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- **Unity of Command:** Each individual involved in incident operations will be assigned to only one supervisor.
  - **Span of Control:** Supervisors must be able to adequately supervise and control their subordinates, as well as communicate with and manage all resources under their supervision.
  - **Resource Tracking:** Supervisors must record and report resource status changes as they occur.

### *Incident Commander*

The most qualified staff member (in regard to the Incident Command System) on duty at the time of the emergency will assume the Incident Commander position until the Administrator or his/her designee arrives at the facility. The Administrator or his/her designee can then assume the role of Incident Commander, if he/she is more or equally qualified.

\_\_\_\_\_ (*facility name*) shall educate leadership to the ICS, so that in the event of an emergency of significant magnitude, other Incident Command positions can be designated as needed. It may not be practical for all positions to be filled due to lack of positions at any given time, so some sections may be covered by the same individual.

(Facility should consider purchasing an Incident Command Vest to wear during an emergency situation. Visit [www.safetygearonline.com](http://www.safetygearonline.com) for further information.)

\_\_\_\_\_ (*facility name*) shall utilize an Incident Management Sheet to document the incident and pertinent details surrounding the disaster. The Incident Management Sheet also lists the employees who assume the ICS functions during the incident. See **Appendix V**.

### *Transfer of Command*

**Transfer of Command** is the process of turning over responsibility from one Incident Commander to another.

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

- a. The incoming Incident Commander should, if at all possible, personally perform an assessment of the situation with the existing Incident Commander.
- b. The incoming Incident Commander must be adequately briefed by the existing Incident Commander face-to-face if at all possible. The briefing should include the following:
  - What has happened thus far
  - Priorities and objectives
  - Current plan
  - Resource assignments
  - Incident organization
  - Resources ordered/needed
  - Facilities established
  - Status of communications
  - Any constraints or limitations
  - Incident potential
  - Delegation of authority
- c. The incoming Incident Commander should determine a time for transfer of command after the incident briefing.
- d. At the appropriate time, notice of a change in Incident Commander should be made.
- e. The incoming Incident Commander may give the previous Incident Commander another assignment, as he/she retains first-hand knowledge of the incident, and would be able to observe the progress of the incident and to gain experience.