

DEMOBILIZATION PLAN

F/V Mar-Gun

INCIDENT NAME

F/V Mar-Gun

DATE

March 17, 2009

**INCIDENT
COMMAND POST
LOCATION**

Sector Anchorage

RESPONSIBILITIES

See following pages

REVIEW / APPROVALS

✍ Prepared By: [_____] Date: 17/3/09
[Demobilization Unit Leader]

✍ Reviewed By: [___ Original signed _____] Date: 17/3/09
*Robert Flint
Planning Section Chief*

✍ Reviewed By: [___ Original signed _____] Date: 17/3/09
*George Shedlock
Logistics Section Chief*

✍ Reviewed By: [___ Original signed _____] Date: 17/3/09
*Kevin Smith
Finance Section Chief*

✍ Reviewed By: [___ Original signed _____] Date: 17/3/09
*Kyle Watson
Operations Section Chief*

✍ Reviewed By: [___ Original signed _____] Date: 17/3/09
*Charles Ellwanger
RP Incident Commander*

✍ Reviewed By: [___ Original signed _____] Date: 17/3/09
*Cmdr. J. LoSciuto
FOSC*

✍ Reviewed By: [___ Original signed _____] Date: 17/3/09
*Gary Folley
SOSC*

✍ Approved By: [___ Original signed _____] Date: 18/3/09
*Max Malavansky Jr.
LOSC*

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GENERAL INFORMATION

- INTENT: This Demobilization Plan is intended to provide direction to all assigned resources on the procedures, as well as the responsibilities, to be followed when demobilizing from this incident.
- RESOURCES: No resource, either personnel or equipment, shall be demobilized without following the procedures identified in this plan.

Critical Resources: Those identified by the IC/UIC will be approved by the IC/UIC prior to demobilization from this incident. They should be identified on a daily basis.

- TIMES: All times contained in this Plan are Alaska time.
- RELEASES:
 - All releases will be initiated in the Planning Section's Demobilization Unit after approval (see first page).
 - Release requests from incident on personnel, requiring air or water transportation, need to be received by the Demobilization Unit and Planning Section a minimum of 48 hours ahead of the planned release date/time.
 - Each Section Chief shall be briefed regarding demobilization or release plans, as well as the arrangements for transportation.
 - Government issued (photo) ID, for travel on commercial aircraft, shall be presented by all personnel.

NO RESOURCES ARE TO LEAVE THE INCIDENT UNTIL AUTHORIZED TO DO SO!

- Any exceptions or other activities and requirements to the above or the following, will require coordination and approval of the IC/UIC, through the appropriate Section Chief.
- Attachment "A" gives you the scheduled dates and times for demobilizing personnel, equipment, and other resources.

DEMOBILIZATION

- Demobilization will occur in phases. These phases may vary due to the type and circumstances regarding the incident, as well as the responses put into action.

The first phase may go into effect after the spill threat has been minimized, or the incident has been mitigated, or further response coordination is no longer planned or anticipated.

The next phase could commence once final disposition of the vessel, or situation has been deemed complete.

- All field deployed units, personnel, and equipment can only be demobilized by the Incident Commander (for single ICS) or the Unified Incident Command (for multi-agency or multi-party ICS).

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No units, personnel, or equipment will leave the incident until authorized to do so.

- All demobilization activities/actions will be accomplished in the most cost effective and safest manners.
- Release Priorities: Release priorities for personnel and equipment resources should be guided by the following:
 - Non-local responders.
 - Local Responders.
 - Federal/State Resources.
 - Contracted Resources.
 - In groups, by geographic location to minimize delays or conflicts.
 - Response resources not listed in Phase Two demobilization.
 - Forward all Section/Unit Documentation to Document Unit.

COMMUNICATIONS / CONTACT INFORMATION:

See attachment "B" for information.

COMMON RESPONSIBILITIES

- ☑ Safety of all personnel is paramount during demobilization.
- ☑ All incident response personnel shall follow the guidelines set forth in this plan.
- ☑ ICS Form # 221 will be used to check personnel out of the incident scene.
- ☑ All equipment checked out must be returned to the appropriate ICS Section or as outlined herein.
- ☑ Forward all Section/Unit Documentation to Document Unit.

SECTION CHIEFS' RESPONSIBILITIES

Planning Section Chief:

- ☑ Shall ensure demobilization information, contained herein, is disseminated in sufficient time to ensure the timely and orderly downsizing of the incident resources.
- ☑ Submit proposed release of resources for IC/UIC approval (see last section).
- ☑ Ensure approved releases receive and comply with the demobilization check-out ICS format.
- ☑ Forward all Section/Unit Documentation to Document Unit.

Operations Section Chief:

- ☑ Identify and communicate excess personnel, equipment, and resources available for demobilization to the Planning Section Chief.
- ☑ Forward all Section/Unit Documentation to Document Unit.

Logistics Section Chief:

- ☑ Coordinate all personnel and equipment transportation needs to their final destinations.
- ☑ Ensure all communication equipment is checked-in and verified.
- ☑ Forward all Section/Unit Documentation to Document Unit.

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Finance Section Chief:

- Responsible for completion of personnel time reports.
- Responsible for completion of equipment time reports.
- Forward all Section/Unit Documentation to Document Unit.

Demobilization Section / Unit Leaders:

- The Demobilization Unit Leader is responsible for developing the Incident Demobilization Plan, and assisting the ICS Section and Unit Chiefs in ensuring that an orderly, safe, and cost effective demobilization of personnel, equipment, and field units is accomplished. The main responsibilities include, and may not be limited to the following:
 - Obtain briefing and special instructions from the Planning Section Chief.
 - Provide input to, and obtain input from, Demobilization On-scene/field Unit Leaders.
 - Provide Supply Unit Leader with list of supplies to be replenished.
 - Supervise demobilization of section, including storage of supplies.
 - Demobilize in accordance with the approved Demobilization Plan.
 - Review incident resource records to determine probable size of the demobilization efforts.
 - Participate in planning meetings (as required).
 - Evaluate logistics and transportation capabilities required to support demobilization.
 - Prepare and obtain approval of the Demobilization Plan, including and not limited to: decontamination and waste management/disposal.
 - Upon approval of Demobilization Plan, distribute it to each affected unit leader, team leader, and processing point leader.
 - Ensure all Sections, Units, Leaders, etc., affected by the Demobilization Plan know and understand their responsibilities within the Plan.
 - Monitor implementation and assist in coordination of the Demobilization Plan.
 - Periodically brief the Planning Section Chief on the progress of demobilization.
 - Provide status reports to appropriate Section/Unit Chiefs and requesters.
 - Forward all Section/Unit Documentation to Document Unit.
- The Field/Unit Leaders are responsible to assist the Demobilization Unit Leader in the preparation, distribution, and implementation of the approved Demobilization Plan. Their main responsibilities include, and may not be limited to the following:
 - Participate in incident planning meetings (as required).
 - Maintain current status of unit/filed units and resources.
 - Maintain current status of resources (personnel, supplies, etc.) coming to the scene, and their scheduled arrival times and anticipated duration on-scene.
 - Coordinate and assign specific duties to subordinates.
 - Supervise demobilization of unit, personnel, including return/storage of equipment and supplies.
 - Brief subordinates regarding demobilization.
 - Provide Supply Unit Leader with list of supplies to be replenished.
 - Complete Check-out procedures/sheets.
 - Forward all Section/Unit Documentation to Document Unit.

VESSELS / AIRCRAFT DEMOBILIZATION

- Demobilization is contingent upon the evaluation of operational requirements for the incident. The Planning Section Chief, in conjunction with other sections, will coordinate.
- Forward all Section/Unit Documentation to Document Unit.

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ACTUAL CHECK-OUT PROCEDURES

When final approval and instructions are obtained, the Demobilization Unit will:

- ☑ Notify personnel to be released as soon as possible.
- ☑ Notify Units to be released as soon as possible.
- ☑ Remind all to report times they depart the scene or their assigned station/location.
- ☑ DOCUMENTATION: Forward all Section/Unit Documentation to Document Unit.

For all concerned with the Incident:

- ☑ PERSONNEL: All personnel must pick-up a demobilization check-out sheet, complete it, and ensure it is forwarded to the individual's immediate supervisor – who will then ensure it is forwarded to the Documentation Unit.
- ☑ HOUSING: If housing/berthing/lodging is used during the incident, all personnel must check out prior to 1000 or whenever it is mandated by the owner/operator of the lodging establishment. Forward all billings/invoices to the prescribed ICS Unit Leader, and eventually to the Finance Section Chief.
- ☑ EQUIPMENT: If contracted boats, aircraft, equipment, vehicles, etc. are to be demobilized, ensure they are cleaned and checked for full operation, prior to returning them to the contract source.
- ☑ COMMUNICATIONS EQUIPMENT: If contracted communications devices/equipment (e.g. cell phones, radios, etc.) is to be demobilized, ensure they are cleaned and checked for full operation, prior to returning them to the contract source. Billings/Invoices are to be promptly forwarded to the ICS Finance Section Chief.

COMMAND POST DEMOBILIZATION / RELOCATION

The IC/UIC will, in coordination with the ICS Section Chiefs:

- ☑ Evaluate and establish the date to transfer all command post functions from the Sector Office or other location (as warranted).
- ☑ Ensure all records, equipment, etc. is transferred to the new location.
- ☑ Forward all Section/Unit Documentation to Document Unit.