



S-420 Unit 13: Transition and Transfer of Command

Summary:

The primary focus is to ensure that an effective transfer of command of incident management occurs and safety is considered in all functional areas.

Objectives:

Students will be able to:

- Discuss the activities that occur during the transition and transfer of command.
- Discuss when planning for transition and transfer of command begins.

Unit at a Glance:

Topics	Method	Duration
Introduction	Presentation	5 Minutes
Demobilization Plan	Presentation	10 Minutes
Transfer of Command Plan	Presentation	10 Minutes
Incident Package	Presentation	10 Minutes
Agency Administrator Briefing	Presentation	5 Minutes
AA Evaluation of IC/IMT	Presentation	10 Minutes
IMT After Action Review	Presentation	10 Minutes
Total Unit Duration		1 Hour

Materials:

- Handout:
 - HO_13_Transfer_Command_Template
- Reference:
 - *The Interagency Standards for Fire and Aviation Operations* (Chapter 11 and Appendix I), https://www.nifc.gov/policies/pol_ref_redbook.html.
- Ability to display images and video on large screen.
- White board or easel access for group breakout.

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Objectives

Students will be able to:

- Discuss the activities that occur during the transition and transfer of command.
- Discuss when planning for transition and transfer of command begins.

- Review unit objectives.

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Introduction

- The primary focus is to ensure that an effective transfer of command of incident management occurs and safety is considered in all functional areas.
- Planning for the transition and transfer of command is part of strategic planning and should be discussed at each strategy meeting.

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Transition and Transfer of Command

Activities that may occur include:

- Demobilization plan.
- Transfer of command plan.
- Incident package.
- AA briefing.
- AA Evaluation of IC/IMT.
- IMT AAR.

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Demobilization Plan

- The demobilization plan details how, over time, resources will be released from an incident.
- This plan is the responsibility of the PSC working in close conjunction with the OSC.
- There is no standardized demobilization plan however, it should be detailed enough so that it can be executed, yet flexible enough to respond to changes in the incident.

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Discussion

- Cadre Planning Section Chiefs (PSCs) are encouraged to share examples of demobilization plans.
- Thinking back on the simulation, discuss key factors that would contribute to a Demobilization Plan for the incident.

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Transfer of Command

- The transfer of command plan details how one IMT will transfer delegated authority for the management of the incident to another IMT or IC.
- This is the responsibility of the IC. However, all C&G members will contribute to the plan and coordination with the host unit is critical.

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Transfer of Command

- Transfer of command takes place only after the incoming IC signs a Delegation of Authority with the AA.
- The AA must approve the date and time that transition will occur.
- Transfer of command should take place at the start of an operational period when possible.
- Chapter 11 of the *Interagency Standards for Fire and Aviation Operations* has further information.

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- The transfer of command plan should indicate when the transition will occur and detail how it will be communicated to assigned resources, the host unit, and to other stake holders.

Discussion

- Handout the HO_13_Transfer_Command_Template.
- Thinking back on the simulation, discuss key factors that would contribute to the transfer of command plan.

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Incident Package

Chapter 11 of the *Interagency Standards for Fire and Aviation Operations* also outlines records management requirements for federal incidents. Other jurisdictions may have other requirements and the AA should be consulted to ensure their expectations are being met.

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- The NWCG Incident Planning Subcommittee website contains some useful tools and the latest requirements, <https://www.nwcg.gov/committees/incident-planning-subcommittee>.

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Agency Administrator Briefing

- This is sometimes referred to as the out-briefing. This is the final opportunity for the IMT to provide the AA with a thorough understanding of how the IMT managed the incident. Nothing in this out-briefing should be a surprise for either the IMT or the AA.
- The PSC facilitates this meeting however all C&G provide input into this meeting.
- It is critical that this meeting be an open and honest exchange between the IMT and the AA.

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AA Evaluation of IC/IMT

- This evaluation is intended to provide performance feedback to the IMT; acknowledging high performance as well as any deficiencies that may exist.
- Chapter 11 of the *Interagency Standards for Fire and Aviation Operations* has further information.

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Discussion

- Have students review Appendix I – Incident Management Team Performance Evaluation in the *Interagency Standards for Fire and Aviation Operations*, https://www.nifc.gov/policies/pol_ref_redbook.html. Coaches should facilitate a team discussion about how their performance during the course simulation might be evaluated by an AA.
- Have the cadre AA discuss how they give feedback to IMTs.

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IMT After Action Review

- The same benefits of conducting AAR on crews or engines apply to the IMT environment as well.
- IMTs will facilitate these AARs in different ways. C&G members are encouraged to conduct AARs with their section. The lessons learned are then shared by each C&G during the team AAR.
- Specific areas for improvement should be identified, especially if the AA notes any specific deficiencies in their evaluation of the team.

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- Effective IMTs value feedback and take action to improve.

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- Review unit objectives.