

Emergency Leadership Handoff Form

Roles & Responsibilities Template

Section 1 — Log

Date / Time	From (Leader)	To (New Leader)	Reason / Conditions

Section 2 — Checklist

- ☐ Record when leadership is formally handed off
- ☐ Clarify why the change is being made
- ☐ Ensure all adults know who leads now
- ☐ Review decisions after the emergency passes

Section 3 — Notes
