

WORKSHEET #26: ORDERS OF SUCCESSION

List orders of succession to key positions essential to the transportation agency's COOP plan. Based on previous experience, whenever possible, transportation agencies may choose to investigate options that enable key successors to be geographically dispersed, to ensure that succession to office can occur during any type of emergency.

Officials (Title)	Designated Successor(s) (Title)	Limitations/ Conditions	Responsibilities
Example: Chief Executive Officer	Chief Information Officer	Absence of CEO and inability to contact	CEO overall responsibility and direction
Example: Chief Information Officer	1. Deputy CIO; 2. Chief tech	Automatic succession if CIO is unavailable or filling CEO role	Direction of IT support, telecommunications hardware/software issues

This worksheet is from the National Cooperative Highway Research Program (NCHRP) Project