

SAFELIST DOCUMENTATION



Highlights

1. Provides a clear outline of who will assume leadership roles in the event of change
2. Emergency contact list of all clients, suppliers, and stakeholders
3. Financial and legal readiness to ensure proper access and accountability
4. Document archive and access including strategic plans, succession plans, and key responsibilities

Stay The Course

If something happens to the president or owner of a business, the VP or interim CEO should have a solid succession plan in place.

This includes knowing who will step into leadership roles and understanding the president's key responsibilities. They should also have access to financial accounts, legal documents, and essential contracts to ensure uninterrupted operations.

Clear internal and external communication is essential to reassure employees, clients, and stakeholders. Having an emergency contact list, documentation access, and a well-developed communication plan are essential to managing relationships and trust during a crisis.