

Draft Suggested Delegation of Authority Language

As Forest Supervisor, I am responsible for the content of fire communications. I expect the public information officer on your team to coordinate continuously with the (name of Forest) National Forest Public Affairs Officer to ensure full compliance with USDA Forest Service communications policies, protocols, and procedures from everyone working on this incident, including the following:

- You, other incident management team members, public information officers, and all others working on this incident are delegated the authority to provide information to all news media (local, regional, and national) about the incident only. All news media questions that are not about the incident are to be referred to the (name of Forest) National Forest Public Affairs Officer, who will determine whether they can be addressed locally or whether they need to be referred to the USDA Forest Service Washington Office Fire and Aviation Management Program Public Affairs Specialist at the National Interagency Fire Center (NIFC) in Boise, Idaho or to the USDA Forest Service Washington Office Press Office.
- No Facebook pages or YouTube accounts are to be created for this fire. You may use the Forest's existing Twitter account (this assumes the Forest already has one, if it does not, it should not create a new one and this sentence should be deleted) as long as tweets alert followers that new information is posted on a website managed by those responsible for the content, such as the (name of Forest) National Forest website, InciWeb, or a local emergency services website.
- You, other incident management team members, public information officers, and all others working on this incident are encouraged to develop and communicate messages about the incident to the public, news media, and other external audiences about the incident only that are tiered to the 2010 Fire Season Communication Themes developed by the National Multi-Agency Coordinating (NMAC) Group and the USDA Forest Service 2010 fire season key messages, which are available at <http://fsweb.wo.fs.fed.us/fire/fam/>

The (name of Forest) National Forest Public Affairs Officer is (name) and can be reached by phone at (office and mobile numbers) and by email at (email address).