

**ANNEX B– ALTERNATE FACILITIES**

**The following are identified as alternate facilities (AF) for the Communications Center:**

AF TYPE	NAME	LOCATION (PHYSICAL ADDRESS)	STAFF CAPACITY	* RESOURCES REQUIRED TO PERFORM MISSION-ESSENTIAL FUNCTIONS		FACILITY MANAGER NAME & TELEPHONE NUMBER
				PRE-POSITIONED	TRANSPORTED	

**\* Identify resources needed to continue the operation of mission-essential functions that have been pre-positioned at the alternate facility and those that will need to be transported to the facility. Examples of resources include office equipment/supplies, computers, chairs, tables, telephones, printers, and copiers.**

Alternate Facilities to ensure that the facilities still meet the current needs.

- Recommendations will become part of the remedial action process and any shortfalls in the equipment, maintenance, or improvement and modernization of the facilities will be incorporated into the Multi-Year Strategy and Program Management Plan.

**Provided below is additional information that can be used to determine alternate relocation capabilities during the planning phase:**

- **HOT SITE-** A hot site is a building already equipped with processing capability and other services. Operational standby facilities require a subscription contract and charge various fees. Normally, a three-or five-year contract is negotiated and includes specific hardware configurations with detailed communications requirements, which must be updated when changes occur.
- **COLD SITE-** A cold site is a building for housing processors that can be easily adapted for use. Vendor contracts should be in place to make the facility operational in a short period of time.
- **REDUNDANT SITE-** A redundant site is a site equipped and configured exactly like the primary site.
- **RECIPROCAL AGREEMENT-** A reciprocal agreement is a formal agreement that allows for two organizations to back-up each other. The agreement is usually with an external agency. Although low development and maintenance cost are the principal advantage to this alternative, consideration must be given to establishing an agreement with an organization that will not be affected by the same disaster.
- **HYBRIDS-** Any combination of the above, such as having a hot site as a back-up in case a redundant or reciprocal agreement site is damaged by the same or a separate event.