

Appendix A: Incident Commander Toolbox

Delegation of Authority Checklist for Type 3 IC's

The assigned ICT3 shall be formally delegated authority to manage the incident by the respective agency administrator (Forest Supervisor, Field Area Manager, District Ranger, Park Superintendent, County Fire Warden, Refuge Manager, etc.) for which they are working.

Delegations may differ between agencies¹ but the following items should be considered in receiving a delegation of authority.

- ☐ Is the incident complexity analysis complete, accurate, and up-to-date, and does it support the assignment of a Type 3 Incident Management Team?
- ☐ Is the selected management strategy clear and have a reasonable chance at success?
- ☐ Are specific geographic bounds given as part of your management strategy?
- ☐ Are the following functions being assumed by the local unit? (i.e. someone is specifically assigned to each of these roles)
 - Resource Advisor,
 - Public Information,
 - Finance/Procurement,
 - Agency Representative
- ☐ Are the limits of your authority clearly stated?
- ☐ Will the Agency Administrator (AA) retain approval for authorization of shifts greater than 16 hours or is that delegated to the IC?
- ☐ Can you place resource orders directly with the local dispatch center?
- ☐ What level of contact is the AA expecting (daily, more or less frequently?) Are there other non-routine events (injuries, evacuations...) that would trigger immediate notification to the AA?
- ☐ Who will be representing the AA at daily planning meetings?
- ☐ What level of documentation does the home unit expect upon IMT demobilization?
- ☐ Are specific turnback standards going to be developed to guide transition back to local unit management?

¹ The Interagency Standards for Fire and Fire Aviation Operations (Red Book) typically includes a sample Delegation of Authority in the appendices.

