



Emergency Services Sector Continuity Planning Suite

Delegations of Authority Worksheet

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, see the Emergency Services Sector Continuity Planning Suite at www.dhs.gov/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 or write Yes, No, or N/A in each box 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 box to the right. For guidance on how to select Yes, No, or for each practice of the element, see the Introduction of the CCE. To support filling gaps in continuity identified by evaluating the practices, see the [Delegations of Authority Datasheet](#) and [Roster](#) below.

Enter Tallies Here	
Yes	
No	
NA	

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.

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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.

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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.

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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.

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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.

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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.

Delegations of Authority Datasheet						
Authority Title	Authority Type	Position Holding Authority	Delegation to Position	Triggering Conditions	Procedures	Limitations of 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.

Delegations of Authority Roster					
Name	Title	24-Hour Contact Phone Number	Description of Emergency Duties	Date Trained on Emergency Duties	Method of Informing and Updating Employees