Worksheet #7: Requirements for Alternate Facilities

Identify the requirements for the alternate facility by department or division. An alternate facility is a location, other than the normal facility, used to carry out essential functions in a COOP plan activation. Requirements include personnel, back-up power, communications, and space needed.

**Cabinet: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Essential Function** | **Number of Personnel** | **Back -up Power** | **Communications** | **Space**  |
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