

The first North Zone Officer to arrive on scene will assume and retain command until relieved within the following guidelines:

- The first arriving Battalion Chief/Duty Chief, upon his/her discretion, shall assume Incident Command after transfer of Incident Command procedures have been completed.
- Assumption of Incident Command is discretionary for the Fire Chief.

This does not preclude the option of the first arriving Company Officer having another Company Officer arriving at the same time or close behind take Incident Command. This may be prearranged or necessitated by circumstances. In either case, it shall be confirmed by both parties and announced by radio. The Incident Command responsibilities on medical or rescue emergencies shall always reside with the Company Officer.

Within the chain of command indicated above, the actual transfer of command will be regulated by the following procedures:

- Arriving higher-ranking Officers assuming Incident Command will communicate with the Officer being relieved by radio or preferably face-to-face on arrival.
- The Officer being relieved will brief the Officer assuming Incident Command with the following information:
 1. General situation status.
 2. Fire location, size, conditions, and extension.
 3. Effectiveness of mitigation efforts (POSITION, PROGRESS, NEEDS).
 4. Deployment and assignments of operating resources.
 5. Resources that have been ordered.
 6. Appraisal of needs for additional resources at that time.

The Officer being relieved should review the incident briefing form (ICS Form 201) with the higher-ranking Officer in complex situations. This sheet provides the most effective framework for Incident Command transfer as it outlines the location and status of resources in a standard form that should be well known to all personnel.

While responding, fire companies should eliminate all unnecessary radio traffic unless such communications are required to insure that Incident Command functions are initiated and completed, or for safety reasons while enroute.

The arrival (in itself) of a higher-ranking Officer on the fireground does not mean Incident Command has been transferred to that higher-ranking Officer. Incident Command is transferred only when the outlined communication functions have been completed.

COMMAND PROCEDURES
Transfer of Command

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The response and arrival of higher-ranking Officers on the fireground strengthens the overall command function. All Officers will exercise their command prerogatives in a supportive manner that will insure a smooth transition and the effective on-going function of Incident Command.

The Officer relieved of Incident Command will be used to the best advantage of the incident by the Officer assuming Incident Command.