPI)
 - Assists with any contracting issues
- Cache Demobilization Specialist (CDSP)
 - Assists in the return of supplies
 - Provides advice in handling of sensitive items and hazardous materials
- Other dispatch offices
 - Collect, organize, and expedite resource information
- Demobilization Unit at the incident
- Other aids
 - IROC.
 - Resource tracking applications (e.g., e-ISuite).
 - Other computer applications used for sorting, organizing, status tracking, recordkeeping, etc.

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Demobilization Summary



- Cancel outstanding orders.
- Finish all travel.
- Release all resources.
- Follow local procedures.

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Review

DO: Review the following information.

- Successful demobilization is everyone's responsibility.
- Ensure requests are processed to their final state.
 - Cancel outstanding orders after confirming with the supervisor and the incident. Some resources may still be needed (e.g., Resource Advisors, Burned Area Emergency Response [BAER] teams).
 - Finish all travel.
 - Release all resources.
 - Follow local procedures.

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Summary

- Demobilization starts at mobilization.
- The Planning Section on the incident is responsible for creating the Demobilization Plan.
- Demobilization starts at the incident with the Demobilization Unit Leader (DMOB) who prepares the Demobilization Plan, outlining the priorities on the incident.
- Demobilization at the expanded dispatch level involves checking with other incidents with open orders for possible resource reassignment.
- Transportation needs are based on information from the original request and other information you may have received from the incident.
- The following resources help during the demobilization process: IARR, ICPI, other dispatch offices, Demobilization Unit, IROC, or resource tracking applications (e.g., e-ISuite).
- Ensure requests are processed to their final state.

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Summary

DO: Review the summary of the unit on the slide.

DO: Answer any questions students may have before moving to the next unit.

Unit Resources:

- Example Demobilization Plan
- Example Demobilization Travel Formats