**Essential Positions and personnel Plan**

***Are there any essential positions that must be staffed in order for this function/process to continue?***

***Personnel within these positions should be identified, informed of their role, and participate in continuity exercises and/or training.***

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| **Position Title** | **Employee Name** | **Mobile Phone** | **Email** |
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| **Leadership Team** | | | | |
| **Name** | **Title** | **Office Phone** | **Mobile Phone** | **Email** |
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| **Line of Succession** | | | | |
| **Name** | **Title** | **Office Phone** | **Mobile Phone** | **Email** |
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*Optional*:

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| **Management Team** | | | | |
| **Name** | **Title** | **Office Phone** | **Mobile Phone** | **Email** |
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