



Transfer of Command

The process of moving the responsibility for incident command from one Incident Commander to another is called “transfer of command.” It should be recognized that transition of command on an expanding incident is to be expected. It does not reflect on the competency of the current Incident Commander.

There are five important steps in effectively assuming command of an incident in progress.

Step 1: The incoming Incident Commander should, if possible, personally perform an assessment of the incident situation with the existing Incident Commander.

Step 2: The incoming Incident Commander must be adequately briefed. This briefing must be by the current Incident Commander, and take place face-to-face if possible. The briefing must cover the following:

1. ☐ **Incident History (what has happened):**

- ☐ ICS-201 Incident Briefing
- ☐ ICS-202 Incident Objectives List
- ☐ ICS-230 Daily Meeting Schedule
- ☐ ICS-231 Meeting Summary

2. ☐ **Priorities and Objectives:**

- ☐ ICS-202 Incident Objectives List
- ☐ ICS-208HM Site Safety and Control Plan
- ☐ ICS-221 Demobilization Plan
- ☐ ICS-230 Daily Meeting Schedule
- ☐ ICS-231 Meeting Summary
- ☐ ICS Executive Summary
- ☐ ICS General Plan
- ☐ OSHA Abatement Plan Incident Management Team Checklist

3. ☐ **Current Plan:**

- ☐ ICS-202 Incident Objectives List
- ☐ ICS-208HM Site Safety and Control Plan
- ☐ ICS-209 Incident Status Summary
- ☐ ICS-220 Air Operations Summary
- ☐ ICS-221 Demobilization Plan
- ☐ ICS Executive Summary
- ☐ ICS General Plan



☐ OSHA Abatement Plan Incident Management Team Checklist

4. ☐ Resource Assignments:

- ☐ ICS-203 Organization Assignment List
- ☐ ICS-204 Assignment List
- ☐ ICS-204A Assignment List Attachment
- ☐ ICS-210 Status Change Card
- ☐ ICS-211E Equipment Check-in List
- ☐ ICS-211P Personnel Check-in List
- ☐ ICS-214 Unit Log
- ☐ ICS-218 Support Vehicle Inventory
- ☐ ICS-219-2 Card Stock-Green (Crew)
- ☐ ICS-219-4 Card Stock-Blue (Helicopter)
- ☐ ICS-219-6 Card Stock-Orange (Aircraft)
- ☐ ICS-219-7 Card Stock-Yellow (Dozer)
- ☐ ICS-220 Air Operations Summary
- ☐ Point of Distribution (POD) Daily Equipment Inventory Report
- ☐ Point of Distribution (POD) Daily Supply Report

5. ☐ Incident Organization:

- ☐ ICS-203 Organization Assignment List
- ☐ ICS-207 Organizational Chart

6. ☐ Resources Ordered/Needed:

- ☐ ICS-210 Status Change Card
- ☐ ICS-211E Equipment Check-in List
- ☐ ICS-211P Personnel Check-in List
- ☐ ICS-214 Unit Log
- ☐ ICS-215 Operational Planning Worksheet
- ☐ ICS-308 Resource Order Form
- ☐ Point of Distribution (POD) Daily Equipment Inventory Report
- ☐ Point of Distribution (POD) Daily Supply Report

7. ☐ Facilities Established:

- ☐ ICS-208HM Site Safety and Control Plan
- ☐ ICS-210 Status Change Card
- ☐ ICS-221 Demobilization Plan
- ☐ Point of Distribution (POD) Site Setup Checklist



8. ☐ **Status of Communications:**

- ☐ ICS-205 Incident Radio Communications Plan
- ☐ ICS-205A Communications List
- ☐ ICS-216 Radio Requirements Worksheet
- ☐ ICS-217 Radio Frequency Assignment Worksheet

9. ☐ **Any Constraints or Limitations:**

- ☐ ICS-208HM Site Safety and Control Plan
- ☐ ICS-215A Incident Action Plan Safety Analysis
- ☐ ICS-232A Area Contingency Plan (ACP) or Geographic Response Plan (GRP) Site Index
- ☐ OSHA Abatement Plan Incident Management Team Checklist
- ☐ Point of Distribution (POD) Daily Site Hazard Assessment Form

10. ☐ **Incident Potential:**

- ☐ ICS-208HM Site Safety and Control Plan
- ☐ ICS-215A Incident Action Plan Safety Analysis
- ☐ ICS-232 Resources at Risk Summary
- ☐ ICS-232A Area Contingency Plan (ACP) or Geographic Response Plan (GRP) Site Index
- ☐ OSHA Abatement Plan Incident Management Team Checklist

11. ☐ **Delegation of Authority:**

- ☐ ICS-207 Organizational Chart

12. ☐ **Advise of any personnel that have medical conditions requiring emergency medication (Nitroglycerine, allergies, Epi-Pen, Bee Sting kit, Pace Makers, medications, etc.):**

- ☐ ICS-211P Personnel Check-in List
- ☐ ICS-214A Individual Log

The ICS Form 201 is especially designed to assist in incident briefings. It should be used whenever possible because it provides a written record of the incident as of the time prepared. The ICS Form 201 contains:

- Incident objectives
- A place for a sketch map
- Summary of current actions



- Organizational framework
- Resources summary

Step 3: After the incident briefing, the incoming Incident Commander should determine an appropriate time for transfer of command. Ideally, this should not be done at the same time that the rest of the Incident Command is changing shifts. This allows the new Incident Command to continue working with the previous command staff.

Step 4: At the appropriate time, notice of a change in incident command should be made to:

- ☐ Agency headquarters (through dispatch).
- ☐ General Staff members (if designated).
- ☐ Command Staff members (if designated).
- ☐ All incident personnel.

Step 5: The incoming Incident Commander may give the previous Incident Commander another assignment on the incident. There are several advantages of this:

- ☐ The initial Incident Commander retains first-hand knowledge at the incident site.
- ☐ This strategy allows the initial Incident Commander to observe the progress of the incident and to gain experience.