

Incident Transfer of Command Plan

INCIDENT NAME:
INCIDENT NUMBER:

This Plan will guide the orderly **transfer of command** on this incident. This Plan, along with the ICS 209, Incident Status Summary, applicable maps, resource and demobilization information, and authorizing delegation(s) of authority, adequately summarize the status of the incident sufficient for transfer of command.

Plan Approval(s):

Agency Administrator(s) or Area Commander:

Agency	Agency Administrator Signature	Date

Outgoing Incident Management:

Incident Commander Name	Incident Commander Signature	Date

Incoming Incident Management:

Incident Commander Name	Incident Commander Signature	Date

A. INCIDENT OBJECTIVES

(State the incident objectives from the latest Form ICS-202, Incident Objectives).

B. TRANSITION SCHEDULE and COORDINATION

C. FUNCTIONAL AREA HIGHLIGHTS, KEY CONTACTS AND RESOURCES REMAINING

By functional area, the following contains a list of resources to be left with the incoming incident management, any information necessary, key information necessary for a successful transfer of command, and any key contacts. Coordinate with Expanded dispatch in Wenatchee regarding the release or reassignment of resources. A summary of key contacts is located in section D at the back of this document.

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1. Command

(State relevant information necessary for the incoming incident commander to understand and successfully function upon transfer of command. Items to consider include the following):

- Political considerations
- Agency Administrator expectations
- Cost containment objectives and opportunities
- Cooperator involvement
- Various agency objectives

1a. Human Resource Management:

- Local Union and HR available resources

2. Safety

(State relevant information necessary for the incoming Safety Officer to understand and successfully function upon transfer of command. Items to consider include the following):

- Major safety hazards (line, camps, transportation, and other)
- Recommended future staffing
- Ongoing investigations and/or reviews
- OSHA relationships
- Fatigue management issues
- Non-operations risk assessments and mitigations employed
- Safety summary including causal factors and mitigation measures employed.

Position	Name (last, first)	Resource Order #	Location	Planned Demob

3. Information

(State relevant information necessary for the incoming Information Officer to understand and successfully function upon transfer of command. Items to consider include the following):

- Recommended future staffing of Information Function
- Information center locations

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Aircraft:

Type	Tail Number	Resource Order #	Location	Planned Demob

6. Plans

(State relevant information necessary for the incoming Planning Section personnel to understand and successfully function upon transfer of command. Items to consider include the following):

- Currency and status of Wildland Fire Decision Support System (WFDSS) decision document or other Agency Administrator strategic direction
- Status of planning cycle successes and barriers
- ICS-209 Reporting arrangements
- Recommended future staffing fo Planning Section
- Status of planning facilities including equipment (copiers, etc)
- Status of incident documentation
- Cooperators involvement in planning meetings
- Resource (Advisor) issues, concerns, and opportunities
- Interagency Resource Representative contacts
- Daily conference calls

6a. Situation Unit

- Brief description of fuels and fire behavior
- Status of mapping capabilities including GIS
- Status of Fire Weather Meteorologists & equipment

6b. Resources Unit

- Brief description of data base including currency

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6c. Demobilization Unit

- Current status of Demobilization Plan
- Demobilization issues, concerns and opportunities

6d. Documentation Unit

- Status of documentation

6e. Computer Specialist:

- Status of computer equipment including computers, switches, printers, and network arrangements that will remain in place for the incoming team.
- Procedures for transferring data from one IMT to another.

Position	Name (last, first)	Resource Order #	Location	Planned Demob

7. Logistics

(State relevant information necessary for the incoming Logistics Section personnel to understand and successfully function upon transfer of command. Items to consider include the following):

- Current and future facility locations
- Recommended future staffing for Logistics Section
- Successes and barriers in working with expanded dispatch
- Equipment and supply shortages to meet operational objectives
- Communications capabilities and barriers
- Applicable supplemental foods policy
- Daily conference calls

7a. Facilities

- Issues with current facilities
- Status of camp help arrangements
- Existing land use agreements and needs
- Status of shower, laundry services
- Camp safety issues

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7b. Food Unit

- On-scene caterers and capabilities by location
- Food quality, supply
- Local purchasing and supply opportunities

7c. Ground Support

- Safety considerations
- Travel times for operations personnel
- Equipment considerations (graders, rentals, buses, carts, etc.)
- Environmental considerations (wash stations etc)
- Spike camp considerations
- Access and travel management considerations

7d. Supply Unit

- Status of resource ordering (reconciliation)
- Ordering processes with expanded dispatch including local purchase procedures
- Shortages/excesses of supplies to meet operational objectives
- Use of caches
- Delivery times
- Supply Unit staffing arrangements (Job Corps, AD's, etc.)

7e. Communications

- Issues, concerns, opportunities with existing system(s)
- Status of fire line communications
- Status of camp to town communications including cell phone and hard line
- Status of data lines/satellite
- Status of computers, printers, etc.

7f. Security

- Major security issues (non-confidential)
- Cooperator responsibilities (highways, road blocks, evacuations etc.)
- Contingencies

7g. Medical Unit

- Facility locations
- EMT status in camp
- Summary of personnel injuries and treatments

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Logistics Personnel:

Position	Name (last, first)	Resource Order #	Location	Planned Demob

Logistics Equipment:

Equipment Type	Vendor/Name/NFES #	Resource Order #	Location	Planned Demob

8. Finance

(State relevant information necessary for the incoming Finance Section personnel to understand and successfully function upon transfer of command. Items to consider include the following):

- Status of documentation (Finance Package)
- Commissary arrangements
- Agency Incident Business Advisor(s) assigned
- Land Use agreements in effect or needed
- Daily conference calls
- Status of cost containment efforts and relevant documentation
- Recommended future staffing for Finance Section

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8a. Cost Unit

- Status of cost collection mechanisms and daily reports

8b. Time Unit

- Summary of equipment and personnel time issues, barriers
- Work/rest issues/documentation
- Equipment and personnel time reconciled with resources unit and Incident Action Plan

8c. Compensation for Claims

- Outstanding claims and/or Compensation for Injury cases
- Potential claims and mitigation measures to avoid

8d. Procurement Unit:

- Status and location of Buying Team(s)
- Numbers of contract crews and engines
- Status of contract inspectors

Position	Name (last, first)	Resource Order #	Location	Planned Demob

