



Handout 3.2—Determine Protection Strategies and Measures Activity

Part 1—In-Class Activity

In-Class Activity Instructions

Using the essential record and risks identified in Part 1 of the Session 2 Activity [see the DPR Risk Matrix table (Table 1) on page 2 of **Handout 2.3**], complete the DPR Protection Strategies and Measures table (Table 1) with the following information:

- In the **Essential Record** column, enter the essential record you used in Part 1 of the Session 2 activity.
- In the **Potential Risk** column, enter each risk to the essential record you identified in Part 1 of the Session 2 activity.
- In the **Protection Strategy** column, identify which protection strategy you will use for each risk. For example, essential records stored in a basement are at risk for water damage due to flooding. You decide you want to take measures to lessen this risk, so you decide on a mitigation strategy.
- In the **Protective Measures** column, describe the protective measures you will take to protect the essential record from the risks. For example, to mitigate the risk of a flood damaging your essential records, you may opt to perform on-site protection, such as storing the records at least 6 inches above the ground.

You may refer back to **Handout 1.6**—The Division of Public Recreation (DPR) Overview if necessary.



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Table 1: DPR Protection Strategies and Measures

ESSENTIAL RECORD	POTENTIAL RISK	PROTECTION STRATEGY (Avoidance or Mitigation)	PROTECTIVE MEASURE(S)

Table 1: DPR Protection Strategies and Measures, continued.

ESSENTIAL RECORD	POTENTIAL RISK	PROTECTION STRATEGY (Avoidance or Mitigation)	PROTECTIVE MEASURE(S)



Part 2—Take-Home Activity

Take-Home Activity Goal

Determine protection strategies and measures to deal with risks to your agency's essential records.

Take-Home Activity Instructions

Using the essential records and risks you identified in Part 2 of the Session 2 Activity [see the My Agency's Risk Matrix table (Table 3) on page 7 of **Handout 2.3**], complete the My Agency's Protection Strategies and Measures table (Table 2 below) by doing the following:

- In the **Essential Record** column, enter the essential records you used in Part 2 of the Session 2 activity.
- In the **Potential Risk** column, enter each risk to the essential records you identified in Part 2 of the Session 2 activity.
- In the **Protection Strategy** column, identify the protection strategy you will use for the risk.
- In the **Protective Measures** column, describe the protective measures you will take to protect the essential record.

If you are taking this course with other people from your agency, you may opt to work together and complete this activity as a team.

Be prepared to share your answers with the class at the beginning of the next webinar session (Session 4).

Submit Your Completed Sheet

Please email a copy of your completed sheet to your instructor no later than the day before Session 4.



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Name(s): _____

Agency: _____

Table 2: My Agency's Protection Strategies and Measures

ESSENTIAL RECORD	POTENTIAL RISK	PROTECTION STRATEGY (Avoidance or Mitigation)	PROTECTIVE MEASURE(S)



Table 2: My Agency's Protection Strategies and Measures, continued

ESSENTIAL RECORD	POTENTIAL RISK	PROTECTION STRATEGY (Avoidance or Mitigation)	PROTECTIVE MEASURE(S)