

Appendix A
Learning Check
Answer Key

Unit 1

Answer Key

1. The DRM:
 - A. Supervises the State disaster recovery process, including application for Hazard Mitigation Grants.
 - B. *Exercises the authority of a FEMA Regional Director for a particular disaster or emergency.*
 - C. Establishes and manages the DFO for FEMA.
 - D. Activates and supervises ESF-5, Information and Planning.

2. The SCO:
 - A. Converts the GAR's strategic guidance into tactical plans and executes them.
 - B. Is identified in the Governor's request for an emergency or disaster declaration.
 - C. Serves as the interface with the FCO.
 - D. *All of the above.*

3. The ESFs for which FEMA is the primary Federal agency are:
 - A. ESF-5: Information and Planning and ESF-7: Resources Support
 - B. ESF-2: Communications and ESF-6: Mass Care
 - C. *ESF-5: Information and Planning and ESF-9: Urban Search and Rescue*
 - D. All 12 of the ESFs

4. The EST:
- A. *Is a Washington, DC, based interagency group that operates at FEMA headquarters.*
 - B. Operates at the FEMA Regional Office in the Region where the disaster occurred.
 - C. Deploys to large disasters to assist States with the response phase of the disaster operation.
 - D. Works at the State EOC and/or the disaster site to obtain information on the impact of the event.
5. The FCO is appointed by:
- A. The Director of FEMA
 - B. *The President of the United States*
 - C. The Governor of the affected state
 - D. The SCO

Unit 2

Answer Key

1. Which items on the checklist have been completed, based on information in the scenario?

Information in italics only can be justified by statements in the scenario. If the information is also inside parentheses it may be inferred by other actions listed.

Whether or not other items on the checklist have occurred cannot be determined from information given.

1. *Monitor Weather*
2. *Establish liaisons with...*
 - = *State Agencies*
 - = *Local government*
 - = *FEMA*
4. *Review evacuation strategies*
 - = *(Time estimates)*
 - = *Establishment of shelters*
 - = *(Lifting of tolls)*
6. *Activate State EOC*
7. *Establish procedures to receive regular updates on...*
 - = *Weather*
 - = *Evacuations*
 - = *Local government activities*
9. *(Ensure all emergency equipment is operational)*
11. *Implement public information activities including...*
 - = *Updates to media and public about preparation activities*

Unit 3

Answer Key

1. List a disaster response role unique to the local government.
 - = *First response to the disaster by emergency response services such as fire, medical, rescue, and law enforcement.*

2. What actions must be taken at the State government level before Federal resources are available for the disaster response?
 - = *Determination that the situation is beyond the capability of the State.*
 - = *Proclamation of a state of emergency.*
 - = *Request for Federal Assistance.*

3. If Federal aid is requested, what are the first two responsibilities of the Federal government?
 - = *Conduct Joint Preliminary Damage Assessment.*
 - = *Approve or deny request for Federal assistance.*

4. List the action phases of disaster response at the State level of government. List two actions for each phase.

THREAT OR IMPACT	INITIAL ASSESSMENT	RESPONSE	RECOVERY
Inform the Governor	Assess magnitude of the disaster	Activate a CAT	Determine the terms of the FEMA/State Agreement
Activate EOP and EOC	Notify all appropriate parties	Identify staffing needs	Meet with the FCO
Establish communication with local jurisdictions	Mobilize resources	Assess the situation	Prepare for the Federal/State Meeting
Issue disaster proclamations	Activate and staff EOC	Identify response tasks	Establish Disaster Recovery Center locations, if needed
Deploy State resources		Activate emergency public information	Establish and use Joint Information Center
Issue assurances to the public		Initiate assessment and documentation	Coordinate outreach
Evaluate the need for Federal assistance		Issue declaration (Governor)	Begin infrastructure support
Request Federal declaration and assistance		Determine if Federal assistance is needed	Conduct mitigation efforts
		Request Federal assistance	

5. List five steps in the disaster recovery process.

- = *The Governor requests Federal assistance.*
- = *The State Emergency Management Agency and FEMA establish the Disaster Field Office (DFO).*
- = *FEMA, the State, and local governments determine if Disaster Recovery Centers (DRC) are needed.*
- = *FEMA and the State coordinate with local emergency management groups to conduct Public Assistance (PA) Applicant Briefings.*
- = *Prospective applicants fill out Requests for Public Assistance (RPA).*
- = *Prospective applicants appoint an “Applicant’s Agent.”*
- = *Detailed PW are prepared.*
- = *FEMA and the State work with the applicants on hazard mitigation and insurance requirements.*
- = *FEMA and the State approve or deny project applications.*
- = *Applicants submit quarterly status reports on projects.*
- = *Applicants file “Summary of Documentation” when projects are complete.*
- = *The State works with the applicant for final payment and closeout.*

Unit 4

Answer Key

1. *The Governor's request for a declaration of a major disaster should include Wicomico and Worcester counties.*

Unit 5

Answer Key

1. List the characteristics of an emergency.
 - = *Beyond State and local capabilities*
 - = *Supplementary emergency assistance*
 - = *Not to exceed \$5 million.*

2. List the characteristics of a major disaster.
 - = *Beyond State and local capabilities.*
 - = *Supplementary to available resources of State and local governments, disaster relief organizations, and insurance.*
 - = *Must request within 30 days.*

3. List four factors FEMA uses to evaluate the impact of the disaster and to makes its recommendation on the request.
 - = *Amount and type of damage*
 - = *Impact on affected areas or critical facilities*
 - = *Imminent threats to public health and safety*
 - = *Available resources*
 - = *Assistance from other Federal agencies*
 - = *Recent disaster history*
 - = *Extent and type of insurance*
 - = *Other pertinent factors (e.g., demographics of the affected area)*
 - = *44 CFR 206*
 - = *FEMA Policy*

4. Complete the steps in this checklist on applying for a Presidential Declaration.
 - = *Step 1: Get the best possible damage summary estimates.*
 - = *Step 2: Ensure that the joint PDA process is underway and will meet the completion deadline.*
 - = *Step 3: Begin preparing to write the Declaration Request Letter.*
 - = *Step 4: Assemble a draft letter from the Governor to the President that includes the results of the PDAs and the information gathered in Step 3.*
 - = *Step 5: Ask the FEMA ERT-A staff to review the package prior to preparing the final draft for the Governor's signature.*
 - = *Step 6: Have the Governor sign the request and forward the package to the Regional FEMA Director.*

Unit 6

Answer Key

1. List the Federal cost share for:

Infrastructure Support – Permanent, restorative work	<u>75%</u>
Human Services – Disaster Housing Assistance	<u>100%</u>
Individuals and Household Program	<u>Not less than 75%</u>
Disaster Unemployment Assistance	<u>100%</u>

2. State whether items are allowable or unallowable costs.

Newspaper advertisements seeking temporary personnel for the disaster recovery efforts	<u>Allowable</u>
Messenger service	<u>Allowable</u>
Attorney fees to sue FEMA for not paying for a PA project	<u>Not allowable</u>
Services donated by State Building Inspectors Association	<u>Allowable if used to meet cost-share requirements</u>
Salaries and expenses of the Office of the Governor	<u>Not allowable</u>

3. List four of the most common Audit Findings.

- = 1. *Failure to support costs claimed.*
- = 2. *Claims in excess of actual costs or costs not consistent with normal/customary practice.*
- = 3. *Eligibility issues.*
- = 4. *Failure to offset cost with insurance proceeds.*
- = 5. *Salvage value or unused material must be credited to cost of projects.*
- = 6. *Excessive or unreasonable charges.*
- = 7. *Improper contracting.*
- = 8. *Improved projects.*

= 9. *Indirect costs claimed for sub-grantees.*

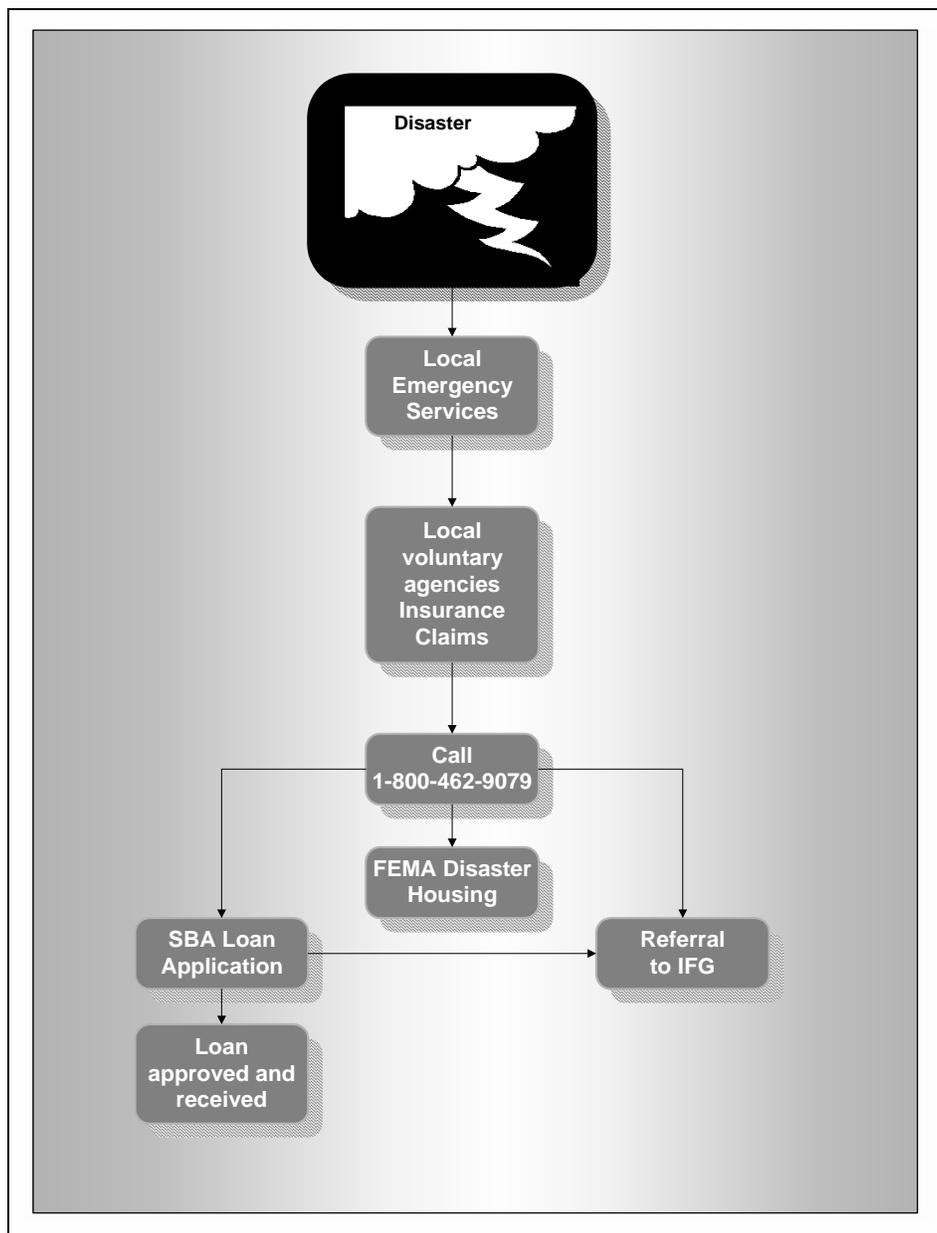
4. List the phases of the Mission assignment process.

- = *Phase 1: Performing initial operations*
- = *Phase 2: Identifying needs*
- = *Phase 3: Issuing the mission assignment*
- = *Phase 4: Managing the mission assignment*
- = *Phase 5: Closing out the mission assignment*

Unit 7

Answer Key

1. Draw a diagram that shows the sequence of delivery of disaster assistance.



2. List the two elements of the FEMA Individuals and Households Program, with a short description of each.
 - = *Housing Assistance: provides financial and/or direct housing assistance to individuals and households impacted by disaster*
 - = *Other Needed Assistance: provides financial and/or direct assistance for serious needs not met in other ways (by insurance or SBA loans).*

3. Who is eligible for Disaster Unemployment Assistance?
 - = *People who are unemployed because of the disaster and who are not eligible for other unemployment benefits.*

4. List three Federal agencies beside FEMA that provide disaster recovery assistance to individuals and businesses.
 - = *USDA – Farm Service Agency*
 - = *SBA – Individual and Business disaster recovery loans*
 - = *SSA – expedited checks; assistance in applying for benefits arising because of the disaster*
 - = *IRS – expedited deductions for casualty losses; amended returns*
 - = *Veterans Affairs – assistance with insurance settlements and VA mortgages*
 - = *CMHS – Crisis Counseling*

Unit 8

Answer Key

1. The PA Program is funded:
 - a. 50% State and 50% Federal
 - b. 25% State, 25% Local and 50% Federal
 - c. 75% State and 25% Federal
 - d. *25% State and 75% Federal*

2. Which entities are eligible to apply for Public Assistance? Circle all that apply.
 - a. *State governments and agencies*
 - b. *Local governments*
 - c. *Special Districts*
 - d. *All private non-profit agencies*
 - e. *Native American and Eskimo tribes listed with BIA*

3. What is the threshold between Small and Large projects (for FY2002)?
 - a. \$48,800
 - b. *\$52,000*
 - c. \$99,999
 - d. \$24,999

4. Matching: Match the project with the work category.

	Project	Work Category
<i>G</i>	Repair City Bandstand & Gazebo	Category A: Debris Removal Emergency Work
<i>F</i>	Rebuild sewer ponds	Category B: Emergency Protective Measures
<i>E</i>	Rebuild County Court House	Category C: Road Systems
<i>C</i>	Rebuild collapsed freeway overpass	Category D: Water Control Facilities
<i>A</i>	Remove fallen trees from fire house driveway	Category E: Public Buildings and Equipment
<i>D</i>	Removal of debris caught in bridge structure, damming stream	Category F: Public Utilities
<i>B</i>	Placement of sandbags around public school	Category G: Parks, Recreation and Other

5. List two Federally legislated Acts with which Public Assistance Projects must comply.

National Environmental Policy Act
Coastal Barriers Resources Act

National Historic Preservation Act
Coastal Zone Management Act

Endangered Species Act
Clean Air Act

Clean Water Act
Resources Conservation and Recovery Act

Unit 9

Answer Key

1. List four FEMA programs or initiatives that support the concept of mitigation.
 - = *National Flood Insurance Program (NFIP)*
 - = *Hazard Mitigation Grant Program (HMGP)*
 - = *Emergency Management Performance Grant (EMPG)*
 - = *The Flood Mitigation Assistance Program*
 - = *HAZUS*
 - = *Sustainability/Sustainable Re-Development*
 - = *State Hazard Mitigation Program (SHMP)*
 - = *Hurricane Program (HP)*
 - = *National Earthquake Program (NEP)*
 - = *Community Assistance Program – State Support Services Element*

2. Define Smart Recovery?
 - = *Smart recovery means that decisions made by the present generation will not reduce the options of future generations, but will pass on to them a natural, economic,, and social environment that will provide a high quality of life.*

3. State the general requirement that must be met for a project to receive HMGP funding.
 - = *Projects may be of any nature that will result in the protection of lives and/or public or private property.*

4. List three examples of projects that may be eligible for HMGP funding.
 - = *Property acquisition, relocation of structures, and conversion of land to open space.*
 - = *Retrofitting or seismic rehabilitation of facilities.*
 - = *Elimination of flood-prone structures.*
 - = *Implementation of State or local mitigation standards, including training of enforcement officials.*
 - = *Development of a comprehensive mitigation program with implementation of an essential component.*
 - = *Initial implementation of vegetation management programs to reduce wildfire hazard to high-risk structures.*

5. What are the three levels of environmental reviews?

1. *Categorical Exclusions (CATEX),*
2. *Environmental Assessments (EA), and*
3. *Environmental Impact Studies (EIS).*

Unit 10

Answer Key

1. Which Federal agency provides assistance for beach and shore erosion? What are the cost-share requirements?
 - = *Department of Defense (DoD), Department of the Army, U.S. Army Corps of Engineers (USACE), Office of the Chief of Engineers.*
Cost Share: Reconnaissance studies are federally funded, and the feasibility phase is shared 50/50 with the local sponsor. Local cost-participation requirements and procedures are similar to those for beach erosion-control projects specifically authorized by Congress under normal procedures except that Federal participation cannot exceed \$2 million. Local costs are based on the public use and ownership of the beach protected.
2. What agency provides AmeriCorps assistance following a disaster? Who is eligible to receive this assistance?
 - = *Corporation for National Service (CNS).*
Grants are made only to existing grantees of the CNS. These include AmeriCorps, Learn and Serve America, the National Senior Service Corps, and State commissions on national service.
3. What agency provides aid for the repair of Federally funded roads? What are the cost-share requirements?
 - = *Department of Transportation (DOT), Federal Highway Administration (FHWA).*
Cost-Sharing Requirements: Federal share is 100 percent for eligible emergency repairs done within 180 days of the disaster; otherwise, the Federal share is based on the Federal-aid highway on which eligible damage occurred.
4. What agency provides assistance to reduce or eliminate illness, disability, and death resulting from exposure of the public and workers to toxic substances at spill and waste disposal sites? Who can receive this assistance?
 - = *Agency: Department of Health and Human Services (DHHS), Public Health Service (PHS), Agency for Toxic Substances and Disease Registry (ATSDR).*
Eligibility: States or political subdivisions thereof, which may include State universities, State colleges, State research institutions, State hospitals, and State and local health departments.

Unit 11

Answer Key

1. What are the branches of ESF-5? Give a brief description of the task of each branch.

<i>Situation Status</i>	<i>Collects, analyzes, and displays information regarding the disaster situation and the location of critical resources</i>
<i>Planning Support</i>	<i>Identifies critical planning issues and provides general planning support</i>
<i>Documentation</i>	<i>Prepares SITREPS and maintains archival files and records</i>
<i>Technical Support</i>	<i>Establishes and maintains GIS and other technical information systems for the DFO</i>

2. What Web site would you use to find information about disaster recovery loans for businesses?

Small Business Administration, www.sba.gov

3. What tool from FEMA can give you quick access to historical disaster statistics and current disaster fact sheets?

FEMAFAX

- a. Who publishes *The Recovery Times*?

The FEMA Office of Public Affairs

Unit 12

Answer Key

1. Match the letter of the phase with the transition actions taking place.

PHASE		ACTIONS
<i>D: When FEMA leaves</i>		<ol style="list-style-type: none"> 1. Determine a method to access: <ul style="list-style-type: none"> = FEMA computer records such as: <ul style="list-style-type: none"> – Establishing a link with your State system – Setting up remote access – Receiving paper copies = PA project records 2. Establish a method to remain updated on: <ul style="list-style-type: none"> = Congressional constituent requests = Media coverage related to the disaster 3. Determine key POC for ongoing activities. 4. Review reports and accounting to ensure: <ul style="list-style-type: none"> = Federal and State records show the same costs and reimbursements = Project records are recorded properly for future closeout activities
<i>C: During Transition</i>		<ol style="list-style-type: none"> 5. Implement Transition Plan 6. Complete and distribute After-Action Report 7. Transfer recovery operations from FEMA to the State
<i>A: At the beginning of the disaster</i>		<ol style="list-style-type: none"> 1. Hold joint strategy session with State and Federal staff to: <ul style="list-style-type: none"> Set transition goals = Discuss State specific issues: <ul style="list-style-type: none"> – Previous problems – Political factors – Philosophy and priorities = Discuss critical issues with FEMA Regional Director 2. Draft Transition plan 3. Start preparation for After-Action Report
<i>B: Through the disaster response</i>		<ol style="list-style-type: none"> 1. Maintain all documentation 2. Keep information on issues as they occur 3. Prepare recommendations for improved management of issues 4. Solicit issues and solutions from all staff sections 5. Prepare final Transition Plan

Conclusion Answer Key

Please submit your answers online at <http://training.fema.gov>, click on FEMA Independent Study and follow the links to the specific course. Or you can request an Opscan Answer Sheet form and mail your final exam to EMI at the following address:

FEMA
Independent Study Office
16825 S. Seton Avenue
Emmitsburg, MD 21727