

ALTERNATE OPERATING FACILITY (AOF)

DOCUMENT CHANGE CONTROL

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For: (client)

Page 1 of 7

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TABLE OF CONTENTS

1. Alternate Operating Facility	3
2. Operational Plan	3
2.1 <i>Immediate Capacity Exists To Operate</i>	4
2.2 <i>Sufficient Space and Equipment at the AOF</i>	4
2.3 <i>Pre-positioned Resource Are Identified for the AOF</i>	5
2.4 <i>Plan Includes Interoperable Communications at the AOF</i>	5
2.5 <i>Logistical Support Services and Infrastructure at the AOF</i>	5
2.6 <i>Sustain Operations For Up To 30 Days at the AOF</i>	5
2.7 <i>Considerations For Health and Safety at the AOF</i>	6
2.8 <i>Physical Security and Access Controls at the AOF</i>	6
3. Policy & Procedures	7
3.1 <i>Policy for Implementation</i>	7
3.2 <i>Procedures for Implementation</i>	7

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1. Alternate Operating Facility

The Department currently has XX primary and XX alternate locations that are fully functional and capable of operating as an alternate facility. These facilities are located in The geographic dispersion of these locations ensures the ability of the department to effectively restore operations quickly.....

The plan addresses how the department will implement our relocations procedures to ensure critical functions are not disrupted or the least disruption occurs. This is achieved by... (Add any specific info here)

-----COOP/COG FINAL REPORT DOCUMENTED-----
CITE CLIENT DOCUMENTS
-----COOP/COG FINAL REPORT DOCUMENTED-----

2. Operational Plan

There are several critical planning considerations for any COOP plan. COOP plans must:

- **Be capable of implementation anytime**, with and without warning, during duty and nonduty hours.
- **Provide full operational capability for essential functions** not later than 12 hours after activation.
- **Be capable of sustaining operations for up to 30 days**. Agencies must develop operating procedures and acquire resources necessary to sustain operations for up to 30 days.
- **Include regularly scheduled TT&E**. Agencies must train members of their emergency staff and practice COOP procedures to ensure their skills stay current. Equipment and communications must be tested periodically to ensure that they are operable.

2.1 Immediate Capacity Exists To Operate

(Provides identification of alternate facilities with the capacity and capability to immediately operate under in the event of a potential threat, including WMD.)

ALTERNATE WORKSITE OPTIONS			
This Worksheet should be used to track alternate worksites and facilities. Step 1: Identify alternate worksites or facilities that could be used by the agency in the event of an emergency. Step 2: Identify any legal agreements currently in place for that facility, and the date of the agreement. Step 3: Provide pertinent information that is specific to the use of that facility.			
Facility	Lease or other Agreement	Date Executed/Contact	Special Notes

2.2 Sufficient Space and Equipment at the AOF

(Includes identification of space and equipment requirements to sustain the relocating organization and ensures that they are included in relocation planning)

Essential Function	Number of Personnel	Equipment	Communications	Space Required	Security	Access

2.3 Pre-positioned Resource Are Identified for the AOF

(Includes identification of pre-positioned resources, and where possible contingency contracts are established or prepared with appropriate resource providers)

2.4 Plan Includes Interoperable Communications at the AOF

(Includes identification of provisions for interoperable communications with all identified essential internal and external organizations, critical customers and the public)

One of the resources that the alternate facility must provide is interoperable communications. Interoperable communications are communications that provide the capability to perform essential functions, in conjunction with other agencies and organizations, until normal operations can be resumed.

Interoperable communications means that response personnel must be able to communicate:

- **Externally** with the organization's customers and business partners.
- **Internally** with the organization's leadership and coworkers.
- **Even if the primary means of communication fails!**

Interoperable communications:

- Must support the execution of the agency's essential functions.
- Provide capability to communicate within the organization.
- Provide connectivity to outside agencies and customers.
- Ensure access to data, systems, and services.

The key to interoperable communications is **connectivity**. Interoperable communications are compatible with communications capabilities used by internal and external organizations.

Federal departments and agencies at the headquarters level must be able to communicate with the FEMA Operations Center and the Homeland Security Operations Center, as well as their alternate sites.

2.5 Logistical Support Services and Infrastructure at the AOF

(Includes identification of logistical support services and infrastructure systems such as water, electrical power, heating and air-conditioning)

2.6 Sustain Operations For Up To 30 Days at the AOF

(Includes identification of provisions to sustain operations for a period of up to 30 days at the AOF)

2.7 Considerations For Health and Safety at the AOF

(Includes identification of provisions to provide for the health and safety of relocated employees at the AOF)

2.8 Physical Security and Access Controls at the AOF

(Includes identification of provisions physical security and access controls at the AOF)

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3. Policy & Procedures

(Outlines relocation procedures necessary to affect a smooth transition and to ensure critical functions are not disrupted or the least disruption occurs)

3.1 Policy for Implementation

(CLIETN through [redacted] (client " - " Policy ###) identifies that each essential function shall be made supportable at the primary and alternate operating facilities. This policy is consistent with State and Federal governmental agencies who have also been required to develop plans to ensure that critical operations are maintained during an emergency with the ability to return to normal operations)

Comment [MK1]: Reference Policy

3.2 Procedures for Implementation

(Per FPC 65 guidance this section should define how the organization will designate and review the functional procedures ensuring essential functions are supportable at the designated alternate operating facility (AOF) and who will accomplish this task. If applicable, this section should also outline the process that the organization will use to ensure that its sub-organizational elements and regional offices and facilities, throughout the country, can support performance of their essential functions at the AOF)