

2. Identify Various Options for Alternate Work Sites

Use Worksheet #32 to complete this task.

Current facilities owned or used by the organization should be considered as first options for alternate work sites. These are good candidates for hot, warm, or at least cold sites. If an organization does not have suitable additional facilities or if none of those are considered appropriate as potential sites, the COOP team should consider entering into a mutual aid agreement with another organization to use their facilities or an agreement to share an alternate work site. Mutual aid agreements can be made for hot, warm or cold sites. In North Carolina government, these arrangements must be made through the Department of Administration, Facility Management Division.

When identifying possible alternate facilities, bear in mind that an alternate facility, at a minimum, should offer:

- An immediate capability to perform essential functions under various threat conditions.
- Sufficient space and equipment to sustain the relocating organization.
- An ability to communicate with all identified essential internal and external organizations, customers, and the public.
- Reliable logistical support, services, and infrastructure systems, including water, electrical power, heating and air conditioning, etc.
- Ability to sustain essential functions for fourteen days.
- Appropriate physical security and access controls.
- Consideration for the health, safety, and emotional well being of relocated employees and customers, i.e., number of washrooms, parking, accessibility for the disabled, etc.

Assess whether the potential alternate work site is susceptible to an elevated risk of physical damage—flooding, for example. If the potential alternate site is located in a flood zone or faces some other elevated risk, it is probably not an ideal alternate work site.