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# **Unit 7: Demobilization, Transfer of Command, Closeout, and Transition to Recovery**



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Visual 7.1

# Unit Terminal Objective

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**Identify demobilization considerations for a given scenario.**



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Visual 7.2

# Unit Enabling Objectives

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- Explain 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.
- List the major sections in a Demobilization Plan.
- Identify the need for transfer of command or closeout.
- Explain the process involved in a closeout meeting.
- Explain the transition from Response to Recovery.



# Demobilization

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- **The release and return (or reassign) of resources that are no longer required.**
- **Incident staff must collaborate to plan how resources are managed.**
- **It may occur at any time during the life cycle of 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

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- **Planning for demobilization is often overlooked, leading to problems such as disgruntled responders or tragic accidents en route home.**
- **As incidents wind down, personnel may be anxious to return home.**
- **Fiscal concerns require verification of total time that a resource is assigned to an incident.**
- **Any non-expendable supplies that were provided to incident must be returned.**
- **Sufficient rest provided to personnel before driving home.**



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# Demobilization Planning Benefits

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**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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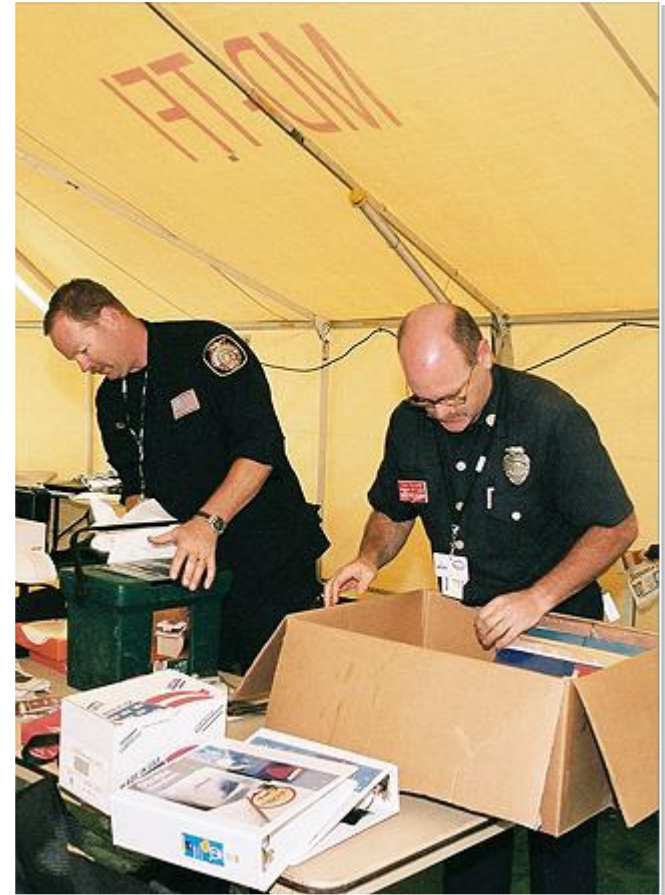
Visual 7.7

# Agency Policies and Procedures

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

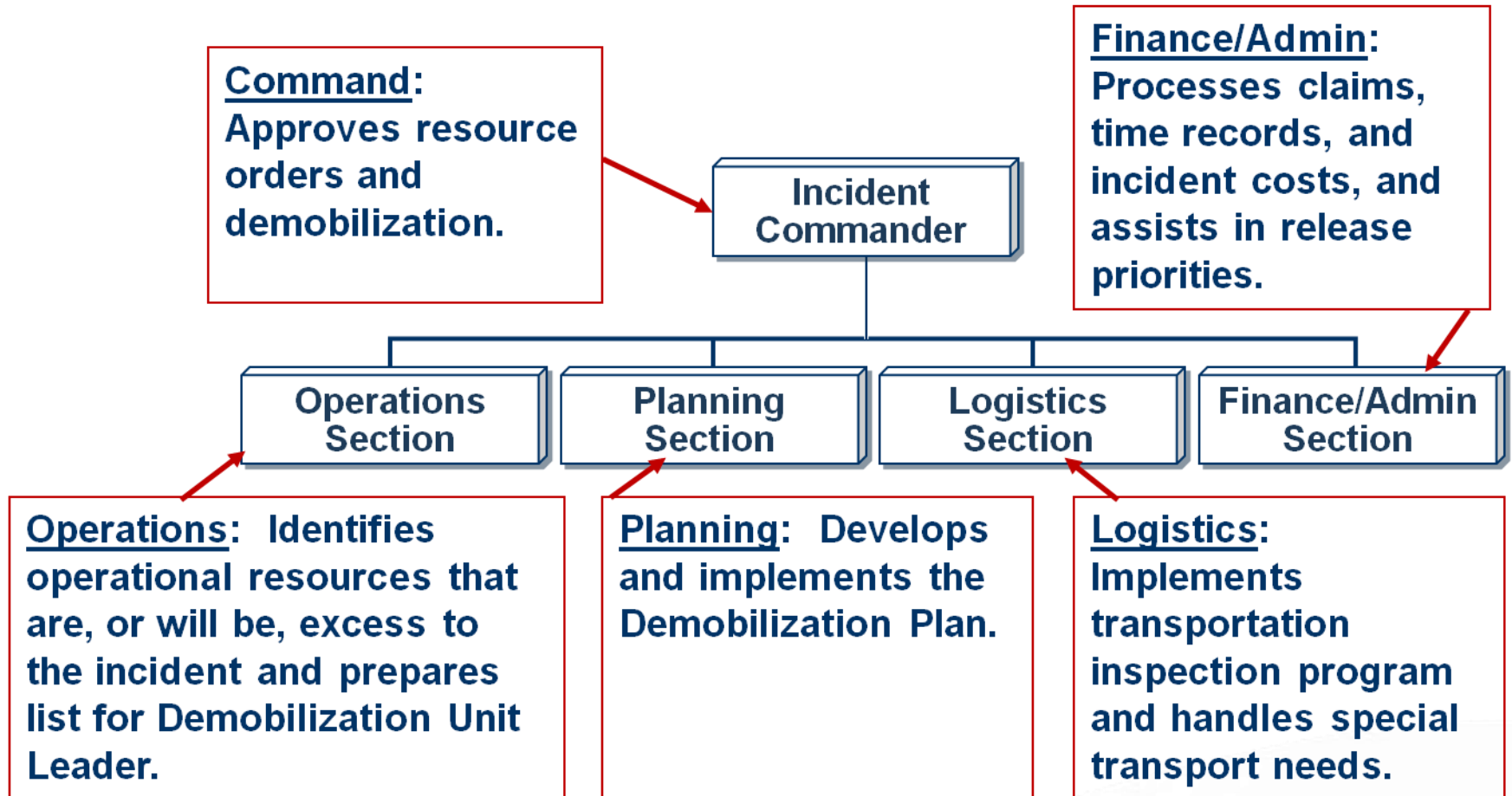
- **Fiscal/legal policies and procedures.**
- **Work rules.**
- **Special license requirements.**
- **Other requirements.**



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# Demobilization: Who Does What?



# Demobilization Plan: Information Needs

What Information Is Needed?	Who Provides?
Excess resources; release priorities	All supervisory personnel
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

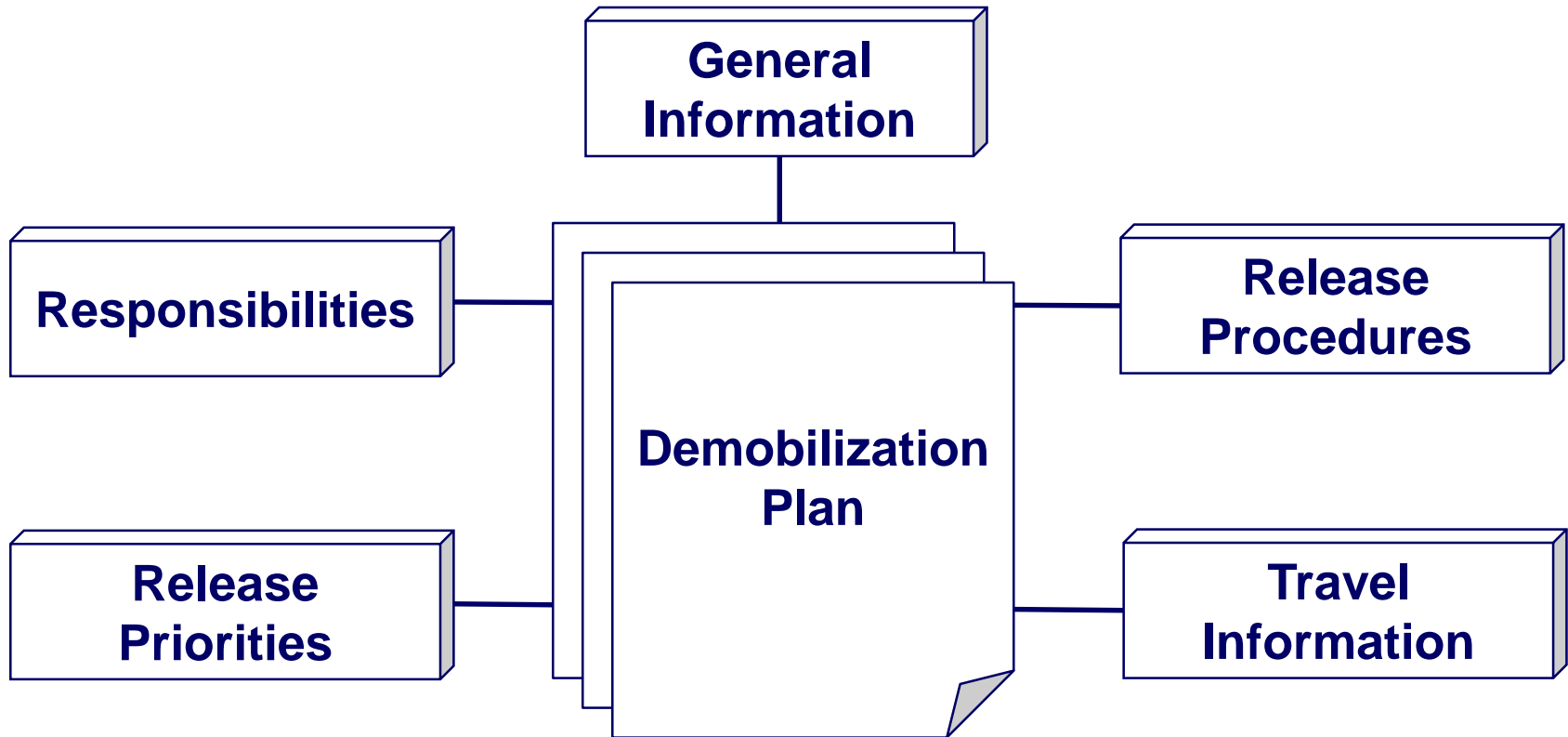


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Visual 7.10

# Demobilization Plan Sections

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Handout 7-1: Sample Demobilization Plan



# 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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# Transfer of Command in Stabilizing or De-Escalating Incidents



**When an incident stabilizes or de-escalates:**

- The IMT type may be reduced, and
- The need for a transfer of command may occur if the Agency Administrator agrees.



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# Incident Command and Closeout

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- **The Incident Commander position will remain staffed until the conclusion of the incident.**
- **Team demobilization may include a formal “closeout” with the Agency Administrator.**



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# **Agency Administrator Closeout Meeting**

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**An AA closeout meeting 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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# Agency Administrator Closeout

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Answer  
in Chat

**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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Visual 7.16



# Team Closeout Meeting

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- **IMTs or other teams may hold a closeout meeting to discuss team performance.**
- **These meetings (aka After-Action Review) may result in “lessons learned” summary report.**



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# Conducting an After-Action Review

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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 follow-up is needed?

Handout 7-2: AAR Tips



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Visual 7.18



# **Activity 7.1: Applied Activity**

**Allotted Time: 30 minutes**



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Visual 7.19

# Definition: Recovery

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**Those capabilities necessary to assist communities affected by an incident in recovering effectively.**

**Recovery is focused on a timely restoration, strengthening, and revitalization of:**

- **Infrastructure.**
- **Housing.**
- **Sustainable economy.**
- **Health, social, cultural, historic, and environmental fabric of communities affected by a catastrophic incident.**

**Source: National Preparedness Goal**

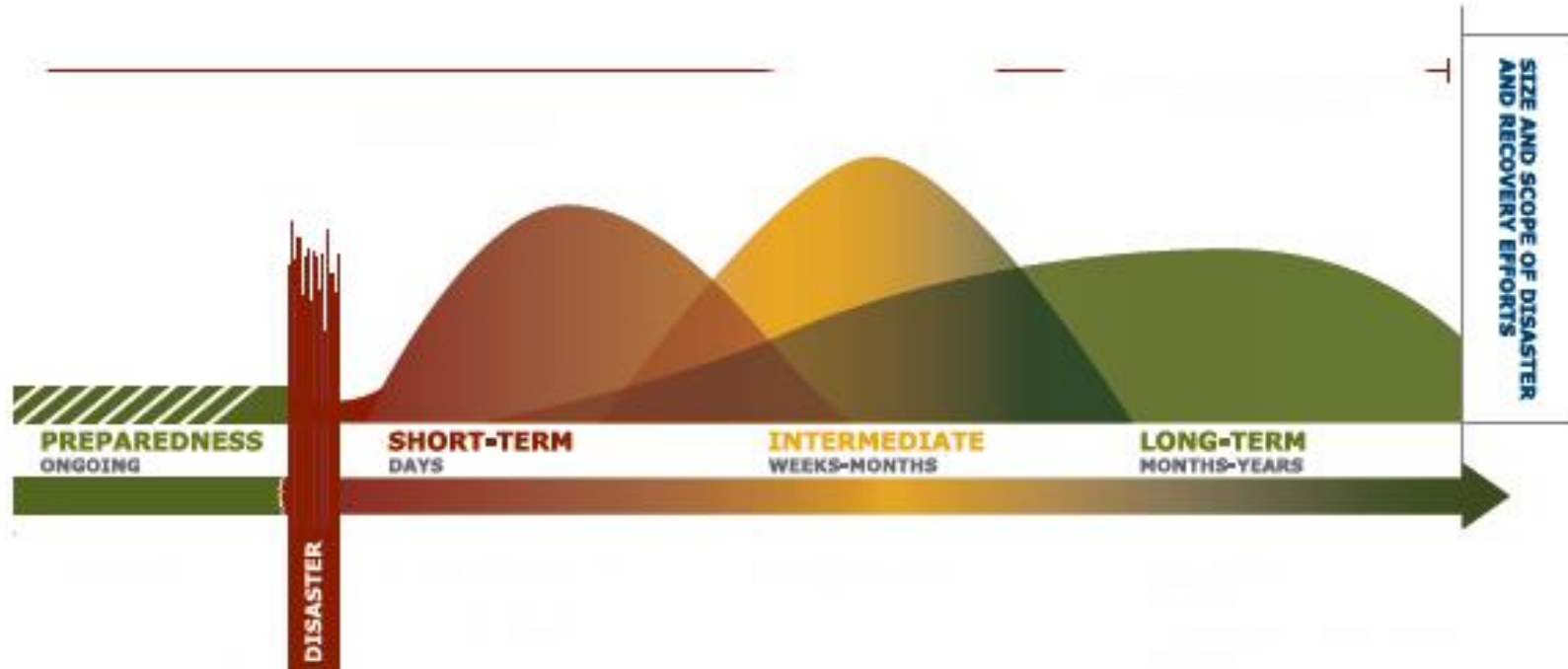


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**Visual 7.20**

# Transition to Recovery

At what point does recovery start?



Handout 7-3: Recovery Continuum



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Visual 7.21

# Recovery Core Capabilities

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The National Preparedness Goal identifies eight Core Capabilities for Recovery:

- **Planning**
- **Public Information and Warning**
- **Operational Coordination**
- **Economic Recovery**
- **Health and Social Services**
- **Housing**
- **Infrastructure Systems**
- **Natural and Cultural Resources**



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# Recovery Support Functions

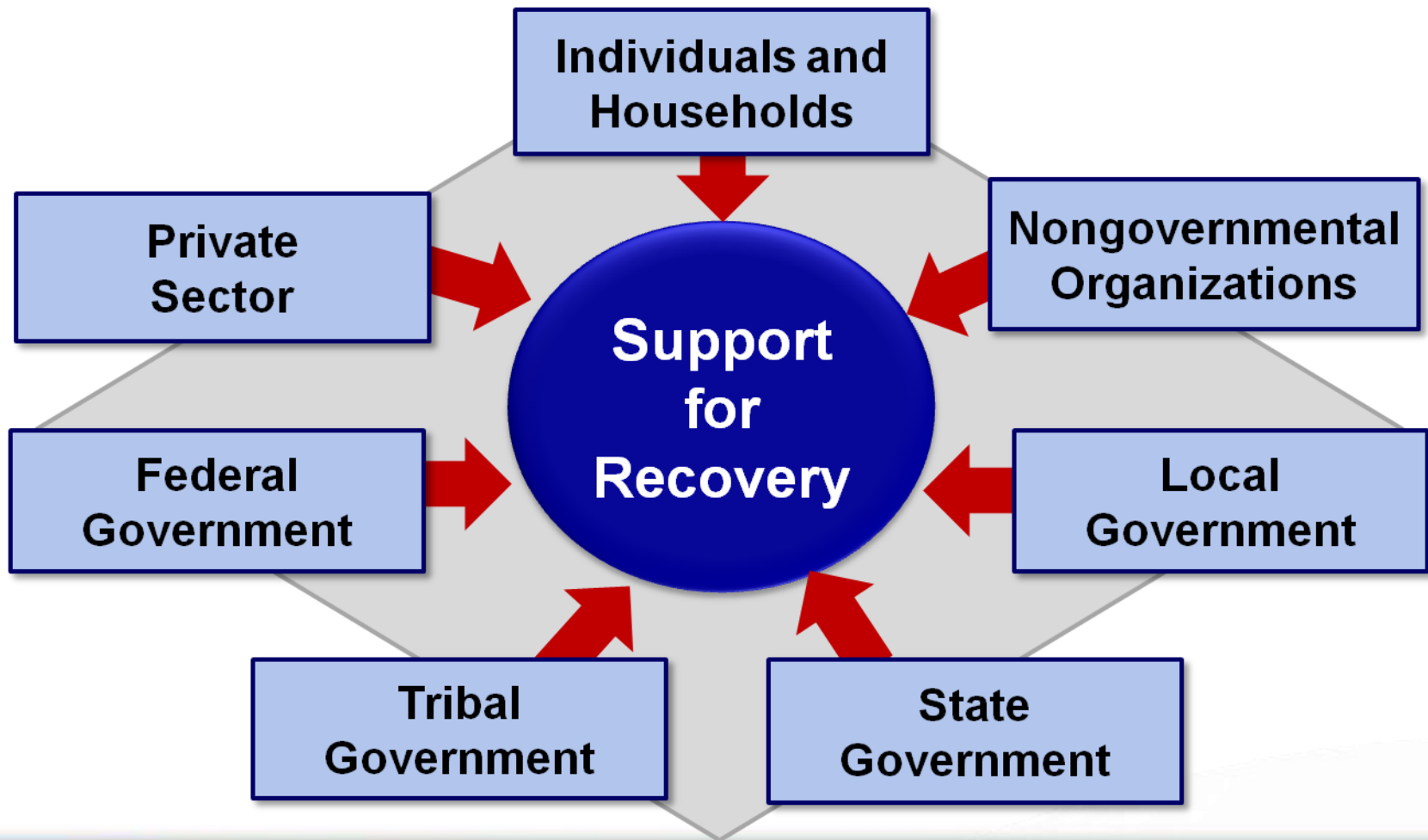
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- **Organizational structures for key functional areas.**
- **Outlined in the National Disaster Recovery Framework.**
- **Promote effective recovery from disasters before and after disasters strike.**



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# Whole Community Partnership



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# Objectives Review

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1. Why is planning for demobilization important?
2. What are the impacts of agency-specific policies and procedures on demobilization planning?
3. Who is responsible for developing and implementing the Demobilization Plan?
4. What are the 5 sections of the Demobilization Plan?
5. When does transfer of command occur?
6. What is the process of the closeout meeting?
7. Explain the transition from Response to Recovery.

