

- b. **PHASE II: ALTERNATE FACILITY OPERATIONS**--The Phase II section should identify initial arrival procedures as well as operational procedures for the continuation of essential functions.

- (1) **Mission Critical Systems**--The section should address the organization's mission critical systems necessary to perform essential functions and activities. Organizations must define these systems and address the method of transferring/replicating them at an alternate site.

### **SAMPLE**

The following table shows examples of mission critical systems for the Bureau of Water Management:

System Name	Current Location	Other Locations
Hazardous Spill Cleanup Unit	Warehouse 11	Storage Unit B, Storage Unit C
Mobile Analytical Laboratory	Primary Facility	Alternate Facility
Mobile Operations Center	Primary Facility	Alternate Facility

- (2) **Vital Files, Records, and Databases**--This section should address the organization's vital files, records, and databases, to include classified or sensitive data, which are necessary to perform essential functions and activities and to reconstitute normal operations after the emergency ceases. Organizational elements should pre-position and update on a regular basis those duplicate records, databases, or back-up electronic media necessary for operations.

There are three categories of records to be reviewed and prioritized, then transferred (either hard copy or electronic media) to an alternate location:

- Emergency operations records;
- Legal/financial records; and,
- Records used to perform national security preparedness functions and activities (EO 12656).