

Once key positions and personnel have been identified by essential function, determine the positions in Worksheet #26, which would assume the authority of the key position if it became vacant unexpectedly. Consider the qualifications necessary to perform in the key position and the qualifications of the successor positions, as well as organizational and geographical proximity. The same successors may be named for different key positions, but avoid designating the same successor as the first successor to several key positions.

#### **D. Selecting an Alternate Facility**

In the event that an emergency forces any work space to be evacuated, key personnel should relocate to an alternate work site—one that allows the organization to carry out its essential functions and meet the needs of emergency personnel.

Because the need to relocate may occur without warning, organizations should make every effort to pre-position, maintain, or provide for minimum essential equipment for continued operations of essential functions at the alternate operating facilities for a minimum of fourteen days.

There are several types of alternate work sites and all have different capacity levels. The type of work sites chosen may depend on needs, budgetary concerns, or the level of the emergency. An organization should not limit itself to one alternate work site. Several can be chosen. For instance, an organization can have one type of alternate site available for lower level and short term emergency operations and a larger and more equipped site set up for use in higher level emergencies.

Some organizations may find it necessary to develop and maintain a capability to relocate to whatever facility might be available—or maybe even to a field location. This would require mobile communications, records, equipment, etc.