

Worksheet A: Orders of Succession and Delegation of Authorities

Instructions: In the first column, list key decision-makers (by position) responsible for the agency's essential functions (see Worksheet B to determine essential functions). In the second column, list the designated successors for each decision-maker. It is important to list two to three backup successors. In the third column, specify whether the key decision-maker's authorities to perform all functions are transferred to the successor or whether there are some limitations

(e.g., authority to spend up to \$X without authorization). In the fourth column, identify the circumstances under which the successor's authority is activated and terminated. In the last column, note where the authority, including when it is activated and terminated, is recorded. The first two rows serve as examples; add as many rows as necessary.

Key Position	Successor	Delegated Authority(s)	Activation/Termination of Delegated Authority(s)	Documentation of Authority(s)
Parks and Rec Director	Assistant Director of Park Maintenance and Operations Assistant Director of Leisure Services Business Administration Manager	All	<u>Activated:</u> Director is not available during COOP plan activation <u>Terminated:</u> Director is available or emergency is over	
Asst. Director of Park Maintenance and Operations	Parks Manager Athletics Parks Manager Trades Parks Manager Mowing	All field operations pertaining to the event	<u>Activated:</u> Assistant director is not available during COOP plan activation <u>Terminated:</u> Assistant director is available or emergency is over	
Asst. Director of Leisure Service	Program Area Manager Rec Centers Program Area Manager Aquatics Athletics Manager Special Event/KDB/ Civic Center Manager	All operations pertaining to the event	<u>Activated:</u> Assistant director is not available during COOP plan activation <u>Terminated:</u> Assistant director is available or emergency is over	
Business Administration Manager	Admin Leisure Service Admin Park Maintenance Management Analyst	All financial operations pertaining to the event	<u>Activated:</u> Business manager is not available during COOP plan activation <u>Terminated:</u> Business manager is available or emergency is over	