

TUSCARAWAS COUNTY HEALTH DEPARTMENT



Public Health
Prevent. Promote. Protect.

ATTACHMENT VII TO THE ERP:
DEMOBILIZATION PLAN
STANDARD OPERATING
PROCEDURE

Version: 2017.11

Date Originally Adopted: 4/20/15

Date of Last Revision: 11/08/2017

Date of Last Review: 11/02/2017

CONTENTS

.....	1
STATEMENT OF PROMULGATION.....	3
RECORD OF CHANGES.....	4
RECORD OF DISTRIBUTION	5
DOCUMENT DESCRIPTION	5
General Information	6
Introduction:	6
Resources:.....	6
Critical Resources.....	6
Releases:.....	6
Demobilization guidelines.....	6
Responsibilities.....	7
Common Responsibilities:	7
The Incident Commander is responsible for:.....	7
The Demobilization Unit Leader is responsible for:	7
The Logistics Section Chief is responsible for:	7
The Finance Section Chief is responsible for:.....	8
The Liaison Officer is responsible for:.....	8
Personnel Release Priorities	8
Release Procedures	9
Resource Management.....	9
Travel Information/Safety.....	10
Phone Directory	10

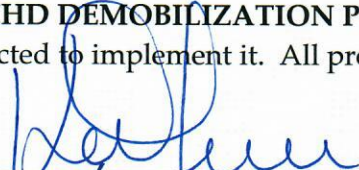
STATEMENT OF PROMULGATION

The Tuscarawas County Health Department (TCHD) DEMOBILIZATION PLAN SOP establishes the procedures to follow when demobilizing from an incident.

Program areas are directed to implement training efforts and exercise these plans in order to maintain the overall preparedness and response capabilities of the TCHD.

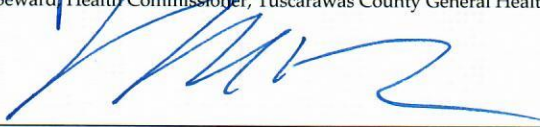
TCHD will maintain this plan, reviewing it and reauthorizing it at least annually; findings from its utilization in exercises or real incidents will inform updates.

This TCHD DEMOBILIZATION PLAN SOP is hereby adopted, and all program areas are directed to implement it. All previous versions of this plan are hereby rescinded.




 Katie Seward, Health Commissioner, Tuscarawas County General Health District

11/8/2017
Date



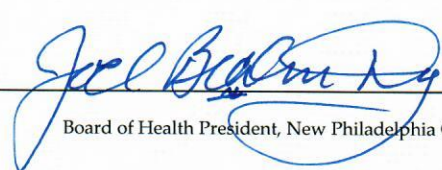
 Board of Health President, Tuscarawas County General Health District

Date



 Vickie Ionno, Health Commissioner, New Philadelphia City Health Department

11/27/17
Date



 Board of Health President, New Philadelphia City Health Department

11-27-17
Date

RECORD OF CHANGES

The Health Commissioner for the Tuscarawas County Health Department authorizes all changes to the Tuscarawas County Health Department **TCHD Demobilization Plan SOP**. Change notifications are sent to those on the distribution list. To annotate changes:

1. Add new pages and destroy obsolete pages.
2. Make minor pen and ink changes as identified by letter.
3. Record changes on this page.
4. File copies of change notifications behind the last page of this SOP.

Change Number	Date of Change	Print Name & Signature	Title
	11/02/2017	Paul R Westlake	PHEP Coordinator
Version Number: 2017.11	Updated format to the new Emergency Response Plan layout. No other changes made.		
Change Number	Date of Change	Print Name & Signature	Title
Version Number:	[DESCRIPTION OF CHANGE]		
Change Number	Date of Change	Print Name & Signature	Title
Version Number:	[DESCRIPTION OF CHANGE]		
Change Number	Date of Change	Print Name & Signature	Title
Version Number:	[DESCRIPTION OF CHANGE]		

RECORD OF DISTRIBUTION

A single copy of this Tuscarawas County Health Department **TCHD Demobilization Plan SOP** is distributed to each person in the positions listed below.

Date Received	Program Area	Title	Name
		Health Commissioner, TCHD	Katie Seward
		Health Commissioner, NPCHD	Vickie Ionno

This plan is available to all Tuscarawas County Health Department and New Philadelphia Health Department employees on their respective agency websites. Two copies can also be found in the department operations center (DOC) in hard copy format.

DOCUMENT DESCRIPTION

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 an incident. Adherence to this plan will help to eliminate waste, eliminate the potential for fiscal and legal implications, and will ensure a controlled, safe, efficient and cost-effective release process.

GENERAL INFORMATION

INTRODUCTION:

Demobilization is the release and return of resources that are no longer required for the support of the incident or event. Plans for demobilization should begin when the incident begins.

RESOURCES:

No resource, either personnel or equipment, shall be demobilized without following the procedures of this plan. No resources are to leave the incident until authorized to do so.

CRITICAL RESOURCES

Those identified by the IC/DC will be approved by the IC/DC prior to demobilization from the incident. These resources should be identified on a daily basis.

RELEASES:

- All releases from the Incident will be initiated in the Planning Section's Demobilization Unit after Incident Commander approval.
- Transportation of resources released from the incident will be arranged through the Demobilization Unit Leader/Planning Section and the Logistics Section.
- Each Section Chief shall be briefed regarding demobilization or release plans, as well as arrangements for transportation

DEMOBILIZATION GUIDELINES

- Planning for demobilization must begin when the incident begins and is informed by the targeted end-state which is the response goal that defines when the incident response may conclude.
- No resource will be released without having completed the appropriate ICS-221 Demobilization Checkout form (*Attachment 1*).
- Demobilization will occur in phases. These phases may vary due to the type and circumstances regarding the incident.
- The release and return of resources may occur during the incident or once the incident is over
- All demobilization activities/actions will be accomplished in the most cost effective and safest method.

- The Demobilization Unit will notify incident Logistics and Finance sections of tentative releases.
- Strike Teams and Task Forces formed at the incident must be disbanded prior to release.
- Performance ratings will be completed for resources upon request, and turned into the Documentation Unit.
- All Unit Logs (ICS-214) will be turned into the Documentation Unit prior to release.
- Any exceptions to the above will require written approval from the incident commander.

RESPONSIBILITIES

COMMON RESPONSIBILITIES:

- Safety of all personnel
- ICS Form 221 (Attachment 1) will be used to check personnel out of the incident
- All equipment check-out must be returned to the appropriate ICS Section or as outlined in this document

THE INCIDENT COMMANDER IS RESPONSIBLE FOR:

- Providing input to the establishment of release priorities
- Approving exceptions to the guidelines.

THE DEMOBILIZATION UNIT LEADER IS RESPONSIBLE FOR:

- Compiling and posting "Tentative" and "Final" Release lists.
- Preparing ICS-221 and ensuring necessary signatures are obtained on the Demobilization Form for all resources.
- Monitoring the demobilization process and making any needed adjustments.

THE LOGISTICS SECTION CHIEF IS RESPONSIBLE FOR:

- Utilize the tentative release form to notify Demobilization Unit of surplus supplies at least 24 hours in advance.
- Insuring, through the **Facilities Unit Leader**, that resources have met clean-up requirements.
- Insuring, through the **Supply Unit Leader**, that all nonexpendable property items are returned or accounted for prior to release. This includes coordinating the return of any unused or nonexpendable property to SNS if activated.

- Insuring, through the **Transportation Unit Leader**, that adequate transportation is available to get resources needing transportation to airport. Provide safety inspections and repairs of a safety nature on agency owned vehicles, engines and equipment under hire prior to release.
- Arranging transportation (air, bus, etc.) and any lodging for those resources in need.
- Sending all travel itineraries to ICP prior to 2100 hours for personnel traveling by air before noon the following day to allow adequate time for check out and travel to the airport.
- Insuring, through the **Communications Unit Leader** that all communications equipment issued from the incident is returned or accounted for prior to release.
- Insuring through the **Food Unit Leader** that there will be adequate meals for those being released and for those remaining.

THE FINANCE SECTION CHIEF IS RESPONSIBLE FOR:

- Completion of all time and pay processing documents prior to release.
- Documentation of all compensation for injury and claims prior to release.
- Processing all invoices incurred with returning equipment and resources to an in-service state according to ERF#5.

THE LIAISON OFFICER IS RESPONSIBLE FOR:

- Notifying the home unit of released resources.

PERSONNEL RELEASE PRIORITIES

The Incident Commander will establish release priorities, with consideration being given to:

- Personnel welfare (safety, rest)
- Volunteers
- The needs of assisting and cooperating agencies
- High dollar assets
- Local government response resources
- State or federal government response resources

If necessary, resources should be released in groups by geographic location to minimize delays and travel costs. Clearance for emergency demobilization is to be approved by the appropriate Section Chief and Incident Commander.

RELEASE PROCEDURES

1. Unit Leaders will identify surplus resources within their units, obtain approval by the Section Chief, and submit to Demobilization Unit Leader in Planning Section.
2. The Demobilization Unit Leader will notify Planning Section Chief of the tentative releases/reassignments for concurrence. Demobilization will attempt to give 4 hours notice.
3. The Demobilization Unit Leader will inform the Resources Unit of pending demobilizations to keep the resource status current.
4. Following release/reassignment request approval from the Planning Section Chief, the Demobilization Unit Leader will post "Pending Demobilization" reports; prepare transportation manifests, if needed; notify personnel to be released/reassigned; brief leaders and individuals; and provide ICS -221 to those being demobilized. Also, the Demobilization Unit Leader will notify the Transportation Unit Leader 24 hours in advance of individuals needing transportation.
5. The team leader or individual will proceed to the following units for release/reassignment approval as needed:
 - Supply Unit
 - Communications Unit
 - Facilities Unit
 - Transportation Unit
 - Documentation Unit
 - Time Unit
6. Completed ICS 221 forms must be returned to the Demobilization Unit as the last stop before final release. When completed ICS 221 forms are received, the Demobilization Unit will:
7. Attach Demobilization Completion Form to the ICS 221 and inform Resources for tracking.
8. Send ICS 221 and any travel itinerary to the Documentation Unit for filing.

RESOURCE MANAGEMENT

- Resources will be managed according to the TCHD Emergency Operations Plan, Emergency Response Function #5.
- Finance Section Chief is responsible for processing any and all invoices incurred during the reconditioning and/or replacement of equipment and resources utilized during the incident.

TRAVEL INFORMATION/SAFETY

- All resources released from the incident will meet agency travel requirements, such as restrictions on hours of travel per day.
- Individual resources released from the incident are to notify either the Demobilization Unit **AND** their home agency if they anticipate significantly different ETA to their next assignment or to the home agency.

PHONE DIRECTORY

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