

FAST TEAM MEMBER DEMOBILIZATION CHECK-OUT (ICS 221)

1. Incident Name/Number:	2. Date/Time:	3. Demob No.
4. Unit/Personnel Released:		
5. Transportation Type/No.		
6. Actual Release Date/Time:		
7. Destination	8. Notified: <input type="checkbox"/> Agency <input type="checkbox"/> Region <input type="checkbox"/> Area <input type="checkbox"/> Dispatch Name: Date:	
9. Unit Personnel <i>You and your resources have been released subject to sign off from the following: Demob. Unit Leader check the appropriate box.</i>		
Logistics <input type="checkbox"/> Supply Unit _____ <input type="checkbox"/> Communications Unit _____ <input type="checkbox"/> Facilities Unit _____ <input type="checkbox"/> Ground Support Unit Leader _____		
Planning Section <input type="checkbox"/> Documentation Unit		
Finance Section <input type="checkbox"/> Time Unit		
Other <input type="checkbox"/> _____ <input type="checkbox"/> _____		
10. Remarks:		
11. Prepared by (Include Date and Time)		
ICS 221		

INSTRUCTIONS FOR COMPLETING THE DEMOBILIZATION CHECKOUT

(ICS FORM 221)

Prior to actual demobilization, Planning Section (Demobilization Unit) should check with Command Staff (Liaison Officer) to determine any agency specific needs related to demobilization and release. If any, add to line Number 11.

Item Number	Item Title	Instructions
1.	Incident Name/No.	Print Name and/or Number of incident.
2.	Date/Time	Enter Date and Time prepared
3.	Demob No.	Enter Agency Request Number, Order Number, or Agency Demobilization Number if applicable.
4.	Unit/Personnel Released	Enter appropriate vehicle or Strike Team/Task Force I.D. Number(s) and Leader's name or individual overhead or staff personnel being released.
5.	Transportation Type/No.	Method and vehicle I.D. Number for transportation back to home unit. Enter N/A if own transportations is provided. *Additional specific details should be included in Remarks, block #12
6.	Actual Release Date/Time	To be completed at conclusion of demobilization at time of actual release from incident. Would normally be last item of form to be completed.
7.	Destination	Location to which Unit of personnel have been released, I.e. Area, Region, Home base, Airport, Mobilization Center, etc.
8.	Area/Agency/Region Notified	Identify Area, Agency, or Region notified and enter date & time of notification.
9	Unit/Personnel Released	Demobilization Unit Leader will identify with a check in the box to the left of those units requiring check-out. Identified Unit Leaders are to initial to the right to indicate release.
10.	Remarks	Any additional information pertaining to demobilization or release.