

Continuity of Operations (COOP) Awareness Course (IS-546)
Final Examination

1. Governments at all levels have a fundamental responsibility to provide uninterrupted _____ functions to the public, regardless of circumstances.
 - a. Mission-related
 - b. Essential
 - c. High-priority
 - d. Mandated

2. Federal Preparedness Circular 65 provides guidance to the _____ on Continuity of Operations, although the basic principles can be used to build the capability at any level of government:
 - a. Congress
 - b. Judicial Branch
 - c. Federal Executive Branch
 - d. States

3. _____ has been designated the lead agency for issuing Federal COOP guidance.
 - a. HHS
 - b. NSA
 - c. FEMA
 - d. DOJ

4. A viable COOP plan:
 - a. Ensures the continuation of vital government services
 - b. Mimics the Continuity of Government Plan
 - c. Supersedes the Occupant Emergency Plan
 - d. Includes sheltering in place

5. COOP plans must:
 - Be capable of implementation anytime
 - Provide full operational capability for essential functions
 - Be capable of sustaining operations for up to 30 days
 - _____
 - a. Be capable of implementation within the primary facility
 - b. Provide onsite housing for Emergency Relocation Group family members
 - c. Provide for duplication of all agency records
 - d. Include regularly scheduled tests, training, and exercises

6. For agencies at the beginning stage of COOP planning, determining _____ must be completed before moving onto any other area of COOP planning.
 - a. Essential functions
 - b. Orders of Succession
 - c. Delegation of Authority
 - d. Communication needs

7. Essential functions include all functions that have been explicitly assigned by law or by order of the President.
 - a. True
 - b. False

8. When an agency's COOP plan is implemented, all agency personnel must report to the alternate facility.
 - a. True
 - b. False

9. Delegations of authority specify who is authorized to make decisions or act on behalf of key officials for specific purposes during emergency situations.
 - a. True
 - b. False

10. Agencies are responsible for establishing, promulgating, and maintaining orders of succession to key positions:
 - a. True
 - b. False

11. Alternate facilities must be:
 - a. Located at a regional or district office
 - b. Out of harm's way, yet accessible to the ERG
 - c. Within an agency's primary facility
 - d. In a different State from the primary facility

12. Interoperable communications provide the capability to communicate with:
 - a. ERG family members
 - b. Non-ERG staff
 - c. Internal and external customers

13. Interoperable communications include access to data, systems, and services.
 - a. True
 - b. False
14. Plans and directives, orders of succession, delegations of authority, and references for performing essential functions are not considered emergency operating records.
 - a. True
 - b. False
15. Vital records must be:
 - a. Maintained in a secure area within the primary facility
 - b. Available at an agency's primary facility, alternate facility, and devolution site
 - c. Printed in hardcopy on an "as needed" basis
 - d. Updated at least quarterly
16. COOP planning must consider:
 - a. Natural and technological hazards only
 - b. Terrorist threats only
 - c. All hazards
17. Because COOP activation may require carrying out agency functions with a reduced number of staff, cross-training of ERG members is recommended.
 - a. True
 - b. False
18. Tests, Training, and Exercises (TT&E) are necessary to ensure:
 - a. Non-ERG personnel understand that they will lose their jobs during a COOP operation
 - b. ERG personnel can deploy to State EOCs
 - c. Agency and Department heads can increase budgets for COOP operations
 - d. All equipment, systems, personnel, and facilities function as required in a COOP activation
19. Lessons learned from TT&E activities are used for briefing agency leaders only.
 - a. True
 - b. False

20. Devolution includes the capability to transfer statutory authority and responsibility for essential functions to other facilities and employees.
- True
 - False
21. Reconstitution is the process by which agency personnel resume normal agency operations from the original or a replacement primary operational facility.
- True
 - False
22. Agencies should appoint a _____ to handle the process for returning to normal operations.
- Successor
 - Reconstitution Manager
 - Family Support Plan Manager
 - Emergency Relocation Group
23. The reconstitution process involves four steps:
- Determining that the primary facility is suitable for normal operations to resume from that site.
 - Informing employees of what they should do for reconstitution
 - Reporting the status of relocation to agency partners and customers
 - _____
- Destroying all records produced during a COOP activation
 - Laying off all non-essential personnel
 - Devolve essential functions to another agency to ensure COOP activation is not required in the future
 - Supervising an orderly return to the existing or new primary facility
24. A family emergency plan should include contact and communication information, important documents, and supplies for at least 12 hours.
- True
 - False

25. To demonstrate concern for agency employees and their families, every agency COOP program should include:

- Processes for activating an emergency information call-in number
- A process for accounting for and tracking all employees
- Provisions for providing guidance and assistance to employees and their families

- a. True
- b. False