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## Incident Transition and Demobilization Plan Hurricane Dennis Response Maxwell Air Force Base Mobilization Center

**Date:** July 19, 2004  
**Subject:** Transition Plan for Demobilization of Maxwell AFB MOB Center

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This Plan details the proposed demobilization of the Federal Emergency Management Agency (FEMA), U.S. Army Corps of Engineers (USACE), and California Interagency Incident Management Team #1 from Maxwell Air Force Base (AFB) MOB Center in Montgomery, Alabama. The MOB Center is managing receiving/distribution of relief supplies for Hurricane Dennis. The mission is evolving to the point that current MOB Center staffing levels will not be needed in the near future. The Transition and Demobilization Plan will guide the orderly transfer of command for the Hurricane Dennis Response and provide final closeout of the Incident between FEMA, CIIMT#1, USACE, and Maxwell AFB.

### INCIDENT OBJECTIVES

1. Provide a safe working environment for all incident personnel
2. Pre-position commodities to support preparations for Hurricane Emily and future response(s) for the 2005 Hurricane Season.
3. Implement and maintain an asset tracking system that provides accurate and timely inventory information.
4. Provide logistical support for the Maxwell AFB Mobilization Center
5. Continue to integrate all agency functions through participation in planning, implementation and final documentation for future MOB center activations.
6. Conduct all operations in a cost effective and efficient manner.

**STAFFING NEEDS:** To complete site restoration/rehabilitation and pre-positioning of remaining commodities for the 2005 Hurricane season.

### FEMA INCIDENT COMMAND LOGISTICS

- Provide final disposition location for remaining commodities (110 trailers) under contract to Department of Labor ((DOT).
- Government furnished phones returned to APO.

- Government purchased equipment returned to APO for storage or return to appropriate facility.
- Assure Base Operations facilities and equipment are cleaned and put back to original condition.
- All Incident related signs will be removed from walls.
- Resources needed beyond demobilization of CIIMT#1 will include 12 FEMA personnel, including John Siddons as the lead representative and (4) Level IV Law Enforcement Officers for gate security. Security will report to John Siddons. They need to be demobed from the Incident by Monday, July 25. It is anticipated FEMA will be closing the MOB Center over the weekend, so their demob date may be sooner.

#### **USACE**

- Beginning July 20, 2005, at 1000 hours, all USACE personnel and equipment will be demobed from this incident. The only remaining personnel will be those assigned to the on-base station. No needs anticipated at this time.

#### **USFS-IMT**

#### **COMMAND**

- Closeout package prepared and copies distributed.

#### **SAFETY**

- Any outstanding safety issues have been identified and mitigated.

#### **OPERATIONS (Site Rehabilitation with concurrence from Maxwell AFB)**

- Current Staging area (Airfield/Truck Stop Area) closed.
- All equipment removed and returned to the appropriate source.
- All signs, flags and cones removed and returned to appropriate source.
- Remove snow fencing from airfield perimeter.
- Environment waste spots (fuel and oil) treated and all hazardous materials disposed of properly and/or documented.
- All leased items (dumpsters, generators, lights, porta-potties, trailers, etc.) are scheduled for pick-up prior to departure.
- Gates are all installed back to original condition and in good working area. No damage is noted.
- Cleanup all areas and remove all trash and cigarette receptacles.
- Roads leading into base and/or airfield area:
  - Airfield area – ensure they meet or exceed standards and no damage is noted.
  - Roads on Base - ensure they meet or exceed standards and no damage is noted.

#### **PLANS**

- Transition all planning section functions to appropriate personnel for the following:
  - Final Hurricane Dennis Response Narrative (hard copy & electronic)
  - Provide Final Documentation Package
  - Demobilization of resources closed out with Alabama Incident Coordination Center and a list provided of remaining resources.

## **LOGISTICS**

- Provide facilities for remaining personnel, if any, assigned to MOB Center.
- Facilitate a plan for providing security at entry gates utilized for the mission.
- Facilities used by IMT will be cleaned and restored to original condition.

## **FINANCE/ADMIN**

- Provide closeout cost package and documentation.
- All Compensation claim issues resolved prior to transition.
- All financial packages are processed and forwarded to appropriate agency contacts, up to the time of the transition.
- Ensure all payment packages have been closed out or transferred to FEMA Contracting Officer.

## **PROPERTY ACCOUNTABILITY**

- All accountable items and consummable property will be inventoried and transferred to the appropriate person and/or Agency

## **SPECIFIC DEMOBILIZATION PROCESS**

As soon as FEMA notifies IMT that resources are surplus:

- There will be a planning meeting with USACE, USFS-IMT, Maxwell AFB, DOT, and FEMA
- Non essential personnel who can be released will be identified.
- The IMT, through the Planning Section, will compile a demobilization schedule with:
  1. Dates and times when resources can be released;
  2. Departure points (i.e., home jet ports and/or city);
  3. Request numbers;
  4. Transportation needs
- The IMT will FAX the demobilization schedule to SACC 24 hours in advance of the first proposed release. Once the demobilization has been approved by SACC, the IMT will be notified.
- SACC will simultaneously make all air transportation arrangements and confirm with IMT.
- SACC will initiate all appropriate unit notifications.

## **RELEASE PRIORITIES:**

- Forest Service cache items
- Miscellaneous overhead
- IMT, USAGE, FEMA teams
- FEMA Logistics will be the last personnel out

## **IMT RESPONSIBILITIES**

1. Incident Commander will be responsible for the overall demobilization and coordination with FEMA.
2. Planning Section will be responsible for all Demobilization scheduled work and coordination with SACC.
3. Logistics will be responsible for return of all cache items, rental vehicles for IMT and Nextel phone system used on incident.
4. Finance Section will be responsible for all cost reporting and contractual closeouts.
5. Payment for motel(s) will be accomplished by Procurement Unit Leader before departure.
6. Complete a pre-demobilization briefing/walk-through with personnel from Maxwell AFB, FEMA, and IMT.

Approved BY: \_\_\_\_\_  
 Planning Section Chief

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

\_\_\_\_\_  
 Logistics Section Chief

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

\_\_\_\_\_  
 Incident Commander, USFS-IMT

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

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 Incident Commander, FEMA

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

\_\_\_\_\_  
 Incident Commander, USACE

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