Los Angeles Unified Office of Emergency Management
Essential Functions for Continuity of Operations in Divisions **Division Name:**

CONTINUITY WORKSHEET: KEY PERSONNEL

Every Division should develop a continuity of operations plan specific to the functions that the division performs for the District. Additionally, identify essential site functions including payroll, custodial service, waste management, and facility maintenance. All district offices should have a plan in place and begin any necessary cross-training or information exchange **before** it is needed.

DIRECTIONS: This Worksheet is used to determine alternates for key positions that support each Essential Function. Complete (extending the form as necessary) for each unit in the division that performs essential functions, as determined by the division.

Step 1: List each Essential Function carried out by the division

Step 2: List the title of the positions that are critical to carrying out the Essential Function.

Step 3: For each position, list the alternates who will be responsible for ensuring that the Essential Function is carried out and are cross-trained in the function, in the event that the current individual is unable to perform the responsibilities of that position.

Essential Function	Key Position	Best Alternate(s)