



Answer Sheet—*Records Emergency Planning and Response Webinar Post-Test*

This answer sheet is provided with the understanding that it is for your reference only. Please do not share it with others. Correct answers are shown in **bold**.

1. An unplanned incident that is limited in scope but requires you to secure your operations and protect assets is called what? Select one.

- A disaster
- A calamity
- **An emergency**
- An event

(Answer location: PG 1-28)

2. Insurance against salvage costs is considered during which phase of emergency planning? Select one.

- Mitigation Phase
- **Preparedness Phase**
- Response Phase
- Recovery Phase

(Answer location: PG 1-30)

3. Which of the following is NOT a purpose of a Records Emergency Action Plan (REAP)? Select one.

- To prevent the loss of records after an emergency
- **To replace an agency's Continuity of Operations (COOP) Plan**
- To identify an agency's essential records
- To facilitate a quick restoration of critical business functions after an emergency
- To prevent costly salvage of records and information after an emergency

(Answer location: PG 1-47)



4. True or false? The Records Emergency Action Plan (REAP) should complement existing general disaster plans; it is not the disaster plan itself.

- **True**
- False

(Answer location: PG 1-49)

5. 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.

- **True**
- False

(Answer location: PG 1-51)

6. 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.

- **Action Team**
- Assessment Team
- Response Team
- Recovery Team

(Answer location: PG 1-58)

7. Which of the following is NOT typically included in a Records Emergency Action Plan (REAP)? Select one.

- Salvage Priorities
- Responsibilities and Authorities
- **Business Impact Assessment**
- Preparedness, Response, and Recovery Procedures
- Risk Analysis

(Answer location: PG 2-11)



8. When writing a Records Emergency Action Plan (REAP), the REAP Team information provided in the Responsibilities and Authorities section should include what? Select one.

- Team member name
- Team member response/recovery responsibility
- Team member phone numbers (work, cell, and home)
- **All of the above**

(Answer location: PG 2-15)

9. 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.

- **True**
- False

(Answer location: PG 2-23)

10. After a Records Emergency Action Plan (REAP) is approved and in place, how often should it be tested? Select one.

- **At least once a year**
- At least twice a year
- At least every other year
- At least every three years

(Answer location: PG 2-51)

11. Which of the following best describes the functional exercise method of testing a Records Emergency Action Plan (REAP)? Select one.

- A simulation of an emergency in which the exercise is conducted in narrative format as a means of reducing time and costs
- **A simulation of an emergency in which only portions of a REAP and some agency functions are tested**
- A simulation of an emergency in which all functions and all elements of the REAP are tested
- A simulation of an emergency in which only the communication function of a REAP is tested

(Answer location: PG 2-51)



12. When assessing damage to records, you should examine which of the following? Select one.

- How many records are affected
- The security status of the records
- The value and format of the affected records
- All of the above

(Answer location: PG 3-18)

13. Which of the following best describes a small-scale incident? Select one.

- An incident that affects a large local area or region, and/or involves more than one agency or jurisdiction
- **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**
- An incident that affects all the staff in an agency and may require limited contractor response
- An incident that requires you to work with the regional Incident Command System (ICS)

(Answer location: PG 3-19)

14. 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.

- **True**
- False

(Answer location: PG 3-31)

15. Which of the responsibilities listed below is performed by the team assessing specific damage to the records? Select one.

- **Documenting damage**
- Securing the affected area and/or buildings
- Estimating the cost of salvaging damaged records
- Ensuring that the building is safe and contaminant-free

(Answer location: PG 3-23)



16. True or false? Your REAP's salvage priorities should be used when developing your response to a specific emergency incident.

- **True**
- False

(Answer location: PG 3-49)

17. The record tracking system should NOT include which of the following information? Select one.

- Brief description of the files
- The records' original location
- **Disposition instructions**
- Recovery process to be used

(Answer location: PG 3-55)

18. Which of the following is NOT good advice for workers during a response? Select one.

- **Eat big, hearty meals to keep up your strength**
- Drink lots of water
- Take frequent rest breaks
- If you aren't feeling well, stop immediately and let someone know

(Answer location: PG 3-65)

19. True or false? When working with moldy records, an ordinary dust mask is sufficient for filtering mold spores.

- True
- **False**

(Answer location: PG 3-66)



20. 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.

- 12
- 24
- **48**
- 72

(Answer location: PG 4-12)

21. True or false? Some materials, such as film-based media, should be kept wet until they can be recovered.

- **True**
- False

(Answer location: PG 4-21)

22. The proper method for handling a water-damaged hard drive is to: _____. Select one.

- Use heated air to dry the drive, then send the hard drive to a contractor for recovery
- Air dry it flat on a table, then send the hard drive to a contractor for recovery
- **Seal it in plastic to keep it wet and send it to a contractor for recovery**
- None of the above

(Answer location: PG 4-36)

23. Which of the following scenarios will most likely require the services of a contractor? Select one.

- Hard drives that have been damaged by clean water
- Magnetic tapes that have been damaged by gray water
- A large volume of paper-based records, damaged by gray water
- **All of the above**

(Answer location: PG 3-45)



24. True or false? A generic draft Statement of Work (SOW) covering contractor salvage services should be part of your REAP.

- **True**
- False

(Answer location: PG 4-39)

25. 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.

- **True**
- False

(Answer location: PG 3-69)

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