Leadership Succession Plan

Have a leadership backup plan.

The Emergency Coordination Team identifies your response team and their alternates to ensure staffing. In this Leadership Succession Plan section, you identify the succession plan for your Executive team and board officers. Indicate to whom their responsibilities and powers will be delegated if they are not available. The succession information may already be available in another document. Reference incorporation or other legal documents that may already assign powers.

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| **Executive Team Member** | **Delegate** |
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| **Board Officer** | **Delegate** |
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* Are the Orders of Succession for other key positions for the agency, including but not limited to administrators, regional or field directors, key managers, other key essential personnel or their equivalent positions, identified and current?

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* Does the agency conduct annual training on the roles and responsibilities of personnel involved in the succession order?

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