

---

## **Responsibility and Delegation of Authority**

---

The individuals included in the list below will be responsible for the tasks listed. A checklist for each person is attached to this document in Appendix B-2 to B-8.

To complete this chart, you should determine the person(s) best suited to handle various aspects of an emergency or disaster.

As part of the list, you will need to review your banking authorizations – signature cards, authorizations to raise and/or transfer cash, etc. <If the appropriate people on this list cannot sign checks or transfer funds, your plan will not operate as intended.>

If the first person listed in each role below is not available, then the second person and so on will take primary responsibility.