

JOINT SOP	
Title	Transfer of Control and Incident Management Team Relocation for Class 1 Emergencies
Purpose	To ensure Class 1 emergencies are managed effectively. To define the process for transfer of control and Incident Management Team relocation for Class 1 emergencies.
Scope	This Joint Standard Operating Procedure (JSOP) applies to: <ul style="list-style-type: none"> • The transfer of control within the line of control • Escalation and de-escalation of emergencies • All fires that are or that may become major fires • All emergencies, that are or may become a class 1 emergency. <p>This SOP does not apply to the transfer of control between control agencies.</p>
Applicable Agencies	This procedure applies to the following agency personnel; <ul style="list-style-type: none"> • CFA • DELWP (FFMVic) • EMV • MFB • VICSES
Content	The procedural contents include: <ul style="list-style-type: none"> • Step 1: Transfer of control • Step 2: IMT relocation • Schedule 1: Consideration for ICC to ICC Transfer
Responsibilities	This SOP applies to the command and control personnel from the responder agencies, Incident Controllers, Regional Controllers, State Response Controller, Regional Agency Commanders and Duty Officers.
Definitions	The following definitions apply to this procedure: <p>Field-based Incident Controller An incident controller who is based at an incident, and outside an ICC facility.</p> <p>Incident Management Team relocation The movement of an IMT from one ICC to another ICC.</p>

Line-of-control

The line of accountability and responsibility for controllers at the incident, regional and state tiers of emergency response.

Transfer of control

The transfer of the incident control function from a field-based Incident Controller to an ICC-based Incident Controller.

PROCEDURE

1. Transfer of control from field based Incident Controller to ICC based Incident Controller
 - 1.1 There are circumstances where an incident should be managed by an Incident Controller based in an Incident Control Centre (ICC) and supported by an Incident Management Team (IMT) with specialist skills and equipment, rather than by a field-based Incident Controller.
 - 1.2 These circumstances include where the incident is a major emergency or has the potential to become a major emergency, or where there is the need to do one or more of the following:
 - issue warnings and advice to the community
 - evacuate the community
 - protect the community
 - manage significant risks or consequences, for example to:
 - the community
 - community infrastructure
 - essential services such as electricity and water the economy or
 - significant environmental or conservation assets.
 - manage a large number of personnel and other resources such as aircraft
 - produce incident predictions
 - implement health and safety systems for response personnel
 - provide direction to multiple response agencies
 - manage multiple incidents within the area.
 - 1.3 When considering a transfer of control, agency commanders need to notify the Regional Controller.
 - 1.4 Once notified, the Regional Controller, with the support of agency commanders, will source resources for the IMT. Where possible, the IMT will be joint-agency, pre-planned and include personnel with relevant local knowledge.
 - 1.5 For an incident that is or may become a Class 1 emergency, the Regional Controller will appoint an Incident Controller endorsed by the Emergency Management Commissioner (EMC).
 - 1.6 Where a major emergency can be reasonably anticipated (such as where there is a forecast for extreme or elevated fire weather), the EMC, State Response Controller (SRC) and Regional Controllers may pre-position Incident Controllers and IMTs ready to control emergencies that are or that may become major emergencies. Refer *J2.03 - Incident Management Teams - Readiness Arrangements*.

- 1.7 At predetermined triggers the EMC or SRC may determine all incidents within a defined area are to be managed from an incident control centre regardless of the size or complexity of the incident.
- 1.8 The following aspects are to be considered during any transfer of control:
- 1.8.1 Field-based Incident Controllers and agency commanders should anticipate the need for the transfer of control in advance and notify the Regional Controller as early as possible, to allow time for the ICC and IMT to be established.
- 1.8.2 The transfer of control is required to be formal and recorded, with the field-based Incident Controller briefing the incoming Incident Controller.
- 1.8.3 The new control arrangements should be communicated to:
- All incident personnel. Consider issuing a Field Information Update (refer to SOP J3.06 – Incident Briefings)
 - The people holding the key command and coordination roles at the state, regional and incident tiers of emergency response (depending upon their level of involvement), with the expectation they communicate the arrangements to their agency personnel and support agencies.
- 1.9 Incident management needs to be continuous throughout the transfer of control.
- 1.10 Where possible, Regional Controllers should locate the IMT in an established ICC to minimise the need for further relocation.
- 1.11 Regional Controllers need to follow a similar process for the transfer of incident control from the ICC based Incident Controller back to a field-based Incident Controller, during the de-escalation of an incident response or where the incident no longer shows the potential to become a major emergency.

2. IMT relocation

- 1.12 There may be circumstances where the Incident Controller and IMT need to relocate to another ICC. These circumstances include where the incident focus had moved from the area of initial impact (such as during a fast moving bushfire or during the downstream movement of a flood) or where the needs of the IMT have outgrown the capacity of the current ICC.
- 1.13 Relocation may include the transfer of control to another Incident Controller and IMT, who may have a better understanding of local issues.
- 1.14 The Regional Controllers of the affected Regions are to be involved in the decision to relocate an IMT and need to oversee the relocation.
- 1.15 The following points are to be considered during IMT relocation:
- The need for IMT relocation should be anticipated early to allow the time for another IMT to be established.
 - The relocation should be planned, with the people who prepared the plan managing its implementation.
 - The relocation should occur when the incident is least active, with time allowed for newly appointed people to become familiar with their roles and workspaces prior to taking over responsibility for incident

management.

- At the discretion of the Incident Controller the changeover of roles should be managed so that the continuity of key functional roles is maintained.
- The outgoing IMT are required to share their understanding of the operating picture with the incoming IMT, with each IMT function handing over the relevant materials and information (similarly to a shift changeover). This should be face-to-face, although distance may mean this is not always possible.
- The plan and the new IMT arrangements are required to be communicated to the people holding the key control, command, coordination and recovery roles at the state, regional and incident tiers of emergency response, with the expectation they communicate the arrangements to their agency personnel and support agencies.

1.16 Incident management needs to be continuous throughout any IMT relocation.

1.17 In the event an IMT managing an emergency needs to relocate to an adjoining ICC, Schedule 1 is to be completed by the transferring and receiving Regional Controller/s

SAFETY

Protection and preservation of life is paramount. This includes:

- Safety of emergency response personnel
- Safety of community members including vulnerable community members and visitors/tourists

In the application of this JSOP there the following safety considerations apply:

- Nil

REFERENCE

Related Documents	<p>Emergency Management Act 2013</p> <p>State Emergency Response Plan July 2014 (EMMV Part 3)</p> <p>Fundamentals of Emergency Management (Class 1 emergencies)</p> <p>SOP J2.01 Local Mutual Aid Plans – fire agencies</p> <p>SOP J2.03 Incident Management Team Readiness Arrangements</p> <p>SOP J2.04 Local Knowledge – bushfire</p> <p>SOP J3.06 Incident Briefings</p> <p>SOP J3.08 Appointment of Regional and level 3 Incident Controllers</p>
Environment	Nil

REVIEW

Date Issue	28 August 2017
Date Effective	1 October 2017
Date to be Reviewed	September 2020
Date to Cease	

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AUTHORITY

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The Emergency Management Commissioner has issued this SOP under section 50 of the Emergency Management Act 2013.

Approved	Signature	Date
Craig Lapsley Emergency Management Commissioner		
Endorsed	Signature	Date
Steve Warrington Chief Officer, CFA		
Stephanie Rotarangi Chief Fire Officer, DELWP (FFMVic)		
David Bruce Acting Chief Officer, MFB		
Trevor White Chief Officer Operations, VICSES		

Schedule 1

Consideration for ICC to ICC transfer

Purpose

To provide Regional Controllers with information to assist in transferring control of emergencies from one ICC to another.

The transfer of control may occur between ICCs in the same region or a neighbouring region. The *Consideration for ICC to ICC transfer form* provides a checklist to assist in managing the transfer.

Plan Development

A plan is developed which includes:

- Timeframe for the transfer of IMT functions
- Ensuring sufficient IMT personnel will be in place to effect control
- Confirming the RCT will be in place to monitor and assure transfer of control between ICCs has occurred
- A communications plan to inform stakeholders of the transfer plan
- Details of how REMT representatives from neighbouring regions link to the controlling RCC
- Engagement of the transferring and receiving Regional and Incident Controllers in the development of the plan
- How the transferring ICC provides information to the receiving ICC.

Plan Implementation

Plan implementation needs to be communicated with the following:

- Confirm plan with the State Response Controller
- Confirm with the receiving Regional Controller and both Incident Controllers that the planned transfer time is achievable prior to transfer
- Provide advice to both the transferring and receiving Incident Controllers to begin the transfer of IMT functions
- Confirm with the receiving Regional Controller when the transfer has been complete
- Communicate to all stakeholders the transfer has been completed and confirm all records (written and electronic) reflect the transfer

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Consideration for ICC to ICC Transfer Form

Regional Controller/s considerations

The Regional Controller/s of the affected Region/s should actively assess the following issues when considering whether to transfer the control of an incident from one ICC to another ICC

Incident Name:

Transferring from (ICC & Region):

Transferring to (ICC & Region):

	Issue	Regional Controller/s comments			
Impact	Does the expected duration of the event warrant the transfer of control to another ICC?				
	Will the state strategic control priorities be compromised by transferring control?				
	If the incident has crossed into another Region/s can the impact on REMT agencies be effectively managed from the original ICC?				
	Have the relevant REMTs and RCTs been consulted on the requirement to transfer control?				
Planning considerations	Will there be a period of low incident activity when the transfer is proposed to occur?				
	Can the current IMT physically relocate to the receiving ICC?				
	Will the RCT planning the transition implement the plan?				
	Can the receiving IMT shadow the incident prior to taking control?				
Resourcing	Will the receiving ICC have sufficient personnel?				
	If crossing Regional borders, will the receiving RCC have sufficient personnel?				
Approvals	Recommend transfer of control to another ICC			YES	NO
	Transitioning Regional Controller	Region	Time/Date	Signature	
	Recommend transition of control to another ICC			YES	NO
	Receiving Regional Controller	Region	Time/Date	Signature	

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