

- Personnel at the devolution site must be trained to perform the essential functions to the same level of proficiency as agency primary personnel.
- Vital records, documents and databases must be available and up to date at the devolution site.
- Communications and information management systems must be transferred to the devolution site.
- Delegations of authority must include senior personnel at the devolution site.

## **2. Alternate Facility Operations**

This phase covers the period from 12 hours after activation up to 14 days. Agencies conduct essential functions from the alternate facility.

Written procedures to guide essential personnel through the transition to the alternate facility will result in quicker COOP implementation. Issues to address with these procedures include:

- Minimum standards for communication and direction and control to be maintained until the alternate facility is operational.
- Activation of plans, procedures and schedules to transfer activities, personnel, records and equipment.
- Securing the primary facility and non-movable equipment and records.

Operations at alternate facilities vary widely depending on the agency and its essential functions. Despite this variability, there are some common issues that should be planned for to facilitate alternate facility operations. These include:

- Execution of mission-essential critical functions.
- Establishment of communications to all critical customers.
- Assignment of responsibilities to key staff.
- Augmentation of staff if it is determined that initial staffing is inadequate.
- Accountability for staff, including nonessential personnel.
- Development of plans and schedules for reconstitution.