



GLASTONBURY FIRE DEPARTMENT STANDARD OPERATING GUIDELINES



SOG NUMBER: FDO-005 ISSUED DATE: 12-17-95 EFFECTIVE DATE: 12-17-95
REVISION #: 2 REVISED DATE: 01-11-16 EFFECTIVE DATE: 01-11-16
CATEGORY: EMERGENCY OPERATIONS - GENERAL
SUB-CATEGORY: INCIDENT COMMAND SYSTEM
SUBJECT: TRANSFER OF COMMAND
RELATED GUIDELINES: FDO-001, FDO-002, FDO-003, FDO-004, FDO-006, FDO-007, FDO-008, FDO-009

Section I – Introduction

A. Objective

To define the proper way to transfer Command of an incident from one member to another

B. Applicability

Transfer of Command shall occur when the first arriving officer is relieved of command by either an equal ranking officer or a higher ranking officer.

C. References

Town of Manchester Fire-Rescue-EMS - General Operating Guideline

Section II – Guideline

Command shall be transferred in the method described herein.

Transfer of Command shall be required for the following circumstances:

1. When a non-Officer has assumed Command and an Officer, any rank, arrives on-scene.
2. When an Officer assumes mobile Command and another Officer, any rank, arrives on-scene.
3. When a mid-management Officer arrives on scene and assumes Command at their discretion.
4. When a mid-management Officer arrives and a lower ranking officer holding Command requests a transfer of Command upward.
5. When the Chief or Assistant Chief of the Department arrives and assumes Command at their discretion.

Information to Pass on when Transferring of Command

1. Situation initially
2. Situation presently
3. Tactics employed; Strategy in effect
4. Units deployed; locations; (Tactical Worksheet)
5. Last PAR (if any)

Section III -- General Information

Transfer of Command should be face-to-face unless taking Command from an Incident Commander in a mobile Command capacity.

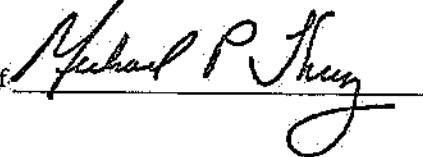
Formal transfer of Command is made over the Fire Department's primary frequency channel.

Command may stay with the Incident Commander with a different member handling radio communications. Command does not transfer on the basis of another member handling radio communications for the Incident Commander.

The phrase "*Passing Command*" means two Officers have arrived at an incident at essentially the same time; and the actual first arriving is "passing" Command onto the other arriving Officer; a prompt only, to the second Officer, that Command is not being assumed by the first Officer. Passing Command is not a transfer of Command.

Section IV- Approval

Fire Chief



Date of Approval: _____

1/11/16