**relocation plan**

***All organizations should identify and maintain at least one alternate location for the relocation of a limited number of the organization’s key leaders and staff. This could include use of another brick and mortar facility, or virtual office options. The alternate location should be located where it will not be vulnerable to the same disrupting events that damage the primary operating facility.***

***The organization should have guaranteed access to their alternate location within an agreed upon time following initiation of continuity operations. This should allow time for set-up so work can begin within the recovery time objective.***

***When selecting an alternate location, it is important to know the total space, and infrastructure requirements to conduct work. Additional things to consider include access to, or availability of:***

* ***Backup generators***
* ***Equipment (such as computers, print/copy/fax, phones, specialized items)***
* ***Bathrooms and break areas***
* ***Residential accommodations and transportation***

The alternate location(s) provide the following in sufficient quantities to sustain operations until normal operations can be resumed:

* Space and equipment, including computer equipment and software. The alternate location can accommodate **[insert number]** personnel. Facility floor plans, equipment inventory, and **[insert other applicable documents]** are found at **[insert location]**.
* Capability to perform essential functions within the specified time. The facility will remain available until normal operations can be resumed.
* Reliable logistical support, services, and infrastructure systems. Details on these infrastructure systems are available at **[insert location]**.
* Consideration for health, safety, security, and emotional well-being of personnel, including **[insert considerations, such as physical security, fitness activities, access to the Employee Assistance Program, and presence of security]**.
* Emergency/back-up power capability. Details on the power capability are available at **[insert location]**.

The alternate location(s) provides the following infrastructure to ensure access to primary servers, backup storage, and the essential records database:

* Interoperable communications, and connections, for effective interaction. Additional information on continuity communications is found in the Communications section of this plan.
* Capabilities to access and use Essential Records. Additional information on accessing Essential Records is found in the Essential Records section of this plan.
* Systems and configurations that are used to complete essential functions. IT support at the alternate location can be accessed by **[insert access to IT support]**. Details on the systems and configurations are available at **[insert location]**.

***In the event an incident requires activation of an alternate location(s), outline the process by which personnel will be notified and relocated to the site(s). Note: Not all continuity events require the relocation to an alternate location****.*

Upon activation of the relocation plan by **[insert authority]**, essential functions may relocate to the alternate location(s). **[Insert office/title]** will notify the point of contact at the alternate location(s) of the activation and need to occupy the space and ensure that the continuity operations can begin within the specified time.

If the emergency occurs during work hours continuity activities will be implemented as follows.

* Essential employees will relocate to the designated alternate location from the primary facility or their current location using **[insert method of transportation, such as privately owned vehicles, buses, etc. here. Include any provisions made regarding the transport of disabled continuity employees].**
* Non-essential employees will receive instructions from **[insert office/title]**. In most situations they will be directed to return home to await further instructions.
* Information will be provided regarding safety precautions and clear routes to use when leaving the primary operating facility.

If the emergency occurs during non-work hours continuity activities will be implemented as follows:

* Essential employees will relocate to the designated alternate location from their current location using **[insert method of transportation, such as privately owned vehicles, buses, etc. here. Include any provisions made regarding the transport of disabled continuity employees]**. They should arrive by **[insert time here, such as immediately, time specified during notification, within a pre-designated number of hours or business hours, etc.]**.
* Non-essential personnel will remain at their residence or other designated location, but must be prepared to replace or augment essential personnel within **[include hour]** of notification, or as advised. Staff replacements will be coordinated by the **[insert office/title]**.

Non-essential personnel may be required to replace or augment essential personnel during activation and should remain available as instructed. Notification of activation will include **[include time from notification till they are expected to arrive for work]**.These activities will be coordinated by the **[insert office/title]**.

Pre identified essential employees will should arrive and prepare the alternate location(s) for use so that continuity operations can be resumed within the specified time. These pre-identified essential employees will:

* Ensure infrastructure systems, such as power and heating, ventilating, and air conditioning are functional.
* Prepare check-in duty stations for the Continuity Team’s arrival.
* Address telephone inquiries from continuity and non-continuity staff.
* **[Insert additional tasks here].**

Accountability procedures include **[insert steps to account for essential personnel as they arrive to alternate location here, including how to obtain the roster of essential personnel and how the organization will reach individuals who have not been accounted for, etc.]**.

***Alternate Location Checklist***

| **Alternate Location Checklist** |
| --- |
| Upon arrival at the alternate location, continuity personnel will: |
| * Check in
 |
| * Receive instructions and equipment
 |
| * Report to work station as identified in **[insert location]** or as otherwise designated during the activation process
 |
| * Retrieve pre-positioned or transported information and resources, and activate specialized systems or equipment
 |
| * Monitor the status of personnel and resources
 |
| * Conduct essential functions
 |
| * Prepare and disseminate reports, as required
 |
| * Comply with any additional continuity reporting requirements
 |
| * Communicate contact information to family members, next of kin, and emergency contacts
 |
| * **[Insert additional tasks here]**
 |