

**COAST GUARD SECTOR NEW YORK, NY
HURRICANE SANDY POLLUTION RESPONSE Incident Management Team**

DEMOBILIZATION PLAN

INCIDENT: **HURRICANE SANDY POLLUTION RESPONSE**

LOCATION: **STATEN ISLAND, NY**

DATE & TIME PREPARED: **07 NOVEMBER 2012**

APPROVED BY: CDR Doucette

TITLE: CG IC

APPROVED BY: LCDR Eldridge

TITLE: OSC

APPROVED BY: LCDR McCormack

TITLE: LSC

APPROVED BY: Mr. Primeau

TITLE: SOFR

PREPARED BY: LT Jason Marineau

TITLE: Deputy PSC

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DEMOBILIZATION PLAN

This Demobilization Plan contains five (5) sections:

1. General Information
2. Responsibilities
3. Release Priorities
4. Release Procedures
5. Travel Information

1. General Information

All personnel will demobilize from the Incident Command Post.

The size and location of the Incident Command Post on Staten Island, NY lends itself to holding a small number of surplus personnel and equipment during the time it takes to process all of the releases in a safe and efficient manner.

All releases of resources from the Incident will be initiated in the Deputy Planning Section Chief after the approval of the Operations Section Chief and the Planning Section Chief.

No resources are to leave the Incident until authorized to do so.

The Logistics Section will provide for all ground transportation of released personnel and equipment.

ICS 214 Forms with lessons learned shall be submitted by all personnel prior to departure

The Planning Section Chief and/or Demobilization Unit Leader will assist the Logistics Section with any flight arrangements.

All property, including rental vehicles shall be properly returned and appropriate records forwarded to Finance/Cost Documentation and included on travel claims if authorized.

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

- A. No person(s) will be released without having a MINIMUM of 10 hours rest unless specifically approved by the IC or SOFR.
- B. Personnel performing Dive Operations must receive a MINIMUM of 24 hours recovery time prior to flying.

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- C. All resources and personnel MUST be able to arrive at their home base prior to 1600 hours the following day unless authorized overnight accommodations or delay in accordance with OFFICIAL Travel Orders and/or with the Joint Federal Travel Regulations (JFTR).

- D. All Command and General Staff, DIVS, Single Resources and ICP members will be thoroughly briefed prior to leaving the Incident. The briefing should include:
 - a. Method of travel
 - b. Personnel
 - c. Destination
 - d. ETD Incident/ETA Home Base
 - e. Transportation arrangements
 - f. ICS 214 Forms with lessons learned shall be submitted

- E. To prevent delays and work overloads:
 - a. Notify Logistics/Finance as soon as resources are identified for demobilization at least 24 hours in advance.
 - b. Command and General Staff will be notified a minimum of 24 hours in advance.
 - c. Single Resources and ICP members will be notified when their Demobilization process begins

2. Responsibilities

Section Chiefs are responsible for determining resources surplus to their needs and submitting lists to the Planning Section Chief.

Planning Section is responsible for:

- 1. Preparation, review, and approval of the Demobilization Plan.
- 2. Compiling “Tentative” and “Final” Release Sheets.
- 3. Making all notifications regarding tentative and final releases from the incident.
- 4. Ensure all signatures are obtained on the Demobilization Checkout form ICS 221.
- 5. Monitoring the Demobilization Process and make any adjustments.
- 6. Assist Operations Section Chief in documentation closeout of Incident.

Incident Commander is responsible for:

- 1. Establishing the release priorities.
- 2. Review and approve the Demobilization Plan.
- 3. Review and approve all tentative release sheets.

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The Operations Section Chief is responsible for:

1. Review and approve the release priorities.
2. Review and approve the Demobilization Plan.
3. Review and forward tentative release sheets to PSC.
4. Collecting ICS 214 Forms with lessons learned.

The Safety Officer is responsible for:

1. Identifying any special safety considerations for the Demobilization Plan.

The Logistics Section Chief is responsible for:

1. Assist personnel in making flight arrangements for released personnel.
2. Review and approve the Demobilization Plan.
3. Ensure all personnel scheduled for release have good facilities for proper rest.
4. Ensure all sleeping and work areas are cleaned up before personnel are released.
5. Ensure all lodging and rental car bills are paid in full.
6. Ensure that all non-expandable items are returned or accounted for prior to release.
7. Ensure that there is adequate ground transportation during the release process including transportation to the airport.
8. Ensure that all radios and phones are returned or accounted for.
9. Ensure all accountable property procured at the incident is transferred to FEMA.

3. Release Priorities

Release priorities have been established by the IC and will be implemented by the Sections Chiefs.

- All Contracted Resources.
- Out of Area USCG Personnel.
- All drilling Reservists will be demobilized back to their home unit.
- Local USCG Personnel.

4. Release Procedures

All Single Resources and members shall be released at the same time to allow for after action issues and smooth transitions.

Section Chiefs will identify surpluses within their units and submit a list to the Planning Section.

Section Chiefs must identify those personnel planning to take leave in New York or enroute to their home unit after the incident assignment prior to return to the home unit. Member must have, in writing, leave approval from the home unit supervisor.

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Logistics Section must be given at least 24 hour notice for all resources needing flight arrangements.

When final approval for releases is obtained, the Planning Section will:

Notify personnel to be released.
Give final release notification and briefing.

All personnel will take the Demobilization Checkout form ICS 221 to:

Logistics and return communication equipment if issued, rental vehicle if issued, ensure all facilities are clean, and return all expendable supplies, ensure LSC signs the ICS 221 Demobilization Checkout form.

Operations to turn in and close out of all personnel and equipment time records (daily's and time sheets), ensure OPS sign's the ICS 221 Demobilization Checkout form.

Planning Section will be the last stop in the release process and:

Document any lessons learned.

Sign off the ICS 221 Demobilization Checkout form, ensure "T" card information is complete, notify home unit of ETD and ETS, destination and travel arrangements, collect and file all demobilization paperwork.

5. Travel Information

All resources will have a minimum 10 hours of rest prior to being released from the incident.

Personnel traveling on commercial aircraft will be given time to shower and dress in clean clothes.

All personnel must meet agency-specific requirements regarding travel unless authorized overnight accommodations or delay in accordance with OFFICIAL Travel Orders and/or with the Joint Federal Travel Regulations (JFTR).

All release resources, upon arrival at their home unit, will check-in with their unit and the Incident Command Post at (347) 515-6420 or the Sector New York IMT at (718) 354-4152.

Members who are required to travel longer than 14 hours in one day shall check-in with the Incident Command Post at (347) 515-6420 or the Sector New York IMT at (718) 354-4152.prior to next day's travel.