

SAMPLE

The following table shows examples of vital files, records, and databases for the Bureau of Water Management:

Vital File, Record, or Database	Form of Record (e.g., hardcopy, electronic)	Pre-positioned at Alternate Facility	Hand Carried to Alternate Facility	Backed up at Third Location
GIS Mapping Database	Electronic	X		X
List of Licensed Spill Cleanup Contractors	Hardcopy		X	
List of Regional Dams	Hardcopy		X	
Pollution/Chemical Incident Database	Electronic	X		
Public and Private Sewage System Records	Electronic	X		X
Water Treatment Regulations	Hardcopy		X	
Flood Control Policies	Hardcopy		X	
Federal Water Facilities Contact List	Hardcopy		X	

The following table shows sample vital files, records, and databases pertaining to COOP coordination for the Bureau of Water Management:

Vital File, Record, or Database	Form of Record (e.g., hardcopy, electronic)	Pre-positioned at Alternate Facility	Hand Carried to Alternate Facility	Backed up at Third Location
COOP Plan	Electronic	X		X
Phone Roster	Hardcopy		X	
Devolution Contact List	Hardcopy		X	
Legal Authority List	Electronic	X		
Emergency Water Resources List	Hardcopy		X	

- c. **PHASE III: RECONSTITUTION**--The Phase III section explains procedures for returning to normal operations--a time phased approach may be most appropriate. This section may include procedures for returning to the primary facility, if available, or procedures for acquiring a new facility. Notification procedures for all employees returning to work must also be addressed. The conduct of an After Action Report (AAR) to determine the effectiveness of COOP plans and procedures should be considered.