

*Unit 10*

***Demobilization and Position Task Book***

Unit 10:

Demobilization and PTB

Visual 10-1

# Unit Terminal Objective

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**Describe the Communications Unit Leader roles and responsibilities for demobilization/transition from an incident**

**Confirm knowledge of the Communications Unit Leader roles, function, and responsibilities within the Communications Unit and the qualification process for the Communications Unit Leader.**

# Demobilization Plan

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- Demobilization planning starts upon arrival
- Date and time of demobilization
- Transitioning to other teams
- Equipment, facility demobilization, and accountability

# Demobilization Considerations

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- **Date and time of demobilization**
- **Incident priorities**
- **Personnel needs**
- **Excess resources**
- **Release personnel and equipment based on priorities**
- **Adequate staff and equipment throughout demobilization**

# Demobilization and Checkout

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- Follow established demobilization process
- Brief staff on procedures and responsibilities
- Receive demobilization instructions from logistics section chief/supervisor
- Brief communications staff on demobilization procedures
- Submit all documents to the Planning Section

# Equipment Demobilization

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- **Gateway deactivation requires an announcement the gateway is being terminated and confirmation from all units using the gateway they are returning to normal operating channels/ talkgroups**
- **Announcements are made on shared channels that the incident is being terminated, to return to normal operating channels/talkgroups and acknowledged by units using the shared channel**

# Equipment Demobilization (cont'd)

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- All equipment is accounted for and returned to the appropriate agency
- Issues with lost or damaged equipment are resolved
- Equipment is rehabilitated and ready for the next assignment
- What ideas do you have to ensure the return of issued communications equipment?

# Equipment Demobilization (cont'd)

Radio #	Name	Home Base	Assignment	Fire Name	Division	Date	Misc Info
K045-01	Kelly Auey		Medical	Kinishba		7/15	
K045-02	Returned						
K045-03	Dean Stewart	Prescott		Kinishba		7/17	
K045-04	Russell Fox		Ground Support	Kinishba		7/17	O-19
K045-05	Robert Ferrh	Lakeside Fire		Kinishba		7/15	E-70
K045-06	Justin Fisher	Springerville Fire	Task Force One	Kinishba		7/16	
K045-07	James Scotthatch	Globe Fire		Kinishba		7/16	E-259
K045-08	Mark Wade	Greer Fire		Kinishba		7/16	E-260
K045-09	Returned						
K045-10	Carrie Temphin	BLM Phoenix		Kinishba		7/16	O-13.53
K045-11	Paul Crookston	Pinedale	Utilities	Kinishba		7/16	(928)-739-4512
K045-12	Steamboat Engine			Kinishba			E-252
K045-13	Returned						
K045-14	Air Ground Remote			Kinishba			
K045-15	Returned						
K045-16	Returned						
K052-01	George Reyes	Pheonix	Medical	Kinishba		7/14	
K052-02	Jack Whetstone		Fac. Unit Leade	Kinishba		7/14	
K052-03	Ted McRae	SAD		Kinishba		7/14	
K052-04	Returned						
K052-05	Chuck Sundt		Fac. Unit Leade	Kinishba		7/14	
K052-06	Returned						

# Closing Incident vs. Transition

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- **Transition - New team arrives to replace current Communications Unit**
- **Closing Incident - Incident is scaling down, personnel and equipment sent back/reassigned accordingly**
- **What documents should be included in a transition to a new COML?**

**Handout 10-1: Demobilization Plan (Example)**

**Handout 10-2: Transition Plan East Zone (Example)**

**Handout 10-3: Logistics AAR – Castle Rock (Example)**

# Documentation

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- **All final Communications Unit documentation is the COML's responsibility**
  - **ICS Form 213, General Message**
  - **Waybill**
  - **ICS Form 214, Unit Log**
  - **Radio Log**
  - **Lost/damage supplies and equipment**
  - **Inventory lists**
- **Evaluating communications staff performance improves the system for the next incident**

# Documentation (cont'd)

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- **After Action Report (AAR):**
  - **What was planned?**
  - **What actually happened?**
  - **Why did it happen?**
  - **What can we do next time?**

# IMT Supplemental Documentation

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- **Narrative:**
  - **Linear**
  - **Single-source perspective**
  - **Completely factual, little analysis or interpretations**
- **After Action Report (AAR):**
  - **What was planned vs. what happened**
  - **Collaborative**
  - **Constructive criticism (What can we do next time?)**

# ICS Form 221: Demobilization Checkout

## DEMOBILIZATION CHECK-OUT (ICS 221)

<b>1. Incident Name:</b>		<b>2. Incident Number:</b>	
<b>3. Planned Release Date/Time:</b> Date: _____ Time: _____		<b>4. Resource or Personnel Released:</b>	<b>5. Order Request Number:</b>
<b>6. Resource or Personnel:</b> 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).			
<b>LOGISTICS SECTION</b>			
<input type="checkbox"/>	<b>Unit/Manager</b>	<b>Remarks</b>	<b>Name                      Signature</b>
<input type="checkbox"/>	Supply Unit		
<input type="checkbox"/>	Communications Unit		
<input type="checkbox"/>	Facilities Unit		
<input type="checkbox"/>	Ground Support Unit		
<input type="checkbox"/>	Security Manager		
<input type="checkbox"/>			
<b>FINANCE/ADMINISTRATION SECTION</b>			
<input type="checkbox"/>	<b>Unit/Leader</b>	<b>Remarks</b>	<b>Name                      Signature</b>
<input type="checkbox"/>	Time Unit		
<input type="checkbox"/>			
<input type="checkbox"/>			
<b>OTHER SECTION/STAFF</b>			
<input type="checkbox"/>	<b>Unit/Other</b>	<b>Remarks</b>	<b>Name                      Signature</b>
<input type="checkbox"/>			
<input type="checkbox"/>			
<b>PLANNING SECTION</b>			
<input type="checkbox"/>	<b>Unit/Leader</b>	<b>Remarks</b>	<b>Name                      Signature</b>
<input type="checkbox"/>	Documentation Leader		
<input type="checkbox"/>	Demobilization Leader		
<b>7. Remarks:</b>			
<b>8. Travel Information:</b>			
Estimated Time of Departure: _____		Room Overnight: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Destination: _____		Actual Release Date/Time: _____	
Travel Method: _____		Estimated Time of Arrival: _____	
Manifest: <input type="checkbox"/> Yes <input type="checkbox"/> No		Contact Information While Traveling: _____	
Number: _____		Area/Agency/Region Notified: _____	
<b>9. Reassignment Information:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
Incident Name: _____		Incident Number: _____	
Location: _____		Order Request Number: _____	
<b>10. Prepared by:</b> Name: _____ Position/Title: _____ Signature: _____			
ICS 221		Date/Time: _____	

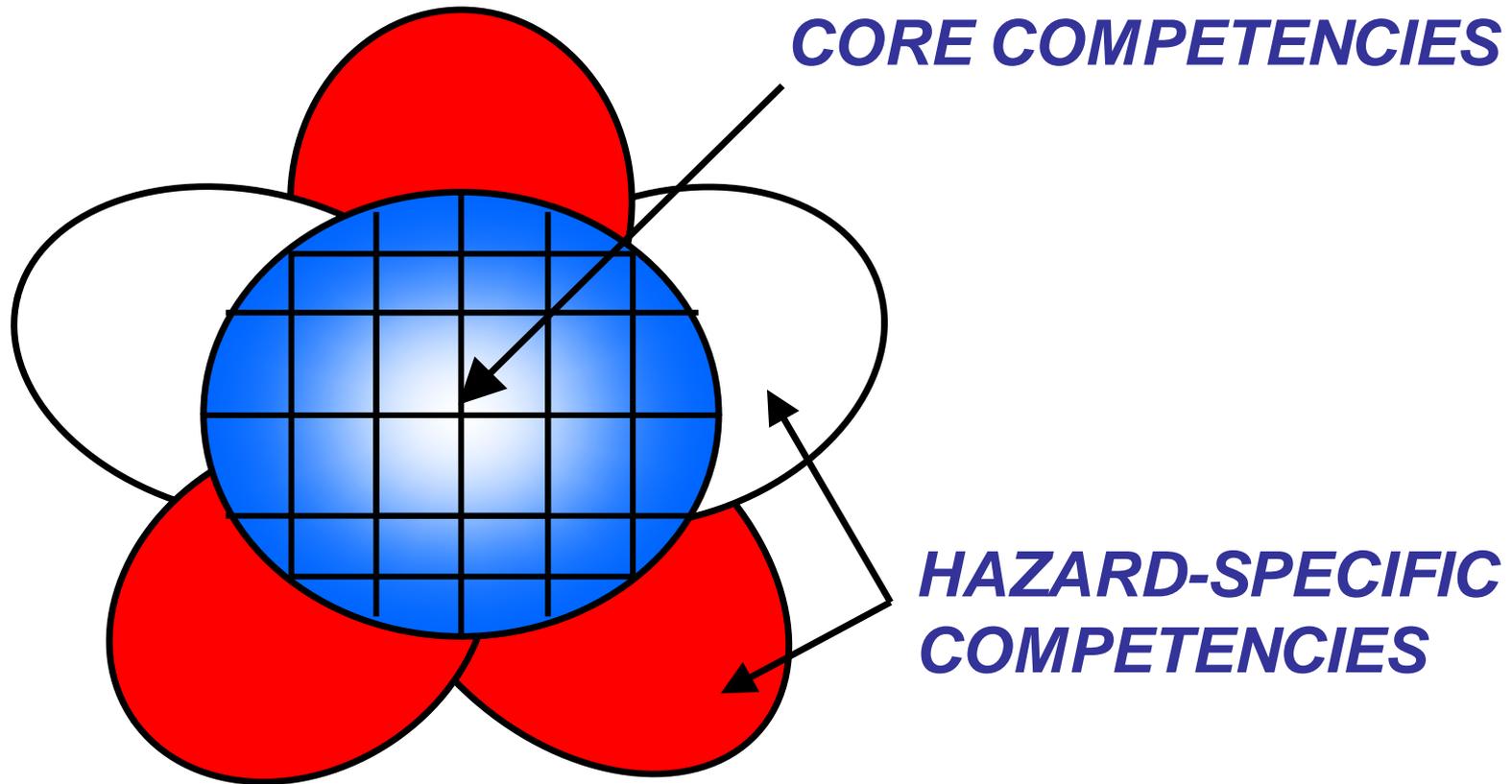
# ICS Form 225: Individual Performance Rating

## INCIDENT PERSONNEL PERFORMANCE RATING (ICS 225)

THIS RATING IS TO BE USED ONLY FOR DETERMINING AN INDIVIDUAL'S PERFORMANCE ON AN INCIDENT/EVENT				
1. Name:		2. Incident Name:		3. Incident Number:
4. Home Unit Name and Address:			5. Incident Agency and Address:	
6. Position Held on Incident:	7. Date(s) of Assignment: From: To:		8. Incident Complexity Level: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	9. Incident Definition:
10. Evaluation				
Rating Factors	N/A	1 – Unacceptable	2 – Met Standards	4 – Exceeded Expectations
11. Knowledge of the Job/ Professional Competence: Ability to acquire, apply, and share technical and administrative knowledge and skills associated with description of duties. (Includes operational aspects such as marine safety, seamanship, airmanship, SAR, etc., as appropriate.)	<input type="checkbox"/>	Questionable competence and credibility. Operational or specialty expertise inadequate or lacking in key areas. Made little effort to grow professionally. Used knowledge as power against others or bluffed rather than acknowledging ignorance. Effectiveness reduced due to limited knowledge of own organizational role and customer needs.	Competent and credible authority on specialty or operational issues. Acquired and applied excellent operational or specialty expertise for assigned duties. Showed professional growth through education, training, and professional reading. Shared knowledge and information with others clearly and simply. Understood own organizational role and customer needs.	Superior expertise, advice and actions showed great breadth and depth of knowledge. Remarkable grasp of complex issues, concepts, and situations. Rapidly developed professional growth beyond expectations. Vigorously conveyed knowledge, directly resulting in increased workplace productivity. Insightful knowledge of own role, customer needs, and value of work.
12. Ability To Obtain Performance/Results: Quality, quantity, timeliness, and impact of work.	<input type="checkbox"/>	Routine tasks accomplished with difficulty. Results often late or of poor quality. Work had a negative impact on department or unit. Maintained the status quo despite opportunities to improve.	Got the job done in all routine situations and in many unusual ones. Work was timely and of high quality; required same of subordinates. Results had a positive impact on IMT. Continuously improved services and organizational effectiveness.	Maintained optimal balance among quality, quantity, and timeliness of work. Quality of own and subordinates' work surpassed expectations. Results had a significant positive impact on the IMT. Established clearly effective systems of continuous improvement.
13. Planning/ Preparedness: Ability to anticipate, determine goals, identify relevant information, set priorities and deadlines, and create a shared vision of the Incident Management Team (IMT).	<input type="checkbox"/>	Got caught by the unexpected; appeared to be controlled by events. Set vague or unrealistic goals. Used unreasonable criteria to set priorities and deadlines. Rarely had plan of action. Failed to focus on relevant information.	Consistently prepared. Set high but realistic goals. Used sound criteria to set priorities and deadlines. Used quality tools and processes to develop action plans. Identified key information. Kept supervisors and stakeholders informed.	Exceptional preparation. Always looked beyond immediate events or problems. Skillfully balanced competing demands. Developed strategies with contingency plans. Assessed all aspects of problems, including underlying issues and impact.
14. Using Resources: Ability to manage time, materials, information, money, and people (i.e., all IMT components as well as external publics).	<input type="checkbox"/>	Concentrated on unproductive activities or often overlooked critical demands. Failed to use people productively. Did not follow up. Mismanaged information, money, or time. Used ineffective tools or left subordinates without means to accomplish tasks. Employed wasteful methods.	Effectively managed a variety of activities with available resources. Delegated, empowered, and followed up. Skilled time manager, budgeted own and subordinates' time productively. Ensured subordinates had adequate tools, materials, time, and direction. Cost conscious, sought ways to cut waste.	Unusually skilled at bringing scarce resources to bear on the most critical of competing demands. Optimized productivity through effective delegation, empowerment, and follow-up control. Found ways to systematically reduce cost, eliminate waste, and improve efficiency.
15. Adaptability/Attitude: Ability to maintain a positive attitude and modify work methods and priorities in response to new information, changing conditions, political realities, or unexpected obstacles.	<input type="checkbox"/>	Unable to gauge effectiveness of work, recognize political realities, or make adjustments when needed. Maintained a poor outlook. Overlooked or screened out new information. Ineffective in ambiguous, complex, or pressured situations.	Receptive to change, new information, and technology. Effectively used benchmarks to improve performance and service. Monitored progress and changed course as required. Maintained a positive approach. Effectively dealt with pressure and ambiguity. Facilitated smooth transitions. Adjusted direction to accommodate political realities.	Rapidly assessed and confidently adjusted to changing conditions, political realities, new information, and technology. Very skilled at using and responding to measurement indicators. Championed organizational improvements. Effectively dealt with extremely complex situations. Turned pressure and ambiguity into constructive forces for change.
16. Communication Skills: Ability to speak effectively and listen to understand. Ability to express facts and ideas clearly and convincingly.	<input type="checkbox"/>	Unable to effectively articulate ideas and facts; lacked preparation, confidence, or logic. Used inappropriate language or rambled. Nervous or distracting mannerisms detracted from message. Failed to listen carefully or was too argumentative. Written material frequently unclear, verbose, or poorly organized. Seldom proofread.	Effectively expressed ideas and facts in individual and group situations. Nonverbal actions consistent with spoken message. Communicated to people at all levels to ensure understanding. Listened carefully for intended message as well as spoken words. Written material clear, concise, and logically organized. Proofread conscientiously.	Clearly articulated and promoted ideas before a wide range of audiences; accomplished speaker in both formal and extemporaneous situations. Adapt at presenting complex or sensitive issues. Active listener; remarkable ability to listen with open mind and identify key issues. Clearly and persuasively expressed complex or controversial material, directly contributing to stated objectives.

# Core Competencies (PTB)

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# Position Task Book (PTB)



Homeland  
Security

## ALL-HAZARD COMMUNICATIONS UNIT LEADER (COML)

### Position Task Book

Task Book Assigned To:

Trainee's Name: \_\_\_\_\_

Home Unit/Agency: \_\_\_\_\_

Home Unit Phone Number: \_\_\_\_\_

Task Book Initiated By:

Official's Name: \_\_\_\_\_

Home Unit Title: \_\_\_\_\_

Home Unit/Agency: \_\_\_\_\_

Home Unit Phone Number: \_\_\_\_\_

Home Unit Address: \_\_\_\_\_

Date Initiated: \_\_\_\_\_

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Demobilization and PTB

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# Steps to Qualification

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- Prerequisites
- Completion of the course
- Start the Position Task Book (PTB)
- PTB Sign-off
- Agency certification of the PTB
- Submit the PTB to the Authority Having Jurisdiction

# Mechanics of the PTB

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- **Who initiates the PTB?**
- **Who can be an evaluator?**
- **How long do I have to complete the PTB?**
- **Can I use previous experience to complete the PTB?**
- **When the PTB is completed, who signs it off and to whom should I submit it?**

*Exercise 10*

# ***Everyday COML Competencies***

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# Exercise 10: PTB General Tasks

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- **Assembling your Response Kit**
- **Interpersonal/Agency Relationships**
- **Installation of Communications Equipment**

# Objectives Review

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- 1. Describe the components for the demobilization plan and procedure involved in demobilization (including steps of anticipating demobilization, equipment procedures and personnel procedures)***
- 2. Identify the required documentation submitted during demobilization***
- 3. Describe the procedure for a properly conducted AAR***
- 4. Discuss the difference in tasks between demobilization and transition***
- 5. What is the qualification process for the COML?***
- 6. What are the components of the COML Response Kit?***

*Questions?*

Unit 10:

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Visual 10-22