8.04 Transfer of Control SOP

Section 1 - Purpose and Objectives

(1) To provide a process for the transfer of control at a fire or incident from one Incident Controller to another. This procedure covers the transfer of control both within and between Incident Management Teams.

Section 2 - Scope

(2) This procedure to applies to all CFA members involved in the management of fires and incidents where CFA is either the control agency or support agency.

Section 3 - Procedure

Transfer of Control

(3) Control of an incident can be transferred from one Incident Controller to another where:

a. The Incident Controller determines for any reason that another person should act as Incident Controller;
b. A more suitably competent and experienced person assumes control, with the Incident Controller's agreement;
c. The fire is more appropriately managed from another location. In these circumstances, agreement should be reached between the relevant Incident Controllers. Where agreement cannot be reached, the decision should be escalated up the chain of command.
d. There is a directive from a CFA officer of or above the rank of Commander;
e. The Incident Controller of a pre-deployed Incident Management Team decides to assume control of any fire within the ICC footprint, either of their own determination or under the direction of a CFA officer of or above the rank of Commander.

(4) Where control is transferred for any of the above reasons the following shall apply:

a. Gain agreement of the current Incident Controller that control shall be transferred, at a specified time, location of the Incident Control Centre (ICC) or Control Point.
b. Outgoing Incident Controller to brief the new Incident Controller in accordance with the 9.03 – Briefings SOP and must contain the following:
    i. Incident Controller's intent
    ii. Suppression strategies and tactics
    iii. Current and incoming resources
    iv. Relevant weather and fire condition details (flame height, rate of spread, etc.)
    v. Any current red flag warnings
    vi. Any current community warnings and advices issued.
c. Advise Firecom, the Incident Management Team and other appropriate incident personnel that control has been transferred and of the name of the new Incident Controller.

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d. Control shall only be transferred to a person competent and endorsed for the role in accordance with the:
    i. 8.03 – Incident Management Team Members – Endorsement of; and
    ii. For a Level 3 incident EMV Joint Standard Operating Procedures (JSOPs).

FRV/FFMV Incident Controllers in the Country Area of Victoria

(5) Where FRV or Forest Fire Management Victoria (FFMV) has assumed the role of Incident Controller within the Country area of Victoria. The most suitable or competent CFA member should undertake the transfer of control from FRV/FFMV to CFA. The FRV/FFMV Incident Controller should then become part of the Incident Emergency Management Team.

CFA Incident Controllers in the FRV District or on Public Land

(6) Where CFA has assumed the role of Incident Controller within the FRV Fire District or on Public Land (FFMV). Transfer of control should be undertaken from CFA to FRV/FFMV as soon as operationally practicable by agreement. The CFA Incident Controller should then become part of the Incident Emergency Management Team.

Safety Notes

(7) Nil

Environmental Notes

(8) Nil

Section 4 - Definitions

(9) Commonly defined terms are located in the CFA centralised glossary.

Section 5 - Related Documents

(10) J03.15 - Transfer of Control at Class 1 Emergencies

(11) SOP 8.01 Incident Controller and CFA Agency Commander

(12) SOP 8.03 Endorsement of Incident Management Team Members

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Status and Details

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Accountable Officer	Jason Heffernan Chief Officer
Responsible Officer	Garry Cook Deputy Chief Officer Operational Response & Coordination
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Glossary Terms and Definitions

"CFA member" - Refers to all CFA volunteers, volunteer auxiliary workers, officers, employees and secondees.

"Incident Controller" - The individual designated by the control agency to have overall management of the incident and who is responsible for all incident activities.

"Firecom" - The callsign for day to day / normal radio communications to CFA vehicles and aircraft.

"Control Agency" - The agency nominated to control the response activities to a specified type of emergency.

"Support Agency" - An agency which provides essential services, personnel or material to support or assist a control agency or another agency managing the response to an emergency.

"Incident Control Centre (ICC)" - The location where the Incident Controller and the appointed members of the Incident Management Team provide overall direction of response activities in an emergency situation.

"CFA officer" - Chief Officer, Deputy Chief Officer, Group Officers, Deputy Group Officers, Captains, Lieutenants, and any seconded Assistant Chief Fire Officer and Commander.

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