



IPER Records Emergency Planning and Response Pre-Test

Name: _____

1. True or false? An unplanned incident that requires you to secure your operations and protect assets is called a disaster.
True
False

2. What is the purpose of the mitigation phase of emergency planning? *Select one.*
To prevent or reduce the probability of loss during an emergency
To bring things back to normal as far as possible, after an emergency
To react to an emergency
To position an agency effectively to respond if an emergency does occur

3. True or false? One purpose of a Records Emergency Action Plan (REAP) is to identify an agency's essential records.
True
False

4. Which of the following statements about a Records Emergency Action Plan (REAP) is NOT true? *Select one.*
The REAP should complement existing general disaster plans
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
The REAP should replace an agency's Continuity of Operations (COOP) Plan
One benefit of a REAP is the rapid resumption of operations

5. True or false? Implementation of a Records Emergency Action Plan (REAP) will significantly reduce the necessity for recovery.
True
False

6. 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.
True
False

7. Which of the following is NOT a common component that should be part of a Records Emergency Action Plan (REAP)? *Select one.*
- Communication Plan
 - Policy Statement
 - COOP Plan
 - Preparedness, Response, and Recovery Procedures
8. When writing a Records Emergency Action Plan (REAP), what information should you provide in the Responsibilities and Authorities section? *Select one.*
- Delegation of authority
 - Chain of command
 - REAP Team roles and responsibilities
 - All of the above
 - None of the above
9. When determining the salvage priorities for your Records Emergency Action Plan (REAP), which records should be recovered first? *Select one.*
- The records with the most damage
 - Temporary records with long retention periods
 - Water-damaged records
 - Records that can be moved most quickly out of harm's way
10. 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.
- True
 - False
11. Which of the following is NOT a method used to test a Records Emergency Action Plan (REAP)? *Select one.*
- Full-scale exercise
 - Tabletop exercise
 - Functional exercise
 - Usability analysis exercise
12. Which of the following questions should be asked when assessing damage to records? *Select one.*
- Which contractors are needed?
 - What is the anticipated cost of recovery?
 - Is the damage too extensive or can this be handled in-house?
 - How long will it take to recover the damaged records?
13. An incident that affects all the staff in an agency and may require limited contractor response is considered what type of incident? *Select one.*
- Small-scale incident
 - Minor incident
 - Medium-scale incident
 - Moderate incident

14. When conducting the initial assessment of the damage to records after an emergency, what action should NOT be performed? *Select one.*
- Determine the scale of the incident
 - Document the volume and extent of damage
 - Plan the response strategy
 - Ensure that the damaged area is safe before you enter it
 - Identify the records that have been damaged
15. Which of the following is least likely to be assigned to the team assessing specific damage to the records? *Select one.*
- Records managers
 - Preservation specialists
 - Facility managers
 - Reference archivists
16. Which of the following should be addressed when developing your response to a specific emergency incident? *Select one.*
- Response priorities
 - Setting up the Emergency Operations Center
 - The record tracking system
 - All of the above
17. The record tracking system should include which type of information? *Select one.*
- The series cut-off date
 - The records schedule item number
 - Disposition instructions
 - The type(s) of damage
18. True or false? To help prevent exhaustion during a response, eat big, hearty meals to keep up your strength.
- True
 - False
19. With regard to your personal health and safety, what should you wear when working with moldy records? *Select one.*
- A respirator and disposable rubber or plastic gloves
 - A respirator, disposable rubber or plastic gloves, and a lab coat
 - Disposable rubber or plastic gloves and a lab coat
 - A respirator, disposable rubber or plastic gloves, a lab coat, and eye protection
20. What's the best course of action for water-damaged records that can't be treated within 48 hours? *Select one.*
- Wrap the records in plastic until they can be treated
 - Freeze the records until they can be treated
 - Don't do anything. Leave the records alone until they can be treated
 - Group the records in stacks of 1 to 3 inches high and let them air dry in a safe location

21. True or false? In some cases, records should be kept wet until they can be recovered.
- True
 - False
22. How should water-damaged computers be handled? *Select one.*
- Remove the hard drive, keep the hard drive wet by sealing it in plastic, then send the hard drive to a contractor for recovery
 - Remove the hard drive, air dry the hard drive, then send the hard drive to a contractor for recovery
 - 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
 - Keep the hard drive in the computer, air dry the computer, then send the computer to a contractor for recovery
23. Which of the following scenarios will most likely NOT require the services of a contractor? *Select one.*
- A small number of boxes, containing paper-based records, damaged by clean water
 - A small number of magnetic tapes, damaged by clean water
 - A large volume of paper-based records, damaged by clean water
 - Hard drives that have been damaged by clean water
24. To facilitate working with response and recovery contractors, which of the following is least useful to include in your REAP? *Select one.*
- List of vendors and suppliers of emergency services and supplies
 - Generic draft Statement of Work (SOW)
 - Any signed contracts or Memorandums of Understanding (MOUs) with individual contractors for specific services
 - History of vendor past performance
25. 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 one.*
- Use space heaters to heat the air
 - Drop the room temperature to 65° F or lower
 - Cover materials with plastic if water is dripping on them
 - Use fans to circulate the air