



EMERGENCY SERVICES SECTOR CONTINUITY PLANNING SUITE WORKSHEET 3 DELEGATIONS OF AUTHORITY



INTRODUCTION

The following worksheet is derived from the Continuity Capability Evaluation for the Emergency Services Sector (CCE) to assist Emergency Services Sector organizations in evaluating and filling gaps in their continuity capability. For more information, visit the [Emergency Services Sector Continuity Planning Suite](#).

Delegations of authority are the identification, by position, of the authorities for making policy determinations and decisions at headquarters, field levels, and all other organizational locations. Delegations of authority ensure the orderly and predefined transition of leadership responsibilities within an organization during an emergency and are closely tied to succession. Delegations of authority typically specify a particular function, including limitations, conditions, and restrictions, that an individual is deemed by the organization as qualified to perform. Generally, predetermined delegations of authority will take effect when normal channels of direction have been disrupted and will lapse when these channels have been reestablished.

INSTRUCTIONS

As one of 11 elements of continuity capability, delegations of authority contains objectives supporting the element and practices fulfilling each objective. Review the following objectives and practices. For each practice, select Yes, No, or N/A to represent whether your organization has completed the action described in the practice. Include comments that provide information explaining how the practice is complete or why it is not complete. Tally all selections for the element and record them in the Totals below. For guidance on how to choose between Yes, No, or N/A for each practice of the element, see the Introduction of the CCE.

Total Yes: _____

Total No: _____

Total N/A: _____

To support filling gaps in continuity identified by evaluating the practices, see the Delegations of Authority Datasheet and Roster below.



Objective 3.1

Identify and document the delegation of authority to make policy determinations and decisions for key organizational leadership positions at the headquarters, regional, field, satellite, and other levels and other organizations' locations, as appropriate. This action will ensure a rapid response to any emergency and to minimize disruptions that require continuity implementation.

Practice 3.1.1

The organization has established and documented, in advance, the legal authority for the position of organization head and other key supporting positions to make key policy decisions during a continuity situation.

Yes No N/A

Comments: _____

Practice 3.1.2

The organization has established and documented, in advance, the legal authority for the position of organization head and other key supporting positions to direct the organization. This documentation explicitly states the authority of an official so designated, including any exceptions to that authority.

Yes No N/A

Comments: _____

Practice 3.1.3

The organization has established and documented, in advance, the legal authority for the position of organization head and other key supporting positions to delineate the limits of authority and accountability.

Yes No N/A

Comments: _____

Practice 3.1.4

The organization has established and documented, in advance, the legal authority for the position of organization head and other key supporting positions to establish the rules and procedures that designated officials must follow when facing the issues of succession to office.

Yes No N/A

Comments: _____



Practice 3.1.5

The organization has established and documented, in advance, the legal authority for the position of organization head and other key supporting positions to outline the authority of officials to re-delegate functions and activities, as appropriate.

Yes No N/A

Comments: _____



DELEGATIONS OF AUTHORITY DATASHEET

The following template datasheet can be used to identify and document details for delegations of authority. The datasheet may be modified as appropriate based on the organization's mission, needs, and other characteristics.

Authority Title [For example, essential function title]:

Authority Type [For example, emergency, admin, or signature]:

Position Holding Authority [Title of the position currently in authority]:

Delegation to Position [Title of position to which authority will be delegated]:

Triggering Conditions [Conditions that will trigger the delegation of authority]:

Procedures [Procedures to follow under delegation]:

Limitations of Delegation [Limits on the authority under delegation]:



Authority Title [For example, essential function title]:

Authority Type [For example, emergency, admin, or signature]:

Position Holding Authority [Title of the position currently in authority]:

Delegation to Position [Title of position to which authority will be delegated]:

Triggering Conditions [Conditions that will trigger the delegation of authority]:

Procedures [Procedures to follow under delegation]:

Limitations of Delegation [Limits on the authority under delegation]:



DELEGATIONS OF AUTHORITY ROSTER

The following template roster datasheet can be used to identify and document specific personnel details for delegations of authority. The datasheet may be modified as appropriate based on the organization's mission, needs, and other characteristics.

Name: _____

Title: _____

24-hour Contact Phone Number: _____

Description of Emergency Duties: _____

Date Trained on Emergency Duties: _____

Method of Informing and Updating Employees _____

Name: _____

Title: _____

24-hour Contact Phone Number: _____

Description of Emergency Duties: _____

Date Trained on Emergency Duties: _____

Method of Informing and Updating Employees _____

