

ALL HAZARDS COMMUNICATIONS UNIT LEADER

Hurricane Katrina

Stennis Space Center

Demobilization Plan for Information Personnel

9-16-XX

Prepared by: _____ Date: _____

Approved By: _____ Date: _____

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I. General Information

The following general information outlined in this Information Unit Demobilization Plan is tiered to the Official Demobilization Plan for Stennis Space Center OSA/LSA. No equipment or manpower will leave the incident until authorized to do so. The logistics section will arrange for all required transportation of released personnel and equipment.

Resources on this incident come from widely scattered locations, and long travel times may be involved. These general guidelines will be followed:

- A. No person will be released prior to obtaining a minimum of 8 hours rest, unless specifically approved by the IC.
- B. All resources must be able to arrive at their home base prior to 2200 hours.

II. Responsibilities

The Information Officer is responsible for:

- A. Submitting a general message for personnel that may need to be demobed early due to emergencies.
- B. Ensuring that all documentation is complete, including the Legacy Document and the information component of the Transition Plan.
- C. Inventorying all substantial supplies and reporting to Supply Unit Leader.

Items identified to date:

- HP Deskjet 5740
 - 25' yellow extension cord
 - 5 power strips
 - HP Laserjet 3350 Fax/copier/scanner
 - Intellafax 775 fax machine
 - LV250HS Laminator
 - Phone
 - Radios
 - Nextel phones
- D. Completing personnel evaluations (ICS Form 225) including identification of personal development completed and training needed. Advise home unit of performance.

The Information Unit will package up all records and ICS forms and deliver to the Documentation Unit. All Packages should be labeled with name, date, and contents.

III. Release Priorities

Length of Assignment – Employees will be released based on their length of duty. Those who have been on duty for 10-14 days without a day off will be released first. Employees will follow normal demob. Procedures for the area in conjunction with the National Mobilization Guide and Interagency Incident Business Management Handbook. For extensions beyond 14 days, follow the procedures in the Mob. Guide and in the guidelines from the National MAC Group 9-9-XX and the US Forest Service Southern Region 9-6-XX.

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Extensions beyond original 14 days:

- 5 days, with arrival at home unit on the 21st day
- An additional 2 weeks (See attached request for extension form)

Days of RR

After first 14 days, 2 days of paid RR, if those days fall on regularly scheduled work days.

If extended additional 5 days, 2 days of RR come on the 22nd day, if those days fall on regularly scheduled work days.

Those extended to an additional 14 days will receive 2 days RR after their first 2-week work period is complete.

IV. Release Procedures

Use Tentative Release List, ICS Form 223(see attached), to notify Planning of personnel that can be released.

Follow procedures on the Demobilization Checkout Form 221 (see attached), and have each section sign off.

V. Incident Directory

Demobilization Unit Leader Robert Trickle, NCFS.

He will be demobed until 9-23-XX

Phone Number 228-813-7520

Fax Number 228-813-7533

No cell phone, no radio, no Nextel until further notice.

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