

- Recommend if crime analysis support is needed.
- Gather information of suspects and victims.
- Consider other Regional Task Force support.
- Coordinate with law enforcement, military and health agencies on identification of unknown substances.
- Consider the need for photographs, amps and other descriptive items for operations personnel.
- Maintain Unit Log (ICS form 214).

## PLANNING PROCESS

The checklist below provides basic steps appropriate for use in almost any incident situation. However, not all incidents require written plans and the need for written plans and attachments is based on incident requirements and the decision of the Incident Commander.

The Planning Checklist is intended to be used with the Operational Planning Worksheet (ICS Form 215). For more detailed instructions, see Planning Section Chief Position Manual (ICS 221-1). The Operations Section Chief should have a draft Operational Planning Worksheet (ICS Form 215) completed prior to the planning meeting.

Incident Objectives and strategy should be established before the planning meeting. For this purpose it may be necessary to hold a strategy meeting prior to the planning meeting.

The Planning Process works best when the incident is divided into logical geographical units or functional groups for planning purposes. The tactics and resources are then determined for each of the planning units and then the planning units are combined into divisions/groups utilizing span-of-control guidelines.

The ICS Form 215A, LCES Safety Analysis, is intended to highlight potential problem areas. The Incident Commander, Command and General Staff would then consider reasonable mitigation actions or select a different strategic or tactical approach.

### CHECKLIST

### PRIMARY RESPONSIBILITY

- |  |               |
|--|---------------|
| 1. Briefing on situation and resource status.  | PSC           |
| 2. Set control objectives.   | IC            |
| 3. Plot control lines, establish division boundaries and identify group assignments. | OSC           |
| 4. Specify tactics/safety for each division.   | SOF, OSC      |
| 5. Specify resources needed by Division/Group.                                       | OSC, PSC      |
| 6. Specify Operations facilities and reporting locations – plot on map.              | OSC, PSC, LSC |
| 7. Place resource and personnel order.   | LSC           |
| 8. Consider Communications, Medical, Site Safety and Traffic Plan requirements.      | SOF, PSC, LSC |
| 9. Finalize, approve and implement Incident Action Plan.                             | IC, OSC, PSC  |

IC = Incident Commander  
 OSC = Operations Section Chief  
 PSC = Planning Section Chief

LSC = Logistics Section Chief  
SOF = Safety Officer

## **DEMOBILIZATION**

The Incident Commander is responsible to the host agency for demobilization. Demobilization is an important part of total incident management and requires the attention of the Incident Commander and the Command and General Staff.

The Planning Section Chief must establish an adequate demobilization organization, in a timely fashion, to provide for an orderly and economic demobilization of the incident. The complexity of the incident, kinds and types of resources and the level of resources involved (local, regional or national) dictate the size and expertise needed by the demobilization organization. Resources must be released, returned to their home units, rested and rehabilitated as soon as possible so they will be ready for their next assignment. The Demobilization Unit Leader must obtain input from a number of others to develop a complete plan. The IC and General Staff need to provide input and totally support the plan. The Agency Dispatcher must provide input from all coordination levels. If Area Command has been established, they should provide their input directly to the incident.

### **Principles of Demobilization**

Demobilization is not a mirror image of mobilization. When mobilizing, many individuals in widely separated places direct, coordinate and provide transportation to get fire resources to a single point. Demobilization is the responsibility of a few people to return these same resources to their departure points or to new assignments.

### **Timing**

Demobilization planning begins with collection of information regarding place of origin, method of travel, travel times, etc., at the time of check-in.

1. Resource records must be complete showing place of origin, method of transportation to fire, home unit and Chief of Party.
2. Logistic capabilities must be assessed. May need additional records keeping personnel to catalog logistic capabilities and get additional information from planning, finance, agency dispatcher, vendors, etc.

### **Communications**

Adequate communication between all key personnel and facilities involved in the demobilization effort is necessary for efficient demobilization. Communication lines should not compete with those used in the suppression effort.

### **Staffing**

Staff the demobilization organization to fit the need of the plan. Staff early and adequately.

## Teamwork

Demobilization functions better as a team effort. The Agency Dispatcher must be a member of the team. The involvement of all fire functions in the demobilization planning and execution is required.

## Safety and Cost Effectiveness

Adequate rest prior to demobilization is important when long travel times are anticipated. Don't sacrifice safety and cost effectiveness for speed. Keep resources in incident facilities until priorities and transportation arrangements are confirmed.

## Eliminate Confusion

Insist that Chiefs-of-Party and crew Representatives keep tight control during demobilization processing and travel.

## DEMOBILIZATION PLANNING

The demobilization plan must show release priorities, release and processing procedures, responsibilities and a schedule. The preparation of the demobilization plan and schedule must involve personnel from all functions.

### General:

Supervisory personnel need to inform their supervisor of any resources which will be surplus to needs as soon as identified.

### Command:

- a. Overall management.
- b. Adequacy of planning effort.
- c. Coordination of planning effort.
- d. Environmental consideration and agency management direction.
- e. Approval.

### Operations:

- a. Assess condition of crews.
- b. Plan for anticipated tactical resource needs.

### Planning:

- a. Identification and description of surplus resources.
- b. Names, quantities, and locations.
- c. Destinations and method of travel to incident, Chiefs of Party, etc.

### Logistics:

- a. Begin planning demobilization early. Work directly with Planning Section in plan development.
- b. Organize to handle physical demobilization of resources.
- c. Consider checkpoints or check stations for releasing resources.
- d. Coordinate the actual movement of resources with Agency Dispatcher servicing the fire.

- e. Arrange for transportation and personnel needs during processing out of facilities and transit to next destination.
- f. Notify Planning Section and Agency Dispatcher when released resources have actually departed.

Finance/Administration:

- a. Determine method for paying crews.
- b. Alert needed fiscal personnel.
- c. See that all time reports are completed.
- d. Assist logistics in inspecting personnel and rental equipment before release.
- e. Forward time reports to appropriate office as rapidly as possible.
- f. Claims and contractual obligations.

Safety:

- a. Release priorities and personnel welfare.
- b. Physical condition of personnel.
- c. Probability of and fitness for a new assignment.
- d. Adequacy of transportation.
- e. Length of travel time and method.
- f. Personal needs.

Agency Dispatcher:

- a. Release priorities and facilitating arrangements.
- b. Local or out-of-region situation.
- c. Communication limitations.

Plan Distribution:

- a. Copies of complete approved demobilization plan will be distributed to all General Staff, Agency Dispatchers, Agency Headquarters and to the responsible person at each processing or loading point at least 24 hours prior to first anticipated release.
- b. Demobilization Responsibilities.

