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| **Reference** | AMSA Transport Arrangements. |
| **Purpose** | This guidance should be observed by officers responsible for the demobilisation of equipment, following the scaling down of an incident or completion of a response. |

## STEP 1: RECEIVE Direction

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| **How direction is received** | Decision is made by the incident controller to terminate or scale down a response. |
| | Direction is received from the Incident Management Team (IMT) to commencedemobilisation of equipment. |

## STEP 2: PLANNING for Demobilisation

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| **Considerations for planning** | Work with the Planning team to develop a Demobilisation Plan which will include the demobilisation of equipment. The Plan should consider thefollowing: |

- Prioritisation for release of equipment;
- Staging areas for equipment;
- Owners of the equipment;
- How the equipment is transported;
- Whether the equipment requires contamination;
- Post incident maintenance.

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| **CONFIRM equipment** | **Confirm** with logistics and obtain a full inventory of equipment allocated to the incident. |
| | **Determine** the owners of the equipment including the home base. |

## STEP 3: Transportation of Equipment

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| **Equipment movement** | **Operations and Logistics** to determine requirements and transport of the equipment to a nominated staging area or warehouse. Ensure all movements are recorded in a log or asset management system. |
| **Organisation of equipment** | Equipment to be organised into two groups: utilised and not utilised. |

- Equipment not utilised can be returned immediately to the owner/stockpile.
  - Arrange transport of equipment either through the logistics team or the owner. Ensure all movements are recorded in a log or asset management system.
- Equipment utilised in the event will require further assessment.

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| **Further assessment** | Additional considerations for the equipment utilised in the event. |

- Has the equipment reached the end of life?  If so, liaise with the owner to determine if it should be written off.
  - Prepare relevant paperwork.
  - Arrange through the waste management team to dispose of the asset alternatively, the owner of the asset can make arrangements.
- If the equipment still has an operational life the following should occur:
  - Arrange for decontamination.
  - Arrange transport of equipment either through the logistics team or the owner. Ensure all movements are recorded in a log or asset management system.

## STEP 4: Post Incident Maintenance

**Equipment not utilised**

**The equipment maintenance providers** should check the items to ensure no damage occurred during transport and Check fluid levels and run up (if appropriate).

If work is required to bring the item up to an operational status this should be reported to the stockpile owner or to the incident management team prior to any work being carried out.

Once the equipment is fully operational, its status should be reflected in the relevant database or asset management system.

All costs associated with returning the asset to being operational should be forwarded to the owners or the IMT for processing.

**Equipment utilised**

**Stockpile maintenance providers** are to undertake standard maintenance on the equipment.

• Any additional work required must be approved by the Incident Controller or equipment owner.

Once the item is fully operational, its status should be reflected in the relevant database or asset management system.

All costs associated with returning the asset to operation should be forwarded to the owners or the IMT for processing.

## STEP 5: Debrief

**Post incident analysis**

Provide input into post incident analysis relating to use and demobilisation of equipment.

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