

## Acquisition of Alternate Facilities Worksheet

<b>1. Can critical operations and functions be performed at the alternate facility under consideration?</b>			
Factor	Yes	No	Notes
Can critical operations be initiated, maintained, and terminated without disruption under all significant threat conditions?	<input type="checkbox"/>	<input type="checkbox"/>	
Can the facility accommodate the personnel, systems, and equipment required for critical operations?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the facility support the capability to perform critical operations under all high-risk, high-probability conditions?	<input type="checkbox"/>	<input type="checkbox"/>	
Can the facility become operational within an acceptable timeframe?	<input type="checkbox"/>	<input type="checkbox"/>	
Can the facility support sustained operations?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>2. Are the facility requirements and risks associated with the alternate facility within acceptable limits?</b>			
Have you performed a vulnerability analysis of the facility?	<input type="checkbox"/>	<input type="checkbox"/>	
Did you consider all possible scenarios for relocation to the facility?	<input type="checkbox"/>	<input type="checkbox"/>	
Did you consider the distance from threat areas of other nearby facilities/locations, such as hazardous materials facilities?	<input type="checkbox"/>	<input type="checkbox"/>	
What are the minimum functions necessary to maintain sustained operations?	<input type="checkbox"/>	<input type="checkbox"/>	
Can the facility support 24/7 operations?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the facility have reliable logistical support, services, and infrastructure systems (water, HVAC, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the facility located within acceptable proximity to food, water, fuel, and medical treatment facilities?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the facility support the health, safety, and well being of assigned personnel?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the facility located where vendor support can be acquired if necessary?	<input type="checkbox"/>	<input type="checkbox"/>	
Can the facility be made secure?	<input type="checkbox"/>	<input type="checkbox"/>	
Can security capabilities be increased commensurate with higher threat levels?	<input type="checkbox"/>	<input type="checkbox"/>	

**Acquisition of Alternate Facilities Worksheet (Continued)**

<b>2. Are the facility requirements and risks associated with the alternate facility within acceptable limits? (Continued)</b>			
<b>Factor</b>	<b>Yes</b>	<b>No</b>	<b>Notes</b>
Can cellular phones be used in the facility?	<input type="checkbox"/>	<input type="checkbox"/>	
What are the equipment and furniture requirements?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the facility outside the communications and data grid of the primary facility?	<input type="checkbox"/>	<input type="checkbox"/>	
Can the facility handle the power load requirements?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the facility have backup power generation capability?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the facility support interoperable communications with the entire MAC System and the public?	<input type="checkbox"/>	<input type="checkbox"/>	
Can the facility accommodate communications requirements, including secure communications, if required?	<input type="checkbox"/>	<input type="checkbox"/>	
Can the facility accommodate data transmission, including secure data transmission, if required?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>3. Has your jurisdiction reevaluated the alternate facility to ensure that it continues to satisfy the jurisdiction's operational criteria and meets security requirements?</b>			
Is the facility reevaluated as part of the EOP revision cycle?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the facility continue to meet the requirements identified in the EOP?	<input type="checkbox"/>	<input type="checkbox"/>	

Adapted from checklist developed for Continuity of Operations.