**Yale Business Continuity Planning**

**Alternate Site Worksheet**

***Instructions:*** *Complete the worksheet below for alternate sites that have been identified as possible locations to use in an emergency*

|  |  |
| --- | --- |
| **Alternate Site location:** |  |
| **Street address:** |  |
| **Contact:** |  |
| **Essential functions that could relocate to this site:** |  |
| **Staff that could relocate here:** |  |
| **Essential supplies and equipment already at site:** |  |
| **Specialized supplies and equipment needed:** |  |
| **Summary of any limitations or special considerations if this site were to be used:** |  |
| **Other helpful information:** |  |

|  |  |
| --- | --- |
| **Alternate Site location:** |  |
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| **Essential functions that could relocate to this site:** |  |
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| **Specialized supplies and equipment needed:** |  |
| **Summary of any limitations or special considerations if this site were to be used:** |  |
| **Other helpful information:** |  |