



Powerboard Files

The following Powerboard files are to be prepared and saved in the iLinc library by the IPER Course Manager:

Table 1: Powerboard Files to be Entered in iLinc

POWERBOARD TITLE/FILENAME	POWERBOARD CONTENT
<p>PB 1.1—Sound check/technical issues</p>	<p>Can everyone hear us? Please confirm by replying through the iLinc Chat Tool, located in the bottom left section of your screen. Be sure to use the “Public” Tab of the Chat Tool.</p> <p>Are you having any technical issues? If you are having any technical issues, please let us know via the phone or notify us through the “Public” Tab of the Chat Tool.</p>
<p>PB 1.2—Session 1 Review</p>	<p>In Session 1, you learned about:</p> <ul style="list-style-type: none"> • The IPER Project • Emergency management terms and the phases of emergency management • Emergency federal guidance • The REAP • Preparation for developing a REAP <p>NOTE TO COURSE MANAGER: This is for the Q&A approach to the session review (where the Instructor poses a bullet as a question and then records the answer(s) below). When creating the Powerboard, be sure to leave enough room between the bullets so the Instructor can write the correct answers.</p>
<p>PB 2.1—Session 2 Review</p>	<p>In Session 2, you learned:</p> <ul style="list-style-type: none"> • How to develop a REAP • How to maintain a REAP <p>NOTE TO COURSE MANAGER: This is for the Q&A approach to the session review (where the Instructor poses a bullet as a question and then records the answer(s) below). When creating the Powerboard, be sure to leave enough room between the bullets so the Instructor can write the correct answers.</p>



POWERBOARD TITLE/FILENAME	POWERBOARD CONTENT
PB 3.1 —Session 3 Review	<p>In Session 3, you learned:</p> <ul style="list-style-type: none">• How to assess the nature and severity of the damage• How to conduct the initial coordination meeting with your Assessment Team<ul style="list-style-type: none">– Assessment Team roles and responsibilities– Tips for performing the damage assessment• How to document damage to records• The importance of communicating your findings• How to develop your response plan• How to implement your response plan <p>NOTE TO COURSE MANAGER: This is for the Q&A approach to the session review (where the instructor poses a bullet as a question and then records the answer(s) below). When creating the Powerboard, be sure to leave enough room between the bullets so the instructor can write the correct answers.</p>
PB 4.1 —Course Review	<p>In the <i>Records Emergency Planning and Response Webinar</i>, you learned:</p> <ul style="list-style-type: none">• What a REAP is and how to prepare for creating a REAP• How to develop a REAP• How to put your REAP into action and:<ul style="list-style-type: none">– Assess the damage to records– Develop a response plan– Implement a response plan• Recovery procedures <p>NOTE TO COURSE MANAGER: This is for the Q&A approach to the session review (where the Instructor poses a bullet as a question and then records the answer(s) below). When creating the Powerboard, be sure to leave enough room between the bullets so the Instructor can write the correct answers.</p>