



Federal Emergency Management Agency
National Urban Search & Rescue Response System



Action Order Form
#: 2025-0008
DEMobilization ORDER

FEMA

I. Event Information:

1) Event name:	Severe Weather		
2) Event description:	Significant heavy rainfall and flash flooding impacted parts of Kentucky and surrounding states.		
3) Action requestor:	<input type="checkbox"/> NRCC	<input checked="" type="checkbox"/> RRCC	4) RRF # requesting this action:
5) Other US&R resources involved in this event:			

Further information can be obtained from the US&R Branch or from NRCC ESF #9 Desk.

II. Resource Information:

1) US&R resource requested:	Red Incident Support Team (See attached roster)		
2) US&R resource type:	US&R IST	3) # of personnel approved:	27
		4) # of Ground Support Personnel (GSP) approved:	8
5) Order effective date & time:	2/21/25 8:00 AM	6) Time Zone:	ET

Ensure compliance w/current medical team certification guidance.

No additional positions, personnel or equipment are to be included in this response without written approval from the US&R Branch.

III. Destination Information:

1) Method of travel:	Air and/or Ground	2) Arrival date & time no later than (NLT):	N/A	3) Time Zone:	ET
4) Destination name:	Home Base				
5) Address:					
City:		State:		Zip:	
6) Destination POC:		7) POC Phone:			

All task force vehicles utilized for this response must comply with the System's current convoy standard.

IV. Instructions / Authorizations:

1) Order instructions:

Per the Action Requestor, the personnel on the attached roster are officially DEMOBILIZED as a FEMA ESF #9 (search and rescue) resource as of the date and time specified above. Timesheets, signed by the IST Leader, or immediate supervisor while deployed, are required. After arrival at your home airport (home if by ground) up to the number of hours specified below will be allowed for the Personnel Rehab Period (PRP). In accordance with 44 CFR 208, an event reimbursement package must be submitted per current FEMA US&R Reimbursement Program requirements to the US&R Branch within 90 days of the end of the PRP. Members on Invitational travel should claim travel costs on a separate travel voucher. You will be contacted via email regarding the travel reimbursement for this mission.

Any airline travel reservations must be made through National Travel at (800) 294-8283. Prior to departure travel itineraries must be provided to the NRCC ESF #9 Desk. Travel progress should be reported every two hours to the NRCC ESF #9 Desk by email or phone (contact info provided in Section V). IST personnel are required to report arrival at their home airport (home if traveling by ground) to the NRCC ESF #9 Desk.

2) Specific authorizations:	Spending Limits:	\$0	Personnel Rehab hours:	48	Cache Rehab hours:	240
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The authorizations above are not to be exceeded without written approval from the US&R Branch.

Reimbursement of salaries, benefits, backfill and other related costs for this mission will be in accordance with 44 CFR 208, the Response Cooperative Agreement and the Memorandum of Agreement between FEMA and the Sponsoring Agency for your task force.

V. Contact Information:

NRCC ESF #9 Desk - Email:	fema-nrcc-sarul@fema.dhs.gov	Phone:	(202) 646-2449
IST ESF-9 Group Sup:	Ted Young	Phone:	303-242-1003
IST ESF-9 Dep. Group Sup:		Phone:	
IST Leader:	Randy Journigan	Phone:	757-615-9392
IST Dep. Leader:	Harry Muns	Phone:	619-517-2326

VI. Special Instructions / Amendments:

VII. FEMA Approval:

1) Signature:	
Title:	Chief, US&R Operations Section

VIII. Task Force Sponsoring Agency Approval:

1) Signature:		The Task Force: <input type="checkbox"/> accepts this Order. <input type="checkbox"/> declines this Order.
Title & TF:		

Any questions concerning this Order should be addressed to the NRCC ESF #9 Desk .

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IX. IST Roster:

IST Roster	Name: Last, First	Task Force:	
1	IST Leader	Journigan, Sr., William Randall	VA-TF2
2	IST Deputy Leader	Muns, Harry	CA-TF8
3	IST Safety Officer	Flanagan, Charlie Joseph	MA-TF1
4	IST Information Officer	Pruitt, Michael	IN-TF1
5	IST Operations Section Chief	Westhoff, Doug Ward	MO-TF1
6	IST Deputy Operations Section Chief	Macedo, Dennis Edward	MA-TF1
7	IST Planning Section Chief	O'Neill, John Henry	PA-TF1
8	IST Deputy Planning Section Chief	Parker, Derek	CA-TF7
9	IST Situation Unit	Meizoso, John	FL-TF1
10	IST Geographic Information System	Rhee, (Hoyong) Ryan	MO-TF1
11	IST Resource Unit	Kaminski, John	OH-TF1
12	IST Structures Specialist	Keating, Peter	TX-TF1
13	IST Hazardous Materials Technical	Dorsey, Tim	MO-TF1
14	IST Logistics Section Chief	Rapp, Mark Anthony	IN-TF1
15	IST Deputy Logs Section Chief	Lygum, Soeren	NY-TF1
16	IST Communications Unit	Bullard, Matthew B	MO-TF1
17	IST Deputy Communications Unit	Kelley, Aaron	AZ-TF1
18	IST Medical Officer	Mlinek, Edward Joseph	NE-TF1
19	IST Deputy Medical Officer	Kue, Ricky	MA-TF1
20	IST Ground Support Unit	Calabro, William	MA-TF1
21	IST POA/Mobilization Center Specialist	Alvarez, Mark	CA-TF8
22	IST Liaison Officer-1	Lesh, Dave	CA-TF6
23	IST Liaison Officer-1	Rouse, Jeffrey Vincent	FL-TF1
24	IST Division/Group Supervisor	Bowron, James	CA-TF4
25	IST Division/Group Supervisor	Ingledue, Jim	VA-TF2
26	IST Liaison Officer-2	Strickland, Jeffery William	FL-TF1
27	IST Liaison Officer-2	Freeman, Tracy	VA-TF2
28	IST Cache - Ground Support	Biddle, Adam	VA-TF2
29	IST Cache - Ground Support	Collins, Anthony	VA-TF2
30	IST Cache - Ground Support	Eason, Derek	VA-TF2
31	IST Cache - Ground Support	Lawver, Derrick	VA-TF2
32	IST Cache - Ground Support	Liebold, Sean	VA-TF2
33	IST Cache - Ground Support	Robinson, Sean	VA-TF2
34	IST Cache - Ground Support	Strohl, Matthew	VA-TF2
35	IST Cache - Ground Support	Trollinger, William	VA-TF2
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X. Action Order Checklist:

Instructions: Complete the following checklist within the listed timelines of receiving the Action Order from the US&R Branch. The completed checklist must be returned to the US&R Branch by email or fax to the address and/or number identified in the Action Order section "V. Contact Information", no later than (NLT) four hours after the effective date/time of the Action Order.

Task:	Complete (circle one):		Date & Time:
1 Review, accept or decline, sign, and return Action Order to the US&R Branch (UB) by email or fax <i>(NLT one hour after receipt)</i>	TF:	Y N	
	UB:	Y N	
2 Confirm appropriate internal notifications are made to Sponsoring and Participating Agency(ies) key personnel <i>(NLT four hours after the effective date and time of the Action Order)</i>	TF:	Y N	
	UB:	Y N	
3 Develop a deployment roster using US&R Form 18-001 for the appropriate task force, as specified in the Action Order, to include names and positions, and submit to the US&R Branch by email or fax <i>(NLT four hours after the effective date and time of the Action Order)</i>	TF:	Y N	
	UB:	Y N	
4 Ensure/Verify adequate transportation is available for personnel and equipment (e.g., buses, vans tractors, trailers) <i>(NLT four hours after the effective date and time of the Action Order)</i>	TF:	Y N	
	UB:	Y N	
5 Prepare US&R Form 18-004 <i>Convoy Plan</i> and submit to the US&R Branch by email or fax <i>(NLT four hours after the effective date and time of the Action Order)</i>	TF:	Y N	
	UB:	Y N	
6 Ensure/Verify Medical/Pharmacy cache is ready for deployment <i>(NLT four hours after the effective date and time of the Action Order)</i>	TF:	Y N	
	UB:	Y N	
7 Complete any special requirements, as defined in section "VI. Special Instructions / Amendments" of the Action Order	TF:	Y N	
	UB:	Y N	

XI. Signatures:

Task Force:

Printed Name, TF, & Title	Signature
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US&R Branch:

Printed Name	Signature
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