

---

## **Unit 7: Transfer of Command**

---

**This page intentionally left blank.**

## **Unit 7. Transfer of Command**

### **Unit Objectives**

At the end of this unit, students 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
- 

### **Methodology**

This unit begins with the unit objectives. Next, the instructor introduces transfer of command by covering when and why command is transferred. After a discussion question, the instructor covers transfer of command briefing elements and forms. The final activity allows the students to apply what they have learned in this unit.

---

## Unit 7. Transfer of Command

### Time Plan

A suggested time plan for this unit is shown below. More or less time may be required, based on the experience level of the group.

| Topic                                | Time              |
|--------------------------------------|-------------------|
| Unit Introduction<br>Unit Objectives | 5 minutes         |
| Transfer of Command                  | 15 minutes        |
| Briefing Elements                    | 10 minutes        |
| Activity: Transfer of Command        | 10 minutes        |
| Summary                              | 5 minutes         |
| <b>Total</b>                         | <b>45 minutes</b> |

### Materials

- PowerPoint visuals 7.1 – 7.11
- Student Manual

**UNIT INTRODUCTION**

**Visual 7.1**



**Instructor Notes: Present the following 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.

FEMA

Visual 7.2  
Transfer of Command

**Instructor Notes: Present the following 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**

---

**Visual 7.3**

---

**Transfer of Command**

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



The image shows two men in uniform, one in a military-style uniform and one in a police or fire uniform, standing at an incident scene. They appear to be in the middle of a conversation, likely the transfer of command. In the background, there is a yellow piece of heavy machinery, possibly a bulldozer or excavator.

 **FEMA**

Visual 7.3  
Transfer of Command

---

**Instructor Notes: Present the following 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.

 **FEMA** Visual 7.4  
Transfer of Command

**Instructor Notes: Present the following 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.

**TRANSFER OF COMMAND**

**Visual 7.5**

**A More Qualified Person Arrives**

A more qualified individual may:

- Assume command.
- Maintain command as it is and monitor command activity and effectiveness.
- Request an Incident Commander with more experience and/or specialized training.



The image shows two individuals, likely emergency responders, sitting at a table and reviewing documents. One person is pointing at a document while the other looks on attentively.

 **FEMA**

Visual 7.5  
Transfer of Command

**Instructor Notes: Present the following key points.**

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 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.**



 **FEMA**

Visual 7.6  
Transfer of Command

**Instructor Notes: Present the following 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.

**BRIEFING ELEMENTS**

**Visual 7.7**



**Instructor Notes: Present the following key points.**

Ask the participants:

**What would you include in a transfer of command briefing?**

Acknowledge the participants' responses. If not mentioned by the group, cover the information on the following page.

**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



 **FEMA**

Visual 7.8  
Transfer of Command

**Instructor Notes: Present the following key points.**

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

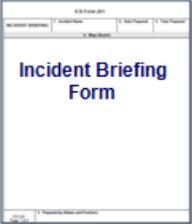
- Situation status.
- Incident objectives and priorities.
- Current organization.
- Resource assignments.
- Resources ordered and en route.
- Incident facilities.
- Incident communications plan.
- Incident prognosis, concerns, and other issues.
- Introduction of Command and General Staff members.

**BRIEFING ELEMENTS**

**Visual 7.9**

**Incident Briefing Form**

- 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.



The image shows a screenshot of the ICS Form 201 Incident Briefing Form. The form is titled "Incident Briefing Form" and includes fields for "Incident Address", "Incident Type", "Incident Date", and "Incident Time". The form is presented in a windowed view with a title bar that reads "ICS Form 201".

 **FEMA**

Visual 7.9  
Transfer of Command

**Instructor Notes: Present the following key points.**

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.

 **FEMA** 

Visual 7.10  
Transfer of Command

**Instructor Notes: Present the following key points.**

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

**Time:** 10 minutes

**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.

**Debrief Instructions:**

1. Monitor the time. When 5 minutes have elapsed, call time.
2. Ask for a volunteer to present one briefing element and tell whether it should be included in the transfer of command briefing.
3. Then ask for another volunteer to present the next element and tell whether it should be included in the transfer of command briefing, and so on.
4. If there is any question about what to include from the list of possible elements, share the answers on the following page with the class.

**Unit 7. Transfer of Command****ACTIVITY: TRANSFER OF COMMAND****Visual 7.10 (Continued)****Answers to Transfer of Command Activity**

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

**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?**

FEMA

Visual 7.11  
Transfer of Command

**Instructor Notes: Present the following 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.