

4/23/03

DRAFT**SECTION V OPERATIONS AT ALTERNATE FACILITY****V-1 Execution of Mission Essential Functions**

Upon notification that relocation to an alternate facility is imminent, the Relocation Group (RG) will provide support for the following functions:

- a. Monitor and assess the situation that required the relocation;
- b. Monitor the status of division/section personnel and resources; and
- c. Continue Area Agency on Aging's essential functions.

V-2 Establishment of Communications

Reestablish normal lines of communication to DoEA and Local Service Provider's.

V-3 Relocation Group Responsibilities

Assign responsibilities to key staff to perform mission essential functions.

V-4 Augmentation of Staff

If it becomes evident that the RG cannot ensure the continuous performance of mission essential functions, additional staff will be notified and sent to the alternate facility;

- a. The additional staff will be individuals who have the requisite skills to perform the tasks;
- b. It is imperative for COOP operations at an alternate facility to maintain a roster of personnel.

V-5 Guidance to Essential and Non-Essential Personnel

- a. The Communications Coordinator, with the assistance of the Director of Administrative Services, will develop informative memorandums for dissemination to all Agency employees in regards to the duration of alternate operations, pertinent information on payroll, time and attendance, duty assignments, and travel authorizations and reimbursements.
- b. The CEO will approve these memorandums and the Communications Office will then distribute the document to the relocated personnel and the non-essential staff through appropriate media and other sources that are available.

4/23/03

DRAFT**V-6 Development of Plans and Schedules for Reconstitution and Termination**

Immediately begin preparation of communication and vital records and databases procedures to transfer back to primary facility. Circumstances may dictate that a new primary facility is designed and subsequently occupied.