

# **SECTION 3**

# **TRANSITION**

## **TRANSITION FROM LOCAL JURISDICTION**

The first team member to arrive (see Team Mobilization tab) completes the first to arrive summary and briefs the Incident Commander of the current incident status upon arrival.

The Incident Commander obtains a briefing from the chief of the local jurisdiction and the Fire Defense Board Chief. If needed, the Incident Commander completes a delegation of authority with the chief of the local jurisdiction.

The Incident Commander meets with other Incident Management Team commanders as needed.

The Resource Unit Leader obtains a list of structural firefighting resources at the scene, both from the local jurisdiction and mutual aid, from the Fire Defense Board Chief.

All command and general staff team members obtain relevant information for the initial team briefing.

## **BASIC “HOT” BRIEFING FROM AGENCY HAVING JURISDICTION**

If the incident status is such that a “hot” transition is required from the local agency having jurisdiction, the following is the minimum information that must be gathered:

- Name of the IC and present ICS structure
- Phone contacts for all ICS positions filled
- LCES and weather forecast
- Communication plan
- Maps of the area showing roads, threatened structures, and current fire lines
- List of current resources' and Task Force Leaders' location and current assignments. Have the mutual aid resources had a complete briefing? How will they be informed of the command transition? What logistical support is being provided?
- List of ordered resources (initial attack) and ETA to the fire
- Fire Chief's key objectives and oral or written delegation of authority
- Location of ICP, fuel and water supply, staging
- Name and contact for local department's logistics
- Location of overhead, crew and night sleepers' rehab areas

## **INITIAL TEAM BRIEFING**

- Incident Information Officer briefing
- Safety Officer briefing
- Operations Section Chief briefing
- Logistics Section Chief briefing
- Planning Section Chief briefing
- Finance Section Chief briefing

## **INITIAL TEAM ACTIONS AND DECISIONS**

After the initial overhead team briefing and initial attack IC brief, the command and general staff meet and make the following decisions:

- Establish initial fire organization for the first shift
- List actions that can be taken to do effective work with available resources
- List critical resources to order immediately
- Set time and location of first planning meeting
- Decide on base location
- List functional priorities to be accomplished before first planning meeting: logistics, planning, operations, command

**"FIRST TO ARRIVE" SUMMARY**

LOCAL OSFM DEPUTY \_\_\_\_\_

PHONE \_\_\_\_\_

INCIDENT NAME \_\_\_\_\_

DATE \_\_\_\_\_

LOCAL IC \_\_\_\_\_

PHONE \_\_\_\_\_

RADIO  
FREQUENCY \_\_\_\_\_

TIME YOU  
ARRIVED \_\_\_\_\_

WEATHER \_\_\_\_\_

BURNING CONDITIONS \_\_\_\_\_

LOCATION \_\_\_\_\_

**RESOURCES**

	ENGINES	TENDERS	LOCAL TF/ST	CONFLAG TF/ST	OVERHEAD LOCAL/CONFL	OTHER
TOTAL						
SINGLE RESOURCES						
NUMBER OF PERSONNEL						
RESOURCES ORDERED NOT YET ARRIVED						

**SPECIFIC CONTROL OBJECTIVES (BY DIVISION):**

**CONTROL PROBLEMS:**

**CURRENT THREAT:**

**SAFETY CONCERNS/INJURIES:**

**SIGNIFICANT EVENTS:**

**REHAB:**

**STAGING AREA FOR MOBILIZED UNITS (food, refuel, water supply fill locations), REST AREA:**

**BASE CAMP LOCATION FOR MOBILIZATION UNITS (quiet/dark/showers. Can day shift sleep?):**

**INCIDENT COMMAND POST - (locate and evaluate a safe effective location for an ICP)**

**LOCATION FOR ICP: Y = yes N = no**

PHONE LINE Y/N REST RM Y/N COPIER Y/N SLEEP AREA Y/N DARK / QUIET Y/N  
ELECTRICITY Y/N LIGHT Y/N SHADE Y/N SAFE AREA Y/N DRINKING WATER Y/N  
FOOD Y/N LOCAL POCKET CARDS Y/N

**LOCAL  
MAPS**

ROAD \_\_\_\_\_ TOPO \_\_\_\_\_ COPIES \_\_\_\_\_ SOURCE \_\_\_\_\_

**CRITICAL PHONE NUMBERS**

_____	_____
_____	_____
_____	_____

**CRITICAL RADIO FREQUENCIES**

_____	_____
_____	_____
_____	_____

**OTHER NOTES** \_\_\_\_\_

**MEMBER COMPLETING FORM:**