



**KENNESAW STATE  
UNIVERSITY**

DEPARTMENT OF PUBLIC SAFETY  
AND UNIVERSITY POLICE  
*Office of Emergency Management*

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# OWL Ready

## *Cross Training and Lines of Succession*

Have you ever considered who would or could do your job if you were out for an extended period of time? Do you perform an essential function for the University or for your department that only you know how to do? Who could make a decision for your department if your director or leader was not available? These are all things to consider when developing a Continuity of Operations Plan.

Cross training others is a great way to ensure more than one person could perform a function, if needed. We always want to avoid “single points of failure” and creating layers of functionality are one way to do this. This could be as simple as having more than one person who can log in and make changes to your webpage all the way up to having more than one person who perform essential functions for your department.

Lines of Succession are also important to consider. Many departments assume that if their leader is not available, then responsibility for decisions would move “up” the chain of command. However, this is not the best precedent to utilize. Best practices for continuity planning recommend identifying a line of succession within a department for leadership. This could be because your leader is not available or because the University is under emergency conditions and we have moved to 24-hour operations. This would mean we would always need someone available to answer questions and provide leadership for many campus departments.

Remember, if you have any questions regarding continuity planning or the OwlReady COOP Tool (which can be found here: [https://kennesaw.kuali.co/ready/users/sign\\_in](https://kennesaw.kuali.co/ready/users/sign_in)), please contact James Westbrook, Assistant Director of OEM, at [jwestbr9@kennesaw.edu](mailto:jwestbr9@kennesaw.edu) or 470-578-6370.

