

Unit 7: **Demobilization, Transfer of Command, and Closeout**



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Visual 7.1
Demobilization, Transfer of Command,
and 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.**



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Unit Objectives (2 of 2)

- **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.**



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Demobilization

Demobilization:

- Is the release and return of resources that are no longer required.
- May occur at any time during or after the incident/event.



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Demobilizing Nonexpendable and Expendable Resources

Nonexpendable Resources

- Account for resources returned.
- Restore resources to functional capability.
- Replace broken and/or lost items.



Expendable Resources

- Account for resources used.
- Reimburse for expendable items used.
- Return and restock items.



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Demobilization Challenges

What challenges are related to demobilization?



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Demobilization Planning Benefits



Demobilization planning helps to:

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



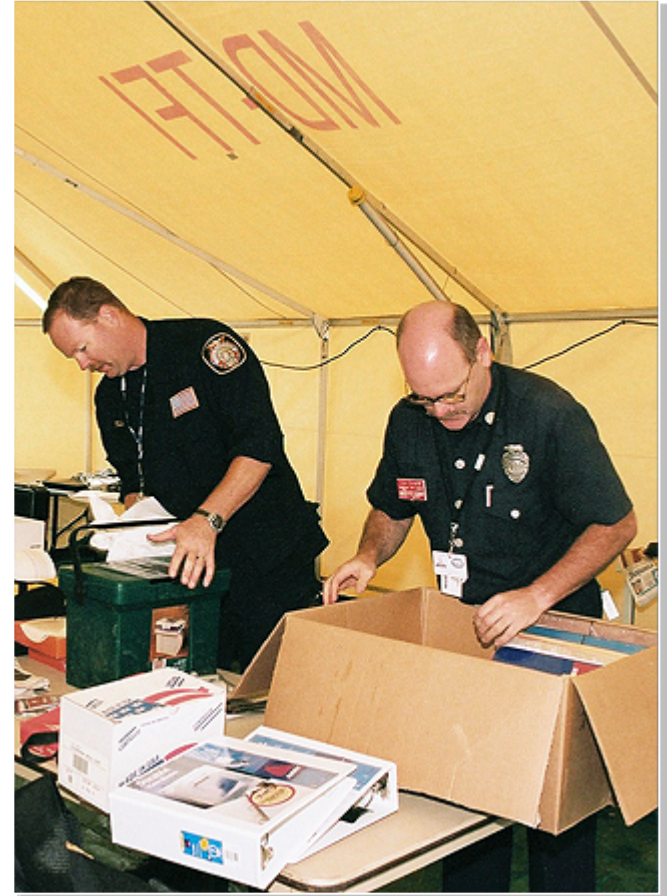
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Agency Policies and Procedures

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

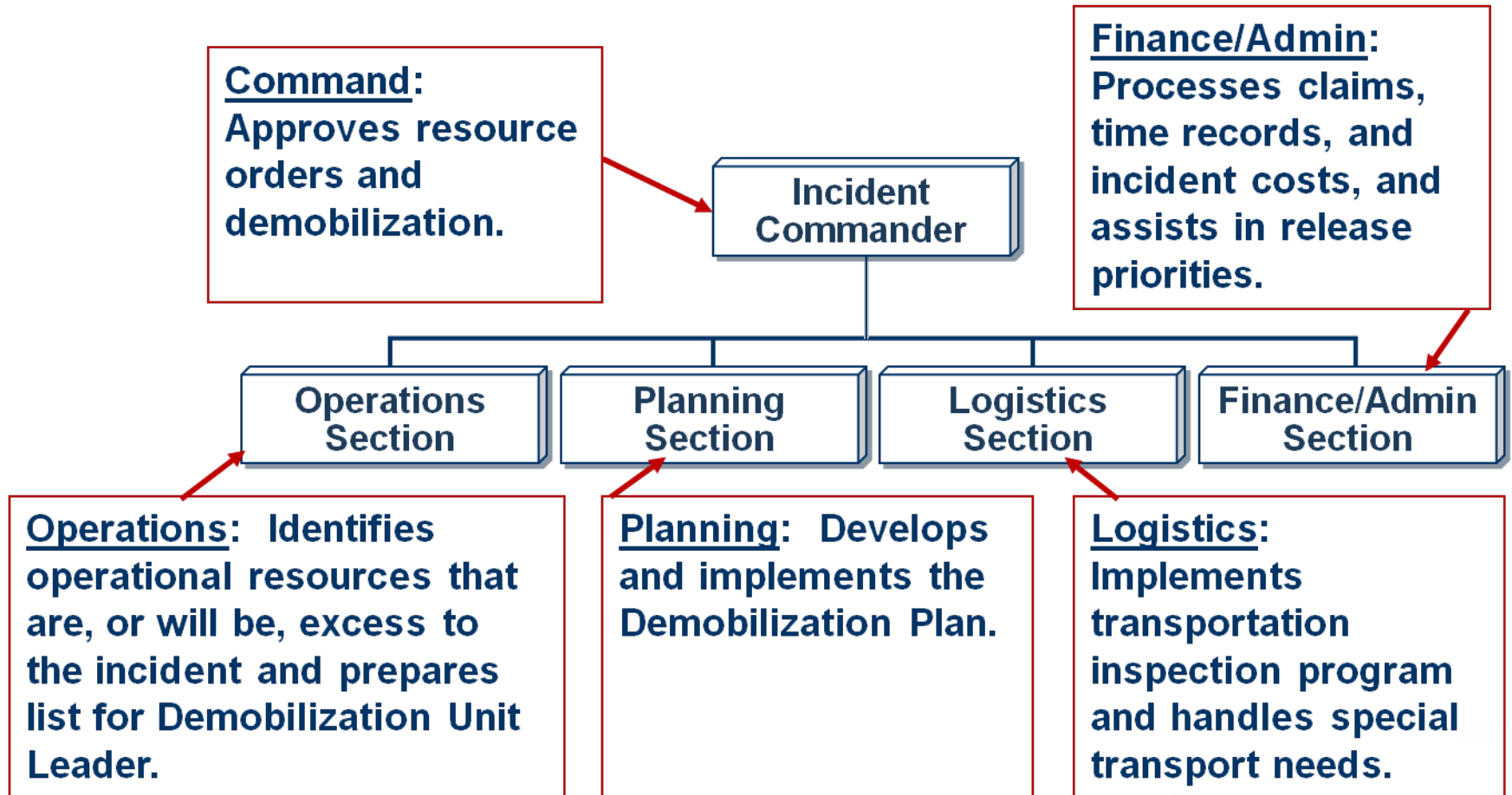
- Fiscal/legal policies and procedures.
- Work rules.
- Special license requirements.
- Other requirements.



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Who Does What?



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Demobilization Plan: Information Needs

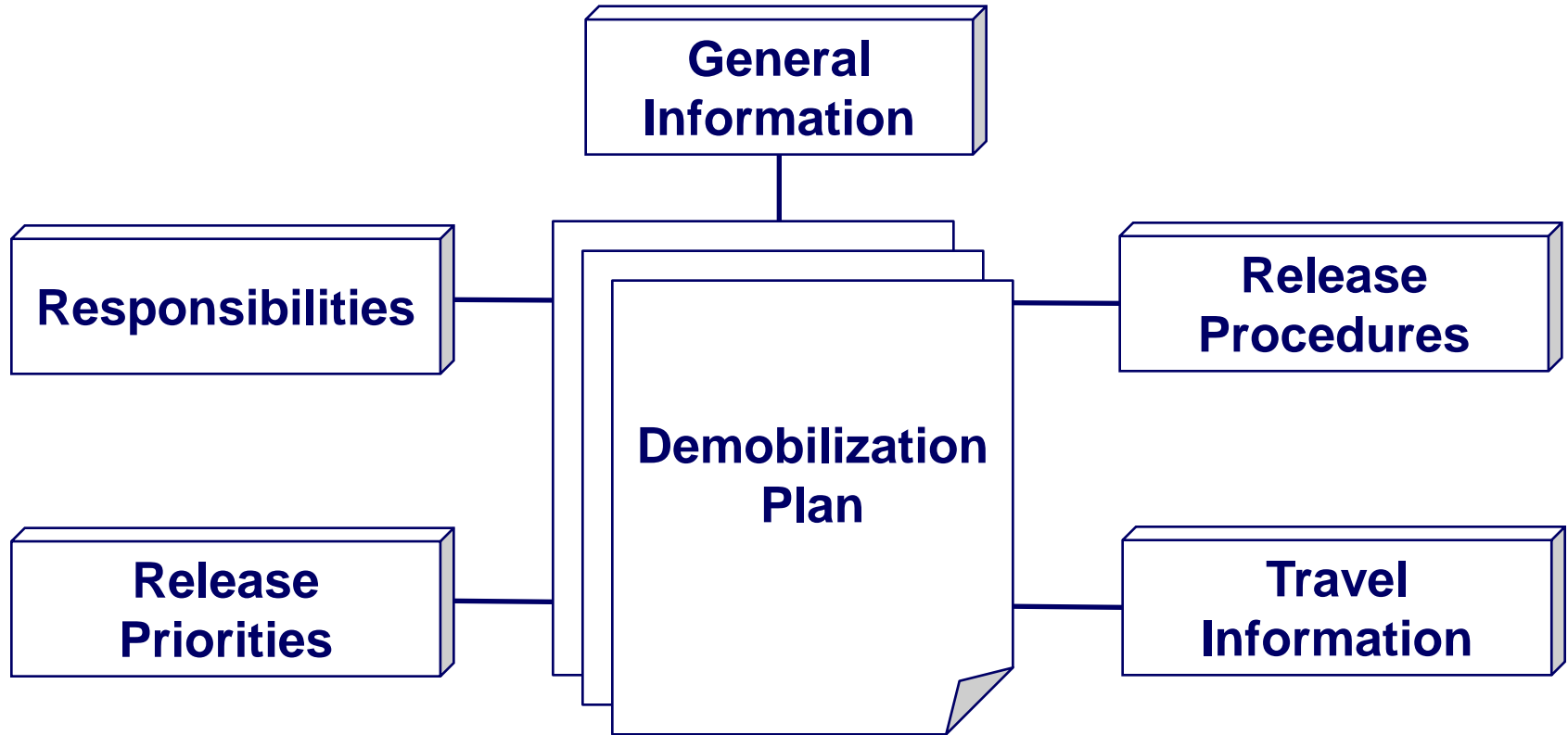
What Information Is Needed?	Who Provides?
Excess resources; release priorities	All Supervisors and Managers
Plan development; resource information; demobilization process	Planning Section
Continuing needs for tactical resources	Operations Section
Transportation availability; communications; maintenance	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



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Demobilization Plan Sections

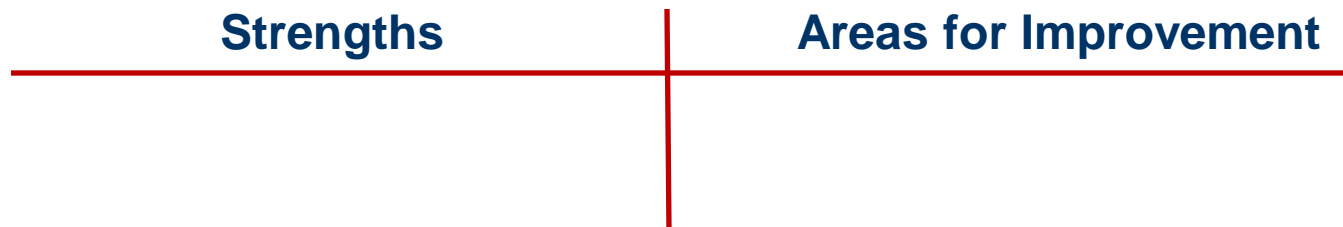


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Activity: Reviewing the Demobilization Plan

Instructions: Working as a team:

1. Review the sample Demobilization Plan for the cruise ship hazmat 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:



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



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ICS Form 221, Demobilization Check-Out

ICS Form 221 ensures that resources checking out of the incident have completed all appropriate incident business, and provides the Planning Section information on resources released from the incident.

DEMOBILIZATION CHECK-OUT (ICS 221)

1. Incident Name:		2. Incident Number:	
3. Planned Release Date/Time: Date: Time:	4. Resource or Personnel Released:	5. Order Request Number:	
6. Resource or Personnel: You and your resources are in the process of being released. Resources are not released until the checked boxes below have been signed off by the appropriate overhead and the Demobilization Unit Leader (or Planning Section representative). LOGISTICS SECTION			



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Stabilizing or De-Escalating Incidents



When an incident stabilizes or de-escalates:

- **The need for incident management may also be reduced.**
- **A transfer of command should be considered.**



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Review: Transfer of Command

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



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Steps in Assuming Command

Incoming IC (Assuming)	Outgoing IC (Transferring)
Assess situation with current IC.	Assess situation with incoming IC.
Receive briefing.	Deliver briefing.
Determine appropriate time for transfer of command.	Determine appropriate time for transfer of command.
Notify others of change in command.	Notify others of change in command
Reassign or demobilize current IC.	Accept new assignment or demobilize.



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Transfer of Command 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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Incident Command and Closeout



The Incident Commander position will remain staffed until the absolute conclusion of the incident and the “closing out.”



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Closeout Briefing

A closeout briefing includes 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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Closeout

Think about the ongoing scenario from the past units. Given this scenario, what agenda items would you include in a closeout briefing?



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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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Conducting an After-Action Review

An after-action review answers the following questions:

- What did we set out to do?
- What actually happened?
- Why did it happen?
- What are we going to do differently next time?
- Are there lessons learned that should be shared?
- What followup is needed?



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Applied Activity



Follow instructions . . .

- **Presented by instructors.**
- **Outlined on handouts.**



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Summary (1 of 2)

Are you now able to:

- **Describe the importance of demobilization planning?**
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- **Identify the ICS titles of personnel who have responsibilities in developing and implementing the Demobilization Plan and list their duties?**



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Summary (2 of 2)

Are you now able to:

- **List the major sections in a Demobilization Plan?**
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- **Identify the process involved in a closeout meeting?**



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