

Unit 7: Transfer of Command

Unit Objectives

- Describe the process of transfer of command.
- List the essential elements of information involved in transfer of command.



Unit 7:
Transfer of Command

Visual 7.2

Unit Objectives

- Incident objectives and priorities based on the IAP.
- Current organization.
- Resource assignments.
- Resources ordered and en route.
- Incident facilities.
- Incident communications plan.
- Incident prognosis, concerns, and other issues.
- Introduction of Command and General Staff members.

Unit 7:
Transfer of Command

Visual 7.3

Transfer of Command

Transfer of command is . . .

. . . the process of moving the responsibility for incident command from one Incident Commander to another.



Unit 7:
Transfer of Command

Visual 7.4

When Command Is Transferred

May take place when:

- A jurisdiction or agency is legally required to take command.
- Change of command is necessary for effectiveness or efficiency.
- Incident complexity changes.
- There is a need to relieve personnel on incidents of extended duration.
- Personal emergencies (e.g., Incident Commander has a family emergency).
- Agency administrator/official directs a change in command.

Unit 7:
Transfer of Command

Visual 7.5

A More Qualified Person Arrives

The arrival of a more qualified person does NOT necessarily mean a change in incident command.

The more qualified individual may:

- Assume command according to agency guidelines.
- Maintain command as it is and monitor command activity and effectiveness.
- Request a more qualified Incident Commander from the agency with a higher level of jurisdictional responsibility.



Unit 7:
Transfer of Command

Visual 7.6

Transfer of Command Procedures

Whenever possible, transfer of command should:

- Take place face-to-face.
- Include a complete briefing.
- With minimal disruption.

The effective time and date of the transfer should be communicated to personnel.



Unit 7:
Transfer of Command

Visual 7.7

Transfer of Command Briefing Elements

The transfer of command briefing should include:

- Situation status.
- Incident objectives and priorities based on the IAP.
- Current organization.
- Resource assignments.
- Resources ordered and en route.
- Incident facilities.
- Incident communications plan.
- Incident prognosis, concerns, and other issues.
- Introduction of Command and General Staff members.



Unit 7:
Transfer of Command

Visual 7.8

Documentation: ICS Form 201



Useful Tool
for
Initial Incident
Commander

- The initial Incident Commander can use the ICS 201 to document actions and situational information required for transfer of command.
- For more complex transfer of command situations, every aspect of the incident must be documented and included in the transfer of command briefing.

Unit 7:
Transfer of Command

Visual 7.9

Activity: Challenges and Strategies

Instructions:

- Working as a team, identify the challenges facing an incoming commander and strategies for overcoming these challenges.
- Record your challenges and strategies on chart paper as shown:
- Choose a spokesperson and be ready to present in 15 minutes.

Transfer of Command	
Challenges	Strategies

Unit 7:
Transfer of Command

Visual 7.10

Summary

Are you now able to:

- Describe the process of transfer of command?
- List the essential elements of information involved in transfer of command?



Unit 7:
Transfer of Command

Visual 7.11
