Unit 8: Overview of Documentation and Demobilization Units

Objectives

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

- Describe the responsibilities of the Documentation Unit Leader (DOCL) and Demobilization Unit Leader and the purpose of the Final Incident Package

- Identify the main responsibilities of the Documentation Unit Leader

- Describe the purpose of the Final Incident Package

- Identify the main responsibilities of the Demobilization Unit Leader

Methodology

This unit uses lecture, an exercise, and discussion.

Knowledge of unit content will be evaluated through the administration of the Final Exam (to be administered upon completion of the course).
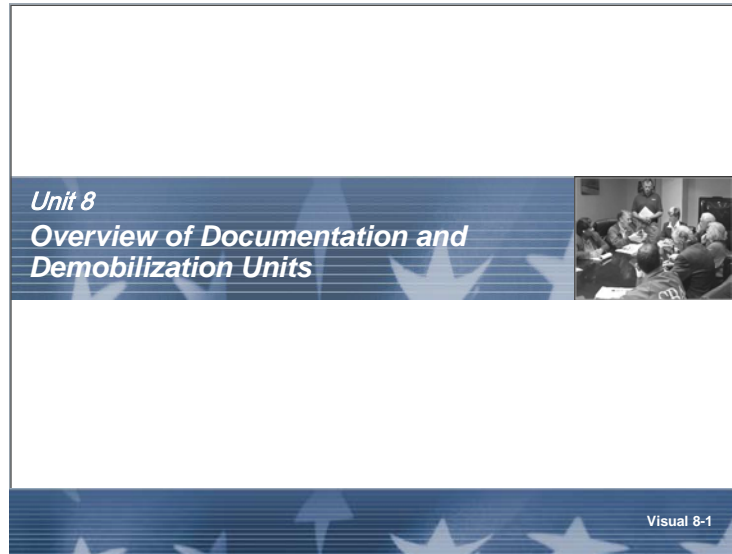
Time Plan

A suggested Time Plan for this unit is shown below. More or less time may be required, based on the experience level of the group.

Topic	Time
Lesson	1 hour 30 minutes
Expectations Review	30 minutes
Course Final	1 hour
Course Final Review	30 minutes
Total Time	**3 hours 30 minutes**

Topic   Unit Title Slide

Key Points

S c o p e   S t a t e m e n t

Through this unit, Students will learn about the critical incident documents and the responsibilities of the Documentation Unit Leader. Documentation is the lasting legacy of the Incident Management Team and the key to reimbursement. Though the Documentation Unit is one of the last units to be formed on an incident, its functions are critical. If there is no Documentation Unit Leader, it is the responsibility of the Planning Section Leader to take over the tracking, filing, and copying of all critical documents. Students will also learn about the responsibilities of the Demobilization Unit Leader as well as get an overview to the demobilization process.

Topic   Unit Terminal Objective

Unit Terminal Objective

Describe the responsibilities of the Documentation Unit and Demobilization Unit Leaders and the purpose of the Final Incident Package

Unit 8:
Documentation and Demobilization   Visual 8-2
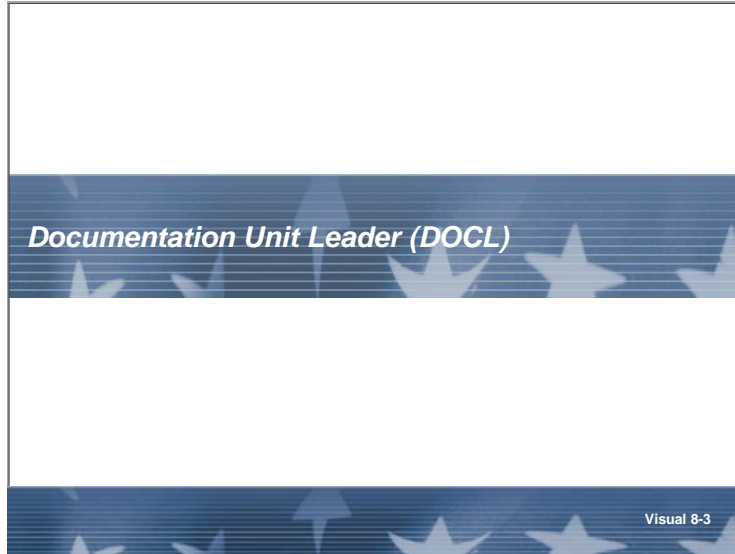
Key Points

Unit Terminal Objective

Describe the responsibilities of the Documentation Unit and Demobilization Unit Leaders and the purpose of the Final Incident Package.

Unit Enabling Objectives

- Identify the main responsibilities of the Documentation Unit Leader
- Describe the purpose of the Final Incident Package
- Identify the main responsibilities of the Demobilization Unit Leader

Topic   Documentation Unit Leader

Documentation Unit Leader (DOCL)

Visual 8-3

Key Points

Topic   Responsibilities of Documentation Unit Leader

Responsibilities of Documentation Unit Leader

- **Begin organization of files**
- **Establish copy service and respond to requests**
- **File all official forms and reports**

See Handout 8-1: Documentation Unit Leader Position Checklist

Unit 8:
Documentation and Demobilization   Visual 8-4

Key Points

The Documentation Unit Leader is responsible for setting up a work area and beginning the organization of files. The Documentation Unit Leader also establishes a duplication service and responds to copy requests. It is the job of the Documentation Unit Leader to file all official forms and reports. In the absence of a Documentation Unit Leader, the Planning Section Chief must cover these responsibilities.

Responsibilities of Documentation Unit Leader

- Obtain briefing from Planning Section Chief

- Organize, staff, and supervise Unit, as appropriate, and provide for adequate relief

- Ensure adequate duplication capability for large-scale operations and adequate staff to assist in the duplication and documentation process

- Establish and organize incident files

- Establish duplication services, and respond to requests

- Determine number needed and duplicate Incident Action Plan (IAP) accordingly

- Retain and file duplicate copies of official forms and reports

- Accept and file reports and forms submitted by incident personnel

- Check the accuracy and completeness of records submitted for files

- Ensure that legal restrictions on public and exempt records are observed

- Provide briefing to relief on current activities and unusual events

- Document all activity on ICS Form 214 – Activity Log

- Give completed incident files to Planning Section Chief

Topic   Responsibilities of Documentation Unit Leader (cont.)

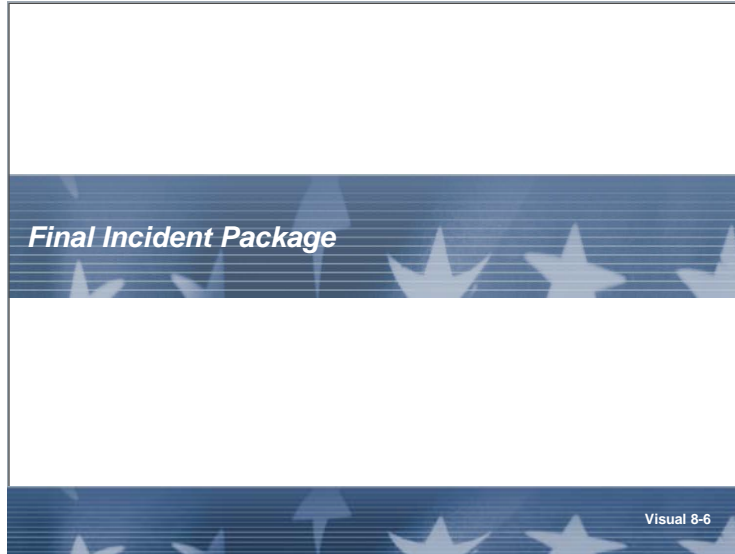## Key Points

The Documentation Unit Leader also reviews records for accuracy and completeness, provides incident documentation as requested, and stores files for post-incident use.

Topic   Final Incident Package

Final Incident Package

Visual 8-6

Key Points

Topic   Final Incident Package

Final Incident Package

- **The Final Incident Package is the compilation of all critical documents created by the Incident Management Team during the incident**
- **Requirements should be provided to the Incident Management Team at the Initial Briefing**

Unit 8:
Documentation and Demobilization   Visual 8-7

Key Points

The Final Incident Package leaves a lasting legacy regarding the performance of the Incident Management Team. A team that performs well on the incident but leaves a poor-quality package cannot be fully successful.

The package is essential for the responsible agencies to use to follow up on fiscal matters, meet obligations agreed upon during the incident, address litigation, and perform other important management considerations.

The Planning Section Chief is primarily responsible for supervising the coordination and assembly of the package. All Command and General Staff are responsible for preparation of their portions of the Final Incident Package.

The package is a chronological list of everything that has occurred. It is typically a collection of narrative reports from Unit Leaders that describes what was done, what the obstacles were, and the actions that were taken.

The agency officials and staff receive a Close-out Briefing that provides the following information:

- Incident summary

- Discussion of major events within the incident that may have lasting ramifications

- Turnover of appropriate incident documentation, including components that are not finalized

- An opportunity for agency officials to bring up concerns prior to the incident's ending

- A final evaluation of incident management by the agency executive/official

The Final Incident Package is the product created by the Incident Management Team that leaves a lasting legacy regarding the performance of that Incident Management Team. It is essential for the responsible agencies to follow up on fiscal matters, meet obligations agreed upon during the incident, address litigation, and perform other important management considerations.

The Planning Section Team is primarily responsible for supervising the coordination and assembly of the Final Incident Package. All Command and General Staff are responsible for preparation of their portions of the Final Incident Package.

Topic   Final Incident Package (cont.)

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Final Incident Package (cont.)

- **Store in standard, labeled file box and map tubes**
- **Check to make sure all forms are legible**
- **Delivered to Agency Administrator/Executive and provide guidance**

Unit 8:
Documentation and Demobilization   Visual 8-8

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Key Points

The Final Incident Package should conform to the following standards:

- Stored in standard, labeled file box and map tubes
- Checked to make sure all forms are legible
- Indexed
- Neat and well-organized
- Duplicate copies eliminated if one will serve the need for documentation
- Placed in standard office storage file boxes and map tubes

The Final Incident Package is then delivered with appropriate guidance to the Agency Administrator/Executive. For bigger incidents, there might be four or five boxes of information. For smaller incidents, there might be half a box of content.

Topic   Final Incident Package (cont.)

Key Points

If your Incident Management Team is being replaced by another team, do not deliver the records to the Agency Administrator/Executive unless requested. The package should be in a condition to allow the next team to continue accurate filing.

Organization and initial preparation of the Final Incident Package should begin early in the incident.

Topic   General Filing Guidance

Key Points
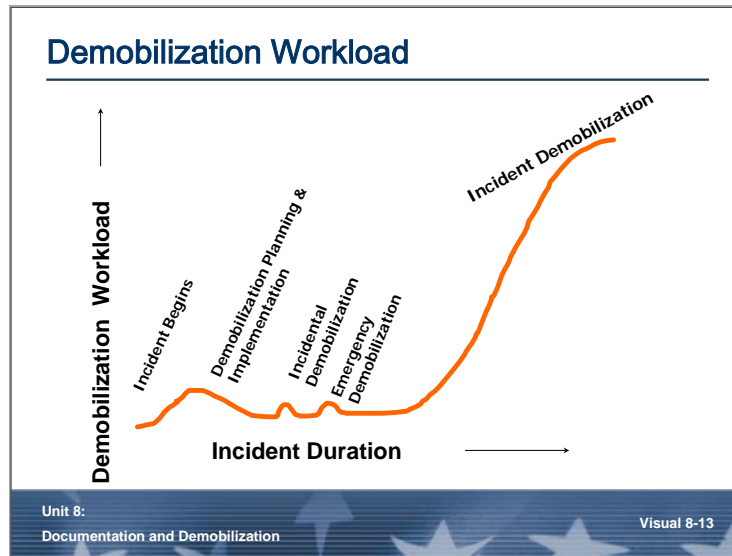
Topic   Demobilization

Visual 8-11

Key Points

Topic   Demobilization

Key Points
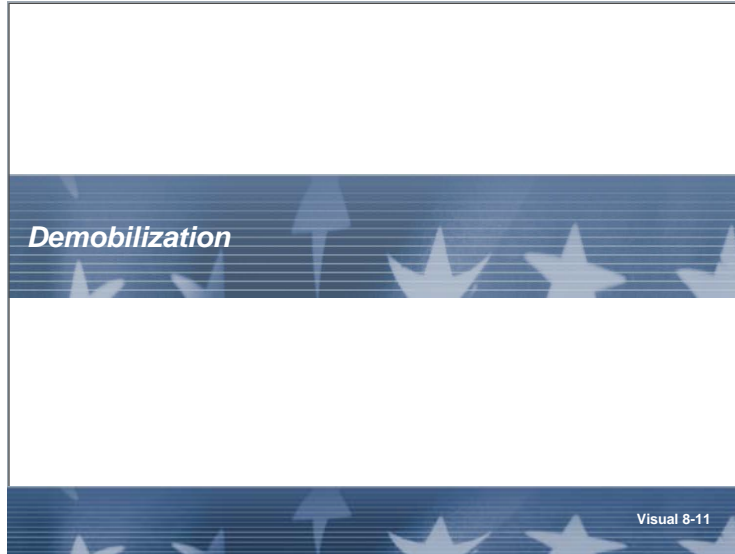
Demobilization involves all elements of the incident command organization. Demobilization will occur throughout the incident and in accordance with the Demobilization Plan. Demobilization procedures and priorities need to be understood by Command and General Staff early in the incident.

The Demobilization Unit Leader is responsible for the safe and orderly release of all resources from the incident or site. Resources may be demobilized prior to the completion of the incident for a variety of reasons.

Topic   Demobilization Workload

Key Points

If your team is fairly new or not been deployed frequently, it may be easy to forget to plan early for demobilization.

Topic   Characteristics of Demobilization

Key Points

There is a large workload at end of the incident. Planning and organization prior to demobilization are required in order to reduce impact and improve efficiency. Poor planning often delays demobilization. It's likely resources came the fastest way possible, usually traveling alone. The Demobilization Unit Leader will send resources home with cost-efficiency in mind, and grouped, if possible. People are in a hurry to get to the incident or site and people are in a hurry to get home.

History shows we are better at mobilizing than demobilizing.

• Many people send resources to one location—the Demobilization Unit Leader is one person sending people to many locations

• Resources arrived over an extended period—the Demobilization Unit Leader is returning them in a much shorter timeframe

**Topic**   Setting Release Priorities

Key Points

The Incident Commander sets release priorities.

- Coordinates with host agency

- Coordinates with resource sources such as:

  ▪ State and local dispatch systems

  ▪ Other regions

  ▪ Emergency Operations Center (EOC)

  ▪ Other agencies

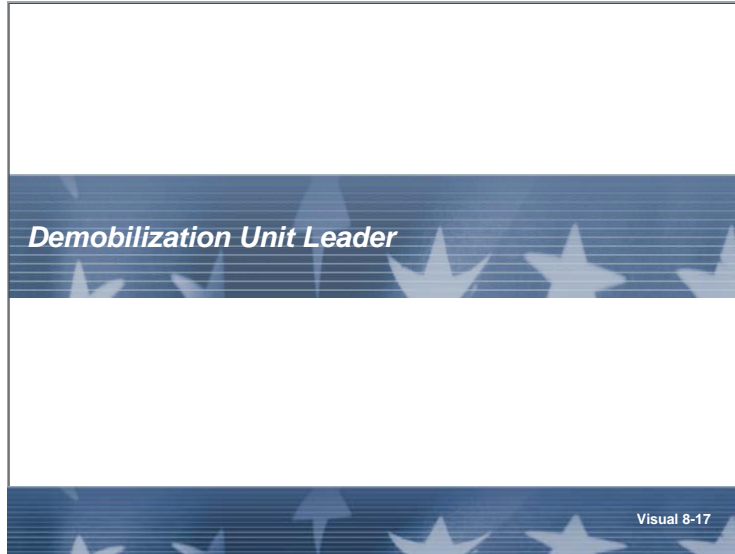The Incident Commander also checks adequacy and approves the Demobilization Plan.

Topic   Demobilization Workflow
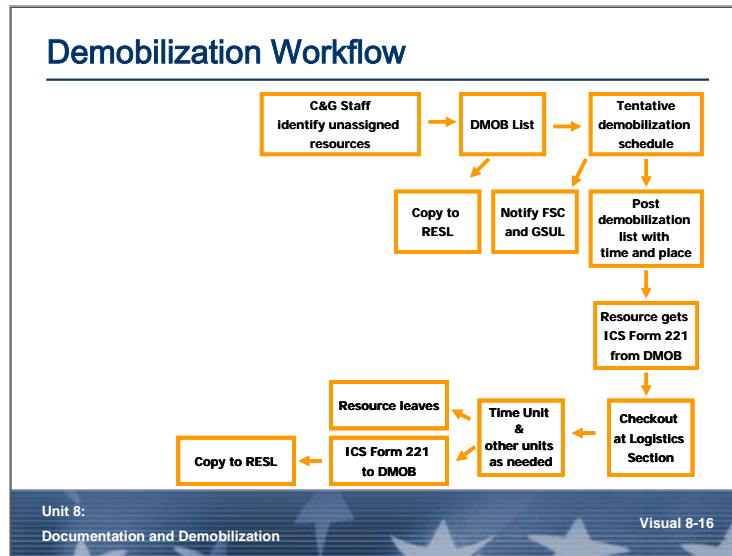
Key Points

Topic   Demobilization Unit Leader

Demobilization Unit Leader

Visual 8-17

Key Points

Topic Demobilization Unit Leader

Demobilization Unit Leader

- **Begins work early in the incident**
- **Creates rosters of personnel and resources and obtains any missing information as check-in proceeds**
- **Demobilization Unit Leader develops a Demobilization Plan**
- **Once approved, ensures the plan is distributed**

See Handout 8-2: Demobilization Unit Leader Position Checklist

Unit 8:
Documentation and Demobilization   Visual 8-18

Key Points

The Demobilization Unit begins working early in the incident, creating rosters of personnel and resources and obtaining any missing information as check-in proceeds.

The Demobilization Unit Leader is responsible for:

- Planning
- Working simultaneously with all Sections
- Managing the Demobilization Unit
- Developing solutions for demobilization problems or issues

The Demobilization Unit Leader develops a Demobilization Plan. Once the Incident Demobilization Plan has been approved, the unit ensures that it is distributed both at the incident and elsewhere as necessary.

Topic   Staffing the Unit

Staffing the Unit

Simple Local or regional resources, less than 100 people, short duration	1 Demobilization Unit Leader with support from Status/Check-in Recorders
Moderate Regional/multi-regional, 100-500 people, several air travelers	1 Demobilization Unit Leader with 1 assistant or trainee with support from Status/Check-in Recorders
Very Complex More than 500 people from multiple agencies and areas, long duration	1 Demobilization Unit Leader with 2-3 assistants with support from Status/Check-in Recorders

Unit 8:
Documentation and Demobilization   Visual 8-19

Key Points

General Staffing Guidelines

- Size of the incident/number of personnel working

- Types of resources

- Transportation needs

- Length of event

- Time of year

- Other incidents, responses, and sites in the area/country

- Where the resources came from

General demobilization staffing rules are as follows:

- Simple—One Demobilization Unit Leader with support from Status Check-in Recorders (SCKNs) (local/regional resources, <100 people, short duration)

- Moderately Complex—One lead Demobilization Unit Leader for the busiest shift with one assistant and a Demobilization Unit Leader or trainee to help cover additional operational period times with support from Status Check-in Recorders (region/multi-regional, 100–500 people, several air travelers)

- Very Complex—One lead Demobilization Unit Leader with 2–3 assistant Demobilization Unit Leaders to provide qualified coverage 24 hours a day with support from the Status Check-in Recorders (multi-regional/national/National Significant Incident (NSI)), >500 people from multiple agencies and areas, probable reassignments, etc.)

Remember, there is always one lead Demobilization Unit Leader who is in charge and responsible for the function of the Unit. Know who that is when you or others arrive.

Topic   Responsibilities of Demobilization Unit Leader

Key Points

The Demobilization Unit Leader is responsible for reviewing incident resource records, identifying surplus resources, and evaluating logistics and transportation capabilities.

Topic   Responsibilities of Demobilization Unit Leader (cont.)

Key Points

- Plan for demobilization:

  - Obtain input from other agencies regarding release of their resources by agency representatives

  - Consider demobilizing resources from out of the area that will require contract carriers for their transportation and will save money in air carrier cost

  - Example: Band resources from the same geographical area

- Demobilize the most expensive excess equipment and resources first:

  - You may get good performance from less expensive equipment

  - Demobilization can occur at locations other than base

  - Example: Demobilization centers or staging areas

- Consider condition of personnel:

  - Consider agency policy and memorandums of understanding (MOUs)

  - Consider length of time on assignment(s)

  - Consider fatigue and special needs

  - Consider last rest period

Topic   Responsibilities of Demobilization Unit Leader (cont.)

Key Points

Creating the Demobilization Plan

- There may be a special meeting to discuss demobilization

    ▪ Command and General Staff should be present

    ▪ Achieve Command and General Staff concurrence

    ▪ Obtain approval from Incident Commander

- Gather resource information needed to write the plan. Use the following sources of information:

    ▪ ICS Form 201 – Incident Briefing

    ▪ Incident Action Plan

    ▪ ICS Form 211 – Check-In List

    ▪ Resource Order from Ordering Manager

    ▪ ICS Form 219 – Resource Status Card

    ▪ Computer database if available

The Demobilization Plan is developed by the Planning Section and approved by the Incident Commander. There may be a special meeting to discuss the plan. Command and General Staff should be present at that meeting.

Topic   Demobilization Plan

Demobilization Plan

The Demobilization Plan should contain:

- **General information about demobilization process**
- **Responsibilities for implementation**
- **General release priorities**
- **Specific release procedures**
- **Directories**

**See Handout 8-3: Sample Demobilization Plan and
Handout 8-4: Demobilization Plan Template**

Unit 8:
Documentation and Demobilization   Visual 8-23

Key Points

The Resource Unit Leader assists the Demobilization Unit Leader in determining total resources assigned, home units, length of assignment, and travel needs.

The Demobilization Plan identifies procedures for demobilization as well as local, regional, and national priorities. Sections of the Demobilization Plan include:

- General information about the demobilization process
- Responsibilities for implementation of the Demobilization Plan
- General release priorities
- Specific release procedures
- Directories (maps, travel information, telephone listings, etc.)

Topic   Responsibilities of Demobilization Unit Leader (cont.)

Responsibilities of Demobilization Unit Leader (cont.)

■ **Distribute the Plan**

   ■ **Distribute the plan to Incident Commander, C&G Staff, and all check-out locations**

   ■ **Ensure all Sections/Units understand their specific demobilization responsibilities**

Unit 8:
Documentation and Demobilization   Visual 8-24

Key Points

Distribute the Demobilization Plan to:

• Incident Commander

• Command and General Staff

• All check-out locations

• Demobilization Centers (if applicable)

• Area Command (if applicable)

• Emergency Operations Centers (if applicable)

Make sure a copy of the Demobilization Plan is posted in a prominent location so all interested people can see the information.

Topic   Responsibilities of Demobilization Unit Leader (cont.)

Responsibilities of Demobilization Unit Leader (cont.)

- **Implement the Plan**
  - **Monitor implementation and anticipate problems**
  - **Ensure safe and orderly flow of resources off the incident**
  - **Keep Command and General Staff advised**

Unit 8:
Documentation and Demobilization   Visual 8-25

Key Points

Monitor the implementation of the plan, keep abreast of how demobilization is going, and anticipate problems. Keep the Command and General Staff advised, especially if you see potential slow-downs in the process.

Topic   ICS Form 221 – Demobilization Check-Out Form

See Handout 8-5: ICS Form 221- Demobilization Checkout Form

Unit 8:
Documentation and Demobilization   Visual 8-26

Key Points

The ICS Form 221 – Demobilization Check-Out Form provides the Planning Section with information on resource releases from the incident, including destination, actual release time, and estimated time of arrival at the destination. The form is initiated by the Demobilization Unit Leader or the Planning Section. The top portion of the form is completed by the Demobilization Unit Leader after the resource's Supervisor has given written notification that the resource is excess to the needs of the incident. The individual resource will have the Unit Leader initial the appropriate check boxes in Section 11 of the form prior to release from the incident. After completion, the form is returned to the Demobilization Unit Leader or the Planning Section.

Prior to actual demobilization, the Demobilization Unit Leader should check with the Command Staff to determine any agency needs related to demobilization and release; if there are any, add them to line Number 11 of the form.

Topic   Potential Challenges

Key Points

Issues or contingencies the Demobilization Unit Leader may have to deal with include:

• Vehicle breakdowns

• Foul weather

• Delayed airplane schedules

• Emerging incidents

Topic   Objectives Review

Objectives Review

1. *What are the main responsibilities of the Documentation Unit Leader?*

2. *What is the purpose of the Final Incident Package?*

3. *What are the basic responsibilities of the Demobilization Unit Leader?*

Unit 8:
Documentation and Demobilization   Visual 8-28

Key Points

Unit Terminal Objective

Describe the responsibilities of the Documentation Unit and Demobilization Unit Leaders and the purpose of the Final Incident Package.

Unit Enabling Objectives

- Identify the main responsibilities of the Documentation Unit Leader

- Describe the purpose of the Final Incident Package

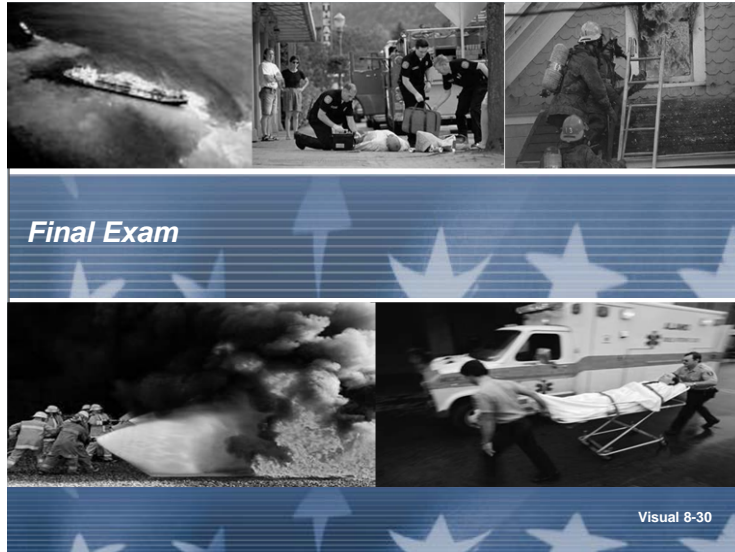- Identify the main responsibilities of the Demobilization Unit Leader

Topic   Review of Course Expectations

Key Points

Topic   Final Exam

Final Exam

Visual 8-30

Key Points

Students will have one hour to complete the exam.

The Final Exam is worth 104 points; Students will need to score at least 73 points to pass with a 70 percent.