

Emergency Back-up Succession Plan for Essential Personnel and Core Functions

Chief Executive Officer

In order to ensure the continuous coverage of executive duties critical to the ongoing operations of [Foundation], the Board of Directors has had in place a CEO Emergency Succession Plan in the event of an unplanned and extended absence of the Chief Executive Officer. The CEO Emergency Succession Plan is regularly reviewed and updated at the annual board meeting in April.

Finance/Payroll, Technology, Grants

The capability to use the technologies in place to perform our work and the ability to pay our employees, vendors and partners are considered essential and core functions or services at the Foundation and necessitates a plan for how these functions and services will continue in the event of an emergency. The following items should be included in the plan.

- 1) Department heads should identify secondary personnel who have the skills and abilities to perform other functions (*see attached template with examples*). Such personnel may be:
 - a) Employees in the same department as those who normally perform the function.
 - b) Employees who have previously performed the work and are currently employed elsewhere in the Foundation.
 - c) Employees who can be trained either in advance of the need or on-the-job when the need arises.
- 2) Department heads should consider prioritizing functions within these core areas so that it is clear what functions are critical vs. those that are less critical and can be deferred if essential personnel were absent for a short period of time. If possible, classify different functions as:
 - a) Essential and Core Services
 - b) Necessary Services
 - c) Deferrable Services
- 3) The Foundation should identify other personnel who may be available to perform the priority functions. It may be helpful for leaders to develop a pool of personnel to call upon. Such personnel may include retired employees, former employees, temporary workers and contract workers.
- 4) Department heads should identify and document all critical information and a contact inventory that is kept up to date (*see attached template with examples*).
 - a) Include SOPs and other helpful documents as part of this inventory
- 5) Identify where this Back-Up Plan will be stored and where executive team and team members can gain immediate access when needed:
 - a) SharePoint, hard copy and thumb drive storage should be considered
 - b) Offsite storage such as (TBD) should be considered

All Other Personnel

All positions in the organization should have a back-up in the event of an unplanned and extended absence of the job incumbent following step 1 above. A written staffing plan for all positions should be included as part of a comprehensive Emergency Back-Up Succession Plan.

Back-Up Personnel

Position/ Function	Current Incumbent	Back-up Personnel	Secondary Back- up	Notes
Payroll Administrator				

Contact Inventory

Subject	Name of Company	Key Contact	Phone No.	Email	Notes
Legal					
Finance					
Office Security					

Critical Information/Records

Subject	Item	Storage Location	Notes
HR	Personnel Records	SharePoint/HR/Employee Records	Stored according to Active or Inactive and then by employee name
HR	I-9s	RedCarpet Onboarding	Stored by individual name
Governance	Board Meeting Books	SharePoint/Governance/Board Materials Archive	Stored by Date of Board Meeting

****Note:** The above templates are a guide for the minimum required for the plan. Please add additional narrative or categories as needed to provide a more complete emergency back-up plan for your core function.