

PCSAR Doc-74 Search Incident Demobilization / Post Mission Plan/Doc

From PCSAR

Incident Name:

MOCK

Date Ending:

2019-07-15

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.

1 General Information

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.

This document is intended as a tool to assist the search manager and overhead team during the process demobilization and post mission tasks.

2 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.

3 Personnel Release Priorities

Action	Completed	Won't do n/a	Assigned to
Recall All Search Teams			
Are all searchers accounted for?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stand Down Resources			

Search Resources in Transit			
Teams and Resources on Standby			
Equipment			
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			
Call out to arrange defusing with Fire Chief?			

4 Media

Action	Completed	Won't do n/a	Assigned to
Request Tasking Agency to issue media release			
Determine whether family wishes to deal with media inquiries			

5 WCB

Action	Completed	Won't do n/a	Assigned to
Complete and file any required WCB claims for injured searchers			

6 CISM

Action	Completed	Won't do n/a	Assigned to
Critical Incident Stress Defusing			
Schedule CIS Defusing session and advise all search participants			
Schedule within 12 - 36 hrs of incident completion (in evening is best)			
Consider family / job / time constraints on individual searchers			

7 Administrative Tasks

Action	Completed	Won't do	Assigned to
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		n/a	
Refill Overhead Files			
Replace all products (forms, etc) used during course of search			
<ul style="list-style-type: none"> overhead box at fire hall overhead files in filing cabinet in MCP 			
Refer to latest version of "SAR Management Files" (PCSAR Doc-31)			
Have complete set in Fire hall at expense of pulling files from the MCP (firehall set are portable and can be used in MCP if required)			
Office supplies 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			
<ul style="list-style-type: none"> RCMP Pincher Creek Emergency Services 		/	
Sign Out			
All searchers are to sign out		/	
White Board Info			
Record/photograph all information from white boards (inside and out)		ND	

8 Equipment

Action	Completed	Won't do n/a	Assigned to
SAR Equipment Returned?			
GPS's			
Number of units returned	/		
Batteries replaced?	/		
Working condition?	/		
VHF Radios			
Number of units returned	/		
Working condition?	/		
All batteries recharged? (After every search)	/		
Returned to Firehall?	/		
Returned to Agency? (if borrowed)	/		
FRS Radios			
Verify all returned	/		
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.			
Mobile Command Post			
Fuel mobile command post			
All radios turned off?			
Clean and remove garbage			
SAR Truck			
Fuel truck			
Plug in block heater (winter)			
Turn off 2-way radio			
Verify trailer is locked			
Rescue Sleigh			
Food			
Store and preserve left over food and drink			
Other Equipment Returned (note type and details as per above)			
Establish Lost & Found List			
Circulate to all groups			

9 Financial

Action	Completed	Won't do n/a	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"> ▪ MCP ▪ Damaged / lost equipment ▪ Satellite phone ▪ Replacement supplies 			
Bill Tasking agency			

10 Record Keeping

Action	Completed	Won't do n/a	Assigned to
Filing			
Get copy of files from last search manager (may be another SAR group)			
Make colour photocopies/photographs 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			
Copying			
Determine whether Tasking Agency wants to keep originals of files			
Scan documents to wiki or make colour photocopies for our records if giving originals to tasking agency. Consider scanning anyway for easier future reference.			

11 Reporting

Action	Completed	Won't do n/a	Assigned to
Permission to share			
Obtain permission from the Tasking Agency to share information			
Obtain permission from the Office of the Fire Commissioner to share information			
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 Administrator for members' participation records			
Report			
Complete last 2 pages of report and submit to RCMP / Tasking Agency			

Create entry for incident on the wiki			
File incident report on D4H			
Incident Brief			
Summary (1 - 2 paragraph) of incident for SAR binder see http://pcsar.webhop.org/zope/wiki/CritiqueTask			

12 Critique

see <http://pcsar.webhop.org/zope/wiki/CritiqueTask>

Action	Completed	Won't do n/a	Assigned to
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 chair critique			
Critique chair writes report of critique suggestions.			
Critique report distributed to all participants and committees/organizations suggestions referred to.			

13 Incident Review

Action	Completed	Won't do n/a	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.			

14 Miscellaneous

Action	Completed	Won't do n/a	Assigned to
Update this document.			
Make changes so it will be easier for next time it has to be used.			

15 Notes

16 Sign off

Sheet Completed by:

- Search Manager (name):
- Date:
- Signature:

Co-Signed by:

- Overhead Team Member (name):
- Date:
- Signature:

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