INSERT LOGO

Local Transition from Response Operations to Recovery Operations (Handover) Form

Event:	
Date and Time:	
Issued to:	
Prepared by (position):	

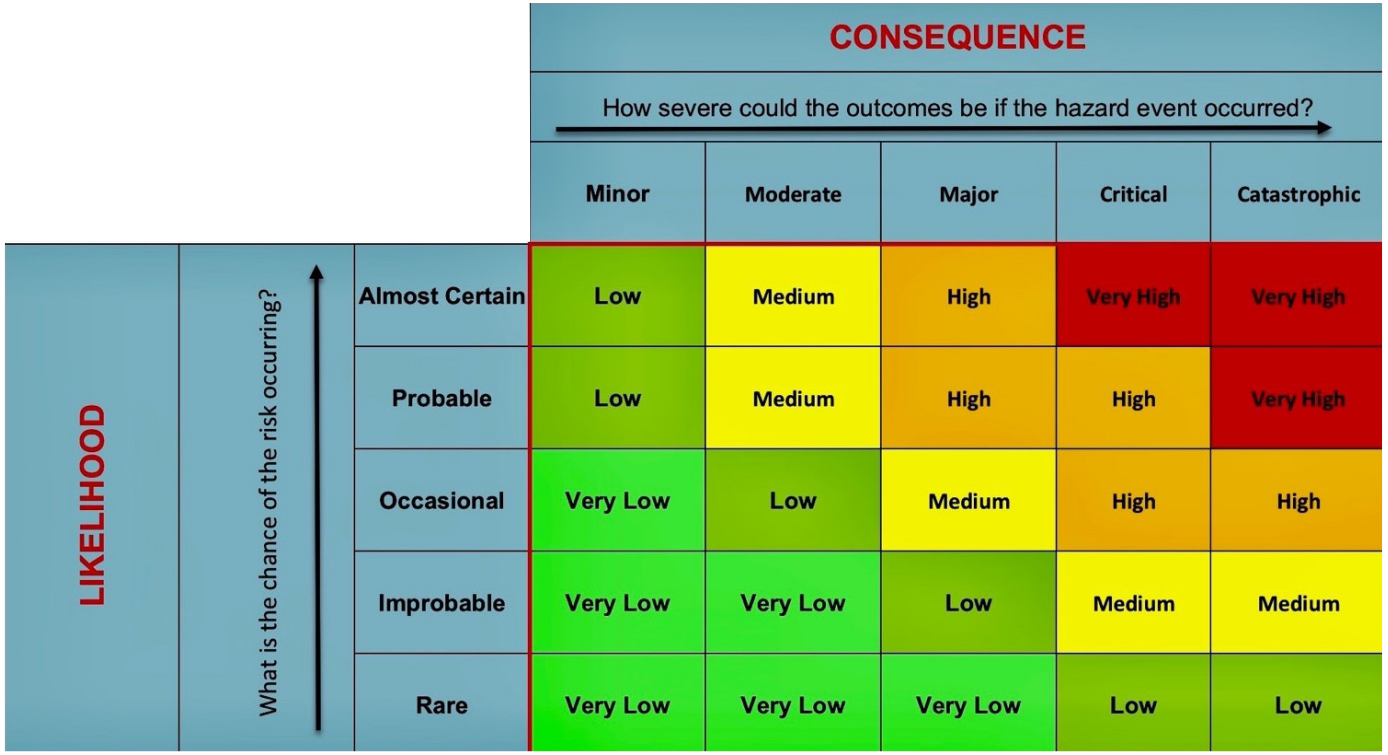
Summary of event

Insert the event summary.

Identified risks

Please outline any risks you have identified that could jeopardise recovery activities with reference to the below risk matrix

Identified risks	Risk rating	Location/LGA	Actions



Allocated resources (people and plant and equipment)

Resource allocated	Purpose	Number	Timeframe

Ongoing response activities

Which response activities are continuing to support immediate relief and emergency repairs (Stage one in the Stages of Recovery)?

Activity	Location	Tasked by	Completion date

Other

List other considerations the LRC needs to be aware of.

Local impacts

What happened and where did it happen?	**How did it affect community?**	**What has been done and by whom?**	**What resources have been used?** (human resources, facilities and plant and equipment)?	**Status** (complete, in progress, not commenced)	**Potential re-escalation** (likely or unlikely)