

Passing Command Overview

Pass Command when the current Neighborhood Incident Commander (NIC) needs a rest break OR at the scheduled shift change, whichever comes first.

1. Choose a Replacement as NIC

- CORE III trained, if available (Tip: Maintain a roster qualified & available individuals)
- Someone who has the ability calmly lead and give clear direction
- A person who is rested and able to serve until the next scheduled change

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(Tip: Others may participate in the briefing to ensure accuracy)

□ Event History (what has happened so far)

- Summarize information from official sources for the overall picture
- Review the operational status board of neighborhood issues
- ☐ Communications: information flow in the Command Center, with the teams, to the EOC
- □ Status of teams

(Damage Assessment, Hazard Reduction, Search & Rescue, Communications, Command Staff)

- 1. The mission of each team
- 2. How long they have been on duty and their rest rotation schedule
- 3. Significant issues and known hazards
- 4. Availability of supplies
 - Disaster First Aid team add:
 - o Number of persons being treated and their general status, morgue status
 - Availability of Red Cross medical facilities
 - Shelter & Special Needs team add:
 - Availability of Red Cross shelters

П	Additional Human	Assets: Wh	no is available to form	new teams and	d their skill levels

- ☐ Material Assets: Materials and supplies available within the neighborhood
- □ Safety considerations and concerns
- ☐ Status of neighboring groups

It is essential that the incoming NIC ask questions and be clear that all information has been provided.

3. Formally Pass Command

- ⇒ "I relinquish Command to you." "I accept Command."
- ⇒ Announce the transfer of command so everyone knows who is in charge

4. Reset the clock for the next scheduled change of command

5. Reassess the Neighborhood Situation

- Are response efforts effective? Are results as expected?
- Are human resources used efficiently? Are job rotation, rest breaks and shift changes observed?
- Are materials and supplies adequate and used appropriately?

6. If Possible, Plan a Short Overlap for Continuity

The incoming NIC is in charge. Overlap is to offer insight and advice for a smoother transition.

Change of Non-Command Positions Overview

Change personnel in need of a rest break OR at scheduled shift change, whichever comes first.

1. Choose a Replacement

(Tip: Maintain a roster qualified & available individuals)

Deputy NIC, First Aid and Search & Rescue team leaders: CORE III trained, if available

Someone who has the ability calmly lead and give clear direction

A person who is rested and able to serve until the next scheduled change

2. Give a Briefing

(Tip: Others may participate in the briefing to ensure accuracy)

For ALL positions:

Briefly describe the job to be done

Chain of command – Who your replacement reports to

Communications - How to communicate to the Command Center and with other parts of the team

Event History - Briefly describe what has happened so far

Material Assets - Equipment and supplies specific to this position

Documentation - Forms or logs used in this position

Safety considerations and concerns

Personal Protective Equipment needed for this position

Status of other team members - Special skills, how long they have been working, next rest rotation

PLUS:

Damage Assessment Team

Time of last assessment or reassessment

Areas not yet assessed

Areas of special concern

Known hazards

Hazard Reduction Team

Ongoing hazards

Mitigated hazards

Incidents remaining to be addressed

Areas of special concern

Disaster First Aid Team

Number of persons treated, currently being

treated, and the number of deceased

Status of currently treated patients at the First Aid Station or in the field

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Special documentation (Triage system, patient

records, patient transport log)

Availability of first aid supplies

Availability of Red Cross medical facilities

Light Search & Rescue Team

Ongoing S&R activities

Incidents remaining to be addressed

Known hazards and locations where S&R is too

hazardous to undertake

Shelter & Special Needs Team

Ongoing support activities such as child care, worker respite, food service, etc.

Availability of supplies

Availability of Red Cross shelters

Communications Team

Radio checks, equipment review

Status of nets and official info sources

Information flow within the Command Center

Command Staff

(Deputy NIC, Scribe, Receptionist)

Information flow within the Command Center

Status board

It is essential that the replacement ask questions and be clear that all information has been provided.

3. Reset the clock for the next scheduled shift change

4. Team Leaders: Reassess the Situation

Are response efforts effective? Are results as expected?

Are human resources being used efficiently? Are job rotation, rest breaks and shift changes observed?

Are materials and supplies adequate and used appropriately?

5. If Possible, Plan a Short Overlap for Continuity

The incoming person does the job. Overlap is to offer insight and advice for a smoother transition.