

---

## **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.

The slide features a blue and red decorative banner at the bottom. On the left is the FEMA logo, which includes the text 'FEDERAL EMERGENCY MANAGEMENT AGENCY' around a central emblem. To the right of the logo, the word 'FEMA' is written in large, bold, white letters. Further right, the text 'Visual 7.2' and 'Transfer of Command' is displayed in a smaller font.

---

#### 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 emergency response uniforms. One is wearing a military-style uniform with a beret, and the other is wearing a police or fire department uniform with a peaked cap. They are standing outdoors, possibly at an emergency scene, with a yellow piece of equipment visible in the background. They appear to be in the middle of a conversation, likely related to the transfer of command.

 **FEMA**

Visual 7.3  
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.

 **FEMA** Visual 7.4  
Transfer of 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.

**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 in light-colored uniforms, 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

**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.**



The image shows two individuals, a man and a woman, standing in front of a large map or display board. The man is pointing at a specific area on the map, and the woman is looking at it intently. They appear to be in a professional setting, possibly a command center or a meeting room.

 **FEMA**

Visual 7.6  
Transfer of Command

---

### 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**



**Key Points:**

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



 **FEMA**

Visual 7.8  
Transfer of Command

---

### 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.



Visual 7.9  
Transfer of Command



#### 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.



The image shows the FEMA logo on the left and the text "Visual 7.10 Transfer of Command" on the right, set against a red and blue background with a white star.

---

### 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.

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

The slide features a decorative banner at the bottom with the FEMA logo on the left, the word 'FEMA' in the center, and the text 'Visual 7.11 Transfer of Command' on the right. The banner has a red and blue background with a white star.

---

### 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.