

ICS 221

Demobilization Check-Out

Purpose. The Demobilization Check-Out (ICS 221) ensures that resources checking out of the incident have completed all appropriate incident business, and provides the Planning Section information on resources released from the incident. Demobilization is a planned process and this form assists with that planning.

Preparation. The ICS 221 is initiated by the Planning Section, or a Demobilization Unit Leader if designated. The Demobilization Unit Leader completes the top portion of the form and checks the appropriate details in Block 11 that may need attention after the Resources Unit Leader has given written notification that the resource is no longer needed. The individual resource will have the appropriate overhead personnel sign off on any checked box(es) in Block 11 prior to release from the incident.

Distribution. After completion, the ICS 221 is returned to the Demobilization Unit Leader or the Planning Section. All completed original forms must be given to the Documentation Unit. Personnel may request to retain a copy of the ICS 221.

Notes:

- Members are not released until form is complete when all of the items checked in Block 6 have been signed off.
- If additional pages are needed for any form page, use a blank ICS 221 and repaginate as needed.

| Block Number | Block Title | Instructions |
|--------------|--|---|
| 1 | Incident Name/Number | Enter the name/number assigned to the incident. |
| 2 | Date Time | Enter the Date and Time the form was prepared |
| 3 | Demobilization Number | Each ICS 221 form will be assigned a consecutive number. |
| 4 | Unit or Personnel | Enter name of the individual or resource being released. |
| 5 | Transportation Type/Number | Enter flight number, bus number, name of transportation service if applicable – enter N/A if travelling in POV. |
| 6 | Actual Release/Date Time | Enter the actual date of release and time resource was released |
| 7 | Manifest Completed? Y or N | Manifests for crews will be required for any agency aircraft, charter flights, buses, as an inventory of personnel travelling with the group. Not all resources will require manifests. |
| 8 | Destination | Enter the final destination of the resource being released |
| 9 | Notify | Enter location, date and name of the contact from the agency the person is returning to |
| 10 | Unit Leader Responsible for Collecting Performance | Self-explanatory |
| 11 | Resource or Personnel You and your resources are in the process of being released. Subject to Sign-Off from the following | Resources are not released until the checked boxes below have been signed off by the appropriate overhead. Blank boxes are provided for any additional unit requirements as needed (e.g., Safety Officer, Agency Representative, etc.). |
| | Logistics Section <input type="checkbox"/> Supply Unit <input type="checkbox"/> Communications Unit <input type="checkbox"/> Facilities Unit <input type="checkbox"/> Ground Support Unit | The Demobilization Unit Leader will enter an "X" in the box to the left of those Units requiring the resource to check out. Identified Unit Leaders or other overhead are to sign the appropriate line to indicate release. |

| Block Number | Block Title | Instructions |
|--------------------------|--|--|
| 11 (continued) | Finance/Administration Section <input type="checkbox"/> Time Unit | The Demobilization Unit Leader will enter an "X" in the box to the left of those Units requiring the resource to check out. Identified Unit Leaders or other overhead are to sign the appropriate line to indicate release. |
| | Other Section/Staff <input type="checkbox"/> | The Demobilization Unit Leader will enter an "X" in the box to the left of those Units requiring the resource to check out. Identified Unit Leaders or other overhead are to sign the appropriate line to indicate release. |
| | Planning Section <input type="checkbox"/> Documentation Leader <input type="checkbox"/> Demobilization Leader | The Demobilization Unit Leader will enter an "X" in the box to the left of those Units requiring the resource to check out. Identified Unit Leaders or other overhead are to sign the appropriate line to indicate release. |
| | Remarks | Enter any additional information pertaining to demobilization or release (e.g., transportation needed, destination, etc.). This section may also be used to indicate if a performance rating has been completed as required by the discipline or jurisdiction. |
| | Prepared by | Enter the Name and signature of person creating the form and include the Date and Time form was completed. |