



Continuity of Operations (COOP)

Reconstitution



Reconstitution Planning

- ▶ The process by which surviving and/or replacement agency personnel resume normal agency operations from the original or replacement primary operating facility.



Reconstitution Planning

1. Transition from COOP status to normal operations.
2. Coordinate and plan options for reconstitution, regardless of the level of disruption.
3. Outline procedures necessary for a smooth transition from the relocation site.



Implementing the Plan

1. Notify all personnel that the threat or actual emergency no longer exists.
2. Provide instructions for the resumption of normal operations.
3. Supervise the orderly return to the permanent or temporary facility.
4. Report the status of relocation.
5. Conduct an after-action review.



Reconstitution Manager Responsibilities

- Develop space allocation/facility requirements.
- Coordinate with Department of Administration, Division of Public Works.
- Form a reconstitution team.
- Develop a time-phased plan.
- Develop procedures for restructuring the staff.
- Ensure the building is safe.



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▶ Questions?