To: [First Name Last Name – in-coming team member]

From: [First Name Last Name – response work stream]

Date: [date month year]

Handover reference: [XXXXX]

## Subject: Handover Document – [Working name of the response]

## Purpose

The purpose of this document is to detail the activities and responsibilities of the out-going team member to be handed over to the in-coming team member for a response.

## Response – big picture

[Provide a brief overview of the response to-date and your involvement.]

## [Text]

## Key events

[Describe the key events that have happened to-date in the response and applicable to your work stream.]

## [Text]

## Key documents

[Describe the key documents relevant to the activities you are handing over, including meeting minutes and the response folder location on FCS.]

## [Text]

## Key activities

[Describe your key activities that you will be handing over.]

## [Text]

## Key responsibilities

[Describe the key responsibilities that you will be handing over.]

## [Text]

## Critical short term tasks

[Describe the critical short term tasks that you will be handing over.]

## [Text]

## Critical long term tasks

[Describe the critical long term tasks that you will be handing over.]

## [Text]

## Key contacts list

[List the key contacts you have been involved with in this response for the activities you are handing over. List their name, position, contact details.]

## [Text]

## Response structure

[Show the location within the response structure that you have been involved with in this response for the activities you are handing over.]

[Text]