

**This is a sample document! Use accordingly and have verified by your attorney!**

## **EMERGENCY OPERATIONAL PLAN SUCCESSION PLANNING**

SAMPLE

In the possible event that \_\_\_\_\_ is incapacitated and unable to provide direction for the short or the long-range operation of \_\_\_\_\_, the following operational plan is the official policy.

### NOTIFICATION PHASE

1. The first person to be notified is to be \_\_\_\_\_, Director of Operations. In the possible event that he/she is not available, \_\_\_\_\_ will be notified.

Office number: ( ) \_\_\_\_\_  
Director of Operations: ( ) \_\_\_\_\_  
\_\_\_\_\_ : ( ) \_\_\_\_\_  
\_\_\_\_\_ : ( ) \_\_\_\_\_

2. Whoever receives the first notification will, in turn, immediately see to it the following Management Team is called to a meeting in the Company office as soon as practical:

<u>Name</u>	<u>Bus. Phone</u>	<u>Home Phone</u>
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3. This management team, under the direction of \_\_\_\_\_, will determine "first steps" and who will be assigned to fulfill which first steps
4. One of the management teams' most important first steps is to realize the urgency of selling \_\_\_\_\_ Practice. The longer a practice sits idle the less value it has. Suggestions for the management team would be:
- Talk with \_\_\_\_\_ colleagues to see if they would be willing to cover the practice a few days per week during the transition.
  - Initiate discussions with a Practice broker
  - Contact \_\_\_\_\_ coaching company for guidance
  - Contact \_\_\_\_\_ technique company to list practice
  - Have accurate and up to date office statistics available for review

5. Among those first steps, the following contacts are to be considered:

If medical advice needed: \_\_\_\_\_  
If funeral arrangements: \_\_\_\_\_  
For legal: \_\_\_\_\_  
For trust officer/executor: \_\_\_\_\_  
For accounting: \_\_\_\_\_  
For financial/insurance: \_\_\_\_\_

6. \_\_\_\_\_, presently serving as Director of Operations, is to be the interim chief operations officer and the person to whom all questions of policy and operational changes are to be directed.
7. \_\_\_\_\_ are to be interim information officers. No employee of the firm is to make any public statements to customers, press, friends of the family, suppliers, without first clearing it with the information officers who will either handle the response, or direct someone else to make the response and how to make it, or direct the inquiry to the appropriate person. All Company personnel will be immediately notified of this policy.
8. The following statement will be made to all concerned parties:

"\_\_\_\_\_ has just been notified that \_\_\_\_\_. In anticipation of just such a regrettable eventuality, \_\_\_\_\_ had already directed the development of an emergency succession plan. There will be no interruption in normal operations at \_\_\_\_\_. All clients will continue to receive timely service. All employees will continue to have their jobs. \_\_\_\_\_ had taken great care to see to it that there is more than adequate liquidity to keep the Company in full operation."

All employees will use this basic statement as a guide in responding to anyone.

9. The Management Team designated in #2 above will determine the following:

What first steps need be made and who is to make them?

Is the situation uncertain? Temporary? Permanent?

Outside of the people listed in step #4, above, who, specifically, is to be notified and how - - including:

Bank: \_\_\_\_\_

Affiliates: \_\_\_\_\_

Clients: \_\_\_\_\_

Employees: \_\_\_\_\_

Press: \_\_\_\_\_

## ADMINISTRATIVE PHASE

### **Director of Operations:**

10. Meet with Staff – \_\_\_\_\_ will continue
  - Their jobs are secure
  - Explain key-person life insurance as outlined in Emergency Operational Plan (EOP)
11. Director of Operations will immediately:
 

(List all important duties)

- 12. Director of Operations will after funeral:
  - Finalize life insurance and benefit claims (personal and business)
  - Advise all related organizations and associations of succession plan to introduce successor.

## OPERATIONAL PHASE

1. The Management Team will determine which of the following situations exist and enact the appropriate plan for each situation:
  - A. The incapacitation is not likely to be more than six months in duration.
  - B. The incapacitation is likely to be more than six months in duration.
  - C. The incapacitation is definite and permanent, such as death.
  - D. The situation is terminal but may be prolonged, during which time \_\_\_\_\_ may be able to have some input into Company policies and operations.
  
2. In the event that "A" is the determination, the current organizational structure will continue to operate \_\_\_\_\_ with \_\_\_\_\_ being in charge. This will be known as "**Plan A**".
  
3. In the event that "B" is the determination, an advisory Board of Directors will be convened as outlined later in this policy. This Board will first consider the succession circumstances of (Children). This Board will function as a legal Board during the period of incapacitation. This is "**Plan B**".
  
4. In the event that "C" or "D" is the determination, the Board of Directors will be convened and prepare for more permanent and long-term operation and direction of \_\_\_\_\_. The Board will first consider the succession circumstances of \_\_\_\_\_. This is "**Plan C**".
  
5. The **Board of Directors** will consist of as many as all, but not less than five of the following:
  - Name
  - 
  - 
  - 
  -

The Board Chairman shall be elected from the non-family members of the Board of Directors.

Should it be impossible to convene five from this list, the ones agreeing to serve will select other candidates until five are seated. The board will meet as often as is practical but no less than monthly during the first year following the death of \_\_\_\_\_. The board's primary function is to assist the surviving spouse in the management and sale of \_\_\_\_\_ Practice. This should be less than an annual commitment.

Potential board members were selected by \_\_\_\_\_ based on his friendship with/and confidence in each individual. Committed guidance and input is anticipated from each board member and therefore each board member shall be compensated at an appropriate professional rate for their services to \_\_\_\_\_. The board will make a determination as to the level of this compensation through an internal board decision.

6. The Advisory Board of Directors will perform all the functions as set out in (state) law for corporate Boards. It is the desire of \_\_\_\_\_ that the Board meets regularly to question decisions, offer opinions, make decisions regarding debts, capital acquisitions, etc.

7. John and Jane Doe revised their Last Will and Testament or Living Trust on \_\_\_\_\_. Copies of the Last Will and Testament can be secured from \_\_\_\_\_ Law Firm or through \_\_\_\_\_.
  
8. Immediately following the death of John Doe, financial, estate and business records maintained personally by John Doe are to be reviewed by the Operations Director for any special notes or instructions, prior to any other actions.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

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