

Federal Preparedness Circular 67

Purpose

Federal Preparedness Circular (FPC) 67 provides guidance to Federal Executive Branch departments and agencies for use in acquiring alternate facilities to support their Continuity of Operations (COOP), and is a supplement to FPC 65, Federal Executive Branch Continuity of Operations.

Scope

FPC 67 encompasses all Federal Executive Branch departments, agencies, and independent organizations.

Objectives

In an emergency situation where the primary facility is rendered unusable, securing alternate facilities from which essential agency functions can be executed is integral to COOP planning. Specific objectives for acquiring such an alternate facility(ies) includes:

- Ensuring agencies have a facility from which to continue to perform their essential functions/operations during an emergency;
- Reducing or mitigating disruptions to operations; and
- Achieving a timely and orderly recovery from an emergency and resuming full service to customers.

Overview

FPC 67 contains planning considerations for the identification and preparation of alternate facilities, including location, construction elements, Memoranda of Understanding/Memoranda of Agreement, space, billeting, site transportation, communications, security, and life support. The document contains considerations agencies should take during the acquisition process, described in three steps, including:

- Alternate Facilities Requirements Identification;
- Candidate Alternate Facilities Selection and Acquisition; and
- Alternate Facility Reevaluation.

Agency reporting also must occur to maintain a central database of all alternate facilities.

Responsibilities

Responsibilities related to the acquisition and use of alternate agency facilities are defined for all Federal Executive Branch agency heads, as well as specifically for the General Services Administration(GSA), in cooperation with the Federal Emergency Management Agency (FEMA).