LA Unified Integrated Safe School Plan

Essential Functions for Continuity of Operations at School **School Name:**

CONTINUITY OF OPERATIONS WORKSHEET: KEY PERSONNEL		
This Worksheet is used to determine who can support each operational Essential Function at a school Step 1: List each *non-instructional* Essential Function carried out by the school Step 2: List the title of the positions that are critical to carrying out the Essential Function. Step 3: For each position, list the persons 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.		
Column 1	Column 2	Column 3
Essential Function	Key Position	Best Alternate(s)