

Unit 5

Demobilization and Closeout



Unit Terminal Objective

Describe the Finance/Administration Section Chief roles and responsibilities for demobilization.



Demobilization Plan

The Demobilization Unit develops the incident Demobilization Plan:

- Outlines resource release priorities
- Describes demobilization process
- The plan is reviewed and approved by section chiefs
- The plan is distributed to appropriate incident personnel



Demobilization Schedule

- Demobilization Unit develops schedule
- Identifies data and time of release, travel methods, home base, etc., of released sources
- Posted for incident personnel information



Demobilization Plan Implementation

- Finance/Administration Section Chief and Unit Leaders establish staff work schedules to cover timeframes established in plan
- Work hours may be extended
- Finance/Administration Section Chief ensures adequate staffing
- Finance/Administration Section Chief discusses contingency plans with Unit Leaders



Exercise 9

Finance/Administration Section Closeout

- Incident Finance Package completion
- Release of personnel
- Performance appraisals



Agency Administrative Representative Closeout

- Finance/Administration Section Chief facilitates closeout session with After Action Report
- Each Unit Leader meets with agency counterpart(s) to discuss Incident Finance Package



Finance Narrative

- Identify the major issues
- Identify problems and corrective measures
- Communicate those things to people that influence changes
- Remain professional and objective

Exercise 10



Always Remember

- Communicate
- Document
- Be Assertive
- Stay Flexible

Objectives Review

1. *What are the Finance/Administration Section Chief's responsibilities in relation to development, review, and implementation of the Demobilization Plan?*
2. *What are the section's demobilization and closeout procedures?*
3. *What information should be provided to a replacement Finance Section Chief and incident agency personnel?*

Review Course Expectations

Final Exam (cont.)

FINAL EXAM