

### **3. Reconstitution**

Reconstitution is the process by which agency personnel resume normal agency operations from the original or a replacement primary facility. Basic planning for reconstitution should take place concurrently with COOP planning. Emergency specific reconstitution planning should begin as soon as the COOP is implemented. Because reconstitution can be complex, many agencies will designate a Reconstitution Coordinator whose job it will be to focus solely on reconstitution issues.

Reconstitution is conducted after the emergency or disruption ceases and is unlikely to resume. Organizations must identify and outline a plan to return to normal operations once organization heads or their successors determine reconstitution operations can begin.

#### **a. Reconstitution Process**

Extensive coordination is necessary for organizations to refurbish original facilities or to procure new facilities. Within 24 hours of an emergency relocation, organizations should initiate and coordinate operations to salvage, restore, and recover buildings after receiving approval from appropriate local and federal law enforcement and emergency services.

The COOP plan should coordinate and pre-plan options for reconstitution regardless of the level of disruption requiring implementation. These options should include movement from the COOP or devolution location to the originating facility or a new site. The orderly transition of all functions, personnel, equipment, and records from the relocation site to a new or restored facility must be planned.

Returning to an original facility requires assurance the building is safe.

#### **b. Implementation of Reconstitution Plan**

Once you have a plan for reconstitution, you will need to inform all employees of the plan and the schedule for implementing it. Implementation of this plan will mean the actual transfer of materials, personnel, supplies, and equipment to the original facility, a new permanent facility, or a temporary facility. The plan should ensure this transfer is orderly.

Transfer back to normal operations requires notification of the organization's operations center. Customers and other contacts must also be notified.