

SAMPLE DELEGATION OF AUTHORITY LETTER**Delegation of Authority**

As of _____ hours, _____, I have delegated the authority and responsibility for the complete management of the _____ incident to the designated Incident Commander, _____.

As Incident Commander, you are accountable to me for the overall management of this incident including control and return to local forces. I expect you to keep me informed on the incident. I expect you to adhere to relevant and applicable laws, policies, and professional standards. I will provide you with additional policy and priority guidance as needed throughout the incident.

My considerations and guidance for management of the incident are:

1. Provide for responder and public safety.
2. Stabilize the Incident.
3. Preserve property and the environment.
4. Work with the EOC for your resource requests, shared situational awareness, and planning for demobilization and transition to recovery.
5. Coordinate with _____ and the State for use of their resources, as needed, and incorporate them into the overall incident plan.
6. Manage the incident cost-effectively for the values at risk.
7. Provide for minimal disruption of access to critical community services and commerce. Access must be consistent with the safety of the public.
8. Provide training opportunities for less experienced responders. This will strengthen organizational capabilities of local agency personnel.
9. Provide public information while controlling incident access. The media will be escorted whenever possible. Media cards will identify members of the media.
10. Incident objectives, strategies, and tactics will be the responsibility of the Incident Management Team within a 10-mile radius of the incident

Agency Administrator

Date