



# **DEMOBILIZATION PLAN**

**Harris County Office of Homeland Security  
and Emergency Management**

**April 2015**

## **Demobilization of All Personnel**

All releases from your section will be initiated by your Section Chief. No resources are to leave the Incident until authorized to do so. Any exceptions to the above will require written approval from your Section Chief.

Unit Leaders will identify surplus resources within their units and obtain approval by the Section Chief to allow the surplus personnel to demobilize. Once authorized by the Section Chief, the personnel authorized for demobilization shall complete all processes and documentation required for demobilization.

## **Demobilization of Section Chiefs/Command Staff**

Section Chiefs will identify surplus resources within their units and authorize the surplus personnel to demobilize. Once authorized, the Section Chief will complete an ICS-221 Form for each person in their section authorized for demobilization.

All releases of Command or General staff or entire sections/branches/groups from the incident will be initiated by the Incident Commander. **No resources are to leave the Incident until authorized to do so!**

Prior to their section/branch/group being released, all Command and General staff shall ensure the completion of all tasks listed on the Section Chief Demobilization Checklist and complete the form respectively and in its entirety.

**Any exceptions to the above will require written approval from the Incident Commander**

### **Release Priorities**

1. Incident Command has established the following release priorities:
2. Local Assets
3. County/City Support Personnel
4. Mutual Aid Assets/Support Personnel
5. Private Contractors
6. Shelter Facilities and Crews
7. State Facilities and Crews
8. Harris County Office of Emergency Management Staff

Clearance for emergency demobilization is to be approved by the appropriate Section Chief, Incident Commander, or Agency/Regional Representative. The “clearing party<sup>1</sup>” shall be responsible for ensuring all items required for demobilization are completed as required according to this document.

---

<sup>1</sup> The “clearing party” refers to the individual providing the clearance for the emergency demobilization (i.e. Section Chief, Incident Commander, or Agency/Regional Representative).

## **Individual Duties for Returning to Normal Operation**

All personnel in a supporting role to an incident coordinated by the Harris County Office of Homeland Security and Emergency Management (HCOHSEM) shall ensure their timesheet is completed accurately and submitted to their normal supervisor (i.e. not the supervisor under the incident command structure) as necessary.

Normal supervisors may require their employees supporting the HCOHSEM incident to have their “incident supervisor<sup>2</sup>” initial their timesheet(s) to verify their time spent on the incident. If this is required, notify your incident supervisor **prior to demobilizing** so your timesheet can be completed and signed as necessary.

Any employee experiencing symptoms of secondary trauma (i.e. inability to maintain focus, sleep disturbance, mood swings, etc.) can seek assistance through the Harris County Employee Assistance Program (EAP) by contacting 1-800-588-8417.

All personnel who held a supporting role in an incident coordinated by HCOHSEM are welcome to participate in the incident After Action Report (AAR) sponsored by HCOHSEM. Information pertaining to the AAR will be distributed from this office.

## **Travel Information/Safety**

All personnel should take extra caution when driving to their destination. Remember to adhere to the “Turn around, don’t drown” policy. Do not drive through floodwaters and maintain a safe driving speed for the current conditions at time of demobilization. If at all possible, have a contact person (family or co-worker) you can call in case you get stranded or break down.

---

<sup>2</sup> The “incident supervisor” refers to the supervisor of an employee while in the incident command structure for an incident (i.e. the *Deputy Planning Section Chief’s* incident supervisor would be the *Planning Section Chief*).