

- Document to whom authority should be delegated.
- Ensure officials are trained to perform their emergency duties.

**a. Identify Authority to be Delegated**

Use Worksheet # 22 to complete this task.

There are two categories of authority that should be addressed in a delegation of authority plan: emergency authority and administrative authority. Emergency authority refers to the ability to make decisions related to an emergency, such as deciding whether to activate a COOP plan, deciding whether to evacuate a building, or determining which personnel should report for their duties. In an emergency requiring COOP plan activation, COOP team members are often the natural choice for assuming emergency authority. However, COOP team members are not the only candidates for such authority.

Administrative authority refers to the ability to make decisions that have effects beyond the duration of the emergency. Unlike emergency authority, administrative authority does not have a built-in expiration date. Such decisions involve policy determinations and include hiring and dismissal of employees and allocation of fiscal and non-monetary resources. Statutory or constitutional law may limit delegation of this kind of authority, and it may be necessary to consult with legal counsel when considering delegation of administrative authority.

**b. Establish Rules and Procedures for Delegation of Authority**

Use Worksheet # 23 to complete this task.

Vacancies in key positions can occur for a variety of reasons, and many times vacancies are the result of non-emergencies, such as illnesses, leave of absences, and temporary assignments. Thus, the delegation of authority component to a COOP plan requires a list of conditions or events that will trigger delegation of authority. Any delegation of authority should be tied to the level of threat or category of emergency. The plan should also detail how the designee will assume authority and how staff will be notified of the delegation.