

Poplar Pipeline Response

Glendive, MT

Incident Resource Allocation Plan

Version 1.0

Prepared On Behalf Of:

Poplar Pipeline Response Glendive, MT

Prepared By:

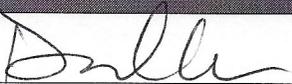
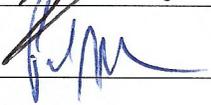
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General Information

Unified Command will approve the demobilization of critical resources identified by command staff prior to demobilization from the incident. Those resources are identified on a daily basis in the daily operational period planning cycle. All releases of contractor's assets from the Poplar Pipeline Response Glendive, MT will be initiated in the Planning Section/Demobilization Unit after Unified Command approval. Governmental agencies will be responsible for their own demobilization processes. Transportation of resources released from the incident will be arranged through the Planning Section/Demobilization Unit and the Logistics Section if necessary.

No resources are to leave the incident until authorized to do so.

The following general guidelines are to be followed:

- 1) No resource will be released without having completed the appropriate ICS-221 Demobilization Checkout form.
- 2) All resources will be thoroughly briefed by the Demobilization Unit and given any travel arrangement information prior to leaving the incident. Each contractor is responsible for the demobilization of their personnel and equipment through the Demobilization Unit. Briefing to include;
 - a. Method of travel,
 - b. Passengers (if any),
 - c. Destination,
 - d. Transportation arrangements,
 - e. Overnight stops (if necessary) and,
 - f. Estimated Time of Departure incident/Estimated Time of Arrival home.
- 3) All resources returning home on commercial aircraft will be required to provide picture ID by the commercial carrier and travel agent.
- 4) All resources requiring air transportation are required to be at the airport two hours prior to the scheduled departure time. All teams must have an accurate manifest reflecting any team changes made since they were mobilized.
- 5) Strike Teams and Task Forces formed at the incident must be disbanded prior to release.
- 6) All Unit Logs available (ICS-214) will be turned into the Documentation Unit prior to release. Additionally, all documentation such as notepads, reports, log books, digital documentation, etc. shall be turned in. (Note: Unit logs (ICS-214) were not implemented during this response.)

ANY EXCEPTIONS TO THE ABOVE WILL REQUIRE WRITTEN APPROVAL FROM THE INCIDENT COMMANDER.

Responsibilities

All incident Unit Leaders are responsible for identifying surplus resources, receiving approval by the Section Chief, and submitting lists to the Planning Section/Demobilization Unit. The Section Chief, prior

to submitting to the Planning Section/Demobilization Unit, must approve surplus resource lists. Submit lists of surplus resources as defined in the general information section of this plan.

The *Unified Command* is responsible for:

- Providing input to the establishment of release priorities
- Approving exceptions to the guidelines.

The *Planning Section Chief/Deputy* is responsible for overseeing the following:

- Preparing ICS-221 and ensuring necessary signatures are obtained on the Demobilization Form for all resources.
- Monitoring the demobilization process and making any needed adjustments.

The *Finance Section Chief* is responsible for:

- Completion of all time and pay processing documents prior to release.
- Documentation of all compensation for injury and claims prior to release.

Release Priorities

Incident Command has established the following release priorities:

- 1) Private Contractors
- 2) Federal resources
- 3) County resources

When possible, resources will be released in groups by geographic location to minimize delays and travel costs. Clearance for emergency demobilization is to be approved by the appropriate Section Chief and Unified Command.

Release Procedures

Completed ICS 221 forms must be returned to the Planning Section/Demobilization Unit as the last step before final release. When completed ICS 221 forms are received, the Demobilization Unit will:

- Send ICS-221, Demobilization Completion Form, and any travel itinerary, as appropriate, to the Documentation Unit for filing.
- The Demobilization Unit Leader will contact the contractor's point of contact to ensure that the demobilization procedures are followed and ensure the appropriate documentation is obtained.
- Each individual shall coordinate with each contractor's point of contact to ensure company procedures are followed.

Travel Information/Safety

All resources released from the incident will meet agency travel requirements, such as restrictions on hours of travel per day.

Individual resources released from the incident are to notify Planning Section/Demobilization Unit AND their home agency if they anticipate significantly different ETA to their next assignment or to the home agency.