

JOINT SOP

Title	Transfer of Control at Class 1 Emergencies
Version	v5.0
Purpose	The purpose of this Joint Standard Operating Procedure (JSOP) is to outline the process for transfer of incident control to escalate/deescalate or relocate an Incident Management Team (IMT) for Class 1 emergencies.
Scope	<p>This JSOP applies to:</p> <ul style="list-style-type: none"> • All emergencies, that are or may become a Class 1 emergency • The transfer of control within the line of control • Escalation and de-escalation of emergencies <p>For the purposes of this JSOP, transfer of control covers the following aspects:</p> <ul style="list-style-type: none"> • From initial or field-based to an ICC • Relocation from one ICC to another ICC • De-escalation from an ICC back to local arrangements <p>This JSOP does not apply to the transfer of control between control agencies, between classes of emergency or transition to recovery.</p> <p>The principles within this document may be applied to other classes of emergencies if appropriate.</p>
Applicable Agencies	<p>The following agencies will apply this JSOP due to legislative responsibilities or agency role defined within the State Emergency Management Plan:</p> <ul style="list-style-type: none"> • CFA • DEECA (FFMVic) • EMV • FRV • VICSES <p>Other agencies may apply this doctrine as applicable.</p>
Content	<p>The procedural contents of this JSOP are:</p> <ol style="list-style-type: none"> 1. Transfer of control from initial or field-based IC to an ICC based IC 2. Incident Management Team relocation 3. De-escalation to agency arrangements

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	<p>The Schedules in this JSOP are: Schedule 1: Considerations for Initial/Field to ICC Transfer Form Schedule 2: Considerations for ICC to ICC Transfer Form</p>
<p>Responsibilities</p>	<p>The following personnel have responsibilities within this procedure:</p> <ul style="list-style-type: none"> • Incident Controllers • Regional Controllers • State Response Controller • Regional Agency Commanders • Agency Duty Officers <p>Note: When reference is made to 'Regional Controller' in this JSOP, this applies to Zone Controller when in place.</p>
<p>Definitions</p>	<p>Common Emergency Management terms and definitions can be found in EM-COP under Library > Definitions.</p> <p>Within this document, the following definitions apply:</p> <p>Initial or Field-Based Incident Controller An Incident Controller (IC) who is based at an incident, or at a location outside of an Incident Control Centre (ICC).</p> <p>Incident Management Team relocation The movement of an Incident Management Team (IMT) from one ICC to another ICC.</p> <p>Line of control The line of accountability and responsibility for Controllers at the incident, regional and state tiers of emergency response.</p> <p>Transfer of control The transfer of the incident control function from one Incident Controller to another.</p>

PROCEDURE

1. Transfer of control from initial or field-based IC to an ICC based IC
 - 1.1. As an incident develops in size and complexity, consideration should be given to the transfer of incident control to an IC based in an ICC, who is supported by an IMT as outlined in Schedule 1: Considerations for Initial/Field to ICC Transfer Form.
 - 1.2. Triggers for escalation from the field, where the incident is or has the potential to become a major emergency, generally include:
 - a. manage significant risks or consequences in line with the State emergency management priorities (outlined in the State Emergency Management Plan)
 - b. evacuations
 - c. manage a large number of personnel and other resources
 - d. produce incident predictions
 - e. implement health and safety systems for response personnel
 - f. provide direction to multiple response agencies
 - g. manage multiple incidents within the area.
 - 1.3. When considering transfer of control, notification needs to occur through the line

of control to the RC.

- 1.4. Once notified, within the line of control, the RC, with the support of agency Commanders, will source resources for the IMT, refer to JSOP 03.09 Resource Request Process.
 - 1.5. Where possible, the IMT will be pre-planned and include personnel from across emergency services agencies with relevant training, skills and experience and incorporate local knowledge.
 - 1.6. For an incident that is a Class 1 emergency, and within the line of control, the RC will appoint an IC in accordance with JSOP 03.08 – Appointment of Class 1 Regional Controllers and Incident Controllers.
 - 1.7. Where a major emergency can be reasonably anticipated (such as where there is a forecast for extreme or elevated weather), the Emergency Management Commissioner (EMC), State Response Controller (SRC) and RCs may pre-position ICs and IMTs ready to receive control of emergencies. Refer to JSOP 02.03 Incident Management Team - Readiness Arrangements.
 - 1.8. At predetermined triggers, the EMC or SRC may determine all incidents within a defined area are to be managed from an ICC regardless of the size or complexity of the incident.
 - 1.9. During any transfer of control considerations will include:
 - a. Initial or Field-based ICs, Duty Officers and Agency Commanders should consider the need for the transfer of control in advance and notify the RC as early as possible, to allow time for the ICC and IMT to be established.
 - b. The transfer of control is to be formalised and recorded, with the field-based IC briefing the incoming IC.
 - c. The new control structure and arrangements should be communicated to all incident personnel. Consider issuing a Field Information Update (refer to JSOP 03.06 – 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.
 - d. The new control structure and arrangements should be communicated from the RC to the SRC.
 - 1.10. Incident management needs to be continuous throughout the transfer of control Including continuous work towards agreed incident objectives.
 - 1.11. Where required, JSOP 02.03 Incident Management Team - Readiness Arrangements can be used to guide the roles activated in an IMT.
2. Incident Management Team relocation
- 2.1. There may be circumstances where the IC and IMT need to relocate from one ICC to another ICC. These circumstances may include but not limited to:
 - 2.1.1. An alternative ICC would better support the management of the incident community
 - 2.1.2. Where the incident focus will move from the area of initial impact (such as a large bushfire or during the downstream movement of a flood)

- 2.1.3. Where the needs of the IMT have outgrown the capacity of the current ICC
- 2.2. The need for IMT relocation should be considered early and planned in line with Schedule 1: Considerations for Initial/Field to ICC Transfer Form.
- 2.3. The RCs of the affected regions are to be involved in the decision to relocate an IMT and need to oversee the relocation.
- 2.4. IMT relocation should:
 - 2.4.1. Be planned to occur at the most appropriate time
 - 2.4.2. Be planned, where possible, for the incoming IMT to shadow the outgoing IMT
 - 2.4.3. Only take place and control transferred, when the receiving IMT are ready
 - 2.4.4. Under the direction of the IC, manage the staggered changeover of key functional roles to ensure continuity
- 2.5. The outgoing IMT is required to produce an appropriate handover ensuring Incident Objectives and Incident Action Plan directions are maintained (as per Schedule 2: Considerations for ICC to ICC Transfer Form) for each function of the incoming IMT.
- 2.6. The transfer of control is required to be formalised and logged. Supplementary verbal briefings are the preferable method to allow opportunity for clarification where required.
- 2.7. The relocation plan and the new IMT structure and 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.
- 2.8. Incident management needs to be continuous throughout any IMT relocation.
- 2.9. In the event an IMT managing an emergency needs to relocate to an adjoining ICC, Schedule 2: Considerations for ICC to ICC Transfer Form is to be completed by the transferring and receiving RCs.
3. De-escalation to agency arrangements
 - 3.1. As the emergency response progresses and an IC determines that the situation can be managed back through local agency control arrangements, discussions with the RC and local agencies will take place to agree a plan for transfer of control.
 - 3.2. RCs need to follow a similar process for the transfer of incident control from the ICC based IC back to a field-based IC, during the de-escalation of an incident.
 - 3.3. The considerations listed in Schedule 1: Considerations for Initial/Field to ICC Transfer Form can be used to support the decision for transfer of control back to local arrangements and logged.

SAFETY

Protection and preservation of life is paramount. This includes:

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

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

- ICC location selection should consider the direct risk to that location by the emergency as well as safe access and egress for personnel.

REFERENCE

Related Documents

[Emergency Management Act 2013](#)

[Victorian State Emergency Management Plan](#)

[JSOP 02.03 Incident Management Team – Readiness Arrangements](#)

[JSOP 03.06 Incident Briefings](#)

[JSOP 03.08 Appointment of Regional and level 3 Incident Controllers](#)

[JSOP 03.09 Resource Request Process.](#)

Environment

Nil

REVIEW

Date Issue

23 October 2023

Date Effective

04 December 2023

Date to be Reviewed

October 2026

Date to Cease

N/A

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AUTHORITY

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

Approved	Signature	Date
Rick Nugent Emergency Management Commissioner	Signed Copy on File at the State Control Centre	23 October 2023
Endorsed	Signature	Date
Jason Heffernan Chief Officer, CFA	Signed Copy on File at the State Control Centre	23 October 2023
Chris Hardman Chief Fire Officer, DEECA (FFMVic)	Signed Copy on File at the State Control Centre	23 October 2023
Gavin Freeman Commissioner, FRV	Signed Copy on File at the State Control Centre	23 October 2023
Tim Wiebusch Chief Officer Operations, VICSES	Signed Copy on File at the State Control Centre	23 October 2023

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Schedule 1: Considerations for Initial/Field to ICC Transfer Form

Considerations for Initial/Field to ICC Transfer Form		
<p>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:</p>		
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 an 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 Regional Emergency Management Team (REMT) agencies be effectively managed from the initial/field?	
	Have the relevant REMTs and Regional Control Teams (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?	
	Is there a communications plan to inform stakeholders of the transfer plan?	
	Will the RCT be in place to monitor and assure transfer of control between ICCs has occurred?	
	Where transfer is between regions, how will REMT representatives from neighbouring regions link to the controlling RCC?	
	How will the transferring and receiving RCs and ICs be engaged in the development of the plan?	
	How will the transferring initial/field-based IC provide information to the receiving ICC?	

Resourcing	Will the receiving ICC have sufficient personnel?				
	If crossing regional borders, will the receiving RCC have sufficient personnel?				
Plan Implementation	Plan Implementation is required to be communicated with the following:				
	Confirm plan with the State Response Controller.		(YES) / (NO) / (N/A)		
	Confirm with the receiving Regional Control Team (if applicable) and both Incident Controllers that the planned transfer time is achievable prior to transfer.		(YES) / (NO) / (N/A)		
	Provide advice to both the transferring and receiving Incident Controllers to begin the transfer of IMT functions.		(YES) / (NO) / (N/A)		
	Confirm with the receiving Regional Controller (if applicable) when the transfer has been complete.		(YES) / (NO) / (N/A)		
	Communicate to all stakeholders the transfer has been completed and confirm all records (written and electronic) reflect the transfer.		(YES) / (NO) / (N/A)		
Approvals	Recommend transfer of control from initial/field to ICC			YES	NO
	Initial Incident Controller	Receiving Incident Controller	Time/Date	Signature	
	Approve transfer of control from field to ICC			YES	NO
	Regional Controller	Region	Time/Date	Signature	

Schedule 2: Considerations for ICC to ICC Transfer Form

Considerations for ICC to ICC Transfer Form		
<p>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:</p>		
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 Regional Emergency Management Team (REMT) agencies be effectively managed from the original ICC?	
	Have the relevant REMTs and Regional Control Teams (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?	
	Is there a communications plan to inform stakeholders of the transfer plan?	
	Will the RCT be in place to monitor and assure transfer of control between ICCs has occurred?	
	Where transfer is between regions, how will REMT representatives from neighbouring regions link to the controlling RCC?	
	How will the transferring and receiving RCs and ICs be engaged in the development of the plan?	
	How will the transferring ICC provide information to the receiving ICC?	

Resourcing	Will the receiving ICC have sufficient personnel?				
	If crossing regional borders, will the receiving RCC have sufficient personnel?				
Plan Implementation	Plan Implementation is required to be communicated with the following:				
	Confirm plan with the State Response Controller.		(YES) / (NO) / (N/A)		
	Confirm with the receiving Regional Controller (if applicable) and both Incident Controllers that the planned transfer time is achievable prior to transfer.		(YES) / (NO) / (N/A)		
	Provide advice to both the transferring and receiving Incident Controllers to begin the transfer of IMT functions.		(YES) / (NO) / (N/A)		
	Confirm with the receiving Regional Controller (if applicable) when the transfer has been complete.		(YES) / (NO) / (N/A)		
	Communicate to all stakeholders the transfer has been completed and confirm all records (written and electronic) reflect the transfer.		(YES) / (NO) / (N/A)		
Approvals	Recommend transfer of control to another ICC			YES	NO
	Transferring Regional Controller	Region	Time/Date	Signature	
	Recommend transition of control to another ICC			YES	NO
	Receiving Regional Controller	Region	Time/Date	Signature	