Checklist - Strike Team/Task Force Leader

- POD Checklist
- PPE Equipment Checklist
- PPE Equip Worksheet

Checklist - Logistics

- Logs Checklist
- Mileage Log
- Expense Report
- Mapping and Directions Checklist

Checklist – Demobilization

- Demobilization Checklist
- Demobilization Plan (Template)

POD CHECKLIST

▪ Pre-Deployment

- Inspect convoy vehicles

  - o Fuel level

  - o Loose equipment

- Confirm Incident Location

- Obtain directions

- Provide Convoy leader cell phone number to Division Dispatch Center and RED Center _____

- Confirm Reception/Staging Area Location

- Determine communications plan

- Security Code Word for reception/staging access _____

- Any change in Out of Division Box Card apparatus assignment due to fill-in

for unavailable, additional transport vehicles requested, etc.

- As units arrive at POD:
    - Check In Personnel & Equipment
    - Verify that all personnel have an accountability tag
    - Verify that all personnel have completed the Emergency Contact Information form
    - Verify that all personnel have the mandatory PPE

- Conduct briefing for departing units
    - Route
    - Reception/Staging area location
    - Refueling Locations
    - Convoy Comms (disseminate comms plan)
    - Emergency procedures

Michigan MABAS
Special Ops, Task Force, Strike Team

- Breakdown
- Accident
- Injuries

- Obtain Division debit card/ cash
    - Start Expense Log
- Log starting vehicle mileage
- Start ICS 214 Unit Log Form to record progress and events • Notify

Division Dispatch Center or RED Center of Departure from POD ▪

Deployment Operations

- Monitor Comms for mission updates
- Keep convoy together
- Monitor fuel and vehicle status

• Monitor Driver/ Personnel status

Dispatch Contacts:

- Red Center 734-477-6400 (MIMABAS Line)

- Division Dispatch Center _____

Michigan MABAS Special Ops, Task Force, Strike Team

Identification, PPE, and Personal Equipment Requirements

In the event a MABAS Out of Division Box Card is activated, personnel arriving at the POD are required to have approved identification, PPE, and personal equipment.

In the event personnel respond to the POD for deployment, and do not have the approved identification, PPE, or personal equipment, they must be replaced.

Acceptable IDs are drivers license and/or department photo ID.

Deploying personnel are required to have the following:

1. Valid driver's license
2. Department ID card
3. A minimum of 1 accountability nametag

The POD Officer assigned the task of checking ID, PPE and Personal Equipment shall perform the following tasks before the convoy leaves the POD.

1. Check each deploying firefighter's Drivers license, department ID, and Passport tag. 2. Check each deploying firefighter's mandatory Personal Protective Equipment using the attached list
3. Verify that each deploying firefighter has the appropriate personal equipment
4. Sign the worksheet

No deploying member should be permitted to leave the POD without having their identification, PPE, and personal equipment verified.

Return all completed deployment worksheets to the POD Chief or designee prior to departure

Michigan MABAS
Special Ops, Task Force, Strike Team
Deploying Personnel ID, PPE & Personal Equipment Worksheet

Name	Dept	Opr Lic	Dept ID	Velcro name tag	PPE	Pers. Equip	Emerg. Contact form	FF Cell Phone Number

Date_____ Time_____ Deployment_____

Michigan MABAS

        Special Ops, Task Force, Strike Team

DEPLOYMENT LOGISTICS CHECKLIST

• Verify Logistic Chiefs are activated

• Notify Division Dispatch Center of the Division Logistics Section
    establishment and contact number

    • Logistics Section contact number # 1 _____ •

Logistics Section contact number # 2 _____ • Contact

Convoy Chief (Name/Cell)_____ • Alert

Go-Kit storage center(s) of the deployment

    • Personal equipment Go-Kits Location _____

        o Contact Number_____

    • Communications Go-Kits Location_____

    o Contact Number_____

  • Obtain Division debit cards / deployment cash: Contact _____ •
Confirm Incident Information

     o Reception/Staging Center Location _____

  • Develop travel plan

     o Routing

     o Fuel stops

     o Breakdown plan/assistance

  • Notify County Emergency Management of deployment

Logistics

Directions & Maps

Checklist

❑ Relay proper route to Reception area as promulgated to the Response Team

❑ Obtain fuel stops from POD Chief

❑ Utilize Street Finder, or another computer mapping program for directions

❑ Provide print out copies for all vehicles

❑ Road construction and other road problems are noted on the maps (MDOT)

❑ Potential alternate routes are shown

❑ Provide maps and directions are provided to the driver of each vehicle. ❑ Insure
that communications between vehicles during the response is planned for and
known by all – MABAS frequency is not to be used –

❑ Verify emergency contact information for each person has been received by the
 POD Chief prior to leaving

❑ Verify all Personal and Department gear is present for each person

Michigan MABAS

Special Ops, Task Force, Strike Team

Deployment Expense Report

	LOCATION	AMOUNT	DESCRIPTION

Michigan MABAS

Special Ops, Task Force, Strike Team

Mileage Log

Vehicle	Driver	Date	Starting Mileage	Date	Ending Mileage

DEMOBILIZATION PLAN CHECKLIST

Needed sections for the Demobilization Plan are identified	

General information is clear and specific	

Guidelines identified	

Is the "who does what" clear?	

Are release priorities listed and clear?	
ICS 221 – Demobilization Check Out forms available	
ICS 225 - Personnel Performance Ratings forms available	
Records management system	
Status boards updated and complete	

Release priorities are clearly identified and applicable for the incident	

Travel information is clearly identified and applicable for the incident	

All pertinent contact information	

Planning Section Chief Signature included	
Incident Commander Signature included	

Demobilization Plan

[INCIDENT]

This Demobilization Plan contains seven (7) sections [edit # of sections as necessary]:

1. General Information

2. Responsibilities

3. Release Priorities

4. Release Procedures

5. Travel Information

6. Directory

7. Signature Page

GENERAL INFORMATION

- List

- General

- Information

- Here

Examples

- No resources are to leave the incident until authorized to do so.

- All releases of resources from the incident will be initiated in the Planning Section after the approval of the Incident Commander.

- All property, including rental vehicles, shall be properly returned and appropriate records forwarded to finance.

- The following are general guidelines to be followed for resources that are leaving the Incident:

  o No person(s) will be released without having a MINIMUM of [#] hours' rest unless specifically approved by the Incident Commander.

  o All vehicles leaving the Incident will have a safety inspection. (Any deficiencies noted or corrected).

  o All resources MUST be able to arrive at their home base prior to 2200 hours (10 p.m.).

  o All resources must meet their individual agency regulations pertaining to rest and travel.

  o All Strike Team/Task Force Leaders, Single Resources, and Incident Management Team (IMT) members will be thoroughly briefed prior to leaving the Incident. The briefing should include:

- ▪ Method of travel

- ▪ Personnel

- ▪ Destination

- ▪ ETA Home Base

- ▪ Transportation arrangements

- o To prevent delays and work overloads:

  - ▪ Notify Logistics and Finance as soon as resources are identified for demobilization at least 24 hours in advance.

  - ▪ Dispatch will be notified a minimum of 24 hours in advance.

  - ▪ Notification of Incident personnel will be by the posting of Tentative Releases [#] hours in advance.

  - ▪ Strike Team/Task Force Leaders, Single Resources, and IMT members will be contacted directly when their Demobilization process begins.

  - ▪ Performance Ratings are required for all personnel

RESPONSIBILITIES

- • List

- • Responsibilities

- • Here

Examples

Section Chiefs and Unit Leaders are responsible for determining resources surplus to their needs and submitting lists to the Demobilization and Resources Unit Leader or the Planning Section Chief.

Demobilization Unit Leader or Planning Section Chief is responsible for:

- • Preparing the Demobilization Plan

- • Compiling "Tentative" and "Final" Release sheets

- • Making all notifications regarding tentative and final releases from the Incident (on and off Incident) •

Working with jurisdictional agency to arrange air transportation

- • Ensuring that all signatures are obtained on the Demobilization Checkout Form ICS 221 •

Monitoring the Demobilization Process and making any adjustments

The Incident Commander is responsible for:

- • Establishing the release priorities

- • Reviewing and approving the Demobilization Plan

- • Reviewing and approving all tentative release sheets

The Safety Officer is responsible for:

   • Identifying any special safety considerations for the Demobilization Plan

The Planning Section Chief is responsible for:

   • Reviewing and approving the Demobilization Plan

The Logistics Section Chief is responsible for:

Ensuring through:

   • Facilities–that all personnel scheduled for release have good facilities for proper rest •
Facilities–that all sleeping and work areas are cleaned up before personnel are released • Supply–that
all non-expendable items are returned or accounted for prior to release • Transportation–that there is
adequate ground transportation during the release process • Communications–that all radios, phones,
and pagers are returned or accounted for • Food unit leader–that there will be adequate meals for those
being released and those remaining **The Finance Section Chief is responsible for:**

   • Completing all personal time reports

   • Completing all rental and agency equipment time reports

   • Contracting equipment payments as required

RELEASE PRIORITIES

The following release priorities have been established by the Incident Commander:

   1. List

   2. Release

   3. Priorities

   4. Here

Examples

   1. Out of Division Strike Teams, Task Forces, Single Resources, etc.

   2. In division Strike Teams, Task Forces, Single Resources with furthest travel distance

   3. Local agency crews and equipment

RELEASE PROCEDURES

   • List

   • Release

   • Priorities

• Here

Examples

  • All members of an individual Strike Team or Task Force shall be released at the same time to allow for after-action issues and smooth transition

  • Section Chiefs and Unit Leaders will identify surpluses within their units and submit a list to the Demobilization Unit leader/Planning Section Chief

  • Demobilization Unit/Planning Section will form a "tentative release" list for approval by Incident Commander

  • Ensure that resource status board(s) are current

  • After "Tentative Release" approval, the planning section will contact expanded dispatch or appropriate agency

  • Dispatch system will contact all respective home agencies

When final approval for releases is obtained the Demobilization Unit/Planning Section will:

  • Prepare transportation manifests

  • Notify or page Incident Supervisors and/or personnel to be released

  • Give Incident Supervisors and/or personnel the final release and briefing

  • Resources and/or personnel will take the Demobilization Checkout form ICS 221 to: o

   Communications Unit Leader: if communication equipment is issued

   o Transportation Unit Leader: transportation plan, rental vehicle issued, and vehicle safety inspection

   o Facilities Unit Leader: to insure all facilities are clean

   o Supply Unit Leader: to insure all expendable supplies are returned

   o Finance Section: to close out all personnel and equipment time records

   o Documentation Unit Leader: to turn in all ICS 214s and any necessary paperwork

   o Demobilization Unit Leader: to turn in ICS 221 with all the signatures

Demobilization Unit will be the last stop in the release process and:

  • Sign off the ICS 221 Demobilization Checkout Form

  • Notify the Resource Unit so that resource status boards are updated and complete •

  Notify local agency and home unit of ETA, destination, and travel arrangements

  • Collect and send all Demobilization paperwork to the Documentation Unit

TRAVEL INFORMATION

  • List

  • Travel

- Information

- Here

Examples

- All resources will have a minimum amount of rest prior to being released from the Incident

- Any heavy or oversize equipment must have appropriate permits and follow any limitations on the movement of their equipment on public highways

- All resources will meet any agency-specific requirements on hours of travel per day or other restrictions concerned with travel

- During travel by ground, resources should check in with the Dispatch every 2 hours • During travel,

resources should check in with the Dispatch immediately should any problems occur • All released

resources upon arrival at their home unit will check in with their home unit

DIRECTORY

Include pertinent contact information.

Examples

- Incident Commander – xxx-xxx-xxxx

- Liaison Officer – xxx-xxx-xxxx

- Planning Section Chief – xxx-xxx-xxxx

- Logistics Section Chief – xxx-xxx-xxxx

- Division Dispatch Center – xxx-xxx-xxxx

Individual resources are to notify their Home Dispatch if significant delays are expected in meeting their ETA.

Demobilization Plan

[INCIDENT]

PREPARED BY

PLAN APPROVAL

SIGNATURE OF THE INCIDENT COMMANDER/UNIFIED COMMAND	DATE
SIGNATURE OF THE INCIDENT COMMANDER/UNIFIED COMMAND	DATE
SIGNATURE OF THE INCIDENT COMMANDER/UNIFIED COMMAND	DATE
SIGNATURE OF THE INCIDENT COMMANDER/UNIFIED COMMAND	DATE
SIGNATURE OF THE INCIDENT COMMANDER/UNIFIED COMMAND	DATE

DEMOBILIZATION CHECK-OUT (ICS 221), Adapted for FDA

1. Incident Name:		2. Incident (EON) Number:
3. Planned Release Date/Time: Date: Time:	4. Resource or Personnel Released:	5. Order Request Number:

6. Resource or Personnel: ☐ IMT ☐ IMG

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).

OPERATIONS SECTION

Division/Group
Supervisor Remarks Name Signature ☐

☐

☐

PLANNING SECTION

Unit/Leader Remarks Name Signature ☐ Situation Leader

☐ Documentation Leader

☐ Demobilization Leader

☐

LOGISTICS SECTION

Unit/Leader Remarks Name Signature ☐

☐

☐

FINANCE/ADMINISTRATION SECTION

Unit/Leader Remarks Name Signature ☐

☐

OTHER SECTION/STAFF

Unit/Other Remarks Name Signature ☐

☐

7. Remarks:

8. Travel Information: Room Overnight: ☐ Yes ☐ No Estimated Time of Departure: Actual

Release Date/Time:

Destination: Estimated Time of Arrival:

Travel Method: Contact Information While Traveling: Departure Location:

Office/Center/Region/District Notified: Reservation, Flight, or Train Number:

9. Reassignment Information: ☐ Yes ☐ No

Incident Name: Incident (EON) Number:

Location: Order Request Number:

10. Prepared by: Name: Position/Title: Signature:

1. Incident Name:	**2. Incident (EON) Number:**

3. Planned Release Date/Time: Date: Time:	4. Resource or Personnel Released:	5. Order Request Number:
ICS 221	Date/Time:	

ICS 221
Demobilization Check-Out

Purpose. The Demobilization Check-Out (ICS 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 is a planned process and this form assists with that planning.

Preparation. The ICS 221 is initiated by the Planning Section, or a Demobilization Unit Leader if designated. The Demobilization Unit Leader completes the top portion of the form and checks the appropriate boxes in Block 6 that may need attention after the Resources Unit Leader has given written notification that the resource is no longer needed. The individual resource will have the appropriate overhead personnel sign off on any checked box(es) in Block 6 prior to release from the incident. Please review the Resource Request (ICS 213 RR) forms to ensure that all resources are accounted for during the demobilization process.

Distribution. After completion, the ICS 221 is returned to the Demobilization Unit Leader or the Planning Section. All completed original forms must be given to the Documentation Unit. Personnel may request to retain a copy of the ICS 221.

Notes:
• Members are not released until form is complete when all of the items checked in Block 6 have been signed off. •
If additional pages are needed for any form page, use a blank ICS 221 and repaginate as needed.

Block Number		
1	**Incident Name**	Enter the name assigned to the incident.
2	**Incident (EON) Number**	Enter the EON number assigned to the incident, if applicable.
3	**Planned Release Date/Time**	Enter the date (month/day/year) and time (using the 24-hour clock) of the planned release from the incident.
4	**Resource or Personnel Released**	Enter name of the individual or resource being released.
5	**Order Request Number**	Enter order request number (or agency demobilization number) of the individual or resource being released.

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). • Unit/Leader/Manager/Other • Remarks • Name • Signature	Enter an "X" in the box next to IMT if you are part of an Incident Management Team or enter an "X" in the box next to IMG if you are part of an Incident Management Group. Resources are not released until the checked boxes below have been signed off by the appropriate overhead. Blank boxes are provided for any additional unit requirements as needed (e.g., Safety Officer, Agency Representative, etc.).
	Operations Section	The Demobilization Unit Leader will enter an "X" in the box to the left of those Units requiring the resource to check out. Identified Unit Leaders or other overhead are to sign the appropriate line to indicate release.

	Planning Section ☐ Situation Leader ☐ Documentation Leader ☐ Demobilization Leader	The Demobilization Unit Leader will enter an "X" in the box to the left of those Units requiring the resource to check out. Identified Unit Leaders or other overhead are to sign the appropriate line to indicate release.
	Logistics Section ☐ Supply Unit ☐ Communications Unit ☐ Food Unit ☐ Ground Support Unit ☐ Facilities Unit ☐ Medical Unit	The Demobilization Unit Leader will enter an "X" in the box to the left of those Units requiring the resource to check out. Identified Unit Leaders or other overhead are to sign the appropriate line to indicate release.
	Finance/Administration Section ☐ Compensation/Claims Unit ☐ Procurement Unit ☐ Cost Unit ☐ Time Unit	The Demobilization Unit Leader will enter an "X" in the box to the left of those Units requiring the resource to check out. Identified Unit Leaders or other overhead are to sign the appropriate line to indicate release.
	Other Section/Staff ☐	The Demobilization Unit Leader will enter an "X" in the box to the left of those Units requiring the resource to check out. Identified Unit Leaders or other overhead are to sign the appropriate line to indicate release.
7	**Remarks**	Enter any additional information pertaining to demobilization or release (e.g., transportation needed, destination, etc.). This section may also be used to indicate if a performance rating has been

			completed as required by the discipline or jurisdiction.
8		**Travel Information**	Enter the following travel information:
		Room Overnight	Use this section to enter whether or not the resource or personnel will be staying in a hotel overnight prior to returning home base and/or unit.
		Estimated Time of Departure	Use this section to enter the resource's or personnel's estimated time of departure (using the 24-hour clock).
		Actual Release Date/Time	Use this section to enter the resource's or personnel's actual release date (month/day/year) and time (using the 24-hour clock).
		Destination	Use this section to enter the resource's or personnel's destination.
		Estimated Time of Arrival	Use this section to enter the resource's or personnel's estimated time of arrival (using the 24-hour clock) at the destination.
		Travel Method	Use this section to enter the resource's or personnel's travel method (e.g., POV, air, etc.).
		Contact Information While Traveling	Use this section to enter the resource's or personnel's contact information while traveling (e.g., cell phone, radio frequency, etc.).
		Departure Location:	Use this section to enter your departure location.
		Office/Center/Region/District Notified	Use this section to enter the office, center, region, district that was notified of the resource's travel. List the name (first initial and last name) of the individual notified and the date (month/day/year) he or she was notified.
		Reservation, Flight, or Train Number	Use this section to enter your reservation, flight, or train number.
9		**Reassignment Information** ☐ Yes ☐ No	Enter whether or not the resource or personnel was reassigned to another incident. If the resource or personnel was reassigned, complete the section below.

Block Number		
	Incident Name	Use this section to enter the name of the new incident to which the resource was reassigned.
	Incident (EON) Number	Use this section to enter the EON number of the new incident to which the resource was reassigned.

Block Number		
	Location	Use this section to enter the location (city and State) of the new incident to which the resource was reassigned.

	Order Request Number	Use this section to enter the new order request number assigned to the resource or personnel.
10	**Prepared by** • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (using the 24-hour clock).