

Delegation of Authority for _____

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_____ are assigned as Incident Commander (s) for the _____. You have full authority and responsibility for managing all incident management activities within the framework of laws, Agency policy, and direction. Your primary responsibility is to organize and direct your assigned resources for efficient and effective management of the _____.

You are accountable to the Agency Administrators or the representatives below.

Specific directions for this incident, covering management and any environmental concerns are as follows:

1. Protection of life and private property is your highest priority task.
 - Use operational tactics that will facilitate efficient and safe achievement of management objectives;
 - Give special consideration to responder safety, especially with respect to _____. When in doubt, sacrifice territory in your strategic and tactical decisions;
 - Conduct reconnaissance to locate and protect civilians unrelated to _____.
 - Ensure all incident management activities are conducted in accordance with the National Incident Management System and the National Response Framework.
2. Manage the human resources assigned to the incident in a manner that promotes mutual respect and is consistent with _____ policies for preventing discrimination and sexual harassment.
3. Be cost effective and limit costs, commensurate with values at risk.

Specifically, the following shall apply to this incident:

- Utilize local vendors and contractors for emergency response supplies and services, as much as possible.
- The maximum amount of expenditures authorized to be incurred by the IMT is _____. The Emergency Operations Center will be notified when expenditures total _____.
- The IMT has the authority to issue emergency purchase orders; however, the spending limit for any individual item shall not exceed _____. Any request above the _____ limit must be submitted to the EOC for written approval.
- The IMT may enter into Facility Use Agreements if needed; however, all such agreements must be approved by the EOC.

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- First responder and/or public safety will not be compromised over any cost containment actions. Contact the Agency Administrator(s) or designated business advisor if financial issues arise during the response.
 - Keep the EOC fully informed of fiscal issues, expenditures, and potential damage claims.
 - The IMT will conduct all operations in a cost effective and efficient manner.
4. Coordinate all resource requests through the _____ Emergency Operations Center. The _____ Emergency Operations Center will serve as your single ordering point. All resource requests will be submitted using the 213-RR form.
 5. Media relations and public information management will be provided on-scene, but coordination with the EOC is mandatory. Public information will remain a function of Granger County (County Judge's Office) and the City of Needland (Mayor's Office), and the Joint Information Center, when activated. All news releases will be approved by the designated Agency Administrator(s).
 6. Notify the EOC of any accidents or unusual events.
 7. Coordinate aviation resources through the Joint Air-Ground Coordination Group, State of Columbia State Operations Center (SOC).
 8. The resource advisor assigned to this incident is _____.
 9. The incident business advisor assigned to this incident is _____.
 10. The IMT's Command Staff shall brief the Agency Administrators a minimum of once each operational period.
 11. The IMT will provide the EOC with situational awareness, including, but not limited to, submission of Situation Reports, Major Event Logs, Incident Action Plans, and Incident Status Forms (ICS 209 Form).
 12. A standard final Incident Documentation package will be provided to _____ prior to the team's release.
 13. You should take over management of the incident on or before _____

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_____ is/are the designated Agency Administrator(s).
_____ will be available as agency representatives and reachable unless the need for a designated acting representative should arise. Direct line of contact to the above individuals will always be through the Granger County/City of Needland EOC. You will be kept informed of any changes in authority.

Name
Agency Administrator

Name
Agency Administrator

Signature

Signature

Date

Date

Name
Incident Commander

Name
Incident Commander

Signature

Signature

Date

Date

Name
Incident Commander

Signature

Date