Handout 1.1—Develop Your REAP— First Steps Activity

Take-Home Activity Goal

The purpose of this activity is for you to complete the initial steps in developing your Records Emergency Action Plan (REAP), including:

- Identifying the disaster plans relevant to your state agency, city, or county, with a special focus on how this guidance addresses records-related preparedness and response

- Identifying the existing emergency or Continuity of Operations (COOP) teams authorized within your agency or chain of command

- Determining the scope of your REAP and beginning to identify the records emergency planning that needs to be completed

Take-Home Activity Instructions

Complete the *Developing a REAP—First Steps* table by doing the following:

- Identify the disaster plans relevant to your state, county, city, and/or agency and record the information in *Section I. Disaster Plans*.
  - Suggested resources for locating these documents include the following:
    - For state-wide information, start with your state page in the IPER Resource Center.
    - For county and municipality information, consult your Emergency Management Office. Specific state or local government agencies may also have in place their own plans, which should be available through the Agency Director or the agency's Emergency Management Officer.
- Identify the existing emergency or COOP teams authorized within your agency or chain of command and record the information in *Section II. Emergency or COOP Teams*.

- Determine the scope of your REAP; identify the records emergency planning that needs to be completed for your REAP and record the information in *Section III. Scope and Planning*.

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 2).

Submit Your Completed Sheet

Please email a copy of your completed sheet to your instructor no later than the day before Session 2.

**Records Emergency Planning
and Response Webinar
Session 1**

**Develop Your REAP—
First Steps Activity
Handout 1.1**

[This page intentionally left blank.]

**Records Emergency Planning
and Response Webinar
Session 1**

**Develop Your REAP—
First Steps Activity
Handout 1.1**

Name(s): _____

Agency: _____

Table 1: Developing a REAP—First Steps, Part I: Disaster Plans

DISASTER PLANS RELEVANT TO MY STATE, COUNTY, CITY, AND/OR AGENCY	DOCUMENT VERSION/ DATE	SOURCE OF THE PLAN (ORIGINATING AGENCY, ETC.)	LOCATION WHERE THE PLAN CAN FOUND	BRIEF DESCRIPTION OF THE DISASTER PLAN	DOES THE PLAN ADDRESS RECORDS? IF SO, HOW?

Table 2: Developing a REAP—First Steps, Part II: Emergency or COOP Teams

EMERGENCY OR COOP TEAMS AUTHORIZED WITHIN MY AGENCY OR CHAIN OF COMMAND	CONTACT NAME(S)	CONTACT INFORMATION

**Records Emergency Planning
and Response Webinar
Session 1**

**Develop Your REAP—
First Steps Activity
Handout 1.1**

Table 3: Developing a REAP—First Steps, Part III: Scope and Planning

SCOPE OF MY REAP	RECORDS EMERGENCY PLANNING THAT NEEDS TO BE COMPLETED

[This page intentionally left blank.]