



# EMERGENCY SERVICES SECTOR CONTINUITY PLANNING SUITE WORKSHEET 10 RECONSTITUTION OPERATIONS



## INTRODUCTION

The following worksheet is derived from the Continuity Capability Evaluation for the Emergency Services Sector (CCE) to assist Emergency Services Sector organizations in evaluating and filling gaps in their continuity capability. For more information, visit the [Emergency Services Sector Continuity Planning Suite](#).

Reconstitution operations are collectively the process by which the organization’s personnel resume normal operations from the original or a replacement primary operating facility. Reconstitution requirements address the need for organizations to identify, develop, and coordinate a plan to return to normal operations once leadership determines that the actual emergency, or the threat of an emergency, is over. Communication enables an organization to inform all personnel that the necessity for continuity operations no longer exists and to instruct personnel on how to resume normal operations. Staff outside of the emergency response group (ERG) augments the ERG staff to begin the process of resuming nonessential functions. Leadership determines priorities and supervises the orderly return to normal operations. Organizations assess the status of affected facilities and transition back into the primary operating facility or a new facility.

## INSTRUCTIONS

As one of 11 elements of continuity capability, devolution of control and direction contains objectives supporting the element and practices fulfilling each objective. Review the following objectives and practices. For each practice, select Yes, No, or N/A to represent whether your organization has completed the action described in the practice. Include comments that provide information explaining how the practice is complete or why it is not complete. Tally all selections for the element and record them in the Totals below. For guidance on how to choose between Yes, No, or N/A for each practice of the element, see the Introduction of the CCE.

Total Yes: \_\_\_\_\_

Total No: \_\_\_\_\_

Total N/A: \_\_\_\_\_

To support filling gaps in continuity identified in the initial evaluation, see the Reconstitution Operations Planning Template below.



## Objective 10.1

Identify and outline a reconstitution plan and procedures so that the organization is fully capable of accomplishing all essential functions and normal operations at the new or restored facility once the organization's heads or their successors determined it is okay to return from all alternate facilities.

### Practice 10.1.1

The organization has developed a reconstitution plan that provides the ability to recover from the effects of an emergency and for transitioning back to efficient normal operational status from continuity operations status, once a threat or disruption has passed.

Yes            No            N/A

Comments: \_\_\_\_\_

### Practice 10.1.2

The organization's reconstitution plan determines how the organization will assess the status of affected personnel, assets, and facilities.

Yes            No            N/A

Comments: \_\_\_\_\_

### Practice 10.1.3

The organization's reconstitution plan includes redeployment plans for phasing down continuity facility operations and supervising the return of operations, personnel, records, and equipment to the primary or other operating facility in a priority-based approach, when appropriate.

Yes            No            N/A

Comments: \_\_\_\_\_

### Practice 10.1.4

The organization's reconstitution plan outlines the necessary procedures for conducting a smooth transition from the continuity facility to either the normal primary operating facility, another temporary facility, or a new permanent facility.

Yes            No            N/A

Comments: \_\_\_\_\_

### Practice 10.1.5

The organization's reconstitution plan details how the organization will inform all personnel when the actual emergency (or the threat of an emergency) and the necessity for continuity operations no longer exist, and it instructs personnel on how to resume normal operations.

Yes            No            N/A

Comments: \_\_\_\_\_



## RECONSTITUTION OPERATIONS PLANNING TEMPLATE

This section provides a template for reconstitution operations planning, adapted from the Federal Emergency Management Agency Continuity Plan Template and Instructions for Non-Federal Governments. The template may be modified as appropriate based on the organization's mission, needs, and other characteristics.

Organizations should identify and outline a plan (as a portion of an overall continuity plan) to return to normal operations once organization heads or their successors determine that reconstitution operations for resuming normal business operations can be initiated following an emergency. Sample text, including placeholders for organization input, are provided below.

Within [Time Period] \_\_\_\_\_ of an emergency relocation, the following individuals will initiate and coordinate operations to salvage, restore, and recover the [Organization Name] \_\_\_\_\_'s primary operating facility after receiving approval from the appropriate State and local law enforcement and emergency services:

- [Title/Office] \_\_\_\_\_ will serve as the reconstitution manager for all phases of the reconstitution process
- Each [Organization Name] \_\_\_\_\_ subcomponent will designate a reconstitution point of contact (POC) to work with the reconstitution team and to update office personnel on developments regarding reconstitution, and each [Organization Name] \_\_\_\_\_ subcomponent will provide names of reconstitution POCs to [Title/Office] \_\_\_\_\_ within [Number] \_\_\_\_\_ hours of the continuity plan activation

During continuity operations, [Title/Office] \_\_\_\_\_ should determine the status of the primary operating facility affected by the event by [Method] \_\_\_\_\_.

Upon obtaining the status of the facility, [Title/Office] \_\_\_\_\_ will determine how much time is needed to repair the primary operating facility and/or acquire a new facility. This determination is made in conjunction with [Office(s)/Organization(s)] \_\_\_\_\_.

Should [Organization Name] \_\_\_\_\_ decide to repair the facility, [Title/Office] \_\_\_\_\_ has the responsibility of supervising the repair process and should notify [Title/Office] \_\_\_\_\_ of the status of repairs, including estimates of when the repairs will be completed.



Reconstitution will commence when the [Organization Head] \_\_\_\_\_ or other authorized person ascertains that the emergency situation has ended and is unlikely to reoccur. These reconstitution plans are viable regardless of the level of disruption that originally prompted implementation of the continuity plan. Once the appropriate [Organization Name] \_\_\_\_\_ authority has made this determination in coordination with other state, local, and/or other applicable authorities, one or a combination of the following options may be implemented, depending on the situation:

- Continue to operate from the continuity facility
- Reconstitute the [Organization Name] \_\_\_\_\_ primary operating facility and begin an orderly return to the facility
- Begin to establish a reconstituted [Organization Name] \_\_\_\_\_ in another facility or at another designated location
- [Additional Organization Options] \_\_\_\_\_.

Before relocating to the primary operating facility or another facility, the [Title/Office] \_\_\_\_\_ will conduct appropriate security, safety, and health assessments to determine building suitability. In addition, the [Title/Office] \_\_\_\_\_ will verify that all systems, communications, and other required capabilities are available and operational and that [Organization Name] \_\_\_\_\_ is fully capable of accomplishing all essential functions and operations at the new or restored primary operating facility.

Upon a decision by the [Organization Head] \_\_\_\_\_ or other authorized person that the [Organization Name] \_\_\_\_\_ primary operating facility can be reoccupied or that [Organization Name] \_\_\_\_\_ will be reestablished in a different facility:

- The [Organization Name] \_\_\_\_\_ continuity coordinator or other authorized individual should notify the [Office(s)/Organization(s)] \_\_\_\_\_ when available, and other applicable operations centers with information regarding continuity activation status, the [Organization Name] \_\_\_\_\_ continuity facility, operational and communication status, and anticipated duration of relocation. [Organization Name] \_\_\_\_\_ shall submit a Continuity Status Reporting Form, only if it contains more information beyond what has been reported, to [Contact Information for Status Reporting Procedures] \_\_\_\_\_ using the form and procedures provided by [Organization Name] \_\_\_\_\_ or other specified continuity POC.

- The [Title/Office] \_\_\_\_\_ will develop space allocation and facility requirements.
- The [Title/Office] \_\_\_\_\_ will notify all personnel that the emergency or threat of emergency has passed and actions required of personnel in the reconstitution process using [Method of Communications] \_\_\_\_\_.
- The [Title/Office] \_\_\_\_\_ will coordinate with the [Organization Name] \_\_\_\_\_ and/or other applicable facility management group to obtain office space for reconstitution, if the primary operating facility is uninhabitable.
- The [Title/Office] \_\_\_\_\_ will develop procedures, as necessary, for restructuring staff.
- [Additional Activities Associated with Reconstruction Planning] \_\_\_\_\_.

Upon verification that the required capabilities are available and operational and that [Organization Name] \_\_\_\_\_ is fully capable of accomplishing all essential functions and operations at the new or restored facility, the [Title/Office] \_\_\_\_\_ will begin supervising a return of personnel, equipment, and documents to the primary operating facility or a move to a temporary or new permanent primary operating facility.

The phase-down and return of personnel, functions, and equipment will follow the priority-based plan and schedule outlined below; [Organization Name] \_\_\_\_\_ will develop return plans based on the incident and facility within [Number] \_\_\_\_\_ hours of plan activation.

- [Priority-Based Plan and Schedule] \_\_\_\_\_.

[Organization Name] \_\_\_\_\_ will continue to operate at its continuity facility until ordered to cease operations by the [Authority] \_\_\_\_\_ using [Notification Method] \_\_\_\_\_. At that time, essential functions will transfer to the primary operating facility. [Organization Name] \_\_\_\_\_ has developed plans to instruct personnel on how to resume normal operations as outlined below; [Organization Name] \_\_\_\_\_ will develop resumption plans based on the incident and facility within [Number] \_\_\_\_\_ hours of plan activation.

- [Normal Operations Resumption Plan] \_\_\_\_\_.

The [Title/Office] \_\_\_\_\_ will identify any records affected by the incident by [Records Identification Process] \_\_\_\_\_. In addition, the [Title/Office] \_\_\_\_\_ will



effectively transition or recover essential records and databases, as well as other records that had not been designated as essential records, using the plan outlined below.

[Organization Name] \_\_\_\_\_ will develop essential records transition and recovery plans based on the incident and facility within [Number] \_\_\_\_\_ hours of plan activation.

- [Essential Records Transition and Recovery Plan] \_\_\_\_\_.

When the continuity personnel, equipment, and documents are in place at the new or restored primary operating facility, the remaining [Organization Name] \_\_\_\_\_ staff at the continuity facility or devolution site will transfer essential functions, cease operations, and deploy to the new or restored primary operating facility. The [Title(s)/Office(s)] \_\_\_\_\_ will oversee the orderly transition from the continuity facility of all [Organization Name] \_\_\_\_\_ functions, personnel, equipment, and records to a new or restored primary operating facility. The [Title/Office] \_\_\_\_\_ will develop a process for receiving and processing employee claims during the continuity event, including processing human resources claims (such as, workers' compensation, compensation for injuries, overtime pay, and so on) and replacing lost or broken equipment.

[Organization Name] \_\_\_\_\_ will conduct an after-action review (AAR) once back in the primary operating facility or in a new primary operating facility.

The [Title/Office] \_\_\_\_\_ is responsible for initiating and completing the AAR, and all offices within [Organization Name] \_\_\_\_\_ will have the opportunity to provide input to the report. The AAR will address the effectiveness of the continuity plans and procedures, identify areas for improvement, document these in the [Organization Name] \_\_\_\_\_ corrective action program (CAP), and then develop a remedial action plan as soon as possible after the reconstitution. The [Title/Office] \_\_\_\_\_ is responsible for documenting areas for improvement in the CAP and developing a remedial action plan. In addition, the AAR will identify which, if any, records were affected by the incident and will work with the [Office] \_\_\_\_\_ to ensure an effective transition or recovery of essential records and databases and other records that had not been designated as essential records. AAR and CAP documentation are maintained by the [Office] \_\_\_\_\_ and are found at [Location] \_\_\_\_\_.

