

Orders of Succession Checklist

Instructions: Use the checklist below as you review orders of succession to ensure that all orders of succession address each of the points in the checklist.

Addressed?	Information To Be Included
☐	All orders of succession should include limitations of authority based on delegations of authority to others.
☐	All orders of succession should be described by positions or titles, rather than by names.
☐	All orders of succession should be included in the organization's vital records, referenced in the Emergency Operations Plan, and available if necessary at the EOC.
☐	Orders of succession should be revised as necessary and distributed promptly after revisions occur.
☐	All orders of succession should establish the rules and procedures designated officials are to follow when facing the issues of succession to office in emergency situations.
☐	All orders of succession should include the conditions under which succession will take place; the method of notification; and any temporal, geographic, or organizational limits on authorities granted.
☐	Where possible successors should be assigned among emergency teams or response agencies to ensure that each team or agency has an equitable share of duly constituted leadership.
☐	All orders of succession should incorporate orientation programs for successors to ensure that they are knowledgeable of their emergency duties.