Alternate Site Activation Checklist

Activation Date/Time	
Alternate Site Location	
Prepared By	
Approved By	

1. Initial Assessment

1. Assess status of primary site and determine need for alternate site activation.
2. Notify key personnel about activation decision.
3. Document reason for activation.

2. Alternate Site Preparation

1. Confirm physical access to alternate site.
2. Activate necessary utilities (power, water, network).
3. Verify security and building access controls.
4. Set up workstations and communications equipment.

3. Staff Mobilization

1. Notify staff about relocation to alternate site.
2. Arrange for staff transportation, if necessary.
3. Distribute site access information to authorized personnel.

4. Systems and Data

1. Restore critical systems from backup as needed.
2. Verify network connectivity and application availability.
3. Test communications (phone, email, messaging).

5. Operations and Support

1. Establish incident command at alternate site.
2. Set up workspace and resources for critical functions.
3. Communicate status to all stakeholders.
4. Implement schedule for ongoing check-ins and reporting.

6. Additional Notes/Comments

Add any additional information or comments here.