

Delegations of Authority Checklist

Instructions: Use the checklist below as you review delegations of authority. Ensure that all delegations of authority address each of the points in the checklist.

Addressed?	Information To Be Included
<input type="checkbox"/>	Programs and administrative authorities needed for effective operations at all organizational levels having emergency responsibilities
<input type="checkbox"/>	The circumstances under which delegated authorities would become effective and when they would terminate
<input type="checkbox"/>	The necessary authorities at all points where emergency actions may be required, delineating the limits of authority and accountability
<input type="checkbox"/>	The authority of designated successors to exercise departmental or jurisdictional direction, including any exceptions, and the successor's authority to redelegate functions and activities
<input type="checkbox"/>	The circumstances under which the authorities would be exercised
<input type="checkbox"/>	A plan for training officials who may be expected to assume authorities in an emergency to carry out their emergency duties
<input type="checkbox"/>	The responsibilities and authorities of individual representatives designated to participate as members of interdepartmental or interjurisdictional emergency response teams