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:

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<td>Introduction</td>
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<td>Demobilization Plan</td>
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<td>Transfer of Command Plan</td>
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<td>Incident Package</td>
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<td>Agency Administrator Briefing</td>
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<td><strong>Total Unit Duration</strong></td>
<td><strong>1 Hour</strong></td>
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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](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.
Slide 1

S-420 Unit 13: Transition and Transfer of Command
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.
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.
Activities that may occur include:

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

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.
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.
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.

- 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 stakeholders.

**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.
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.

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.
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.

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](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.
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.

- Effective IMTs value feedback and take action to improve.
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.