Unit 7: Transfer of Command
This page intentionally left blank.
Unit 7. Transfer of Command

Unit Objectives

At the end of this unit, you will be able to:

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

Scope

- Unit Introduction
- Unit Objectives
- Transfer of Command
- Briefing Elements
- Activity: Transfer of Command
- Summary
UNIT INTRODUCTION

Visual 7.1

Key Points:

The Transfer of Command unit introduces you to transfer of command briefings and procedures.
UNIT OBJECTIVES

Visual 7.2

Unit Objectives

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

Key Points:

The objectives of this unit are as follows:

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

Key Points:

Transfer of command is the process of moving the responsibility for incident command from one Incident Commander to another.
TRANSFER OF COMMAND

Visual 7.4

When Command Is Transferred

- It is legally required.
- It is necessary for effectiveness.
- Incident complexity changes.
- There is a need to relieve personnel on incidents of extended duration.
- Personal emergencies arise.
- Agency administrator directs a change in command.

Key Points:

Transfer of command may take place for many reasons, including 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 arise (e.g., Incident Commander has a family emergency).
- Agency administrator directs a change in command.
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 an Incident Commander with more experience and/or specialized training.
TRANSFER OF COMMAND

Visual 7.6

Transfer of Command Procedures

Transfer of command should:
- Take place face-to-face.
- Include a briefing.

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

Key Points:

One of the main features of ICS is a procedure to transfer command with minimal disruption to the incident. This procedure may be used any time personnel in supervisory positions change.

Whenever possible, transfer of command should:

- Take place face-to-face.
- Include a complete briefing.

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

What would you include in a transfer of command briefing?
BRIEFING ELEMENTS

Visual 7.8

**Briefing Elements**

- Situation status
- Incident objectives and priorities
- Current organization
- Resource assignments
- Resources ordered
- Incident facilities
- Incident communications plan
- Incident prognosis
- Introduction of staff members

---

**Key Points:**

A transfer of command briefing should always take place. The briefing should include:

- Situation status.
- Incident objectives and priorities.
- 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.
Agency policies and incident-specific issues may alter the transfer of command process. In all cases, the information shared must be documented and saved for easy retrieval during and after the incident.

The initial Incident Commander can use the ICS Form 201 to document actions and situational information.

For more complex transfer of command situations, every aspect of the incident must be documented and included in the transfer of command briefing.
ACTIVITY: TRANSFER OF COMMAND

Visual 7.10

Activity: Transfer of Command

Instructions: Working individually...
1. Review the Emerald City Flood update provided in your Student Manual.
2. Review the list of briefing elements and check the items that should be included in the transfer of command briefing.
3. Be prepared to share your answer in 5 minutes.

Key Points:

Activity Purpose: To give you the opportunity to identify the elements that should be included in a transfer of command briefing.

Instructions: Working individually:

1. Review the Emerald City Flood update provided in your Student Manual.
2. Review the list of briefing elements and check the items that should be included in the transfer of command briefing.
3. Be prepared to share your answer in 5 minutes.

Incident Update: Let’s return to the Emerald City Incident. It is now 1800 and the water level is still rising. You are relieving the current Incident Commander for the next operational period. Review the list below and check the items that should be included in the transfer of command briefing.
## ACTIVITY: TRANSFER OF COMMAND

### Visual 7.10 (Continued)

Transfer of Command Activity

<table>
<thead>
<tr>
<th>Briefing Element</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Situation Status</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Incident Objectives and Priorities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Organization</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Expenditures and Anticipated Budget</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resource Assignment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resources En Route or On Order</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Incident Facilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Incident Communications Plan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>News Releases and Media Monitoring Reports</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Incident Prognosis</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Requests from Agency Representatives</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Introduction of Command and General Staff Members</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SUMMARY

Visual 7.11

Summary

Are you now able to:
- Describe the process of transfer of command?
- List the essential elements of information involved in transfer of command?

Key Points:

Are you now able to:

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

The next unit will summarize the key learning points of the course.