Handout 2.6—Components of a REAP

A Records Emergency Action Plan (REAP) provides direction for reducing the risk to records and information from natural and human hazards. No two REAPs will be the same, because every agency has its own risks, protection strategies, resources, policies, etc. However, there are several common components that should be part of every REAP.

If you have already completed a Pocket Response Plan, it will provide a good start for completing several of these components.

Use the table below to help you think through the components of your REAP.

- What will you include?

- Where will you find the information related to that component?

- Are some of the components already covered in your overall agency emergency plan or Continuity of Operations (COOP) Plan?

- Which components should receive special attention?

Table 1: Components of a REAP

COMPONENT	DESCRIPTION/CONTENTS	NOTES FOR YOUR REAP
Introduction	The briefest part of the REAP. It should state the purpose of the REAP and the entire preparedness program. It should also include information about how to use and revise the document.	
Policy Statement	Include a clear policy statement or directive from the most senior officer in the agency, approving the Plan and identifying it as an official agency policy. The policy statement should clearly mandate the preparation and implementation of the REAP in order to secure the necessary cooperation among departments, have the authority to examine business processes and functions, and assign the organizational resources needed to prepare and implement the REAP.	

COMPONENT	DESCRIPTION/CONTENTS	NOTES FOR YOUR REAP
Responsibilities and Authorities	Provide information about delegation of authority, chain of command, and roles and responsibilities for various activities, including REAP Team assignments, response/recovery manager duties, phone trees, media contacts, and offers of assistance (volunteer labor, supplies, cash donations, etc.).	
Communication Plan	Identify multiple communications strategies to be used during an emergency at both the primary site and an alternate site, if required. Consider call-in voice recordings and information relaying systems. Establish a Phone Tree to disseminate information in an orderly way but not overburden one individual with the responsibility. Create an emergency contact directory that lists (as appropriate) telephone numbers (office, home, cell), email addresses, and physical locations of key contacts, including agency staff, emergency responders, contractors and suppliers, and others whom you will need to reach in an emergency. Identifying communications strategies is usually a major component of the larger COOP Plan, but also a critical part of your REAP.	
Locations of Essential Records	Include the essential records inventory, including title, location, retention period, container identification, format and media, volume, and location of master copy (if one exists).	

COMPONENT	DESCRIPTION/CONTENTS	NOTES FOR YOUR REAP
Salvage Priorities	Organize this section in a list that makes it clear which records will require attention first and which ones can wait. Include the record series under each priority category; item numbers from records schedules, retention period, and the physical location of the records.	
Supplies (should be included as an appendix)	Include a list of supplies you may need in the event of an emergency, including all supplies needed to prevent further damage to records, to aid in packing out records for further recovery, and information on how to purchase the supplies. See Handout 2.4—Sample Supplies and Equipment List.	
Financial or Funding Information	Plan and document how you will obtain funds that may be required to purchase any necessary equipment and supplies you may not have on hand. Finance and accounting personnel will need to track expenses associated with an emergency. Establish special codes for labor, equipment, and supplies to ensure proper accounting of expenses.	
Vendors and Suppliers (should be included as an appendix)	Include a list of vendors and suppliers of emergency services and supplies in your REAP. Consider developing standing contracts for professional service providers and temporary storage facilities, if possible.	

COMPONENT	DESCRIPTION/CONTENTS	NOTES FOR YOUR REAP
Contractor Statement of Work	Include a generic draft Statement of Work (SOW) ready to use to obtain needed services in the event that an emergency befalls your records. Obtain this draft SOW from your Procurement Office. Include any signed contracts or Memorandums of Understanding (MOUs) with individual contractors for specific services. However, if they contain confidential or private information, access to them should be restricted. Make sure to include in your REAP the procedures for activating the contract or MOU. Include the names, addresses, and phone numbers of the contractors with which you have established contracts for response and recovery.	
Facility Information (should be included as an appendix)	Include all relevant facility information, especially evacuation plans and provisions for employees and visitors with disabilities; locations and operating instructions for equipment, mechanical systems, and emergency supplies; locations of master keys, floor plans, hazardous materials, doorways, stairways, and windows.	
Staging Space	Contact the proprietors of your building(s) about the availability of space and make arrangements for use of the space in the event of an emergency. Document these arrangements in your REAP. Spell out agreements and procedures, and keep contact and all other information up-to-date in your REAP. Also, outline the procedures you will use to transfer or obtain office equipment and supplies and the services you will need, such as electricity, water, communications, and computers.	

COMPONENT	DESCRIPTION/CONTENTS	NOTES FOR YOUR REAP
Preparedness, Response, and Recovery Procedures	The Preparedness, Response, and Recovery Procedures section will comprise the largest and most detailed section of your Plan. As explained earlier, your REAP must address specific emergencies and how to handle them, as identified in your risk assessment. It must provide for both major and minor emergencies and should include both site-specific and community-wide events.	
Training, Testing, and Updating	Document the goals, objectives, and schedules for training all employees, plus testing the REAP and updating it periodically. Specific training programs for responders and specialized teams should also be developed and documented in the REAP.	
Appendixes	The final section of the REAP provides information which is needed for the effective execution of the Plan, but which should be kept separate from the main narrative of the Plan. You can place these items in the Plan as an appendix. They should include a Phone Tree; a supplies, equipment, and space list; forms for assessing damage and tracking records (pack-out tracking log); reduced floor plans with locations of emergency equipment and utility boxes; and your essential records inventory and plan.	

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