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DRAFT**SECTION VI RECONSTITUTION AND TERMINATION****VI-1 Overview**

Within 24 hours of an emergency relocation, an Agency designee, with support from appropriate divisions/sections, with the assistance of the Department of Management Services, the MIS Department and the Department of Elder Affairs (as needed) will initiate operations to salvage, restore, and recover Agency headquarters after the approval of the local and Federal law enforcement and emergency services involved. Reconstitution procedures will commence when the Emergency Coordinating Officer in consultation with the CEO, CFO or other authorized person ascertains that the emergency situation has ended and is unlikely to recur. Once this determination has been made, coordination with other state and county authorities, one or a combination of the following options may be implemented, depending on the situation.

- a. Continue to operate from the alternate facility.
- b. Begin an orderly return to the Area Agency on Aging headquarters.
- c. Begin to establish a reconstituted Agency office in some other facility in the Palm Beach County vicinity.

VI-2 Procedure

Upon a decision by the Emergency Coordinating Officer in consultation with the CEO, CFO and/or designated authority that the Agency headquarters can be reoccupied, or that a different facility will be established as a new Agency office:

- a. The POC of the Relocation Group in conjunction with a designee and other staff, will oversee the orderly transition of all Agency functions, personnel, equipment, and records from the alternate facility to a new or restored Agency office facility.
- b. Prior to relocating to the current Agency facility or another building, the ECO will consult with local authorities and assure that the facility is security and safe.
- c. When the necessary equipment and documents are in place at the new or restored Agency facility, the staff remaining at the alternate facility will transfer mission essential functions and resume normal operations.

V-3 After Action Review

An After Action Review data collection process will be initiated prior to the cessation of operations at the alternate facility. An Employee Observation/Comment Form (Attachment XII) will be used.

The Employee Observation/Comment Form will be used to record comments about any action, strength, weakness observed at the alternate facility. The ECO will distribute these forms to all headquarters employees once the Agency resumes normal operations.

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As a result of the survey forms, changes to the Agency COOP Plan and any new SOPs will be developed and incorporated into the COOP.