SCHOOL SAFETY SOLUTIONS

Research • Experience • Results

LEADERSHIP REDUNDANCY & SUCCESSION WORKSHEET

Use this worksheet to test whether critical emergency functions can continue when a principal, administrator, or other key leader is absent, unreachable, or directly involved in the incident.

FOR EVERY BACKUP LEADER, ASK:

DO THEY KNOW? **ARE THEY AUTHORIZED?** **HAVE THEY PRACTICED?**

1. BUILD YOUR LEADERSHIP REDUNDANCY MATRIX

Critical Function	Primary	Backup	Secondary Backup	Authority Clear?	Trained?	Practiced?
Initial Incident Command				☐	☐	☐
Student Accountability				☐	☐	☐
Operations				☐	☐	☐
Communications / PIO Coordination				☐	☐	☐
Logistics / Resources				☐	☐	☐
Reunification				☐	☐	☐
District Coordination				☐	☐	☐
Add critical function...				☐	☐	☐
Add critical function...				☐	☐	☐

2. RUN THE “PRINCIPAL UNAVAILABLE” TEST

Scenario: It is 1:15 p.m. on a normal school day. A significant emergency occurs on campus. The principal is unavailable and cannot be contacted for the next 45 minutes.

- ☐ Who immediately assumes leadership?
- ☐ If that person is unavailable, who is next?
- ☐ What decisions can the acting leader make without the principal?
- ☐ Can the acting leader access the plan, contacts, keys, systems, and resources needed?
- ☐ How will central office and first responders know who is leading?
- ☐ Has this person ever practiced the role?

3. IDENTIFY THE GAPS

Leadership / succession gap: _____

Authority / policy gap: _____

Training / practice gap: _____

Information / resource access gap: _____

THE READINESS TEST:

A backup name on a chart is not enough. The person must know the role, have authority to act, have access to the information and resources they need, and have practiced the responsibility.