



# Records Emergency Planning and Response Webinar

## Test Questions

Instructor Guide  
*Final, July 2010*



FEMA

Course Number: AWR-211-2





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## Pre-Test Questions

<b>Question ID:</b>	Pre-1
<b>Question:</b>	True or false? An unplanned incident that requires you to secure your operations and protect assets is called a disaster.
<b>Answer choices [correct answer(s) shown in bold]:</b>	<ul style="list-style-type: none"><li>• True</li><li>• <b>False</b></li></ul>
<b>Module Number:</b>	1
<b>Lesson Number:</b>	1
<b>Topic Title:</b>	Emergency Management Terms
<b>IG Location(s):</b>	IG 1-65
<b>PG Location(s):</b>	PG 1-28
<b>Maps to which ELO?</b>	Define key terms related to emergency management
<b>Bloom's level:</b>	Knowledge

<b>Question ID:</b>	Pre-2
<b>Question:</b>	What is the purpose of the mitigation phase of emergency planning? Select one.
<b>Answer choices [correct answer(s) shown in bold]:</b>	<ul style="list-style-type: none"><li>• <b>To prevent or reduce the probability of loss during an emergency</b></li><li>• To bring things back to normal as far as possible, after an emergency</li><li>• To react to an emergency</li><li>• To position an agency effectively to respond if an emergency does occur</li></ul>
<b>Module Number:</b>	1
<b>Lesson Number:</b>	1
<b>Topic Title:</b>	Phases of Emergency Management
<b>IG Location(s):</b>	IG 1-68
<b>PG Location(s):</b>	PG 1-30
<b>Maps to which ELO?</b>	Define key terms related to emergency management
<b>Bloom's level:</b>	Knowledge



<b>Question ID:</b>	Pre-3
<b>Question:</b>	True or false? One purpose of a Records Emergency Action Plan (REAP) is to identify an agency's essential records.
<b>Answer choices [correct answer(s) shown in bold]:</b>	<ul style="list-style-type: none"><li>• True</li><li>• <b>False</b></li></ul>
<b>Module Number:</b>	1
<b>Lesson Number:</b>	1
<b>Topic Title:</b>	What is a Records Emergency Action Plan (REAP)?
<b>IG Location(s):</b>	IG 1-94
<b>PG Location(s):</b>	PG 1-47
<b>Maps to which ELO?</b>	Explain what a REAP is
<b>Bloom's level:</b>	Comprehension

<b>Question ID:</b>	Pre-4
<b>Question:</b>	Which of the following statements about a Records Emergency Action Plan (REAP) is NOT true? Select one.
<b>Answer choices [correct answer(s) shown in bold]:</b>	<ul style="list-style-type: none"><li>• The REAP should complement existing general disaster plans.</li><li>• The REAP is a written, approved, implemented, and periodically tested plan that includes the information and actions needed to respond to and recover from a records emergency.</li><li>• <b>The REAP should replace an agency's Continuity of Operations (COOP) Plan.</b></li><li>• One benefit of a REAP is the rapid resumption of operations.</li></ul>
<b>Module Number:</b>	1
<b>Lesson Number:</b>	1
<b>Topic Titles:</b>	<ul style="list-style-type: none"><li>• What is a Records Emergency Action Plan (REAP)?</li><li>• Benefits of a REAP</li></ul>
<b>IG Location(s):</b>	IG 1-97
<b>PG Location(s):</b>	PG 1-50
<b>Maps to which ELO?</b>	Explain what a REAP is
<b>Bloom's level:</b>	Comprehension



<b>Question ID:</b>	Pre-5
<b>Question:</b>	True or false? Implementation of a Records Emergency Action Plan (REAP) will significantly reduce the necessity for recovery.
<b>Answer choices [correct answer(s) shown in bold]:</b>	<ul style="list-style-type: none"><li>• <b>True</b></li><li>• False</li></ul>
<b>Module Number:</b>	1
<b>Lesson Number:</b>	1
<b>Topic Title:</b>	Benefits of a REAP
<b>IG Location(s):</b>	IG 1-98
<b>PG Location(s):</b>	PG 1-51
<b>Maps to which ELO?</b>	Explain the benefits of developing a REAP
<b>Bloom's level:</b>	Comprehension

<b>Question ID:</b>	Pre-6
<b>Question:</b>	True or false? The Action Team is the Records Emergency Action Plan (REAP) team responsible for creating the response plan for a specific incident and carrying out the response and recovery actions.
<b>Answer choices [correct answer(s) shown in bold]:</b>	<ul style="list-style-type: none"><li>• True</li><li>• <b>False</b></li></ul>
<b>Module Number:</b>	1
<b>Lesson Number:</b>	2
<b>Topic Title:</b>	Create Your REAP Teams
<b>IG Location(s):</b>	IG 1-108 and IG 1-111
<b>PG Location(s):</b>	PG 1-55 and PG 1-58
<b>Maps to which ELO?</b>	Identify and assign responsibilities for a REAP
<b>Bloom's level:</b>	Knowledge



<b>Question ID:</b>	Pre-7
<b>Question:</b>	Which of the following is NOT a common component that should be part of a Records Emergency Action Plan (REAP)? Select one.
<b>Answer choices [correct answer(s) shown in bold]:</b>	<ul style="list-style-type: none"><li>• Communication Plan</li><li>• Policy Statement</li><li>• <b>COOP Plan</b></li><li>• Preparedness, Response, and Recovery Procedures</li></ul>
<b>Module Number:</b>	1
<b>Lesson Number:</b>	3
<b>Topic Title:</b>	Components of the REAP
<b>IG Location(s):</b>	IG 2-23
<b>PG Location(s):</b>	PG 2-11
<b>Maps to which ELO?</b>	Write a REAP
<b>Bloom's level:</b>	Application

<b>Question ID:</b>	Pre-8
<b>Question:</b>	When writing a Records Emergency Action Plan (REAP), what information should you provide in the Responsibilities and Authorities section? Select one.
<b>Answer choices [correct answer(s) shown in bold]:</b>	<ul style="list-style-type: none"><li>• Delegation of authority</li><li>• Chain of command</li><li>• REAP Team roles and responsibilities</li><li>• <b>All of the above</b></li><li>• None of the above</li></ul>
<b>Module Number:</b>	1
<b>Lesson Number:</b>	3
<b>Topic Title:</b>	Components of the REAP
<b>IG Location(s):</b>	IG 2-26
<b>PG Location(s):</b>	PG 2-14
<b>Maps to which ELO?</b>	Write a REAP
<b>Bloom's level:</b>	Application





<b>Question ID:</b>	Pre-9
<b>Question:</b>	When determining the salvage priorities for your Records Emergency Action Plan (REAP), which records should be recovered first? Select one.
<b>Answer choices [correct answer(s) shown in bold]:</b>	<ul style="list-style-type: none"><li>• The records with the most damage</li><li>• <b>Temporary records with long retention periods</b></li><li>• Water-damaged records</li><li>• Records that can be moved most quickly out of harm's way</li></ul>
<b>Module Number:</b>	1
<b>Lesson Number:</b>	3
<b>Topic Title:</b>	Components of the REAP
<b>IG Location(s):</b>	IG 2-43
<b>PG Location(s):</b>	PG 2-23
<b>Maps to which ELO?</b>	Write a REAP
<b>Bloom's level:</b>	Application

<b>Question ID:</b>	Pre-10
<b>Question:</b>	True or false? After a Records Emergency Action Plan (REAP) is approved and in place, it should be tested at least every two to three years.
<b>Answer choices [correct answer(s) shown in bold]:</b>	<ul style="list-style-type: none"><li>• True</li><li>• <b>False</b></li></ul>
<b>Module Number:</b>	1
<b>Lesson Number:</b>	4
<b>Topic Title:</b>	Five Steps for Success
<b>IG Location(s):</b>	IG 2-80
<b>PG Location(s):</b>	PG 2-51
<b>Maps to which ELO?</b>	Analyze and test a REAP
<b>Bloom's level:</b>	Comprehension



<b>Question ID:</b>	Pre-11
<b>Question:</b>	Which of the following is NOT a method used to test a Records Emergency Action Plan (REAP)? Select one.
<b>Answer choices [correct answer(s) shown in bold]:</b>	<ul style="list-style-type: none"><li>• Full-scale exercise</li><li>• Tabletop exercise</li><li>• Functional exercise</li><li>• <b>Usability analysis exercise</b></li></ul>
<b>Module Number:</b>	1
<b>Lesson Number:</b>	4
<b>Topic Title:</b>	Five Steps for Success
<b>IG Location(s):</b>	IG 2-78
<b>PG Location(s):</b>	PG 2-51
<b>Maps to which ELO?</b>	Analyze and test a REAP
<b>Bloom's level:</b>	Comprehension

<b>Question ID:</b>	Pre-12
<b>Question:</b>	Which of the following questions should be asked when assessing damage to records? Select one.
<b>Answer choices [correct answer(s) shown in bold]:</b>	<ul style="list-style-type: none"><li>• Which contractors are needed?</li><li>• What is the anticipated cost of recovery?</li><li>• <b>Is the damage too extensive or can this be handled in-house?</b></li><li>• How long will it take to recover the damaged records?</li></ul>
<b>Module Number:</b>	2
<b>Lesson Number:</b>	1
<b>Topic Title:</b>	Assess the Nature and Severity of the Damage
<b>IG Location(s):</b>	IG 3-43
<b>PG Location(s):</b>	PG 3-18
<b>Maps to which ELO?</b>	Assess damage to records after an emergency
<b>Bloom's level:</b>	Application



<b>Question ID:</b>	Pre-13
<b>Question:</b>	An incident that affects all the staff in an agency and may require limited contractor response is considered what type of incident? Select one.
<b>Answer choices [correct answer(s) shown in bold]:</b>	<ul style="list-style-type: none"><li>• Small-scale incident</li><li>• Minor incident</li><li>• <b>Medium-scale incident</b></li><li>• Moderate incident</li></ul>
<b>Module Number:</b>	2
<b>Lesson Number:</b>	1
<b>Topic Title:</b>	Assess the Nature and Severity of the Damage
<b>IG Location(s):</b>	IG 3-45
<b>PG Location(s):</b>	PG 3-20
<b>Maps to which ELO?</b>	Assess damage to records after an emergency
<b>Bloom's level:</b>	Application

<b>Question ID:</b>	Pre-14
<b>Question:</b>	When conducting the initial assessment of the damage to records after an emergency, what action should NOT be performed? Select one.
<b>Answer choices [correct answer(s) shown in bold]:</b>	<ul style="list-style-type: none"><li>• Determine the scale of the incident.</li><li>• Document the volume and extent of damage.</li><li>• <b>Plan the response strategy</b></li><li>• Ensure that the damaged area is safe before you enter it.</li><li>• Identify the records that have been damaged.</li></ul>
<b>Module Number:</b>	2
<b>Lesson Number:</b>	1
<b>Topic Titles:</b>	<ul style="list-style-type: none"><li>• Assess the Nature and Severity of the Damage</li><li>• Carry Out the Assessment of the Damage to Location and Space, Then to Physical Records</li><li>• Document the Volume and Extent of Damage</li></ul>
<b>IG Location(s):</b>	IG 3-42 through IG 3-69
<b>PG Location(s):</b>	PG 3-17 through PG 3-36
<b>Maps to which ELO?</b>	Assess damage to records after an emergency
<b>Bloom's level:</b>	Application



<b>Question ID:</b>	Pre-15
<b>Question:</b>	Which of the following is least likely to be assigned to the team assessing specific damage to the records? Select one.
<b>Answer choices [correct answer(s) shown in bold]:</b>	<ul style="list-style-type: none"><li>• Records managers</li><li>• Preservation specialists</li><li>• Facility managers</li><li>• <b>Reference archivists</b></li></ul>
<b>Module Number:</b>	2
<b>Lesson Number:</b>	1
<b>Topic Title:</b>	Assessment Team Roles and Responsibilities
<b>IG Location(s):</b>	IG 3-52
<b>PG Location(s):</b>	PG 3-25, PG 3-26
<b>Maps to which ELO?</b>	Define the Assessment Team roles and responsibilities
<b>Bloom's level:</b>	Knowledge

<b>Question ID:</b>	Pre-16
<b>Question:</b>	Which of the following should be addressed when developing your response to a specific emergency incident? Select one.
<b>Answer choices [correct answer(s) shown in bold]:</b>	<ul style="list-style-type: none"><li>• Response priorities</li><li>• Setting up the Emergency Operations Center</li><li>• The record tracking system</li><li>• <b>All of the above</b></li></ul>
<b>Module Number:</b>	2
<b>Lesson Number:</b>	2
<b>Topic Titles:</b>	<ul style="list-style-type: none"><li>• Determine Response Priorities</li><li>• Set Up the Emergency Operations Center</li><li>• Plan the Record Tracking System</li></ul>
<b>IG Location(s):</b>	IG 3-87 through IG 3-89
<b>PG Location(s):</b>	PG 3-49 through PG 3-51
<b>Maps to which ELO?</b>	Develop a response plan for records damaged in an emergency
<b>Bloom's level:</b>	Application



<b>Question ID:</b>	Pre-17
<b>Question:</b>	The record tracking system should include which type of information? Select one.
<b>Answer choices [correct answer(s) shown in bold]:</b>	<ul style="list-style-type: none"><li>• The series cut-off date</li><li>• The records schedule item number</li><li>• Disposition instructions</li><li>• <b>The type(s) of damage</b></li></ul>
<b>Module Number:</b>	2
<b>Lesson Number:</b>	2
<b>Topic Title:</b>	Plan the Record Tracking System
<b>IG Location(s):</b>	IG 3-93
<b>PG Location(s):</b>	PG 3-55
<b>Maps to which ELO?</b>	Develop a response plan for records damaged in an emergency
<b>Bloom's level:</b>	Application

<b>Question ID:</b>	Pre-18
<b>Question:</b>	True or false? To help prevent exhaustion during a response, eat big, hearty meals to keep up your strength.
<b>Answer choices [correct answer(s) shown in bold]:</b>	<ul style="list-style-type: none"><li>• True</li><li>• <b>False</b></li></ul>
<b>Module Number:</b>	2
<b>Lesson Number:</b>	3
<b>Topic Title:</b>	First Priority—Personal Health and Safety During Response
<b>IG Location(s):</b>	IG 3-105
<b>PG Location(s):</b>	PG 3-65
<b>Maps to which ELO?</b>	Describe the health, safety, security, and privacy issues that should be addressed during a response
<b>Bloom's level:</b>	Knowledge



<b>Question ID:</b>	Pre-19
<b>Question:</b>	With regard to your personal health and safety, what should you wear when working with moldy records? Select one.
<b>Answer choices [correct answer(s) shown in bold]:</b>	<ul style="list-style-type: none"><li>• A respirator and disposable rubber or plastic gloves</li><li>• A respirator, disposable rubber or plastic gloves, and a lab coat</li><li>• Disposable rubber or plastic gloves and a lab coat</li><li>• <b>A respirator, disposable rubber or plastic gloves, a lab coat, and eye protection</b></li></ul>
<b>Module Number:</b>	2
<b>Lesson Number:</b>	3
<b>Topic Title:</b>	Working With Mold and Other Contaminants
<b>IG Location(s):</b>	IG 3-107
<b>PG Location(s):</b>	PG 3-66
<b>Maps to which ELO?</b>	Describe the health, safety, security, and privacy issues that should be addressed during a response
<b>Bloom's level:</b>	Knowledge

<b>Question ID:</b>	Pre-20
<b>Question:</b>	What's the best course of action for water-damaged records that can't be treated within 48 hours? Select one.
<b>Answer choices [correct answer(s) shown in bold]:</b>	<ul style="list-style-type: none"><li>• Wrap the records in plastic until they can be treated.</li><li>• <b>Freeze the records until they can be treated.</b></li><li>• Don't do anything. Leave the records alone until they can be treated.</li><li>• Group the records in stacks of 1 to 3 inches high and let them air dry in a safe location.</li></ul>
<b>Module Number:</b>	2
<b>Lesson Number:</b>	4
<b>Topic Title:</b>	Set Up the Recovery and/or Staging Areas
<b>IG Location(s):</b>	IG 4-30
<b>PG Location(s):</b>	PG 4-12
<b>Maps to which ELO?</b>	Discuss response procedures for records in all formats, including special media
<b>Bloom's level:</b>	Comprehension



<b>Question ID:</b>	Pre-21
<b>Question:</b>	True or false? In some cases, records should be kept wet until they can be recovered.
<b>Answer choices [correct answer(s) shown in bold]:</b>	<ul style="list-style-type: none"><li>• <b>True</b></li><li>• False</li></ul>
<b>Module Number:</b>	2
<b>Lesson Number:</b>	4
<b>Topic Title:</b>	Should Records Be Kept Wet and Recovered by a Specialized Contractor?
<b>IG Location(s):</b>	IG 4-38
<b>PG Location(s):</b>	PG 4-21
<b>Maps to which ELO?</b>	Discuss response procedures for records in all formats, including special media
<b>Bloom's level:</b>	Comprehension

<b>Question ID:</b>	Pre-22
<b>Question:</b>	How should water-damaged computers be handled? Select one.
<b>Answer choices [correct answer(s) shown in bold]:</b>	<ul style="list-style-type: none"><li>• <b>Remove the hard drive, keep the hard drive wet by sealing it in plastic, then send the hard drive to a contractor for recovery.</b></li><li>• Remove the hard drive, air dry the hard drive, then send the hard drive to a contractor for recovery.</li><li>• Keep the hard drive in the computer, keep the computer wet by sealing it in plastic, then send the computer to a contractor for recovery.</li><li>• Keep the hard drive in the computer, air dry the computer, then send the computer to a contractor for recovery.</li></ul>
<b>Module Number:</b>	2
<b>Lesson Number:</b>	4
<b>Topic Title:</b>	Handling of Special Media Records
<b>IG Location(s):</b>	IG 4-54
<b>PG Location(s):</b>	PG 4-36
<b>Maps to which ELO?</b>	Discuss response procedures for records in all formats, including special media
<b>Bloom's level:</b>	Comprehension



<b>Question ID:</b>	Pre-23
<b>Question:</b>	Which of the following scenarios will most likely NOT require the services of a contractor? Select one.
<b>Answer choices [correct answer(s) shown in bold]:</b>	<ul style="list-style-type: none"><li>• <b>A small number of boxes, containing paper-based records, damaged by clean water</b></li><li>• A small number of magnetic tapes, damaged by clean water</li><li>• A large volume of paper-based records, damaged by clean water</li><li>• Hard drives that have been damaged by clean water</li></ul>
<b>Module Number:</b>	2
<b>Lesson Number:</b>	2
<b>Topic Title:</b>	Definition of an Incident That Can Be Handled In-House
<b>IG Location(s):</b>	IG 3-80
<b>PG Location(s):</b>	PG 3-40
<b>Maps to which ELO?</b>	Determine when and how to work with private vendors
<b>Bloom's level:</b>	Application

<b>Question ID:</b>	Pre-24
<b>Question:</b>	To facilitate working with response and recovery contractors, which of the following is least useful to include in your REAP? Select one.
<b>Answer choices [correct answer(s) shown in bold]:</b>	<ul style="list-style-type: none"><li>• List of vendors and suppliers of emergency services and supplies</li><li>• Generic draft Statement of Work (SOW)</li><li>• Any signed contracts or Memorandums of Understanding (MOUs) with individual contractors for specific services</li><li>• <b>History of vendor past performance</b></li></ul>
<b>Module Number:</b>	2
<b>Lesson Number:</b>	4
<b>Topic Title:</b>	Implement Contractor Response
<b>IG Location(s):</b>	IG 4-58
<b>PG Location(s):</b>	PG 4-39
<b>Maps to which ELO?</b>	Determine when and how to work with private vendors
<b>Bloom's level:</b>	Application





<b>Question ID:</b>	Pre-25
<b>Question:</b>	Which of the following is NOT an action that can be performed within the first 48 hours of an incident to help mitigate damage to records? Select all that apply.
<b>Answer choices [correct answer(s) shown in bold]:</b>	<ul style="list-style-type: none"><li>• <b>Use space heaters to heat the air.</b></li><li>• Drop the room temperature to 65° F or lower.</li><li>• Cover materials with plastic if water is dripping on them.</li><li>• Use fans to circulate the air.</li></ul>
<b>Module Number:</b>	2
<b>Lesson Number:</b>	3
<b>Topic Title:</b>	Initial Action Steps—Within the First 48 Hours
<b>IG Location(s):</b>	IG 3-110, IG 3-111
<b>PG Location(s):</b>	PG 3-69
<b>Maps to which ELO?</b>	Discuss response procedures for records in all media
<b>Bloom's level:</b>	Application



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## Post-Test Questions

<b>Question ID:</b>	Post-1
<b>Question:</b>	An unplanned incident that is limited in scope but requires you to secure your operations and protect assets is called what? Select one.
<b>Answer choices [correct answer(s) shown in bold]:</b>	<ul style="list-style-type: none"><li>• A disaster</li><li>• A calamity</li><li>• <b>An emergency</b></li><li>• An event</li></ul>
<b>Module Number:</b>	Module 1
<b>Lesson Number:</b>	Lesson 1
<b>Topic Title:</b>	Emergency Management Terms
<b>IG Location(s):</b>	IG 1-65
<b>PG Location(s):</b>	PG 1-28
<b>Maps to which ELO?</b>	Define key terms related to emergency management
<b>Bloom's level:</b>	Knowledge

<b>Question ID:</b>	Post-2
<b>Question:</b>	Insurance against salvage costs is considered during which phase of emergency planning? Select one.
<b>Answer choices [correct answer(s) shown in bold]:</b>	<ul style="list-style-type: none"><li>• Mitigation Phase</li><li>• <b>Preparedness Phase</b></li><li>• Response Phase</li><li>• Recovery Phase</li></ul>
<b>Module Number:</b>	1
<b>Lesson Number:</b>	1
<b>Topic Title:</b>	Phases of Emergency Planning
<b>IG Location(s):</b>	IG 1-68
<b>PG Location(s):</b>	PG 1-30
<b>Maps to which ELO?</b>	Define key terms related to emergency management
<b>Bloom's level:</b>	Knowledge



<b>Question ID:</b>	Post-3
<b>Question:</b>	Which of the following is NOT a purpose of a Records Emergency Action Plan (REAP)? Select one.
<b>Answer choices [correct answer(s) shown in bold]:</b>	<ul style="list-style-type: none"><li>• To prevent the loss of records after an emergency</li><li>• <b>To replace an agency's Continuity of Operations (COOP) Plan</b></li><li>• To identify an agency's essential records</li><li>• To facilitate a quick restoration of critical business functions after an emergency</li><li>• To prevent costly salvage of temporary, non-essential records</li></ul>
<b>Module Number:</b>	1
<b>Lesson Number:</b>	1
<b>Topic Title:</b>	What is a Records Emergency Action Plan (REAP)?
<b>IG Location(s):</b>	IG 1-94
<b>PG Location(s):</b>	PG 1-47
<b>Maps to which ELO?</b>	Explain what a REAP is
<b>Bloom's level:</b>	Comprehension

<b>Question ID:</b>	Post-4
<b>Question:</b>	True or false? The Records Emergency Action Plan (REAP) should complement existing general disaster plans; it is not the disaster plan itself.
<b>Answer choices [correct answer(s) shown in bold]:</b>	<ul style="list-style-type: none"><li>• <b>True</b></li><li>• False</li></ul>
<b>Module Number:</b>	1
<b>Lesson Number:</b>	1
<b>Topic Title:</b>	What is a Records Emergency Action Plan (REAP)?
<b>IG Location(s):</b>	IG 1-96
<b>PG Location(s):</b>	PG 1-49
<b>Maps to which ELO?</b>	Explain what a REAP is
<b>Bloom's level:</b>	Comprehension



<b>Question ID:</b>	Post-5
<b>Question:</b>	True or false? A benefit of a Records Emergency Action Plan (REAP) is that it makes possible a fast, appropriate, and effective response to an emergency.
<b>Answer choices [correct answer(s) shown in bold]:</b>	<ul style="list-style-type: none"><li>• <b>True</b></li><li>• False</li></ul>
<b>Module Number:</b>	1
<b>Lesson Number:</b>	1
<b>Topic Title:</b>	Benefits of a REAP
<b>IG Location(s):</b>	IG 1-98
<b>PG Location(s):</b>	PG 1-51
<b>Maps to which ELO?</b>	Explain the benefits of developing a REAP
<b>Bloom's level:</b>	Comprehension

<b>Question ID:</b>	Post-6
<b>Question:</b>	Which Records Emergency Action Plan (REAP) Team is responsible for creating the REAP and acts as the overall coordinator of the assessment, planning, response, and recovery? Select one.
<b>Answer choices [correct answer(s) shown in bold]:</b>	<ul style="list-style-type: none"><li>• <b>Action Team</b></li><li>• Assessment Team</li><li>• Response Team</li><li>• Recovery Team</li></ul>
<b>Module Number:</b>	1
<b>Lesson Number:</b>	2
<b>Topic Title:</b>	Create Your REAP Teams
<b>IG Location(s):</b>	IG 1-111
<b>PG Location(s):</b>	PG 1-58
<b>Maps to which ELO?</b>	Identify and assign responsibilities for a REAP
<b>Bloom's level:</b>	Knowledge



<b>Question ID:</b>	Post-7
<b>Question:</b>	Which of the following is NOT typically included in a Records Emergency Action Plan (REAP)? Select one.
<b>Answer choices [correct answer(s) shown in bold]:</b>	<ul style="list-style-type: none"><li>• Salvage Priorities</li><li>• Responsibilities and Authorities</li><li>• <b>Business Impact Assessment</b></li><li>• Preparedness, Response, and Recovery Procedures</li><li>• Risk Analysis</li></ul>
<b>Module Number:</b>	1
<b>Lesson Number:</b>	3
<b>Topic Title:</b>	Components of the REAP
<b>IG Location(s):</b>	IG 2-23
<b>PG Location(s):</b>	PG 2-11
<b>Maps to which ELO?</b>	Write a REAP
<b>Bloom's level:</b>	Application

<b>Question ID:</b>	Post-8
<b>Question:</b>	When writing a Records Emergency Action Plan (REAP), the REAP Team information provided in the Responsibilities and Authorities section should include what? Select one.
<b>Answer choices [correct answer(s) shown in bold]:</b>	<ul style="list-style-type: none"><li>• Team member name</li><li>• Team member response/recovery responsibility</li><li>• Team member phone numbers (work, cell, and home)</li><li>• <b>All of the above</b></li></ul>
<b>Module Number:</b>	1
<b>Lesson Number:</b>	3
<b>Topic Title:</b>	Components of the REAP
<b>IG Location(s):</b>	IG 2-27
<b>PG Location(s):</b>	PG 2-15
<b>Maps to which ELO?</b>	Write a REAP
<b>Bloom's level:</b>	Application



<b>Question ID:</b>	Post-9
<b>Question:</b>	True or false? When determining the salvage priorities for your Records Emergency Action Plan (REAP), temporary records that are not deemed essential should be prioritized based on their retention period.
<b>Answer choices [correct answer(s) shown in bold]:</b>	<ul style="list-style-type: none"><li>• <b>True</b></li><li>• False</li></ul>
<b>Module Number:</b>	1
<b>Lesson Number:</b>	3
<b>Topic Title:</b>	Components of the REAP
<b>IG Location(s):</b>	IG 2-43
<b>PG Location(s):</b>	PG 2-23
<b>Maps to which ELO?</b>	Write a REAP
<b>Bloom's level:</b>	Application

<b>Question ID:</b>	Post-10
<b>Question:</b>	After a Records Emergency Action Plan (REAP) is approved and in place, how often should it be tested? Select one.
<b>Answer choices [correct answer(s) shown in bold]:</b>	<ul style="list-style-type: none"><li>• <b>At least once a year</b></li><li>• At least twice a year</li><li>• At least every other year</li><li>• At least every three years</li></ul>
<b>Module Number:</b>	1
<b>Lesson Number:</b>	4
<b>Topic Title:</b>	Five Steps for Success
<b>IG Location(s):</b>	IG 2-80
<b>PG Location(s):</b>	PG 2-51
<b>Maps to which ELO?</b>	Analyze and test a REAP
<b>Bloom's level:</b>	Comprehension



<b>Question ID:</b>	Post-11
<b>Question:</b>	Which of the following best describes the functional exercise method of testing a Records Emergency Action Plan (REAP)? Select one.
<b>Answer choices [correct answer(s) shown in bold]:</b>	<ul style="list-style-type: none"><li>• A simulation of an emergency in which the exercise is conducted in narrative format as a means of reducing time and costs</li><li>• <b>A simulation of an emergency in which only portions of a REAP and some agency functions are tested</b></li><li>• A simulation of an emergency in which all functions and all elements of the REAP are tested</li><li>• A simulation of an emergency in which only the communication function of a REAP is tested</li></ul>
<b>Module Number:</b>	1
<b>Lesson Number:</b>	4
<b>Topic Title:</b>	Five Steps for Success
<b>IG Location(s):</b>	IG 2-81
<b>PG Location(s):</b>	PG 2-51
<b>Maps to which ELO?</b>	Analyze and test a REAP
<b>Bloom's level:</b>	Comprehension

<b>Question ID:</b>	Post-12
<b>Question:</b>	When assessing damage to records, you should examine which of the following? Select one.
<b>Answer choices [correct answer(s) shown in bold]:</b>	<ul style="list-style-type: none"><li>• How many records are affected</li><li>• The security status of the records</li><li>• The value and format of the affected records</li><li>• <b>All of the above</b></li></ul>
<b>Module Number:</b>	2
<b>Lesson Number:</b>	1
<b>Topic Title:</b>	Assess the Nature and Severity of the Damage
<b>IG Location(s):</b>	IG 3-43
<b>PG Location(s):</b>	PG 3-18
<b>Maps to which ELO?</b>	Assess damage to records after an emergency
<b>Bloom's level:</b>	Application





<b>Question ID:</b>	Post-13
<b>Question:</b>	Which of the following best describes a small-scale incident? Select one.
<b>Answer choices [correct answer(s) shown in bold]:</b>	<ul style="list-style-type: none"><li>• An incident that affects a large local area or region, and/or involves more than one agency or jurisdiction</li><li>• <b>An incident in which you can recover all the damaged records using in-house staff expertise and resources within a timeframe that does not put the records at additional risk</b></li><li>• An incident that affects all the staff in an agency and may require limited contractor response</li><li>• An incident that requires you to work with the regional Incident Command System (ICS)</li></ul>
<b>Module Number:</b>	2
<b>Lesson Number:</b>	1
<b>Topic Title:</b>	Assess the Nature and Severity of the Damage
<b>IG Location(s):</b>	IG 3-44
<b>PG Location(s):</b>	PG 3-19
<b>Maps to which ELO?</b>	Assess damage to records after an emergency
<b>Bloom's level:</b>	Application

<b>Question ID:</b>	Post-14
<b>Question:</b>	True or false? Part of assessing the damage to records after an emergency includes documenting the volume of records damaged and the extent of the damage.
<b>Answer choices [correct answer(s) shown in bold]:</b>	<ul style="list-style-type: none"><li>• <b>True</b></li><li>• False</li></ul>
<b>Module Number:</b>	2
<b>Lesson Number:</b>	1
<b>Topic Title:</b>	Document the Volume and Extent of Damage
<b>IG Location(s):</b>	IG 3-60
<b>PG Location(s):</b>	PG 3-31
<b>Maps to which ELO?</b>	Assess damage to records after an emergency
<b>Bloom's level:</b>	Application



<b>Question ID:</b>	Post-15
<b>Question:</b>	Which of the responsibilities listed below is performed by the team assessing specific damage to the records? Select one.
<b>Answer choices [correct answer(s) shown in bold]:</b>	<ul style="list-style-type: none"><li>• <b>Documenting damage</b></li><li>• Securing the affected area and/or buildings</li><li>• Estimating the cost of salvaging damaged records</li><li>• Ensuring that the building is safe and contaminant-free</li></ul>
<b>Module Number:</b>	2
<b>Lesson Number:</b>	1
<b>Topic Title:</b>	Assessment Team Roles and Responsibilities
<b>IG Location(s):</b>	IG 3-49
<b>PG Location(s):</b>	PG 3-23
<b>Maps to which ELO?</b>	Define the Assessment Team roles and responsibilities
<b>Bloom's level:</b>	Knowledge

<b>Question ID:</b>	Post-16
<b>Question:</b>	True or false? Your REAP's salvage priorities should be used when developing your response to a specific emergency incident.
<b>Answer choices [correct answer(s) shown in bold]:</b>	<ul style="list-style-type: none"><li>• <b>True</b></li><li>• False</li></ul>
<b>Module Number:</b>	2
<b>Lesson Number:</b>	2
<b>Topic Title:</b>	Determine Response Priorities
<b>IG Location(s):</b>	IG 3-87
<b>PG Location(s):</b>	PG 3-49
<b>Maps to which ELO?</b>	Develop a response plan for records damaged in an emergency
<b>Bloom's level:</b>	Application



<b>Question ID:</b>	Post-17
<b>Question:</b>	Which of the following should NOT be included in a record tracking system? Select one.
<b>Answer choices [correct answer(s) shown in bold]:</b>	<ul style="list-style-type: none"><li>• Brief description of the files</li><li>• The records' original location</li><li>• <b>Disposition instructions</b></li><li>• Recovery process to be used</li></ul>
<b>Module Number:</b>	2
<b>Lesson Number:</b>	2
<b>Topic Title:</b>	Plan the Record Tracking System
<b>IG Location(s):</b>	IG 3-93
<b>PG Location(s):</b>	PG 3-55
<b>Maps to which ELO?</b>	Develop a response plan for records damaged in an emergency
<b>Bloom's level:</b>	Application

<b>Question ID:</b>	Post-18
<b>Question:</b>	Which of the following is NOT good advice for workers during a response? Select one.
<b>Answer choices [correct answer(s) shown in bold]:</b>	<ul style="list-style-type: none"><li>• <b>Eat big, hearty meals to keep up your strength</b></li><li>• Drink lots of water</li><li>• Take frequent rest breaks</li><li>• If you aren't feeling well, stop immediately and let someone know</li></ul>
<b>Module Number:</b>	2
<b>Lesson Number:</b>	3
<b>Topic Title:</b>	First Priority—Personal Health and Safety During Response
<b>IG Location(s):</b>	IG 3-105
<b>PG Location(s):</b>	PG 3-65
<b>Maps to which ELO?</b>	Describe the health, safety, security, and privacy issues that should be addressed during a response
<b>Bloom's level:</b>	Knowledge



<b>Question ID:</b>	Post-19
<b>Question:</b>	True or false? When working with moldy records, an ordinary dust mask is sufficient for filtering mold spores.
<b>Answer choices [correct answer(s) shown in bold]:</b>	<ul style="list-style-type: none"><li>• True</li><li>• <b>False</b></li></ul>
<b>Module Number:</b>	2
<b>Lesson Number:</b>	3
<b>Topic Title:</b>	Working With Mold and Other Contaminants
<b>IG Location(s):</b>	IG 3-107
<b>PG Location(s):</b>	PG 3-66
<b>Maps to which ELO?</b>	Describe the health, safety, security, and privacy issues that should be addressed during a response
<b>Bloom's level:</b>	Knowledge

<b>Question ID:</b>	Post-20
<b>Question:</b>	Fill in the blank: Freezing water-damaged records is the best course of action if the records can't be treated within the first ___ hours. Select one.
<b>Answer choices [correct answer(s) shown in bold]:</b>	<ul style="list-style-type: none"><li>• 12</li><li>• 24</li><li>• <b>48</b></li><li>• 72</li></ul>
<b>Module Number:</b>	2
<b>Lesson Number:</b>	4
<b>Topic Title:</b>	Set Up the Recovery and/or Staging Areas
<b>IG Location(s):</b>	IG 4-30
<b>PG Location(s):</b>	PG 4-12
<b>Maps to which ELO?</b>	Discuss response procedures for records in all formats, including special media
<b>Bloom's level:</b>	Comprehension



<b>Question ID:</b>	Post-21
<b>Question:</b>	True or false? Some materials, such as film-based media, should be kept wet until they can be recovered.
<b>Answer choices [correct answer(s) shown in bold]:</b>	<ul style="list-style-type: none"><li>• <b>True</b></li><li>• False</li></ul>
<b>Module Number:</b>	2
<b>Lesson Number:</b>	4
<b>Topic Title:</b>	Should Records Be Kept Wet and Recovered by a Specialized Contractor?
<b>IG Location(s):</b>	IG 4-38
<b>PG Location(s):</b>	PG 4-21
<b>Maps to which ELO?</b>	Discuss response procedures for records in all formats, including special media
<b>Bloom's level:</b>	Comprehension

<b>Question ID:</b>	Post-22
<b>Question:</b>	The proper method for handling a water-damaged hard drive is to: _____. Select one.
<b>Answer choices [correct answer(s) shown in bold]:</b>	<ul style="list-style-type: none"><li>• Use heated air to dry the drive, then send the hard drive to a contractor for recovery</li><li>• Air dry it flat on a table, then send the hard drive to a contractor for recovery</li><li>• <b>Seal it in plastic to keep it wet and send it to a contractor for recovery</b></li><li>• None of the above</li></ul>
<b>Module Number:</b>	2
<b>Lesson Number:</b>	4
<b>Topic Title:</b>	Handling of Special Media Records
<b>IG Location(s):</b>	IG 4-54
<b>PG Location(s):</b>	PG 4-36
<b>Maps to which ELO?</b>	Discuss response procedures for records in all formats, including special media
<b>Bloom's level:</b>	Comprehension



<b>Question ID:</b>	Post-23
<b>Question:</b>	Which of the following scenarios will most likely require the services of a contractor? Select one.
<b>Answer choices [correct answer(s) shown in bold]:</b>	<ul style="list-style-type: none"><li>• Hard drives that have been damaged by clean water</li><li>• Magnetic tapes that have been damaged by gray water</li><li>• A large volume of paper-based records, damaged by gray water</li><li>• <b>All of the above</b></li></ul>
<b>Module Number:</b>	2
<b>Lesson Number:</b>	2
<b>Topic Title:</b>	Definition of an Incident That Will Require External Resources and/or Contractors
<b>IG Location(s):</b>	IG 3-82 through IG 3-83
<b>PG Location(s):</b>	PG 3-45
<b>Maps to which ELO?</b>	Determine when and how to work with private vendors
<b>Bloom's level:</b>	Application

<b>Question ID:</b>	Post-24
<b>Question:</b>	True or false? A generic draft Statement of Work (SOW) covering contractor salvage services should be part of your REAP.
<b>Answer choices [correct answer(s) shown in bold]:</b>	<ul style="list-style-type: none"><li>• <b>True</b></li><li>• False</li></ul>
<b>Module Number:</b>	2
<b>Lesson Number:</b>	4
<b>Topic Title:</b>	Implement Contractor Response
<b>IG Location(s):</b>	IG 4-58
<b>PG Location(s):</b>	PG 4-39
<b>Maps to which ELO?</b>	Determine when and how to work with private vendors
<b>Bloom's level:</b>	Application



<b>Question ID:</b>	Post-25
<b>Question:</b>	True or false? Using fans to circulate the air is one of the initial action steps you can take within the first 48 hours of an incident to help mitigate damage to records.
<b>Answer choices [correct answer(s) shown in bold]:</b>	<ul style="list-style-type: none"><li>• <b>True</b></li><li>• False</li></ul>
<b>Module Number:</b>	2
<b>Lesson Number:</b>	3
<b>Topic Title:</b>	Initial Action Steps—Within the First 48 Hours
<b>IG Location(s):</b>	IG 3-111
<b>PG Location(s):</b>	PG 3-69
<b>Maps to which ELO?</b>	Discuss response procedures for records in all media
<b>Bloom's level:</b>	Application

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