

No test, training, or exercise event will offer the insight into the strengths and weaknesses of a COOP program that actual execution will provide. Organizations should capitalize on the lessons learned about the COOP capability. Conducting an after-action review is an effective means of identifying areas that require corrective action.

c. Reconstitution Manager

Use Worksheet # 43 to complete this task.

The reconstitution manager coordinates and oversees the reconstitution process and develops the reconstitution plan. This individual does not work in isolation. Coordination with a host of other individuals and groups, including senior leadership, is required. The reconstitution manager should put together a reconstitution team consisting of individuals whose expertise will be needed for the reconstitution effort. This team assists in carrying out many of the responsibilities identified below:

- Develop space allocation and facility requirements.
- Coordinate with appropriate organization to obtain office space for reconstitution if the building is not habitable.
- Form a reconstitution team.
- Develop a time-phased plan, listing functions and projects in order of priority for resuming normal operations.
- Develop procedures, as necessary, for restructuring the staff.
- Ensure the building is structurally safe and that it meets all local occupancy regulations.

COOP planning is designed to handle emergencies for 14 days. When an incident occurs, it is likely that an organization will immediately know whether an emergency will extend beyond 14 days or whether reconstitution of normal operations will be possible within the COOP time frame. It is important for organizations to determine what to consider if an emergency extends beyond 14 days. Although the plan an organization is developing might not go into detail about extending an emergency situation beyond 14 days, each organization should know which aspects would be most affected and have a strong idea of how to handle an extended emergency.