



D-310 Unit 8: Demobilization



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

Unit 8: Demobilization

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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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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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

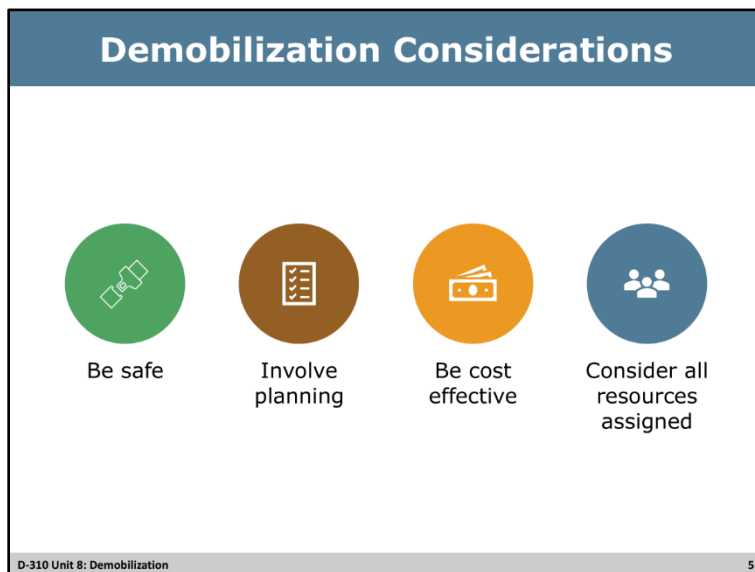


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Demobilization

- 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.



Demobilization Considerations

- 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
 - Consider all resources assigned.
 - Aircraft

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- 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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Communication

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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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Demobilization Plans

- 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.
- Refer to the example Demobilization Plan in the Unit Resources section.
- Demobilization Plan contents:
 - General information about demobilization for the incident
 - Assigned responsibilities
 - Release priorities
 - Release procedures
 - Travel information (how resource release/travel will work)
- Refer to the example demobilization travel formats in the Unit Resources section.
- 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 kits back to the National Incident Radio Support Cache (NIRSC).
 - Coordinate with the GACC, who will then coordinate with NICC.

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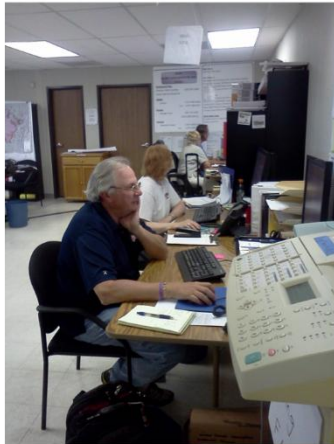
Demobilization Process	
Planning at the incident <ul style="list-style-type: none">• Demobilization Plan• Incident Action Plan (IAP)	Implementation at the incident <ul style="list-style-type: none">• Surplus resources (checked against other orders)

Demobilization Process

- 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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Expanded Dispatch Level



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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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Local Reassignment

- 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 arranges transportation and notifies the incident.
- 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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Reassignment and Availability

- When tentative releases are received, reassignment and transportation need to be considered.
- 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
- Refer to the *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.



Transportation

- 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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Information Required to Arrange 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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Transportation Needs

- 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)

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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Relaying Travel Plans

- 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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Potential Demobilization Problems

- 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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Resources that Help During Demobilization

- 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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Demobilization Summary

- 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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- 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.

Unit Resources:

- Example Demobilization Plan
- Example Demobilization Travel Formats