

Incident Supply Unit Demobilization (Cache)

These guidelines are intended to assist a Cache Supply Demob Specialist (CDSP). This individual provides the Supply Unit Leader (SPUL) direction in proper demobilization of the incident Supply Unit. The following direction will assist SPUL and CDSP in proper processing, packaging, loading, shipping and documenting the returns of all supplies and equipment to the Northeast Interagency Support Cache (NEK) standards. CDSP should be requested on large incidents and will be sent depending on availability.

Ask the Cache to send an Incident Summary Report. The report lists all the items issued to the Incident.

GUIDELINES

All equipment/supplies being demobed from the incident will be documented on a OF-316 "Interagency Incident Waybill." There will be documentation and accountability for all equipment and supplies removed from the incident. A copy of the Incident Summary Report can be used with the Incident Waybill to eliminate the need to hand write all the items on a shipment. Attach the copy with the items on that shipment highlighted. Be sure to fill out the information required on the header of the Waybill and write on the Hazmat information for those items included in the shipment in the Hazardous Materials Declaration section of the Waybill. The emergency response phone number to include is 800-424-9300.

Normally there are Cache equipment/supplies still being used on the incident after the Supply Unit has sent most shipments back to the NEK. This equipment (especially Trackable property and sensitive equipment such as generators, chainsaws, etc.) should be documented as staying on the incident for further use. The SPUL should document the

name, signature, and position of the person retaining the goods. A copy of the AD-107 "Report of transfer or other Disposition or Construction of Property" temporarily transferring said property should be sent to the NEK.

If property items and supplies are considered unserviceable, lost or destroyed on the incident, an AD-112 "Report of Unserviceable, Lost, Stolen, Damaged or Destroyed Property" should be prepared. If property items are involved, notify the cache as soon as possible.

Equipment should be returned as soon as it is no longer needed. This is usually equipment of which the cache system has a minimal inventory or is of a sensitive nature. Radio modules, pumps, generators, hose rollers, and chainsaws are examples of items that fit this category. This will assist in a faster turn-around through the reconditioning process and enable the equipment to be reissued to another incident if needed.

Contact the Cache to notify them of your demob intentions. As for any special instructions; find out what their hours of operations are. Ensure you send trucks with adequate lead time to travel and unload. Expect the possibility that the drivers will need to stay overnight and return the next day depending on time factors.

All hose will be rolled. Document and destroy any lengths shorter than 50 feet. Red tag or identify an obviously damaged hose greater than 50 feet in length. Unrolled hose will not be accepted by the Cache.

Sleeping bags will be rolled or bundled. Shove nine bags into one to create bundle. Document and destroy any bags that are torn, ripped, or so dirty that they cannot

be cleaned. This will save both shipping and cleaning costs.

Do not ship fuel in equipment or fuel

cans. Drain fuel from lanterns, heaters, generators, saws, orchard heaters, drip torches, etc. Fuel containers and equipment will be drained and purged. Do not return flammable liquids to the Cache. The Cache will not accept any flammable liquids.

Do not ship disposable equipment that has been used; 5 gallon plastic containers

cubitainers, one quart plastic canteens, gloves, files, batteries, etc. Instead, properly dispose of them and document.

Make an attempt to ship full unbroken cases in separate vehicles. If possible, do not mix partial and full cases. Adhering to this guideline when the Supply Units demob begins will assist cache personnel in crediting your incident and assure immediate return of full caches of stock, for reissue.

Separate unused from used supplies. Do not ship together in the same carton. All items shipped in other than original cartons should be marked as to internal contents.

Prior to returning radio cache modules, or other telecommunication kits, make sure they have been appropriately sealed. Have the unit which used the items inventory the units and seal them. Do not ship these units unsealed.

When packing transport vehicles, load heavier items on the bottom. Avoid standing on boxes as this can crush cartons causing destruction of their contents. **DO NOT OVERLOAD VEHICLE.**

Mobile Cache Vans will be returned to the Cache. Do not worry about repacking the Mobile Cache Van with the contents they originally arrived with.

TRANSPORTATION

The Cache has a small fleet of light trucks that are available most of the time for hauling fire equipment and supplies. Other possibilities for transportation are the use of rental or government vehicles on the incident.

Each vehicle loaded to return supplies to the cache will have a Waybill identifying what items are on the vehicle. Include the vehicle number and name of the driver as well as list each item and quantity in the shipment.

Any hazardous material; fusees, LPG, etc., listed will be highlighted in the Hazardous Material Declaration section and the driver advised of the material.

Under no circumstances will any FLAMMABLE LIQUID, (gasoline, diesel, etc.), be transported on vehicles returning to the cache. If there is some question regarding transportation of hazardous material, or whether an item is considered hazardous, or you have placarding questions, contact the Cache.

A copy of the Waybill will be retained by the incident and put in the final documentation package.

The Waybill must be signed by the Supply Unit Leader, thus indicating that the vehicle contains the listed items and is properly loaded.

SUMMARY

Communicate with your servicing Cache and don't be afraid to ask for guidance. Let us know what you are shipping and how and when it will get here. Properly document all property transfers. Control your helpers by giving explicit packing/loading instructions and monitor their progress. Load every vehicle as if you were on the receiving end attempting to unload and credit those supplies from the incident.