



## Section 1- Reconstitution

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## Component 1 – Reconstitution Team Roles, Responsibilities and Expectations

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### Location

#### Reconstitution section

- Summary of expectations for team members and their alternates.
  - Set-up of alternate facility for continuity operations.
  - Recovery of salvageable contents from the primary facility.
  - Liaising between senior management, building owners, building managers, repair and construction crews.
  - Coordinating negotiations for return to primary facility, or searching for a new permanent or semi-permanent location.
  - Coordinating the furnishing and set-up of the new/reclaimed facility, including installation and testing of systems for work readiness.
  - Coordinating the return to work schedule and helping staff settle into normal work routines.
- Describe expectations outside of performance of non-essential functions such as need to travel and stay for a period, change in work hours, rotation schedules, responsibility for expenditures, and reimbursement schedules.

#### Reconstitution appendix

- Written acknowledgement of membership on the Reconstitution Team signed by each member and alternate.
- Reconstitution checklist of responsibilities.

### Summary

The Reconstitution Team should include the people with the knowledge and credentials to:

- Network between senior members of multiple organizations.
- Negotiate contracts.
- Determine equipment needs and provide specifications to Procurement.
- Install and test equipment.
- Coordinate multiple tasks under stressful circumstances.

It may be helpful to assign a member of senior staff, members of IT, facilities, staff services and procurement teams. It may be possible to cross-train these individuals to handle tasks they don't normally do in every day work so that fewer staff must be activated.

Every member of the team, and all alternates designated to step in if the primary personnel become unable to do the work, or to rotate in to provide breaks, should be individuals capable of meeting these responsibilities. Consideration should include an evaluation of who:

- Is free of critical outside commitments, such as:
  - Children who are very young, do not have other caregivers, or cannot travel with the parent.
  - Elderly parents who cannot care for themselves.
  - Second jobs, livestock, or other outside responsibilities.
- Can assume financial responsibilities that may become necessary, cannot be paid by the organization, and which might be subject to delayed reimbursement. Include considerations such as:
  - Hotels.
  - Additional daycare or care giver expenses.
  - Travel costs.
  - Parking.

If temporary replacement employees may be used, consider whether it is possible to procure them from an agency near the recovery site (to eliminate travel issues), (or will the organization be able to pay their expenses?) How do you handle payment of their income if Comptroller is also in continuity and making only emergency payments?

### **Resources, tools, and templates to guide planning**

#### Internal

- Senior leadership.
- Legal Team.
- IT Team.
- Staff Services Team.
- Procurement Team.

#### External

- Host at alternate facility.
- Building owners and managers.
- Texas Facilities Commission Leasing Office.
- External data center.
- Vendors (time schedules for delivery).





## Component 2 – Recovery, Repair and Replacement

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### Location

#### Reconstitution section

- Procedures for setting up and testing continuity facility equipment and infrastructure.
- Description of the procedures to determine if/where the damaged building can be entered to reclaim property.
- Description of process to interface between senior management and building owner/manager to determine the time required to recover a permanent facility and the space and infrastructure needs to consider.
- Overview of process to find a new semi-permanent or permanent facility if recovery of the damaged one will take too long.
- Process for setting up and testing the recovered or replaced facility to ensure all systems are operational.

#### Reconstitution appendix

- Copy of the primary facility lease and points of contact, or a reference to that location and designation that it is an essential record [ER].
- Property insurance policies and points of contact, or a reference to that location and designation that it is an essential record [ER].
- List of equipment, data, files and other resources that should be recovered if possible, or replaced for recovery of full operations.

### Summary

Reconstitution Team members may be used to facilitate set-up of the alternate facility to ensure that all equipment is functional and that communications and IT accesses are working.

If the disruption event causes damage to the primary facility the Reconstitution Team should attempt to secure that facility as quickly as possible based on safety.

Once the facility is secured from additional damage or looting, and if it is verified that all or part of the structure is safe to enter data, files, equipment and supplies that are useful or that require confidential handling should be recovered and moved to the alternate facility, storage facility, or other safe location.

The building owner or manager will take lead in repairs for the facility. The Reconstitution Team should act as the liaison between their own senior management and the building owner/manager relaying information on repair schedules and building and infrastructure needs. They will also work with Procurement to replace lost equipment and recover data and records.

If the building cannot be recovered within an acceptable timeframe the Reconstitution Team will need to work with the Texas Facilities Commission to understand the procedures to locate and contract for another facility. TFC can assist with finding a leasing agent and finalizing the lease, but the search will need to be done by the Reconstitution Team.

### Resources, tools, and templates to guide planning

#### Internal

- Senior management
- Property Manager.
- Procurement Manager.

External

- Facility owner and/or manager
- Texas Facilities Commission Leasing personnel.
- Vendors.



## Component 3 – Coordinating Return to Full Operations

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### Location

#### Reconstitution section

- Describe the process for setting up and testing infrastructure and equipment systems.
- Describe the the need to return the most time critical of the non-essential functions within their recovery time objectives

#### Reconstitution appendix

- Check sheet for installing and testing infrastructure and equipment.
- The schedule of return to operations of each division or task.

### Summary

Once the new or replaced facility is ready, the Reconstitution Team will work with IT, Procurement, movers and others to lead the set up and testing of all infrastructure, equipment and supplies so that the facility is ready for work.

Once this is done the orderly return of staff and resumption of full operations can begin. This team will coordinate with senior management to establish a return to work schedule to meet the most pressing needs of the organization.

This may be done all at once, or may occur in waves based on first bringing up the most time critical operations.

### Resources, tools, and templates to guide planning

#### Internal

- Senior management.
- Communications and IT service providers.
- Human Resources.
- Purchasing.
- IT Team.

#### External

- Property owners/managers.
- Vendors.
- Moving contractors.