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[**Microsoft Word Performance Review Templates: 10 Great Templates You NEED to See!**](https://teamflect.com/blog/performance-management/microsoft-word-performance-review-template)

**Emergency Succession Planning Template**

***Critical Position Information***

|  |  |
| --- | --- |
| **Position Title:** |  |
| **Department:** |  |
| **Current Incumbent:** |  |
| **Date of Plan:** |  |
| **Prepared By:** |  |

***Immediate Successor Identification***

|  |  |
| --- | --- |
| **Primary Successor:** | |
| **Name:** |  |
| **Current Position:** |  |
| **Department:** |  |
| **Strengths:** |  |
| **Development Needs:** |  |
| **Contingency Plan:** |  |

|  |  |
| --- | --- |
| **Secondary Successor:** | |
| **Name:** |  |
| **Current Position:** |  |
| **Department:** |  |
| **Strengths:** |  |
| **Development Needs:** |  |
| **Contingency Plan:** |  |

***Roles and Responsibilities in an Emergency***

|  |  |
| --- | --- |
| **Immediate Leader Responsibilities:** | [Outline the responsibilities of the person who will step in as the interim leader] |
| **Critical Tasks To Be Addressed:** | [List the essential tasks that must be handled during the transition period] |
| **Decision-Making Authority:** | [Define who has decision-making authority during the interim period] |

***Communication Plan***

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| --- | --- |
| **Internal Communication:** | |
| **Key Stakeholders:** |  |
| **Communication Strategy:** |  |

|  |  |
| --- | --- |
| **External Communication:** | |
| **Clients/Customers:** |  |
| **Partners/Vendors:** |  |

***Key Actions During Transition***

|  |  |
| --- | --- |
| **Short Term Actions:** | [List immediate actions to stabilize the organization] |
| **Long-Term Considerations:** | [Outline any long-term strategies for selecting a permanent replacement] |
| **Support and Resources Needed:** | [Identify any support or resources required for the interim leader or team] |

***Review and Update Schedule***

|  |  |
| --- | --- |
| **Review Frequency:** | [Specify how often the emergency succession plan should be reviewed] |
| **Next Review Date:** | [Set a date for the next review] |
| **Responsible Parties:** | [Who is responsible for ensuring the plan is up to date] |

***Approval:***

|  |  |
| --- | --- |
| **Approved By:** |  |
| **Title:** |  |
| **Date:** |  |

***Additional Information***

|  |  |
| --- | --- |
| **Notes:** | [Any additional notes or considerations] |