



Continuity of Operations (COOP)

Orders of Succession



Orders of Succession

- ▶ Provisions for the assumption of senior agency offices during an emergency, in the event that any of those officials are unavailable to execute their legal duties.



Orders of Succession

- Orders of succession are implemented when department/agency leadership is debilitated or incapacitated.
- Departments/agencies must establish, promulgate, and maintain orders of succession to key positions, including successor location(s) and contact information.





Establishing Orders of Succession

1. Establish the rules and procedures to be followed when implementing the orders and identify limitations.
2. Defined conditions and limitations under which succession will take place. Procedures during an emergency may be different than for routine circumstances.
3. Record the plan in official documents and promulgate it.
4. Consider legislatively mandated orders of succession.
5. Have General Counsel or Attorney General review the orders of succession.
6. Use position or titles, not names and ensure orders of succession extend three deep.



Training Successors

- Train successors for their emergency duties.
- Exercise the order of succession.
- Communicate orders of succession to the entire organization.





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▶ Questions?