

Lesson 8: Checking out of an Incident

Lesson Overview

In Lesson 7, you learned how to work with remote sensing products. In this lesson, you will learn how to transition duties to a replacement and how to check out of an incident.

This lesson should take approximately 10 minutes to complete.

Learning Objectives

By the end of this lesson, you will be able to:

- Recognize how to transition responsibilities to incoming/replacement GIS staff
- Recognize how to check out of an incident

Tying It Back to the Job

This lesson aligns with the following PTB Behaviors/Activities:

- Ensure continuity of operations during the transition of duties to a replacement
- Properly check out of the incident

Leaving an Incident

Depending upon the incident objectives and the severity and stage of the incident, the GIU will both expand and contract as required. The goal is to ensure that the number of personnel available matches the needs of the mission.

As a GISP, you may find yourself leaving an incident under one of two circumstances:

- Transition to a replacement
- Incident closeout

Transition to replacement

Transition occurs when the incident is ongoing, but you are no longer able to remain at the JFO. When this happens, you must pass on your duties to a replacement staff member.

Incident closeout

Incident closeout occurs when the incident is concluding or the JFO is closing. When this happens, you are responsible for ensuring that all assigned GISP tasks are completed.

GISP Transition Responsibilities

As a GISP, some of your major responsibilities during transition are to:

- Document responsibilities and tasks
- Update products to ensure they are:
 - Useable
 - Accurate
 - Professional
- Archive all files
- Brief replacement staff

Document responsibilities and tasks

It is a best practice to provide a written summary that describes daily tasks and the status of all tasks, as well as specialized work processes and tools that may have been developed to streamline analysis. You should also document data workflows and GISP responsibilities for the replacement GISP. This will allow the replacement GISP to get up-to-speed quickly and ensure a smooth transition.

Useable

Ensure that source data is included and files are saved in a format that is universally accessible.

Accurate

Ensure documents have been updated regularly and cross-checked with authoritative sources.

Professional

Ensure that standards have been maintained and symbology and templates follow the FEMA conventions.

Archive all files

Ensure all files are saved electronically in logical order. This will avoid confusion once the replacement GISP takes over responsibilities.

Brief replacement staff

In order to ensure that replacement staff is appropriately set up to carry out their duties, it is critical that there is some time overlap between incoming personnel and personnel who are transitioning out. To ensure that duties are handed over smoothly, this time overlap should ideally be one to two days.

GISP Incident Checkout Responsibilities

Once the GIU closes down at the direction of the Planning Section Chief or at the closure of the JFO, staff members will need to check out. As a GISP, you have responsibilities for completing the check out process. Some of your major responsibilities include:

- Complete the Demobilization Checkout Form
- Obtain a performance appraisal
- Return all equipment
- Check out of the Automated Deployment Database
- Submit final documents

Complete the Demobilization Checkout Form

A Demobilization Checkout Form is required for all staff checking out of JFOs.

Obtain a performance appraisal

Your performance appraisal will be handled by your supervisor. He/she will evaluate and document your performance for an assignment.

Return all equipment

You will need to check out with the Accountable Property Manager (APM) in order to return job-related equipment such as:

- Laptop and specialized GIS hardware and software
- Cellular phone (if applicable)
- Handheld GPS (if applicable)
- Camera (if applicable)
- Air Card (if applicable)

Check out of the Automated Deployment Database (ADD)

To check out of the Automated Deployment Database (ADD), you will need the following information:

- Date of checkout
- Releasing official

Submit final documents

Final documents to be submitted include:

- Timesheet
- Appraisal form
- Travel voucher

Lesson Summary

This lesson presented the following topics:

- Recognize how to transition responsibilities to incoming/replacement GIS staff
- Recognize how to check out of an incident

The next lesson summarizes the course and provides a review of the main points covered in this course.