

SEARCH INCIDENT DEMOBILIZATION / POST MISSION PLAN

Incident Name: _____ Date Ending: _____

This checklist is intended as a guideline for Overhead Team Members only. Tasks specific to the incident, not identified on this form should be addressed as necessary.

General Information	<p>This plan consists of some common tasks that will need to be addressed when a search incident enters the demobilization stage. The tasks identified herein are not complete as every incident is unique in nature and may have specific requirements not outlined in this document.</p> <p>This document is intended as a tool to assist the search manager and overhead team during the process demobilization and post mission tasks.</p>	
Responsibilities	Search Manager	Is responsible for the safe and orderly demobilization of any search incident. The search manager will ensure all aspects of demobilization will be considered and acted upon as required.
	Overhead Team	As applicable, and in consultation with the search manager, members of the overhead team will assume responsibility for all items identified herein that apply to their function. If resources are limited and functions have been combined, team members will coordinate activities amongst group
	Team Leaders	Where possible, team leaders will be responsible for the safety of their team members, ensuring directions from the overhead team are adhered to, and all members demobilize and return home safely.
	Search Members	All participants in search incidents will be responsible for ensuring that all directives of the overhead team are followed for a safe demobilization. Search members are responsible for their personal safety at all times and the well being of their team members. All are encouraged to assume a level of responsibility for their team members until all have returned home safely.

Personnel Release Priorities

Sub Topic	Action Item	Yes	No	Assigned To
Searchers Release Priorities Recall All Search Teams	Are all searchers accounted for?			
Stand Down Resources	Search Resources in Transit			
Equipment	Teams and Resources on Standby			
	Stand down all equipment on standby			
	Stand down all equipment en-route			
	Stand down all equipment in field			
Debrief All Returning Teams	Team Leaders Formally Debriefed			
	All issued equipment returned			
	Inform of Critical Incident Stress Defusing			
	Issued with Expense Claim Forms			
	Issued with Critique Form			
Release Search Teams	Release Searchers as Available			
	Designate Return Routes and team individuals as possible for individual safety			
Notify Call Out People	Notified of Stand Down / Demobilization			
	Notified of Defusing / Critique			

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Sub Topic	Action Item	Yes	No	Assigned To
	Call out to arrange defusing with Fire Chief?			

Media Notifications

Sub Topic	Action Item	Yes	No	Assigned To
Prompt Tasking Agency	"Prompt" Tasking Agency to Issue Press Release			
Family Wishes	Does Family Wish to Deal With Media Inquiries?			
Miscellaneous				

Administrative Tasks

Sub Topic	Action Item	Yes	No	Assigned To
Refill All Files	Replace all products (forms, etc) used during course of search Check both SARCAR and Fire hall files if both used Refer to latest version of "SAR Management Files" (PCSAR DOC-31) Have complete set in Fire hall at expense of pulling files from the SARCAR (firehall set are mobile and can be used in SARCAR if required) Make needed photocopies from "Document Originals binder (copier available at Fire hall or Ray Davidson's Office or Pincher Office Supply – charge to PC SAR and list incident name)Office equipment available from Pincher Office supply (charge to PC SAR and list incident name)			
	Return all maps to map drawer and confirm against inventory list			
Back in Service Notifications	RCMP Pincher Creek Emergency Services			
Sign Out	All searchers are to sign out			
White Board Info	Transfer all information from white boards (inside and out)			
WCB Claims	Complete and file any required WCB claims for injured searchers			
Lost Person Report	Complete last 2 pages of report and submit to RCMP / Tasking Agency			
Incident Brief	Summary (1 – 2 paragraph) of incident for SAR binder see http://pcsar.webhop.org/zope/wiki/CritiqueTask			
Critical Incident Stress Defusing	Schedule CIS Defusing session and advise all search participants			

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Sub Topic	Action Item	Yes	No	Assigned To
	Schedule within 12 – 36 hrs of incident completion (in evening is best)			
	Consider family / job / time constraints on individual searchers			
Critique	see http://pcsar.webhop.org/zope/wiki/CritiqueTask Schedule critique time and location			
	Advise call out team to notify searchers			
	Advise outside resources / groups			
	Advise RCMP / tasking agency			
	Manager not involved with incident to chair <ul style="list-style-type: none"> • Chair runs critique and compiles notes gathered at critique • Chair disseminates info and assigns actionable items • Shares critique info with tasking agency , SAR exec., Managers, etc. 			
File all Papers	Get copy of files from last search manager (may be another SAR group)			
	Make colour photocopies of mylar covering map to preserve content – store in binder			
	Gather and organize search materials / forms used and add to SAR binder. Keep at least one copy of each paper			
	Sort by operations period			
	Group into manager, planning, logistics, operations			
Statistics	Sign in sheet			
	List who came from each organization, what op periods they attended			
	List total # of different resources used			
	List total hours on search			
	Search statistics to researchers			
	Copy of sign in list to membership coordinator			

Equipment

Sub Topic	Action Item	Yes	No	Assigned To
SAR Equipment Returned?				
GPS's	<ul style="list-style-type: none"> • Number of units returned • Batteries replaced? • Working condition? 			
VHF Radios	<ul style="list-style-type: none"> • Number of units returned • Working condition? • All batteries drained? (After every search) • All batteries recharged? (After every search) • Returned to Firehall? • Returned to Agency? (if borrowed) 			
FRS Radios	Verify all returned			

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Sub Topic	Action Item	Yes	No	Assigned To
	Verify all working			
	Verify all charged			
Satellite Phones	Verify all returned			
	Verify all working			
	Verify all batteries charged			
Photocopier Printer	Verify all parts returned			
	Restock. See PCSAR Doc-98			
	Verify working. See PCSAR Doc-99.			
SAR CAR	Fuel bus			
	Clean and remove garbage			
Rescue Sleigh				
Other Equipment Returned	(note type and details as per above)			

Financial

Sub Topic	Action Item	Yes	No	Assigned To
Charge back	Determine if PC SAR will charge for this operation (usually yes, there have been a few exceptions)			
	Determine or negotiate rates with tasking agency			
	Inform other teams of Tasking Agency's expense procedures			
Expense Sheets	Collect expense forms from all PC SAR members			
	Collect expense information on <ul style="list-style-type: none"> • SARCAR • Damaged / lost equipment • Satellite phone • Replacement supplies 			
	Bill Tasking agency			

Food

Sub Topic	Action Item	Yes	No	Assigned To
	Store and preserve left over food and drink			

Lost and Found

Sub Topic	Action Item	Yes	No	Assigned To
Establish Lost & Found List	Circulate to all groups			

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Sub Topic	Action Item	Yes	No	Assigned To

Incident Review

Sub Topic	Action Item	Yes	No	Assigned To
Pre-Plan / Search Managers Team	Review Incident			
	Action Identified Items			
Board	Review Incident			
	Action Identified Items			
Thank you's	Thank individuals and organizations that supported the effort.			

Miscellaneous

Sub Topic	Action Item	Yes	No	Assigned To
Update this document	Make changes so it will be easier for next time it has to be used.			

