

INCIDENT INTERNAL HANDOVER TEMPLATE

Purpose

This template supports clear handover of incident information when responsibility shifts between staff, teams or shifts during an incident.

It is intended to assist with:

- Continuity of operational response
- Situational awareness between personnel
- Communication of current actions and risks
- Consistent information transfer during incidents

*This template should be used **per incident** and updated throughout the incident as handovers occur.*

Who Should Use This Template

Typical Users	Handover May Occur Between
Building managers	Shift changes
Incident coordination personnel	Day/night teams
Security and operational team	
Chief Wardens / ECO members	
Facilities or operations personnel	
After-hours duty manager	

Coordination Tip

Use this template whenever operational responsibility, monitoring or coordination activities transfer between personnel during an incident.

HANDOVER INFORMATION	
Field	Details
Incident / Situation	
Building / Site	
Date	
Time of Handover	
Outgoing Person	
Incoming Person	
Role / Function (of incoming person)	
Contact Number (of incoming person)	

Section	Prompt	Details
SITUATION SUMMARY	What has happened and when did it start?	
	What is happening now?	
	What areas, systems or people are affected?	
	What is known and still unclear?	
	Status	
ACTIONS TAKEN SO FAR	What actions have been taken?	
	What communications have been sent and who has been notified?	
RISKS OR CONCERNS	What should the incoming person monitor closely?	
	Are there any immediate safety risks or likely changes?	
NEXT UPDATE / HANDOVER NOTES	Key contact or documents required?	
	Other important notes	
	Handover given by	
HANDOVER CONFIRMATION	Handover received by	
	Time completed	