

Introduction to Continuity of Operations (COOP) (IS-547)
Final Examination

1. Federal Preparedness Circular 65 requires that all Federal Executive Branch Departments and agencies prepare a COOP plan that can be implemented:
 - a. Within 7 hours of activation notification
 - b. At any time during the duty day
 - c. And sustained indefinitely
 - d. With and without warning

2. One of the benefits of COOP planning is that it allows agencies to adapt to sudden changes to improve their performance through the identification of essential functions, work processes, and communication methods.
 - a. True
 - b. False

3. An emergency has occurred on your floor inside your agency's building and you are required to temporarily evacuate. Your agency has implemented the:
 - a. Occupant Emergency Plan
 - b. Continuity of Operations Plan
 - c. Continuity of Government Plan
 - d. Emergency Operations Plan

4. COOP planning requires agency personnel to review the functions that are truly critical to operations. In FPC 65, those functions are called:
 - a. Executive functions
 - b. Essential functions
 - c. Vital functions
 - d. Public functions

5. Overall, the _____ is responsible for planning and ensuring that the agency is capable of carrying out all COOP-related activities.
 - a. COOP Planner
 - b. COOP Program Manager
 - c. COOP planning team
 - d. Agency head

6. The _____ serves as the agency's coordinator for all day-to-day COOP planning and activities.
 - a. Agency head
 - b. COOP Program Manager
 - c. Reconstitution Coordinator
 - d. ERG Member

7. In a situation requiring COOP activation, non-Emergency Relocation Group personnel will most likely be required to:
 - a. Evacuate the building, go home, and wait for instructions
 - b. Report to the alternate facility
 - c. Continue working from the primary facility

8. Functions that must continue with no or minimal disruption are _____ functions.
 - a. Primary
 - b. Directed
 - c. Essential
 - d. Mandatory

9. The ability of an organization to continue performance of its essential functions will be driven by the availability of trained personnel, supplies, equipment and systems, and the:
 - a. Availability of local field offices
 - b. Recognition that new threats may trigger COOP plan activation
 - c. Full Emergency Relocation Group participation in all COOP planning meetings
 - d. Vital records and databases.

10. Delegations of authority are developed:
 - a. In lieu of orders of succession
 - b. To ensure that critical tasks can be continued if leaders are unavailable or incapacitated
 - c. To ensure succession to office if agency leaders are incapacitated

11. Interoperable communications must ensure the capability to communicate internally and externally.
 - a. True
 - b. False

12. Plans and directives, delegations or authority, and call-down rosters are all examples of:
 - a. Legal and financial records
 - b. Emergency operating records
 - c. General operating records

13. FPC 65 requires COOP awareness briefings for the entire workforce on a (an) _____ basis.
 - a. Weekly
 - b. Daily
 - c. Annual
 - d. Monthly

14. The process of transferring statutory authority and responsibility for essential functions from an agency's primary operating staff and facilities to other employees and facilities is called:
 - a. Devolution
 - b. Reconstitution
 - c. Sustainment
 - d. Implementation

15. The method to ensure that agency policies and procedures work as they should, when they should, is called:
 - a. Testing
 - b. A briefing
 - c. Exercising

16. _____ are usually presented as briefings and are used to introduce general concepts of the COOP plan.
 - a. Tabletop exercises
 - b. Functional exercises
 - c. Orientations

17. Upon COOP activation, non-ERG personnel should:
 - a. Report to the alternate facility
 - b. Call their families to report COOP activation
 - c. Leave the area as soon as possible
 - d. Ensure their availability to help the ERG, if required

18. Phase I, Activation and Relocation, involves the actual movement of essential functions, personnel, records, and equipment to the alternate facility. It may also involve:
 - a. Activating reconstitution procedures
 - b. Transferring communications capability
 - c. Transporting all employees to the alternate facility
 - d. Activating a second "backup" site
19. Phase II, Alternate Operating Facility Operations, requires:
 - a. Involvement of all agency staff
 - b. Establishment of communications to all critical customers
 - c. Implementation of reconstitution plans
 - d. Transferring agency records and databases to the alternate facility
20. COOP Team/ERG deployment procedures should include:
 - a. Information on the whereabouts of the agency/department leadership
 - b. Unemployment insurance information
 - c. What the ERG should do, where they should go, and what they need to take the COOP site
 - d. All of the above
21. One key resource for helping your agency locate new office space if the primary facility has been destroyed is:
 - a. GSA or the State or local facilities management agency
 - b. OPM or the State or local human resources or personnel agency
 - c. OMB or the State or local budgetary agency
 - d. NSA or the State or local intelligence service
22. _____ is recommended to ensure that the personnel are prepared to perform essential functions with a reduced staff:
 - a. Full-scale exercises
 - b. Cross-training
 - c. A functional briefing
 - d. Job shadowing
23. Long-term plan maintenance should always include a review cycle at least:
 - a. Monthly
 - b. Bi-monthly
 - c. Semi-annually
 - d. Annually

24. Congress has just passed a law that will expand your agency's mission significantly. The President is expected to sign it within the week. What should you do?
- a. Incorporate the expanded mission into the COOP plan immediately
 - b. Include the law on the agenda for the next scheduled plan review meeting
 - c. Schedule a review meeting to evaluate how the law will affect the COOP plan
 - d. Request the General Counsel to review the law for its impact on the COOP plan
25. All employees should develop a family emergency plan whether they are on the ERG or not.
- a. True
 - b. False